

Appendix C-1: Requisition Summary (SGI)

Electoral Area		Cost per Avg.		Cost per Avg.		Difference Increase/ (Decrease)	Change in cost per avg	
Southern Gulf Islands		2022	Res Asst/ Parcel	2021	Res Asst/ Parcel		\$	%
1.010	Legislative & General Government	248,001	35.74	203,762	29.37	44,239	6.38	21.71%
1.101	G.I.S.	2,823	0.41	1,524	0.22	1,299	0.19	85.27%
1.224	Community Health - Homeless Sec.	14,534	2.09	13,981	2.01	553	0.08	3.95%
1.280	Regional Parks	362,768	52.28	259,457	37.39	103,311	14.89	39.82%
1.280A	Regional Parks - Land Acquisition	1,878	0.27	94,568	13.63	(92,690)	(13.36)	-98.01%
1.309	Climate Action and Adaptation	8,467	1.22	8,066	1.16	401	0.06	4.97%
1.310	Land Banking & Housing	33,910	4.89	31,400	4.53	2,510	0.36	7.99%
1.324	Regional Planning Service	27,974	4.03	27,425	3.95	549	0.08	2.00%
1.335	Geo-Spatial Referencing System	3,720	0.54	3,847	0.55	(127)	(0.02)	-3.29%
1.374	Regional Emergency Program Support	2,320	0.33	2,274	0.33	45	0.01	2.00%
1.375	Hazardous Material Incident Response	5,686	0.82	5,575	0.80	112	0.02	2.00%
1.911	Call Answer	2,066	0.30	1,797	0.26	269	0.04	14.99%
1.921	Regional CREST Contribution	19,524	2.81	19,149	2.76	375	0.05	1.96%
21.ALL	Feasibility Study Reserve Fund - ALL	-	-	3,535	0.51	(3,535)	(0.51)	-100.00%
Total Regional		\$733,669	\$105.74	\$676,359	\$97.48	\$57,310	\$8.26	8.47%
1.230	Traffic Safety Commission	1,780	0.26	1,745	0.25	35	0.01	1.99%
1.297	Arts Grants	22,380	3.23	21,945	3.16	434	0.06	1.98%
1.311	Regional Housing Trust Fund	19,876	2.86	20,824	3.00	(947)	(0.14)	-4.55%
1.313	Animal Care Services	92,938	13.39	89,795	12.94	3,143	0.45	3.50%
1.913	Fire Dispatch	31,570	4.55	39,773	5.73	(8,203)	(1.18)	-20.62%
Total Sub-Regional		\$168,544	\$24.29	\$174,082	\$25.09	(\$5,538)	(\$0.80)	-3.18%
1.103	Elections	20,783	3.00	7,933	1.14	12,850	1.85	161.98%
1.104	U.B.C.M.	3,810	0.55	2,484	0.36	1,327	0.19	53.40%
1.318	Building Inspection	147,821	21.30	142,409	20.52	5,412	0.78	3.80%
1.320	Noise Control	12,935	1.86	12,664	1.83	271	0.04	2.14%
1.322	Nuisances & Unsightly Premises	17,282	2.49	16,833	2.43	450	0.06	2.67%
1.372	Electoral Area Emergency Program	48,142	6.94	47,199	6.80	944	0.14	2.00%
Total Joint Electoral Area		\$250,773	\$36.14	\$229,522	\$33.08	\$21,252	\$3.06	9.26%
1.110	Electoral Area Admin Exp-SGI	388,395	55.98	341,564	49.23	46,831	6.75	13.71%
1.117	Grants in Aid - Southern Gulf Islands	105,023	15.14	102,981	14.84	2,042	0.29	1.98%
1.125	SGI Economic Development Commission	119,324	17.20	116,984	16.86	2,340	0.34	2.00%
1.138	Southern Gulf Islands - Public Library	228,928	32.99	224,053	32.29	4,875	0.70	2.18%
1.235	SGI Small Craft Harbour Facilities**	296,980	50.67	291,104	49.67	5,876	1.00	2.02%
1.314	SGI House Numbering	9,375	1.35	9,203	1.33	172	0.02	1.87%
1.341	SGI Livestock Injury Compensation	3,150	0.45	-	-	3,150	0.45	0.00%
1.373	Southern Gulf Islands. Emergency Program	247,378	35.65	242,608	34.96	4,770	0.69	1.97%
1.533	Stormwater Quality Management - Southern Gulf Is.	38,630	5.57	37,875	5.46	755	0.11	1.99%
1.923	Emergency Comm - Crest - S.G.I.	181,397	26.14	178,188	25.68	3,209	0.46	1.80%
Total SGI Electoral Area		\$1,618,580	\$241.14	\$1,544,560	\$230.32	\$74,020	\$10.82	4.70%
Total Capital Regional District		\$2,771,566	\$407.31	\$2,624,522	\$385.97	\$147,044	\$21.35	5.53%
CRHD Capital Regional Hospital District		621,050	89.51	660,575	95.20	(39,525)	(5.70)	-5.98%
Total CRD and CRHD		\$3,392,617	\$496.82	\$3,285,097	\$481.17	\$107,519	\$15.65	3.25%

Average residential assessment - 2021

\$525,581

\$525,581

Major Impacts (changes > +/- \$1.00)

Change in Cost per Average Household

REGIONAL	\$ Change	% of Total Increase
Legislative & General Government	6.38	1.33%
Regional Parks	14.89	3.09%
Regional Parks - Land Acquisition	(13.36)	-2.78%
SUB-REGIONAL		
Fire Dispatch	(1.18)	-0.25%
JOINT EA		
Elections	1.85	0.38%
SGI EA		
Electoral Area Admin Exp-SGI	6.75	1.40%
SGI Small Craft Harbour Facilities**	1.00	0.21%
Capital Regional Hospital District		
	(5.70)	-1.18%
Other (changes < +/- \$1.00)	5.02	1.04%
Total	\$15.65	3.25%

Southern Gulf Islands 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	
		2022		2021			\$	%
1.137	Galiano Island Community Use Building	62,952	41.14	61,715	40.33	1,237	0.81	2.00%
1.170	Gossip Island Electric Power Supply	56,728	1,066.18	56,848	1,068.44	(120)	(2.26)	-0.21%
1.227	Saturna Island Medical Clinic	33,168	50.73	32,180	49.22	988	1.51	3.07%
1.228	Galiano Health Service	135,658	88.65	129,029	84.32	6,629	4.33	5.14%
1.352	South Galiano Fire Protection	493,454	533.22	443,298	479.02	50,155	54.20	11.31%
1.356	Pender Fire Protection	1,064,067	425.27	1,035,943	414.03	28,124	11.24	2.71%
1.359	N. Galiano Fire Protection	210,182	523.20	206,197	513.28	3,985	9.92	1.93%
1.363	Saturna Is. Fire Protection	169,305	257.62	157,672	239.92	11,633	17.70	7.38%
1.465	Saturna Is Community Parks	23,705	36.07	22,866	34.79	839	1.28	3.67%
1.468	Saturna Is Community Recreation	13,458	20.48	12,971	19.74	487	0.74	3.75%
1.475	Mayne Is Community Parks	85,403	49.85	83,215	48.57	2,188	1.28	2.63%
1.478	Mayne Is Community Rec	34,890	20.37	34,209	19.97	681	0.40	1.99%
1.485	N & S Pender Community Parks	158,741	62.94	155,349	61.60	3,392	1.34	2.18%
1.488	N & S Pender Community Rec	65,295	25.89	64,157	25.44	1,138	0.45	1.77%
1.495	Galiano Parks	94,753	71.43	92,073	69.41	2,680	2.02	2.91%
1.498	Galiano Community Recreation	37,440	28.22	36,705	27.67	735	0.55	2.00%
2.630	Magic Lakes Estate Water System	579,890	507.34	568,517	497.39	11,373	9.95	2.00%
2.640	Lyall Harbour/Boot Cove Water	130,290	788.10	127,738	772.67	2,552	15.44	2.00%
2.642	Skana Water	24,000	346.03	22,885	329.95	1,115	16.08	4.87%
2.665	Sticks Allison Water	5,000	138.49	5,000	138.49	-	-	0.00%
2.667	Surfside Park Estates Water	23,100	231.55	22,000	220.52	1,100	11.03	5.00%
3.755	Regional Source Control - Magic Lake Estates	3,704	5.19	3,631	5.09	73	0.10	2.00%
3.830	Magic Lake Estates Sewer System	588,368	868.52	576,831	851.49	11,537	17.03	2.00%
3.830D	Magic Lake Estates Sewer Debt	204,954	319.38	79,210	123.43	125,744	195.94	158.75%
Total Local/Specified/Defined Services		\$4,298,504		\$4,030,239		\$268,265		

Appendix C-2

Southern Gulf Islands - Operating Budget Highlights - Gross Expenditure (+/- 2.0% and +/- \$20,000)

JDF Services +/- 2.0% and +/- \$20,000	Gross Expenditure 2022	Gross Expenditure 2021	Changes \$	Changes %	Main Budget Driver
1.117 - Grant-in-Aid - Southern Gulf Islands	105,974	216,732	(110,758)	-51.1%	• One-time COVID 19 Safe Restart grant in 2021 \$(113k)
1.373 - S.G.I. Emergency Program	250,048	273,227	(23,179)	-8.5%	• One-time project in 2021 - funded by surplus carryover from 2020
Total Southern Gulf Islands Electoral Area	356,022	489,959	(133,937)	-27.3%	
1.352 - South Galiano Fire Protection	474,214	424,362	49,852	11.7%	• Increase in Honararium for Fire Chief \$39k • Inflationary increase for operating cost \$10k
3.830 - Magic Lake Estates Sewer System	884,648	854,863	29,785	3.5%	• Cyclical maintenance program for Outfall Inspection and Schooner Wastewater Treatment Plant oxidation ditch cleaning in 2022 \$25k - funded by ORF
3.830D - Magic Lake Estates Sewer Debt	205,454	79,210	126,244	159.4%	• New debt servicing cost for Wastewater Treatment Plan Upgrade
Total Local/Specified/Defined Area	1,564,316	1,358,435	205,881	15.2%	
Other (Services not meeting criteria above)	5,366,494	5,297,542	68,952	1.3%	
Total Southern Gulf Islands	7,286,832	7,145,936	140,896	2.0%	

Appendix C-3

Southern Gulf Islands 2022 Major Capital Projects ≥ \$100,000

SERVICE AREA	\$('000)	FUNDING SOURCE
Protective Services		
1.352 South Galiano Fire Protection		
South Galiano Fire Hall	200	Debt
1.356 Pender Fire Protection		
Replace (E27 Unit 746) Rated Mini-Pumper 1500 IGPM	300	Reserves
Water		
2.630 Magic Lake Estates Water		
Design and construction Buck Lake & Magic Lake adjustable intakes	200	Reserves
Process Pipe Replacement	200	Other
2.640 Lyall Harbour Boot Cove Water		
Dam Improvements & Regulatory Requirements	390	Grants
Sewer		
3.830 Magic Lake Estates Sewer		
Wastewater improvements - Sewer replacement	1,100	Debt
Wastewater Improvements - Pump Station and Treatment Plant Upgrades	3,000	Grants, Debt
Other		
1.235 SGI Small Craft Harbour Facilities		
Upgrades to Retreat Cove dock facility	185	Debt
Upgrades to Miners Bay	277	Debt
Port Washington dock improvements	195	Debt
Installation of an additional float at the Piers Island dock	135	Debt
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Total Projects ≥ \$100K	6,182	
Total Projects < \$100K	1,019	
Total 2021 Capital Projects	7,201	

Appendix C-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SGI 2022														Schedule B - Extract
Service #	Service Name	CAPITAL EXPENDITURE					SOURCE OF FUNDING							
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.110	SGI Admin. Expenditures	1,500					1,500			1,500				1,500
1.137	Galiano Island Community Use Building			20,000			20,000					20,000		20,000
1.235	SGI Small Craft Harbour Facilities				1,124,000		1,124,000	30,000	1,044,000			50,000		1,124,000
1.318	Building Inspection	25,721					25,721			25,721				25,721
1.352	South Galiano Fire	13,500		200,000			213,500		200,000	13,500				213,500
1.356	Pender Island Fire	26,500	300,000	115,000			441,500			326,500		115,000		441,500
1.369	Electoral Area Fire Services	83,089					83,089					83,089		83,089
1.373	SGI Emergency Program	47,000					47,000					47,000		47,000
1.465	Saturna Island Community Parks				23,000		23,000					23,000		23,000
1.475	Mayne Island Community Parks	5,000		4,000	18,000		27,000				15,000	12,000		27,000
1.485	Pender Island Community Parks				10,000		10,000					10,000		10,000
1.495	Galiano Community Parks				36,500		36,500	8,000				28,500		36,500
2.630	Magic Lake Estates Water (Pender)	205,000			290,000		495,000				2,500	292,500	200,000	495,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	8,000			390,000		398,000				390,000	8,000		398,000
2.642	Skana Water (Mayne)	75,000			45,000		120,000		75,000			45,000		120,000
2.665	Sticks Allison Water (Galiano)				5,000		5,000					5,000		5,000
2.667	Surfside Park Estates (Mayne)	25,000					25,000					25,000		25,000
3.830	Magic Lake Sewer Utility (Pender)	5,000			4,100,000		4,105,000		1,900,100		2,202,400	2,500		4,105,000
	TOTAL	520,310	300,000	339,000	6,041,500	-	7,200,810	38,000	3,219,100	367,221	2,609,900	766,589	200,000	7,200,810

Appendix C-5: SGI Service Budgets

JOINTLY FUNDED SERVICES

1.103 Elections

1.104 UBCM

1.318 Building Inspection

1.320 Noise Control

1.322 Nuisance & Unsightly Premises

1.372 EA Emergency Coordination

SOUTHERN GULF ISLANDS

1.110 Administration

1.117 Grants in Aid

1.125 Economic Development

1.137 Galiano Island Community Use Building

1.138 Southern Gulf Islands Public Library

1.170 Gossip Island Electric Power Supply

1.227 Saturna Health Service

1.228 Galiano Health Service

1.235 Small Craft Harbour Facilities

1.314 SGI House Numbering

1.341 Livestock Injury Compensation

1.352 South Galiano Island Fire

1.356 Pender Island Fire

Appendix C-5: SGI Service Budgets

1.359 North Galiano Island Fire

1.363 Saturna Island Fire

1.369 Electoral Area Fire Services- JDF & SGI

1.373 Emergency Program

1.465 Saturna Island Community Parks

1.468 Saturna Island Community Recreation

1.475 Mayne Island Community Parks

1.476 Mayne Island Community Parks Donations

1.478 Mayne Island Community Recreation

1.485 Pender Island Community Parks

1.488 Pender Island Community Recreation

1.495 Galiano Island Community Parks

1.498 Galiano Island Community Recreation

1.533 Stormwater Quality

1.923 Emergency Communications – CREST

2.630 Magic Lake Estates Water (Pender Island)

2.640 Lyall Harbour/Boot Cove Water (Saturna Island)

2.642 Skana Water (Mayne Island)

2.665 Sticks Allison Water (Galiano Island)

2.667 Surfside Water (Mayne Island)

3.830 Magic Lake Estates Sewer System (Pender Island)

CAPITAL REGIONAL DISTRICT

2022 BUDGET

Elections

EAC REVIEW

OCTOBER 2021

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.

Change in Budget 2021 to 2022**Service: 1.103 Elections****Total Expenditure****Comments****2021 Budget****25,070**

Non-election year, budget is solely for ORF transfer

Change in Salaries:

Base salary change

-

Inclusive of estimated collective agreement changes

Step increase/paygrade change

-

Other (explain as necessary)

-

Total Change in Salaries

-

Other Changes:

Electoral Area Elections Expenditure:

122,500

EA Election Costs

40,000

IBC-15d-2 EA Elections - To contract a Chief Election Officer (CEO) to coordinate the EA elections

Islands Trust

74,900

Island Trust Election - Full recovery from Island Trust

Other

462

Total Other Changes

237,862

2022 Budget**262,932**

% expense increase from 2021:

948.8%

% Requisition increase from 2021 (if applicable):

162.0%

Requisition funding is 27.6% of service revenue

Overall 2021 Budget Performance

(expected variance to budget and surplus treatment)

No major variance is expected. Any minor variance will be adjusted to the ORF transfer at year end.

1.103 - Elections	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Electoral Area Elections	-	-	122,500	-	40,000	162,500	-	-	-	175,895
Islands Trust	-	-	74,900	-	-	74,900	-	-	-	81,074
Allocations and Insurance	37	37	32	-	-	32	32	32	32	32
TOTAL OPERATING COSTS	37	37	197,432	-	40,000	237,432	32	32	32	257,001
*Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	25,033	25,033	25,500	-	-	25,500	45,000	45,000	45,000	45,000
TOTAL COSTS	25,070	25,070	222,932	-	40,000	262,932	45,032	45,032	45,032	302,001
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	(122,457)	-	-	(122,457)	-	-	-	(175,895)
Recovery from Islands Trust	-	-	(74,900)	-	-	(74,900)	-	-	-	(81,074)
Other Income	(66)	(66)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	(66)	(66)	(197,427)	-	-	(197,427)	(70)	(70)	(70)	(257,039)
REQUISITION	(25,004)	(25,004)	(25,505)	-	(40,000)	(65,505)	(44,962)	(44,962)	(44,962)	(44,962)
*Percentage increase over prior year Requisition			2.0%			162.0%	-31.4%	0.0%	0.0%	0.0%

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				
		2021	2022	2023	2024	2025	2026
Beginning Balance		76,873	102,647	5,690	50,690	95,690	140,690
Transfer from Op Budget		25,033	25,500	45,000	45,000	45,000	45,000
Transfer to Op Budget		-	(122,457)	-	-	-	(175,895)
Transfer from ERF		41	-	-	-	-	-
Interest Income		700	-	-	-	-	-
Ending Balance \$		102,647	5,690	50,690	95,690	140,690	9,795

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

2022 Budget

UBCM

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Membership Fee	12,893	11,748	12,945	-	-	12,945	13,198	13,461	13,724	13,998
TOTAL COSTS	12,893	11,748	12,945	-	-	12,945	13,198	13,461	13,724	13,998
*Percentage Increase over prior year						0.4%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	1,145	(1,145)	-	-	(1,145)	-	-	-	-
Balance c/fwd from 2020 to 2021	(5,169)	(5,169)	-	-	-	-	-	-	-	-
Other Revenue	(97)	(97)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(5,266)	(4,121)	(1,245)	-	-	(1,245)	(100)	(100)	(100)	(100)
REQUISITION	(7,627)	(7,627)	(11,700)	-	-	(11,700)	(13,098)	(13,361)	(13,624)	(13,898)
*Percentage increase over prior year Requisition						53.4%	11.9%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Building Inspection

EAC Review

OCTOBER 2021

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), Amendment 3780 (2011), and Amendment 4403 (2021). 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:

Not stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2021 to 2022
Service: 1.318 Building Inspection

Total Expenditure

Comments

2021 Budget

1,653,290

Change in Salaries:

Base salary change	6,603	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(768)	
0.5 FTE Administrative Clerk	38,204	2022 IBC: 11c-2 Building Inspection Information Services

Total Change in Salaries	<u>44,039</u>
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Other Changes:

Standard Overhead Allocation	17,580	Increase due to 2021 operating cost increase and 4th year of new OH model implementation
Building Occupancy Allocation	41,952	Increased due to office space change, facility reserve contributions, loss revenue from rental and extended rental space for temporary swing office space
Human Resources Allocation	5,178	New Corporate Safety Resources
Bylaw Enforcement Labour Charge Out	5,000	Cost recovery from Bylaw services to issue building fines for building infractions
Real Estate Services Labour Charge Out	3,000	Labour charges from Real Estates Services to review land covenants
Staff Training and Development	4,500	Increased required training for Building Inspectors for WETT Certification
Transfer to Equipment Replacement Fund	10,000	Increase ERF contribution to fund 7 new workstations at Fisgard office and vehicle replacement
Other	4,895	

Total Other Changes	<u>92,105</u>
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2022 Budget

1,789,434

% Expense increase from 2021:	8.2%	
% Requisition increase from 2021:	3.8%	Requisition funding is 25.4% of service revenue

Overall 2021 Budget Performance

(expected variance to budget and surplus treatment)

Permit fee revenues are projected at \$180,859 (17.75%) higher than budget as we have experienced higher permit fee revenue in 2021. Total expenditures are projected at \$75,990 (-4.7%) lower than budget mainly due to staff vacancies. \$256,849 surplus in 2021 is projected to be balanced on increased transfers to the Operating Reserve Fund (\$182,849) and Equipment Replacement Fund (\$74,000).

1.318 - Building Inspection	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries & Wages	1,151,316	1,088,446	1,157,151	38,204	-	1,195,355	1,220,911	1,247,014	1,273,685	1,300,932
Telecommunications	35,890	35,890	36,610	-	-	36,610	37,340	38,090	38,850	39,630
Legal Expenses	10,390	10,390	10,600	-	-	10,600	10,810	11,030	11,250	11,480
Building Rent	34,450	34,450	34,880	-	-	34,880	35,610	36,350	37,110	37,860
Supplies	16,380	16,380	16,700	-	-	16,700	17,040	17,380	17,720	18,080
Allocations	225,494	227,634	298,869	-	-	298,869	303,484	309,401	315,451	321,620
Other Operating Expenses	146,070	130,810	153,120	-	-	153,120	156,220	159,410	162,660	165,960
TOTAL OPERATING COSTS	1,619,990	1,544,000	1,707,930	38,204	-	1,746,134	1,781,415	1,818,675	1,856,726	1,895,562
*Percentage Increase over prior year						7.8%	2.0%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	10,000	84,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	-	182,849	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	266,849	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	1,653,290	1,834,149	1,751,230	38,204	-	1,789,434	1,824,715	1,861,975	1,900,026	1,938,862
Internal Recoveries	(29,486)	(29,486)	(30,076)	-	-	(30,076)	(30,678)	(31,290)	(31,916)	(32,555)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,623,804	1,804,663	1,721,154	38,204	-	1,759,358	1,794,037	1,830,685	1,868,110	1,906,307
<u>FUNDING SOURCES (REVENUE)</u>						8.3%	2.0%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	(126,400)	(126,400)	(63,668)	-	-	(63,668)	(56,280)	(49,695)	(42,697)	(35,245)
Permit Fees Revenue	(1,019,141)	(1,200,000)	(1,200,000)	-	-	(1,200,000)	(1,224,000)	(1,248,480)	(1,273,450)	(1,298,920)
Contract Revenue	(36,781)	(36,781)	(37,510)	-	-	(37,510)	(38,250)	(39,020)	(39,800)	(40,590)
Grants in Lieu of Taxes	(1,656)	(1,656)	(1,690)	-	-	(1,690)	(1,720)	(1,750)	(1,790)	(1,830)
Revenue - Other	(2,562)	(2,562)	(2,610)	-	-	(2,610)	(2,660)	(2,710)	(2,760)	(2,820)
TOTAL REVENUE	(1,186,540)	(1,367,399)	(1,305,478)	-	-	(1,305,478)	(1,322,910)	(1,341,655)	(1,360,497)	(1,379,405)
REQUISITION	(437,264)	(437,264)	(415,676)	(38,204)	-	(453,880)	(471,127)	(489,030)	(507,613)	(526,902)
*Percentage increase over prior year Requisition			-4.9%	8.7%		3.8%	3.8%	3.8%	3.8%	3.8%
AUTHORIZED POSITIONS										
Salaried FTE	9.7		9.7	0.5		10.2	10.2	10.2	10.2	10.2

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.318	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Building Inspection							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$78,900	\$6,000	\$5,500	\$4,500	\$6,000	\$100,900
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$50,000	\$0	\$0	\$50,000	\$100,000

		\$0	\$78,900	\$56,000	\$5,500	\$4,500	\$56,000	\$200,900
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SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$78,900	\$56,000	\$5,500	\$4,500	\$56,000	\$200,900
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0

		\$0	\$78,900	\$56,000	\$5,500	\$4,500	\$56,000	\$200,900
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CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area. The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2021 Input the carryforward amount from frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure 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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>		<p>Cost Estimate Class Class A (+/-10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+/-15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+/-25-40%) = Estimate based on limited site information; used for program planning. Class D (+/-50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	1.318
Service Name:	Building Inspection

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$90,000	V	ERF	\$0	\$0	\$50,000	\$0	\$0	\$50,000	\$100,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$5,000	E	ERF	\$0	\$8,600	\$6,000	\$5,500	\$4,500	\$6,000	\$30,600
22-01	Replacement	Phone System	Salt Spring Island phone system replacement	\$16,000	E	ERF	\$0	\$16,000	\$0	\$0	\$0	\$0	\$16,000
22-02	New	New Furniture - Fisgard	7 furniture workstations for Fisgard department move to new location (Starbucks)	\$50,000	E	ERF	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
22-03	New	Microfiche Computer	New pc and monitor for microfiche reader used for FOI requests at Fisgard	\$1,300	E	ERF	\$0	\$1,300	\$0	\$0	\$0	\$0	\$1,300
22-04	Replacement	JDF Printer	Replacement of shared printer	\$3,000	E	ERF	\$0	\$3,000	\$0	\$0	\$0	\$0	\$3,000
			GRAND TOTAL	\$165,300			\$0	\$78,900	\$56,000	\$5,500	\$4,500	\$56,000	\$200,900

Service: 1.318 Building Inspection

Project Number	18-01	Capital Project Title	Vehicle Replacement	Capital Project Description	Vehicle Replacement
Project Rationale	Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections.				

Project Number	19-01	Capital Project Title	Computer Replacement	Capital Project Description	Replacement of Computer equipment
Project Rationale	As per IT's replacement schedule for department computers.				

Project Number	22-01	Capital Project Title	Phone System	Capital Project Description	Salt Spring Island phone system replacement
Project Rationale	Replace 20 year-old phone system that is antiquated, has insufficient number of phones lines and no voicemail. Telus has advised parts are no longer available.				

Project Number	22-02	Capital Project Title	New Furniture - Fisgard	Capital Project Description	7 furniture workstations for Fisgard department move to new location (Starbucks)
Project Rationale	Department has been reassigned to a new locaton on the first floor at Fisgard and advised that new furniture is required to fit the dimensions of the new area.				

Project Number	22-03	Capital Project Title	Microfiche Computer	Capital Project Description	New pc and monitor for microfiche reader used for FOI requests at Fiskard
Project Rationale	Add new pc for microfiche reader used for FOI requests at Fiskard. Volume of FOI's have substantially increased that a stand-alone pc is required.				

Project Number	22-04	Capital Project Title	JDF Printer	Capital Project Description	Replacement of shared printer
Project Rationale	Building Inspection JDF office shares a printer with the Planning Department. Expected replacement of printer in 2022.				

Building Inspection
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	247,741	184,073	127,793	78,098	35,401	156
Equipment Replacement Fund	106,605	47,705	11,705	26,205	41,705	5,705
Total	354,346	231,778	139,498	104,303	77,106	5,861

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 105544	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		189,592	247,741	184,073	127,793	78,098	35,401
Transfer from Ops Budget		182,849	-	-	-	-	-
Expenditures		(126,400)	(63,668)	(56,280)	(49,695)	(42,697)	(35,245)
Interest Income		1,700					
Ending Balance \$		247,741	184,073	127,793	78,098	35,401	156

<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				
		2021	2022	2023	2024	2025	2026
Beginning Balance		77,605	106,605	47,705	11,705	26,205	41,705
Transfer from Ops Budget		84,000	20,000	20,000	20,000	20,000	20,000
Planned Purchase		(55,000)	(78,900)	(56,000)	(5,500)	(4,500)	(56,000)
Interest Income		-					
Ending Balance \$		106,605	47,705	11,705	26,205	41,705	5,705

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

2022 BUDGET

NOISE CONTROL

EAC REVIEW

OCTOBER 2021

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

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Legal	6,900	6,900	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	2,304	2,304	2,597	-	-	2,597	2,646	2,696	2,747	2,798
Internal Time Charges	29,876	29,876	30,474	-	-	30,474	31,068	31,673	32,290	32,921
Other Operating Expenses	60	80	50	-	-	50	50	50	50	50
TOTAL OPERATING COSTS	39,140	39,160	40,021	-	-	40,021	40,804	41,599	42,407	43,239
*Percentage Increase over prior year						2.3%	2.0%	1.9%	1.9%	2.0%
Transfer to Operating Reserve Fund	-	30	-	-	-	-	-	-	-	-
TOTAL COSTS	39,140	39,190	40,021	-	-	40,021	40,804	41,599	42,407	43,239
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(155)	(155)	(155)	-	-	(155)	(155)	(155)	(155)	(155)
Revenue - Other	(100)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(255)	(305)	(305)	-	-	(305)	(305)	(305)	(305)	(305)
REQUISITION	(38,885)	(38,885)	(39,716)	-	-	(39,716)	(40,499)	(41,294)	(42,102)	(42,934)
*Percentage increase over prior year Requisition						2.1%	2.0%	2.0%	2.0%	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				
		2021	2022	2023	2024	2025	2026
Beginning Balance		8,977	9,061	9,061	9,061	9,061	9,061
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		84					
Ending Balance \$		9,061	9,061	9,061	9,061	9,061	9,061

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

2022 BUDGET

Nuisance & Unsightly Premises

EAC REVIEW

OCTOBER 2021

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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Legal	2,085	2,085	2,130	-	-	2,130	2,170	2,210	2,250	2,300
Allocations	2,825	2,825	3,240	-	-	3,240	3,301	3,365	3,429	3,494
Internal Time Charges	46,750	46,750	47,685	-	-	47,685	48,615	49,562	50,528	51,515
Other Operating Expenses	330	330	320	-	-	320	320	320	320	320
TOTAL OPERATING COSTS	51,990	51,990	53,375	-	-	53,375	54,406	55,457	56,527	57,629
*Percentage Increase over prior year						2.7%	1.9%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	51,990	51,990	53,375	-	-	53,375	54,406	55,457	56,527	57,629
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(206)	(206)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(306)	(306)	(310)	-	-	(310)	(310)	(310)	(310)	(310)
REQUISITION	(51,684)	(51,684)	(53,065)	-	-	(53,065)	(54,096)	(55,147)	(56,217)	(57,319)
*Percentage increase over prior year Requisition						2.7%	1.9%	1.9%	1.9%	2.0%

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				
	2021	2022	2023	2024	2025	2026
Beginning Balance	2,234	2,256	2,256	2,256	2,256	2,256
Transfer from Ops Budget	-	-	-	-	-	-
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income	21					
Ending Balance \$	2,256	2,256	2,256	2,256	2,256	2,256

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2022 BUDGET

Electora Area Emergency Planning Coordination

EAC REVIEW

OCTOBER 2021

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 - Electora Area Emergency Planning Coordination	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries	532,583	511,000	538,896	-	-	538,896	550,487	562,330	574,420	586,772
Contract for Services	-	-	-	-	-	-	-	-	-	-
Travel Expenses	1,820	1,000	1,860	-	-	1,860	1,900	1,940	1,980	2,020
Telecommunications	6,810	6,810	6,950	-	-	6,950	7,090	7,230	7,370	7,520
Staff Training & Development	1,620	1,620	1,650	-	-	1,650	1,680	1,710	1,740	1,770
Supplies	2,010	2,010	2,050	-	-	2,050	2,090	2,130	2,170	2,210
Allocations	59,170	59,170	62,608	-	-	62,608	63,862	65,141	66,440	67,769
Other Operating Expenses	8,630	8,630	8,750	-	-	8,750	8,930	9,110	9,290	9,470
TOTAL OPERATING COSTS	612,643	590,240	622,764	-	-	622,764	636,039	649,591	663,410	677,531
*Percentage Increase over prior year						1.7%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	22,693	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	7,324	7,324	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	7,324	30,017	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL COSTS	619,967	620,257	630,264	-	-	630,264	643,539	657,091	670,910	685,031
Internal Recoveries	(459,671)	(459,671)	(468,860)	-	-	(468,860)	(478,240)	(487,801)	(497,561)	(507,510)
OPERATING COSTS LESS INTERNAL RECOVERIES	160,296	160,586	161,404	-	-	161,404	165,299	169,290	173,349	177,521
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(14,486)	(14,486)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	(12,674)	-	-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Grants in Lieu of Taxes	(578)	(578)	(590)	-	-	(590)	(600)	(610)	(620)	(630)
Revenue - Other	(310)	(600)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
TOTAL REVENUE	(15,374)	(15,664)	(13,584)	-	-	(13,584)	(11,569)	(9,410)	(7,069)	(4,591)
REQUISITION	(144,922)	(144,922)	(147,820)	-	-	(147,820)	(153,730)	(159,880)	(166,280)	(172,930)
*Percentage increase over prior year Requisition						2.0%	4.0%	4.0%	4.0%	4.0%
AUTHORIZED POSITIONS										
Salaried FTE	4.0		4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.372	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Emergency Planning Coordination							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$2,500	\$0	\$0	\$2,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$2,500	\$0	\$0	\$2,500

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	\$0	\$0	\$2,500	\$0	\$0	\$2,500
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$2,500	\$0	\$0	\$2,500

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure 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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>		<p>Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	1.372
Service Name:	Emergency Planning Coordination

[illegible]

Electora Area Emergency Planning Coordination
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	59,344	46,670	36,031	27,571	21,472	17,871
Equipment Replacement Fund	7,494	14,994	22,494	27,494	34,994	42,494
Total	66,838	61,664	58,525	55,065	56,466	60,365

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to to enable one-time programs and to cover unforeseen emergency response costs.

Reserve Cash Flow

Fund: Fund Centre:	1500 105545	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		36,311	59,344	46,670	36,031	27,571	21,472
Transfer from Ops Budget		22,693	-	-	-	-	-
Transfer to Ops Budget		-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Interest Income		340					
Ending Balance \$		59,344	46,670	36,031	27,571	21,472	17,871

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101985	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		2,670	7,494	14,994	22,494	27,494	34,994
Transfer from Op Budget		7,324	7,500	7,500	7,500	7,500	7,500
Planned Purchase		(2,500)	-	-	(2,500)	-	-
Interest Income		-					
Ending Balance \$		7,494	14,994	22,494	27,494	34,994	42,494

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2022 Budget

Admin Expenditures (SGI)

EAC REVIEW

OCTOBER 2021

Service: 1.110 SGI 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 Southern Gulf Islands

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

1.110 - Admin Expenditures (SGI) Director & Management	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Director Admin	109,554	106,180	110,696	-	-	110,696	112,853	115,086	117,359	119,682
Management Services	309,069	291,049	295,390	-	40,000	335,390	301,488	307,773	314,171	320,695
TOTAL OPERATING COSTS	418,623	397,229	406,086	-	40,000	446,086	414,341	422,859	431,530	440,377
*Percentage Increase over prior year						6.6%	-7.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	9,575	12,949	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	1,000	1,000	1,020	-	-	1,020	1,040	1,060	1,080	1,100
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,575	13,949	1,020	-	-	1,020	1,040	1,060	1,080	1,100
TOTAL COSTS	429,198	411,178	407,106	-	40,000	447,106	415,381	423,919	432,610	441,477
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(37,166)	(37,166)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(33,000)	(14,992)	(41,007)	-	-	(41,007)	(1,150)	(890)	(600)	(290)
Cost Recovery	(13,717)	(13,705)	(13,884)	-	-	(13,884)	(14,063)	(14,284)	(14,510)	(14,750)
Grants in Lieu of Taxes	(3,551)	(3,551)	(3,620)	-	-	(3,620)	(3,230)	(3,300)	(3,370)	(3,440)
Other Revenue	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(87,634)	(69,614)	(58,711)	-	-	(58,711)	(18,643)	(18,674)	(18,680)	(18,680)
REQUISITION	(341,564)	(341,564)	(348,395)	-	(40,000)	(388,395)	(396,738)	(405,245)	(413,930)	(422,797)
*Percentage increase over prior year Requisition			2.0%			13.7%	2.1%	2.1%	2.1%	2.1%
AUTHORIZED POSITIONS										
Salaried FTE	1	1	1			1	1	1	1	1

1.110 - Admin Expenditures (SGI)
Director Admin

OPERATING COSTS

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
Director's Remuneration	43,987	43,987	44,470	-	-	44,470	45,360	46,270	47,200	48,140
Contract for Services	20,160	20,000	20,560	-	-	20,560	20,970	21,390	21,820	22,260
Consulting	-	-	-	-	-	-	-	-	-	-
Travel	5,500	5,000	6,000	-	-	6,000	6,120	6,240	6,360	6,490
Allocations	15,042	15,042	12,902	-	-	12,902	13,160	13,422	13,689	13,962
Other Operating Expenses	24,865	22,151	26,764	-	-	26,764	27,243	27,764	28,290	28,830
TOTAL OPERATING COSTS	109,554	106,180	110,696	-	-	110,696	112,853	115,086	117,359	119,682

*Percentage Increase over prior year

CAPITAL / RESERVES

Transfer to Operating Reserve Fund	9,575	12,949	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	1,000	1,000	1,020	-	-	1,020	1,040	1,060	1,080	1,100
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,575	13,949	1,020	-	-	1,020	1,040	1,060	1,080	1,100
TOTAL COSTS	120,129	120,129	111,716	-	-	111,716	113,893	116,146	118,439	120,782

FUNDING SOURCES (REVENUE)

Cost Recovery	(11,005)	(11,005)	(11,184)	-	-	(11,184)	(11,363)	(11,584)	(11,810)	(12,050)
Grants in Lieu of Taxes	(1,215)	(1,215)	(1,240)	-	-	(1,240)	(1,260)	(1,290)	(1,320)	(1,350)
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(12,420)	(12,420)	(12,624)	-	-	(12,624)	(12,823)	(13,074)	(13,330)	(13,600)
REQUISITION	(107,709)	(107,709)	(99,092)	-	-	(99,092)	(101,070)	(103,072)	(105,109)	(107,182)

*Percentage increase over prior year
Requisition

-8.0%

2.0% 2.0% 2.0% 2.0%

**1.110 - Admin Expenditures (SGI)
Management Services**

OPERATING COSTS

Salaries & Wages
Contract for Services
Program Development
Travel
Memberships & Professional Dues
Allocations
Referendum Costs to establish a new SGI Service
Other Operating Expenses

TOTAL OPERATING COSTS

*Percentage Increase over prior year

TOTAL COSTS

FUNDING SOURCES (REVENUE)

Estimated Balance c/fwd from 2020 to 2021
Balance c/fwd from 2019 to 2020
Transfer from Operating Reserve Fund
Sub-lease Recovery
Grants in Lieu of Taxes
Other revenue

TOTAL REVENUE

REQUISITION

*Percentage increase over prior year
Requisition

AUTHORIZED POSITIONS
Salaried FTE

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
Salaries & Wages	151,735	151,735	160,456	-	-	160,456	163,916	167,450	171,059	174,746
Contract for Services	68,040	68,040	69,400	-	-	69,400	70,790	72,210	73,650	75,120
Program Development	-	-	-	-	-	-	-	-	-	-
Travel	2,850	2,850	2,910	-	-	2,910	2,970	3,030	3,090	3,150
Memberships & Professional Dues	810	800	830	-	-	830	850	870	890	910
Allocations	20,424	20,424	20,774	-	-	20,774	21,112	21,523	21,942	22,369
Referendum Costs to establish a new SGI Service	25,000	20,000	-	-	35,000	35,000	-	-	-	-
Other Operating Expenses	40,210	27,200	41,020	-	5,000	46,020	41,850	42,690	43,540	44,400
TOTAL OPERATING COSTS	309,069	291,049	295,390	-	40,000	335,390	301,488	307,773	314,171	320,695
*Percentage Increase over prior year						8.5%	-10.1%	2.1%	2.1%	2.1%
TOTAL COSTS	309,069	291,049	295,390	-	40,000	335,390	301,488	307,773	314,171	320,695
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(37,166)	(37,166)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(33,000)	(14,992)	(41,007)	-	-	(41,007)	(1,150)	(890)	(600)	(290)
Sub-lease Recovery	(2,712)	(2,700)	(2,700)	-	-	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Grants in Lieu of Taxes	(2,336)	(2,336)	(2,380)	-	-	(2,380)	(1,970)	(2,010)	(2,050)	(2,090)
Other revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(75,214)	(57,194)	(46,087)	-	-	(46,087)	(5,820)	(5,600)	(5,350)	(5,080)
REQUISITION	(233,855)	(233,855)	(249,303)	-	(40,000)	(289,303)	(295,668)	(302,173)	(308,821)	(315,615)
*Percentage increase over prior year Requisition			6.6%			23.7%	2.2%	2.2%	2.2%	2.2%
AUTHORIZED POSITIONS Salaried FTE	1	1	1			1	1	1	1	1

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.110	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Sgi Admin. Expenditures							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030
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	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030
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SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030
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CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numerical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously

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*

Carryforward from 2021
Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Capital Expenditure 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

Total Project Budget
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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
Res = Reserve Fund

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

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

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

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

Service #: 1.110

Service Name: SGI Admin. Expenditures

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-01	Replacement	Computer	Computer Replacements for Director and Manager	\$4,470	E	ERF	\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030
GRAND TOTAL				\$4,470			\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030

Admin Expenditures (SGI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	46,438	5,431	4,281	3,391	2,791	2,501
Equipment Replacement Fund	9,926	9,446	8,956	10,016	11,096	12,196
Total	56,364	14,877	13,237	13,407	13,887	14,697

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

Reserve Cash Flow

Fund: Fund Centre:	1500 105546	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		47,981	46,438	5,431	4,281	3,391	2,791
Transfer from Ops Budget		12,949	-	-	-	-	-
Transfer to Ops Budget		(14,992)	(41,007)	(1,150)	(890)	(600)	(290)
Interest Income		500					
Ending Balance \$		46,438	5,431	4,281	3,391	2,791	2,501

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Equipment Replacement Fund

ERF Group: SGIADMIN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101838	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		8,926	9,926	9,446	8,956	10,016	11,096
Transfer from Ops Budget		1,000	1,020	1,040	1,060	1,080	1,100
Planned Purchase		-	(1,500)	(1,530)	-	-	-
Interest Income		-					
Ending Balance \$		9,926	9,446	8,956	10,016	11,096	12,196

Assumptions/Background:

Fund Balance should remain between \$5,000 and \$10,000.

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Grants in Aid

EAC REVIEW

OCTOBER 2021

Service: 1.117 SGI 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).

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:

Southern Gulf Islands Electoral Area.

MAXIMUM LEVY:

Greater of \$129,912 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$176,672.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

Change in Budget 2021 to 2022
Service: 1.117 SGI Grants in Aid

Total Expenditure

Comments

2021 Budget

216,479

Change in Salaries:

Base salary change

-

Inclusive of estimated collective agreement changes

Step increase/paygrade change

-

Other (explain as necessary)

-

Total Change in Salaries

-

Other Changes:

Standard Overhead Allocation

2,495

Increase due to 2021 operating cost increase and 4th year of new OH model implementation

Grants in Aid

(113,000)

One-time Safe Restart Grant in 2021

Other

-

Total Other Changes

(110,505)

2022 Budget

105,974

% expense increase from 2021:

-51.0%

% Requisition increase from 2021 (if applicable):

2.0%

Requisition funding is 99% of service revenue

Overall 2021 Budget Performance

(expected variance to budget and surplus treatment)

GIA budget for both core and Safe Restart are to be fully distributed, resulting no major budget variance at year end.

1.117 - SGI Grants in Aid	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Grants in Aid	213,000	213,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
Allocations	2,679	2,679	5,174	-	-	5,174	5,277	5,383	5,491	5,600
Payment to 3rd Parties	-	-	-	-	-	-	-	-	-	-
Other Expenses	800	600	800	-	-	800	800	800	800	800
TOTAL COSTS	216,479	216,279	105,974	-	-	105,974	106,077	106,183	106,291	106,400
*Percentage Increase over prior year						-51.0%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance c/fwd from 2021 to 2022	-	200	(200)	-	-	(200)	-	-	-	-
Balance c/fwd from 2020 to 2021	253	253	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(651)	(651)	(651)	-	-	(651)	(651)	(651)	(651)	(651)
Provincial Grant	(113,000)	(113,000)	-	-	-	-	-	-	-	-
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(113,498)	(113,298)	(951)	-	-	(951)	(751)	(751)	(751)	(751)
REQUISITION	(102,981)	(102,981)	(105,023)	-	-	(105,023)	(105,326)	(105,432)	(105,540)	(105,649)
*Percentage increase over prior year Requisition						2.0%	0.3%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Economic Development

EAC REVIEW

OCTOBER 2021

Service: 1.125 SGI Economic Development

Committee: Electoral Area

DEFINITION:

Economic Development Commission Establishing Bylaw No. 3803, with authority to offer an economic development service under Section 774.2 of the Local Government Act.

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

None

COMMISSION:

Five members including the Director representing the Southern Gulf Islands Electoral Area, and one individual from each of Galiano Island, Mayne Island, Saturna Island and Pender Islands.

FUNDING:

Requisition

1.125 - SGI Economic Development	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services	72,000	70,000	73,440	-	-	73,440	74,910	76,410	77,940	79,500
Program Development	29,623	29,500	29,820	-	-	29,820	30,020	30,220	30,420	30,630
Internal Allocations	4,443	4,443	5,986	-	-	5,986	6,106	6,228	6,353	6,480
Building Rent	8,670	8,670	8,810	-	-	8,810	8,990	9,140	9,300	9,420
Contribution Projects	-	-	-	-	-	-	-	-	-	-
Operating - Other	4,990	3,990	5,100	-	-	5,100	5,210	5,320	5,430	5,540
TOTAL OPERATING COSTS	119,726	116,603	123,156	-	-	123,156	125,236	127,318	129,443	131,570
*Percentage Increase over prior year						2.9%	1.7%	1.7%	1.7%	1.6%
Transfer to Operating Reserve Fund	-	351	-	-	-	-	-	-	-	-
TOTAL COSTS	119,726	116,954	123,156	-	-	123,156	125,236	127,318	129,443	131,570
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	2,772	(2,772)	-	-	(2,772)	-	-	-	-
Balance c/fwd from 2020 to 2021	(1,700)	(1,700)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(942)	(942)	(960)	-	-	(960)	(980)	(1,000)	(1,020)	(1,040)
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(2,742)	30	(3,832)	-	-	(3,832)	(1,080)	(1,100)	(1,120)	(1,140)
REQUISITION	(116,984)	(116,984)	(119,324)	-	-	(119,324)	(124,156)	(126,218)	(128,323)	(130,430)
*Percentage increase over prior year Requisition						2.0%	4.0%	1.7%	1.7%	1.6%

Reserve Schedule

Reserve Fund: 1.125 SGI Economic Development - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

Reserve Cash Flow

Fund: Fund Centre:	1500 105547	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		1,516	1,881	1,881	1,881	1,881	1,881
Transfer from Ops Budget		351	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		14					
Ending Balance \$		1,881	1,881	1,881	1,881	1,881	1,881

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Galiano Island Community Use Building

EAC REVIEW

OCTOBER 2021

Service: **1.137 Galiano Island Community Use Building**

Committee: **Electoral Area**

DEFINITION:

To establish a service for the purpose of constructing and operating a building on Galiano Island that will be used for library, community and local government purposes by Bylaw No. 3792 adopted Dec 2011.

SERVICE DESCRIPTION:

This service provides funding to operate, build and debt service a public use building on Galiano Island. It was started after a successful referendum in 2011. This building is home to the local library run by the Galiano Island Library Society and has a room for public use.

PARTICIPATION:

A portion of the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

Greater of \$100,100 or \$0.165 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$136,089.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3793 (2013)	\$ 440,000
BORROWED:	LA Bylaw No. 3793A (2014,3.85%)	(310,000)
REMAINING AUTHORIZATION		<u> \$ 130,000 </u>

FUNDING:

Requisition

1.137 - Galiano Island Community Use Building

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
OPERATING COSTS										
Allocations	16,711	13,211	16,165	-	-	16,165	16,488	16,817	17,154	17,497
Insurance	970	970	1,190	-	-	1,190	1,250	1,310	1,370	1,440
Building Maintenance	5,000	5,000	5,000	-	-	5,000	5,110	5,220	5,330	5,440
Utilities	3,800	3,800	3,800	-	-	3,800	3,880	3,960	4,040	4,120
Contingency	1,500	5,000	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Other Operating Expenses	4,990	4,560	5,050	-	-	5,050	5,160	5,270	5,380	5,490
TOTAL OPERATING COSTS	32,971	32,541	32,705	-	-	32,705	33,418	34,137	34,864	35,607
*Percentage Increase over prior year						-0.8%	2.2%	2.2%	2.1%	2.1%
DEBT / RESERVE										
Transfer to Capital Reserve Fund	1,500	1,930	3,000	-	-	3,000	3,545	4,106	4,689	5,286
MFA Debt Reserve Fund	80	80	80	-	-	80	80	80	80	80
MFA Principal Payment	15,482	15,482	15,482	-	-	15,482	15,482	15,482	15,482	15,482
MFA Interest Payment	11,935	11,935	11,935	-	-	11,935	11,935	11,935	11,935	11,935
TOTAL DEBT / RESERVE	28,997	29,427	30,497	-	-	30,497	31,042	31,603	32,186	32,783
TOTAL COSTS	61,968	61,968	63,202	-	-	63,202	64,460	65,740	67,050	68,390
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(23)	(23)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Other Income	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
MFA Debt Resv FundEarnings	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(253)	(253)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
REQUISITION	(61,715)	(61,715)	(62,952)	-	-	(62,952)	(64,210)	(65,490)	(66,800)	(68,140)
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area. The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 1.137
 Service Name: Galiano Island Community Use Building

Project List and Budget														
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total	
21-01	New	Emergency Repairs	Unforeseen Emergency Repairs	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000	
21-02	New	Asset Management Plan	Asset Management Plan	\$10,000	B	Res	\$5,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000	
GRAND TOTAL				\$20,000			\$5,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000	

Reserve Schedule

Reserve Fund: 1.137 Galiano Island Community Use Building - Capital Reserve Fund - Bylaw 3939

Reserve established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

Reserve Cash Flow

Fund: Fund Centre:	1083 102135	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		72,083	64,263	47,263	50,808	54,914	59,603
Transfer from Ops Budget		1,500	3,000	3,545	4,106	4,689	5,286
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(20,000)	-	-	-	-
Interest Income		680					
Ending Balance \$		64,263	47,263	50,808	54,914	59,603	64,889

Assumptions/Background:

New Building. Transfers to reserve should provide for future capital repairs and improvements as well as replacement in long term

CAPITAL REGIONAL DISTRICT

2022 Budget

SGL Regional Library

EAC REVIEW

OCTOBER 2021

Service: 1.138 SGI Regional Library

Committee: Electoral Area

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Southern Gulf Islands Library service by Bylaw No. 2880 adopted July 2001.

SERVICE DESCRIPTION:

This is a contribution service to provide funding and advisory support for the operation of the Pender Island Public Library and other 4 reading centres on the Southern Gulf Islands. Each centre is managed by volunteers and each has representation on the commission. Funding is provided under a 5-year agreement.

PARTICIPATION:

The Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

Greater of \$165,391 or \$0.07 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$242,924.

COMMISSION:

Southern Gulf Islands Public Library Commission (Bylaw No. 3523, April 9, 2008).

FUNDING:

Requisition

1.138 - SGI Regional Library	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contribution to Library	221,930	221,930	226,370	-	-	226,370	230,900	235,520	238,254	238,147
Allocations	4,065	4,065	4,558	-	-	4,558	4,649	4,742	4,837	4,934
Insurance	140	140	120	-	-	120	130	140	150	160
Other Operating Expenses	1,760	-	1,790	-	-	1,790	1,790	1,790	1,790	1,790
TOTAL COSTS	227,895	226,135	232,838	-	-	232,838	237,469	242,192	245,031	245,031
*Percentage Increase over prior year						2.2%	2.0%	2.0%	1.2%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	1,760	(1,760)	-	-	(1,760)	-	-	-	-
Balance c/fwd from 2020 to 2021	(1,735)	(1,735)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,077)	(2,077)	(2,120)	-	-	(2,120)	(2,120)	(2,120)	(2,120)	(2,120)
Other Income	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(3,842)	(2,082)	(3,910)	-	-	(3,910)	(2,150)	(2,150)	(2,150)	(2,150)
REQUISITION	(224,053)	(224,053)	(228,928)	-	-	(228,928)	(235,319)	(240,042)	(242,881)	(242,881)
*Percentage increase over prior year Requisition						2.2%	2.8%	2.0%	1.2%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Gossip Island Electirc Power Supply

EAC REVIEW

OCTOBER 2021

Service: **1.170 Gossip Island Electrical Power Supply**

Committee: Electoral Area

DEFINITION:

A service established to provide capital financing for the supply and installation of underwater cabling from Galiano Island to Gossip Island (Bylaw No. 3578 - June 2009).

SERVICE DESCRIPTION:

This is strictly a financial service by which the CRD has agreed to borrow \$770,000 to fund the replacement of electric cabling to Gossip Island, off Galiano Island. CRD Corporate Services Department, Finance Division manages the service which includes annual debt charges and the related recovery from Gossip Island taxpayers. The service was started in June 2009 after a petition by a majority of residents. Electrical cabling to the island is provided by BC Hydro. The Gossip Island Electrification Society provides liaison with BC Hydro on electrical cabling matters.

PARTICIPATION:

56 of 66 parcels on Gossip Island

MAXIMUM LEVY:

Greater of \$85,310 or \$3.76 / \$1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3579 (2012)	\$ 770,000
BORROWED:	S.I. Bylaw No. 3579 (2012, 2.9%)	(715,000)
REMAINING AUTHORIZATION		<u>\$ 55,000</u>

FUNDING:

Parcel tax

1.170 - Gossip Island Electric Power Supply

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Allocations	357	357	155	-	-	155	159	162	165	168
Other Operating Expenses	220	220	220	-	-	220	220	220	220	220
TOTAL OPERATING COSTS	577	577	375	-	-	375	379	382	385	388
*Percentage Increase over prior year						-35.0%	1.1%	0.8%	0.8%	0.8%
<u>DEBT</u>										
MFA Debt Reserve Fund	200	200	180	-	-	180	180	180	180	180
MFA Principal Payment	35,708	35,708	35,708	-	-	35,708	35,708	35,708	35,708	35,708
MFA Interest Payment	20,735	20,735	20,735	-	-	20,735	20,735	20,735	20,735	20,735
TOTAL DEBT	56,643	56,643	56,623	-	-	56,623	56,623	56,623	56,623	56,623
TOTAL COSTS	57,220	57,220	56,998	-	-	56,998	57,002	57,005	57,008	57,011
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(79)	(79)	-	-	-	-	-	-	-	-
Interest Income	(93)	(93)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
MFA Debt Reserve Fund Earnings	(200)	(200)	(180)	-	-	(180)	(180)	(180)	(180)	(180)
TOTAL REVENUE	(372)	(372)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION - PARCEL TAX	(56,848)	(56,848)	(56,728)	-	-	(56,728)	(56,732)	(56,735)	(56,738)	(56,741)
*Percentage increase over prior year Requisition						-0.2%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Saturna Health Service

EAC REVIEW

OCTOBER 2021

Service: 1.227 Saturna Health Service

Committee: Electoral Area

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Bylaw No. 4231 Saturna Health Service Establishment Bylaw adopted in 2018

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

Greater of \$40,000 or \$0.17 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$46,755.

FUNDING:

Requisition

1.227 - Saturna Health Service	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Payment to Saturna Island Meduical Clinic	32,245	32,245	32,890	-	-	32,890	33,550	34,220	34,900	35,600
Other Operating Expenses	308	308	651	-	-	651	664	677	691	705
TOTAL COSTS	32,553	32,553	33,541	-	-	33,541	34,214	34,897	35,591	36,305
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(373)	(373)	(373)	-	-	(373)	(373)	(373)	(373)	(373)
TOTAL REVENUE	(373)	(373)	(373)	-	-	(373)	(373)	(373)	(373)	(373)
REQUISITION	(32,180)	(32,180)	(33,168)	-	-	(33,168)	(33,841)	(34,524)	(35,218)	(35,932)
*Percentage increase over prior year Requisition						3.1%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Galiano Health Service

EAC REVIEW

OCTOBER 2021

Service: 1.228 Galiano Health Service

Committee: Electoral Area

DEFINITION:

To provide secure and predictable funding for the Galiano Health Care Centre
Bylaw No. 3955 Galiano Health Care Centre Contribution Services Establishment Bylaw adopted in 2014

PARTICIPATION:

Galiano Island

MAXIMUM LEVY:

Greater of \$86,550 or \$0.19 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$156,708.

FUNDING:

Requisition

1.228 - Galiano Health Service

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Payment to Galiano Health Society	126,788	126,788	133,127	-	-	133,127	139,783	146,772	153,911	153,856
Operating - Other	2,470	2,372	2,685	-	-	2,685	2,737	2,790	2,843	2,898
TOTAL OPERATING COSTS	129,258	129,160	135,812	-	-	135,812	142,520	149,562	156,754	156,754
*Percentage Increase over prior year						5.1%	4.9%	4.9%	4.8%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	108	(108)	-	-	(108)	-	-	-	-
Balance c/fwd from 2020 to 2021	(183)	(183)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(46)	(46)	(46)	-	-	(46)	(46)	(46)	(46)	(46)
Other Revenue	-	(10)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(229.00)	(131)	(154)	-	-	(154)	(46)	(46)	(46)	(46)
REQUISITION	(129,029)	(129,029)	(135,658)	-	-	(135,658)	(142,474)	(149,516)	(156,708)	(156,708)
*Percentage increase over prior year Requisition						5.1%	5.0%	4.9%	4.8%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Small Craft Harbour Facilities

EAC REVIEW

OCTOBER 2021

Service: **1.235 SGI Small Craft Harbour Facilities**

Committee: Electoral Area

DEFINITION:

A local service, established by Bylaw No. 2614, October 6, 1998, in the Southern Gulf Islands Electoral Area to establish, acquire and operate a service of small craft harbour facilities.

SERVICE DESCRIPTION:

The SGI Small Craft Harbour Facilities service funds and operates 12 small craft harbour facilities in the Southern Gulf Islands. The docks are located on Mayne, Galiano, North and South Pender, Saturna, Piers and Vancouver Islands. The service was undertaken by the CRD upon the Federal Government of Canada's divestiture of ownership and operation of small craft harbour facilities. The Federal Government provided 1-time funding of \$1.6 million to the CRD for dock rehabilitation. The service is administered by the Southern Gulf Islands Harbour Commission.

MAXIMUM LEVY:

Greater of \$112,878 or \$0.10 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$353,344.

COMMISSION:

Southern Gulf Islands Harbour Commission as established by Bylaw No. 2972 in 2002.

FUNDING:

Parcel Tax
Moorage Fees

1.235 - SGI Small Craft Harbour Facilities	2021		BUDGET REQUEST				FUTURE PROJECTIONS (Revised)			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Management Expenditures:										
Contract for Services	10,170	6,500	10,370	-	-	10,370	10,580	10,790	11,010	11,230
Supplies, Advertising	1,080	2,300	1,100	-	-	1,100	1,120	1,140	1,160	1,180
Travel and Training	7,420	2,100	7,570	-	-	7,570	7,720	7,870	8,030	8,190
Internal Allocations	25,504	29,957	28,100	-	-	28,100	28,664	29,233	29,816	30,414
Insurance	7,950	7,950	10,710	-	-	10,710	11,250	11,810	12,400	13,020
Other Operating Expenses	3,120	8,260	3,180	-	-	3,180	3,240	3,300	3,360	3,420
TOTAL MANAGEMENT EXPENDITURES	55,244	57,067	61,030	-	-	61,030	62,574	64,143	65,776	67,454
*Percentage Increase over prior year						10.5%	2.5%	2.5%	2.5%	2.6%
Dock Expenditures:										
Repairs and Maintenance	61,500	34,990	57,730	-	-	57,730	58,870	60,010	61,160	62,350
Wharfinger Compensation and Travel	56,700	38,965	48,800	-	-	48,800	49,780	50,770	51,790	52,810
Insurance	30,446	28,104	28,800	-	-	28,800	30,240	31,800	33,360	35,040
Electricity	3,130	2,690	2,620	-	-	2,620	2,670	2,720	2,770	2,820
Supplies	4,840	280	4,680	-	-	4,680	4,800	4,920	5,040	5,160
Operating - Other	4,490	-	4,270	-	-	4,270	4,390	4,510	4,630	4,750
TOTAL DOCK EXPENDITURES	161,106	105,029	146,900	-	-	146,900	150,750	154,730	158,750	162,930
*Percentage Increase over prior year						-8.8%	2.6%	2.6%	2.6%	2.6%
TOTAL OPERATING COSTS	216,350	162,096	207,930	-	-	207,930	213,324	218,873	224,526	230,384
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	170,000	210,679	158,000	-	-	158,000	150,000	150,000	150,000	150,000
MFA Debt Reserve Fund	7,100	-	11,800	-	-	11,800	-	-	-	-
MFA Interest	3,195	1,500	15,600	-	-	15,600	28,320	28,320	28,320	28,320
MFA Principal	-	-	-	-	-	-	47,368	47,368	47,368	47,368
TOTAL DEBT / RESERVE	180,295	212,179	185,400	-	-	185,400	225,688	225,688	225,688	225,688
TOTAL COSTS	396,645	374,275	393,330	-	-	393,330	439,012	444,561	450,214	456,072
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue- Fees	(99,300)	(76,930)	(89,990)	-	-	(89,990)	(91,630)	(93,320)	(95,050)	(96,810)
Grants in Lieu of Taxes	(6,041)	(6,041)	(6,160)	-	-	(6,160)	(6,280)	(6,410)	(6,540)	(6,670)
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(105,541)	(83,171)	(96,350)	-	-	(96,350)	(98,110)	(99,930)	(101,790)	(103,680)
REQUISITION - PARCEL TAX	(291,104)	(291,104)	(296,980)	-	-	(296,980)	(340,902)	(344,631)	(348,424)	(352,392)
*Percentage increase over prior year Requisition						2.0%	14.8%	1.1%	1.1%	1.1%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.235	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	SGI Small Craft Harbour Facilities							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$604,000	\$1,124,000	\$125,000	\$175,000	\$50,000	\$50,000	\$1,524,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$604,000	\$1,124,000	\$125,000	\$175,000	\$50,000	\$50,000	\$1,524,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Debenture Debt (New Debt Only)	Debt	\$574,000	\$1,044,000	\$0	\$0	\$0	\$0	\$1,044,000
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	\$50,000	\$125,000	\$175,000	\$50,000	\$50,000	\$450,000
		\$604,000	\$1,124,000	\$125,000	\$175,000	\$50,000	\$50,000	\$1,524,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 1.235

Service Name: SGI Small Craft Harbour Facilities

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-02	Renewal	Retreat Cove	Upgrades to the Retreat Cove Dock Facility to maintain level of service.	\$185,000	S	Debt	\$0	\$185,000	\$0	\$0	\$0	\$0	\$185,000
19-03	Decommission	Horton Bay	Decommission the Horton Bay dock after construction of the Anson Road facility.	\$100,000	S	Debt	\$82,000	\$82,000	\$0	\$0	\$0	\$0	\$82,000
20-02	Renewal	Spanish Hills	Upgrades to the Spanish Hills Dock Facility to maintain level of service.	\$75,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to the Miners Bay wharfhead and approach upgrades.	\$277,000	S	Debt	\$277,000	\$277,000	\$0	\$0	\$0	\$0	\$277,000
21-01	Renewal	Port Washington	Dock improvements outlined from the 18-01 Inspections project.	\$195,000	S	Debt	\$0	\$195,000	\$0	\$0	\$0	\$0	\$195,000
21-02	Renewal	Inspections	Detailed inspections including underwater inspection.	\$125,000	S	Res	\$0	\$0	\$0	\$125,000	\$0	\$0	\$125,000
21-03	Renewal	ANNUAL PROVISIONAL: Dock Improvements	An annual provisional fund is required to address unplanned dock safety issues.	\$250,000	S	Res	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
21-05	New	Piers Island Additional Float	Installation of an additional float at the Piers Island dock.	\$135,000	S	Debt	\$135,000	\$135,000	\$0	\$0	\$0	\$0	\$135,000
22-01	Renewal	Hope Bay	Dock improvements outlined from the 18-01 Inspections project.	\$90,000	S	Debt	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
22-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.	\$175,000	S	Debt	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$80,000
22-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.		S	Res	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
			GRAND TOTAL	\$1,607,000			\$604,000	\$1,124,000	\$125,000	\$175,000	\$50,000	\$50,000	\$1,524,000

Service: 1.235 SGI Small Craft Harbour Facilities

Project Number 19-02 **Capital Project Title** Retreat Cove **Capital Project Description** Upgrades to the Retreat Cove Dock Facility to maintain level of service.

Project Rationale This project includes works to maintain the current level of service as recommended in the Moffatt & Nichol Summary Report for Southern Gulf Islands Harbour Commission (SGIHC) Facilities December 11, 2015 and Stantec's 2018 top-side inspection. Recommended works include repairs to the approach piles, and repairs to the floats. Due to the quickly deteriorating condition of the Sturdies Bay facility, this project has been delayed to 2021.

Project Number 19-03 **Capital Project Title** Horton Bay **Capital Project Description** Decommission the Horton Bay dock after construction of the Anson Road facility.

Project Rationale This project is for decommissioning of the Horton Bay facility after construction of the Anson Road dock. Funds are required to carry out the required archeological investigation and retain a contractor to remove the infrastructure.

Project Number 20-02 **Capital Project Title** Spanish Hills **Capital Project Description** Upgrades to the Spanish Hills Dock Facility to maintain level of service.

Project Rationale This project includes works to maintain the current level of service as recommended in DFO commissioned assessment. Recommended works include preventative maintenance works on piles to extend service life, replace broken pile footing and repairs to the gangway. Funding are required for staff to retain a contractor to carry out the works.

Project Number 20-04 **Capital Project Title** Miners Bay Upgrades **Capital Project Description** Upgrades to the Miners Bay wharfhead and approach upgrades.

Project Rationale Additional works were highlighted during the completion of the 2018 upgrade works including the required to replace the wharf head decking, need to replace the electrical system and lighting, repairs and replacements for rails on the approach and additional piles requiring replacement. A grant has been submitted and unsuccessful in 2020, funding through borrowing is required.

Project Number 21-01 **Capital Project Title** Port Washington **Capital Project Description** Dock improvements outlined from the 18-01 Inspections project.

Project Rationale This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.

Project Number 21-02 **Capital Project Title** Inspections **Capital Project Description** Detailed inspections including underwater inspection.

Project Rationale Dock inspection, repair and maintenance is an iterative process that requires periodic review of the facilities and re-evaluation of proposed work plans and residual life estimates. This budget is for a "Top Side and Underwater " inspection and will be used to re-evaluate the 5 Year capital Program. Due to recent inspections and resulting works this project has been deferred until 2023.

Project Number	21-03	Capital Project Title	ANNUAL PROVISIONAL: Dock Improvements	Capital Project Description	An annual provisional fund is required to address unplanned dock safety issues.
Project Rationale	Funds are required for unplanned & minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs.				

Project Number	21-05	Capital Project Title	Piers Island Additional Float	Capital Project Description	Installation of an additional float at the Piers Island dock.
Project Rationale	This project is to complete the Piers Island Additional Float replacement. Design, environmental assessment and majority of permitting is complete. Funds are required to retain a contractor to				

Project Number	22-01	Capital Project Title	Hope Bay	Capital Project Description	Dock improvements outlined from the 18-01 Inspections project.
Project Rationale	This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.				

Project Number	22-02	Capital Project Title	Swartz Bay Improvements & Dock Replacement	Capital Project Description	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.
Project Rationale	This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works. In 2020 it was noted that float B had rotting frame indicating requirement to replace the float.				

Reserve Schedule (Revised)

Reserve Fund: 1.235 SGI Harbour Facilities - Capital Reserve Fund - Bylaw 2719

Surplus money from the operation of small craft harbour facilities services may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1054 101467	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		490,495	122,469	230,469	255,469	230,469	330,469
Transfer from Ops Budget		170,000	158,000	150,000	150,000	150,000	150,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(552,000)	(50,000)	(125,000)	(175,000)	(50,000)	(50,000)
Interest Income*		13,974					
Ending Balance \$		122,469	230,469	255,469	230,469	330,469	430,469

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. Also offset with Realized Loss (Gain).

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI House Numbering

EAC REVIEW

OCTOBER 2021

Service: 1.314 SGI Building Numbering

Committee: Electoral Area

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Established by Bylaw No. 3230 (2004).
Southern Gulf Islands Building Numbering Regulation Bylaw No. 3231.

SERVICE DESCRIPTION:

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

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.314 - SGI House Numbering	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Building Inspection	8,773	8,773	8,948	-	-	8,948	9,127	9,310	9,496	9,686
Allocations	497	497	467	-	-	467	476	486	496	505
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
TOTAL COSTS	9,340	9,340	9,485	-	-	9,485	9,673	9,866	10,062	10,261
*Percentage Increase over prior year						1.6%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(33)	(33)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(94)	(94)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Interest Income	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	(137)	(137)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
REQUISITION	(9,203)	(9,203)	(9,375)	-	-	(9,375)	(9,563)	(9,756)	(9,952)	(10,151)
*Percentage increase over prior year Requisition						1.9%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Livestock Injury Compensation

EAC REVIEW

OCTOBER 2021

Service: 1.341 SGI Livestock Injury Compensation

Committee: Electoral Area

DEFINITION:

The service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act*.
(Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021)

PARTICIPATION:

Southern Gulf Islands Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.341 - JDF Livestock Injury Compensation	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Allocations	-	-	150	-	-	150	153	156	159	162
Compensation Claim Payments	-	-	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	-	-	3,150	-	-	3,150	3,153	3,156	3,159	3,162
*Percentage Increase over prior year						N/A	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	(3,150)	-	-	(3,150)	(3,153)	(3,156)	(3,159)	(3,162)
*Percentage increase over prior year Requisition						N/A	0.1%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2022 Budget

South Galiano Fire Protection

EAC REVIEW

OCTOBER 2021

Service: 1.352 South Galiano Fire

Committee: Electoral Area

DEFINITION:

A local service area established to provide fire protection and emergency response on a volunteer basis to the southern part of Galiano Island. Fire department is operated by the South Galiano Fire Protection Society in accordance with a written agreement between the Society and the CRD. Bylaw No. 70 (January 13, 1971). Repealed and replaced by Bylaw No. 2148 (January 12, 1994) Local Service Area #25 - M-764. Amended by Bylaw No. 3224 to add emergency response.

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act. Specified Area #1 - A(764).

MAXIMUM LEVY:

Greater of \$470,000 or \$1.157 / \$1,000 of actual assessments. To a maximum of \$594,652.

FUNDING:

Requisition

1.352 - South Galiano Fire Protection
OPERATING COSTS

	2021 BOARD BUDGET	ESTIMATED ACTUAL	BUDGET REQUEST 2022				FUTURE PROJECTIONS			
			CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
Honorarium and Call Out Pay	149,170	150,000	152,150	39,000	-	191,150	194,970	198,870	202,850	206,910
Travel - Vehicles	31,060	19,000	29,600	-	-	29,600	30,160	30,730	31,300	31,880
Insurance	5,240	5,340	5,450	-	-	5,450	5,610	5,780	5,950	6,120
Staff Development	30,510	25,000	31,120	-	-	31,120	31,740	32,370	33,020	33,680
Maintenance	9,170	7,300	9,350	-	-	9,350	9,540	9,730	9,920	10,110
Internal Allocations	10,655	10,655	14,660	-	-	14,660	14,953	15,252	15,557	15,868
Operating Supplies and Other	34,390	32,898	35,020	-	-	35,020	35,720	36,420	37,130	37,880

TOTAL OPERATING COSTS

270,195	250,193	277,350	39,000	-	316,350	322,693	329,152	335,727	342,448
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*Percentage Increase over prior year

CAPITAL / RESERVE

Capital Equipment Purchases	5,700	5,700	5,810	-	-	5,810	5,930	6,050	6,170	6,290
Transfer to Capital Reserve Fund	-	44,408	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	82,050	102,052	83,600	-	-	83,600	85,000	85,000	85,000	85,000

TOTAL CAPITAL / RESERVE

87,750	152,160	89,410	-	-	89,410	90,930	91,050	91,170	91,290
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MFA DEBT

MFA Debt Reserve Fund	22,999	-	22,555	-	-	22,555	-	-	-	-
Principal Payment	-	-	-	-	-	-	68,197	68,197	68,197	68,197
Interest Payment	43,418	22,009	45,899	-	-	45,899	54,132	54,132	54,132	54,132

TOTAL MFA DEBT

66,417	22,009	68,454	-	-	68,454	122,329	122,329	122,329	122,329
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TOTAL COSTS

424,362	424,362	435,214	39,000	-	474,214	535,952	542,531	549,226	556,067
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FUNDING SOURCES (REVENUE)

Parcel Tax	(66,417)	(66,417)	(68,454)	-	-	(68,454)	(122,329)	(122,329)	(122,329)	(122,329)
Other Income	(310)	(310)	(700)	-	-	(700)	(710)	(720)	(730)	(740)

TOTAL REVENUE

(66,727)	(66,727)	(69,154)	-	-	(69,154)	(123,039)	(123,049)	(123,059)	(123,069)
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REQUISITION

(357,635)	(357,635)	(366,060)	(39,000)	-	(405,060)	(412,913)	(419,482)	(426,167)	(432,998)
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*Percentage increase over prior year

Requisition			2.36%			13.3%	1.9%	1.6%	1.6%	1.6%
Parcel Tax			3.1%			3.1%	78.7%	0.0%	0.0%	0.0%
Combined			2.47%			11.7%	13.0%	1.2%	1.2%	1.2%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.352	Carry						
	South Galiano Fire	Forward	2022	2023	2024	2025	2026	TOTAL
		from 2021						

EXPENDITURE

Buildings	B	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Equipment	E	\$3,000	\$13,500	\$5,800	\$5,000	\$5,000	\$10,000	\$39,300
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000
		\$203,000	\$213,500	\$5,800	\$605,000	\$5,000	\$10,000	\$839,300

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Equipment Replacement Fund	ERF	\$3,000	\$13,500	\$5,800	\$605,000	\$5,000	\$10,000	\$639,300
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$203,000	\$213,500	\$5,800	\$605,000	\$5,000	\$10,000	\$839,300

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; the new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure 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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STL = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>		<p>Cost Estimate Class Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	1.352
Service Name:	South Galiano Fire

[illegible]

Reserve Schedule

Reserve Fund: 1.352 South Galiano Fire Protection - Equipment Replacement Fund

ERF Group: SGALFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101431	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		350,801	432,851	502,951	582,151	62,151	142,151
Transfer from Ops Budget		82,050	83,600	85,000	85,000	85,000	85,000
Planned Purchase		-	(13,500)	(5,800)	(605,000)	(5,000)	(10,000)
Interest Income		-					
Ending Balance \$		432,851	502,951	582,151	62,151	142,151	217,151

Assumptions/Background:

Need to transfer as much as operating budget will allow in order to fund replacement of fire vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2022 Budget

Pender Fire Protection

EAC REVIEW

OCTOBER 2021

Service: 1.356 Pender Island Fire Protection & Emergency Response Service

Committee: Electoral Area

DEFINITION:

A specified area established to provide fire protection and emergency response on a volunteer basis to Pender Islands. Local Service Bylaw No. 2050 (October 28, 1992). Amended by Bylaw No. 3015 (November 29, 2002) to increase the levy rate to \$1.87. Amended by Bylaw No. 3283 to change the name and geographical area to include both North and South Pender Islands to create one fire service area known as the Pender Islands Fire Protection & Emergency Response Service. This Amendment also decreased the levy to \$0.92.

PARTICIPATION:

On all lands and improvements on the basis of taxable hospital district assessments. Local Service Area #18 - J(764).

MAXIMUM LEVY:

Bylaw No. 3994 states "Greater of \$918,000 or \$0.998 / \$1,000" to a maximum of \$1,289,983.

FUNDING:

Requisition

1.356 - Pender Fire Protection

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Travel - Vehicles	12,200	12,200	12,440	-	-	12,440	12,690	12,940	13,200	13,460
Insurance	7,720	7,720	8,660	-	-	8,660	9,090	9,540	10,010	10,500
Payment - Fire Protection Society	779,834	779,834	795,430	-	-	795,430	811,340	827,570	844,120	861,000
Internal Allocations	35,660	35,660	42,560	-	-	42,560	43,411	44,279	45,165	46,068
Operating - Other	15,780	15,780	16,090	-	-	16,090	16,410	16,750	17,090	17,440
TOTAL OPERATING COSTS	851,194	851,194	875,180	-	-	875,180	892,941	911,079	929,585	948,468
*Percentage Increase over prior year						2.8%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	73,771	73,771	75,000	-	-	75,000	75,000	75,000	75,000	75,000
Transfer to Capital Reserve Fund	73,771	73,771	75,000	-	-	75,000	75,000	75,000	75,000	75,000
TOTAL CAPITAL / RESERVE	147,542	147,542	150,000	-	-	150,000	150,000	150,000	150,000	150,000
Debt Costs	116,400	55,980	111,596	-	-	111,596	111,596	111,596	111,596	55,820
TOTAL COSTS	1,115,136	1,054,716	1,136,776	-	-	1,136,776	1,154,537	1,172,675	1,191,181	1,154,288
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Reserve Fund	(116,400)	(55,980)	(111,596)	-	-	(111,596)	(111,596)	(111,596)	(111,596)	(55,820)
Grants in Lieu of Taxes	(8,749)	(8,749)	(8,749)	-	-	(8,749)	(8,749)	(8,749)	(8,749)	(8,749)
Other Income	(1,500)	(1,500)	(1,530)	-	-	(1,530)	(1,560)	(1,590)	(1,630)	(1,670)
TOTAL REVENUE	(126,649)	(66,229)	(121,875)	-	-	(121,875)	(121,905)	(121,935)	(121,975)	(66,239)
REQUISITION	(988,487)	(988,487)	(1,014,901)	-	-	(1,014,901)	(1,032,632)	(1,050,740)	(1,069,206)	(1,088,049)
*Percentage increase over prior year Requisition						2.7%	1.7%	1.8%	1.8%	1.8%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.356	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Pender Island Fire							

EXPENDITURE

Buildings	B	\$0	\$115,000	\$0	\$0	\$0	\$0	\$115,000
Equipment	E	\$16,500	\$26,500	\$10,000	\$28,000	\$105,000	\$0	\$169,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
		\$16,500	\$441,500	\$10,000	\$28,000	\$105,000	\$0	\$584,500

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	\$16,500	\$326,500	\$10,000	\$28,000	\$105,000	\$0	\$469,500
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$115,000	\$0	\$0	\$0	\$0	\$115,000
		\$16,500	\$441,500	\$10,000	\$28,000	\$105,000	\$0	\$584,500

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area. The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2021 Input the carryforward amount from tge 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure 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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, critically, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>		<p>Cost Estimate Class Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information, used for long-term planning.</p>

Service #:	1.356
Service Name:	Pender Island Fire

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-02	Replacement	Replace (E27 Unit 746) Rated Mini-Pumper 1500 IGPM (2022)	Vehicle Replacement	\$300,000	V	ERF	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
20-01	Replacement	Gas Detectors -replace	Replacement of ancillary equipment	\$7,000	E	ERF	\$0	\$0	\$0	\$4,000	\$0	\$0	\$4,000
20-12	Renewal	Hall 2 Upgrades	Upgrades to facilities at Hall 2	\$50,000	B	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-13	Renewal	Hall 1 Fitness Area	Upgrades to OHS Fitness Area Hall 1	\$75,000	B	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
20-15	Renewal	Computer iPad and phones	Replacement of iPads and Phones	\$5,000	E	ERF	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
21-01	Renewal	Hall 3 Painting - Hall #3 - Paint - upgrades	Hall 3 Improvements and Upgrades	\$15,000	B	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-02	Replacement	Fire hoses	Firefighting equipment replacement	\$24,979	E	ERF	\$2,500	\$7,500	\$5,000	\$5,000	\$5,000	\$0	\$22,500
21-03	Replacement	Turnout gear	Firefighting equipment replacement	\$24,000	E	ERF	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$10,000
21-04	Replacement	SCBA cylinder replacement	Replacement of SCBA cylinders	\$14,000	E	ERF	\$14,000	\$14,000	\$0	\$0	\$0	\$0	\$14,000
23-01	Replacement	Replace rescue equipment	Firefighting equipment replacement	\$14,000	E	ERF	\$0	\$0	\$0	\$14,000	\$0	\$0	\$14,000
25-01	Replacement	Replace R38 Unit 804	Replace R38 Unit 804	\$100,000	E	ERF	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000

**Pender Fire Protection
Reserve Summary Schedule
2022 - 2026 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	338,742	173,742	73,742	73,742	73,742	73,742
Equipment Replacement Fund	314,733	76,637	205,041	215,445	148,849	243,029
Total	653,475	250,379	278,783	289,187	222,591	316,771

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Capital Reserve Fund

Bylaw 3313

Reserve Cash Flow

Fund: 1013		Estimated	Budget				
Fund Centre: 101357		2021	2022	2023	2024	2025	2026
Beginning Balance		404,184	338,742	173,742	73,742	73,742	73,742
Transfer from Ops Budget		73,771	75,000	75,000	75,000	75,000	75,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(68,028)	(115,000)	-	-	-	-
Transfer to ERF		(75,000)	(125,000)	(175,000)	(75,000)	(75,000)	(75,000)
Interest Income		3,815					
Ending Balance \$		338,742	173,742	73,742	73,742	73,742	73,742

Assumptions/Background:

Maintain fund at level required under long term capital plan. Considered sufficient. Level to resume life cycle funding after ERF replenished

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Equipment Replacement Fund

For replacement of firefighting equipment and vehicles
ERF Group: NPENDFIRE.ERF & SPENDFIRE.ERF

Reserve Cash Flow

Fund: 1022		Estimated	Budget				
Fund Centre: 101433		2021	2022	2023	2024	2025	2026
Beginning Balance		301,393	314,733	76,637	205,041	215,445	148,849
Expenditures (Based on Capital Plan)		(79,451)	(326,500)	(10,000)	(28,000)	(105,000)	-
Transfer from Ops Budget		73,771	75,000	75,000	75,000	75,000	75,000
Transfer from Capital Reserve Fund		75,000	125,000	175,000	75,000	75,000	75,000
Transfer to OPEX to pay ST Loan		(55,980)	(111,596)	(111,596)	(111,596)	(111,596)	(55,820)
Interest Income		-					
Ending Balance \$		314,733	76,637	205,041	215,445	148,849	243,029

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

North Galiano Fire Protection

EAC REVIEW

OCTOBER 2021

Service: 1.359 North Galiano Fire

Committee: Electoral Area

DEFINITION:

A Specified Area to provide Fire Protection Services for North Galiano Island. Establishment Bylaw No. 1852 (November 17, 1990). Amended by Bylaw No. 2989 (November 27, 2002) to increase the levy rate to \$1.60. amended by Bylaw 3143 (Feb 11, 2004) to change boundaries. Amended by Bylaw 3221 (Feb 9, 2005).

MAXIMUM LEVY:

Greater of \$267,000 or \$1.60 / \$1,000 to a maximum of \$381,222.

COMMISSION:

North Galiano 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:

Authorized:	LA Bylaw No. 3844 (Dec/12)	670,000
Borrowed:	SI Bylaw No. 3910 (July/13)	(290,000)
	SI Bylaw No. 3936 (Feb/14)	(280,000)
Remaining:		<u>\$100,000</u>

FUNDING:

Requisition and parcel tax.

1.359 - North Galiano Fire Protection

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Honoraria	73,600	73,573	75,070	-	-	75,070	76,570	78,100	79,660	81,250
Travel - Vehicles	17,920	16,420	18,280	-	-	18,280	18,640	19,010	19,390	19,770
Insurance	5,800	5,800	6,170	-	-	6,170	6,380	6,600	6,820	7,060
Maintenance	4,300	5,165	4,380	-	-	4,380	4,470	4,560	4,650	4,740
Staff Training & Development	12,200	6,200	12,440	-	-	12,440	12,690	12,940	13,200	13,460
Internal Allocations	6,716	6,716	7,503	-	-	7,503	7,653	7,806	7,963	8,122
Operating - Supplies	13,050	13,050	13,310	-	-	13,310	13,580	13,850	14,130	14,420
Operating - Other	16,330	15,580	16,630	-	-	16,630	16,960	17,290	17,630	17,980
TOTAL OPERATING COSTS	149,916	142,504	153,783	-	-	153,783	156,943	160,156	163,443	166,802
*Percentage Increase over prior year						2.6%	2.1%	2.0%	2.1%	2.1%
<u>DEBT / RESERVES</u>										
Capital Equipment Purchases	6,270	6,270	6,400	-	-	6,400	6,530	6,660	6,790	6,930
Transfer to Capital Reserve Fund	5,090	-	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Debt Principal	28,467	28,467	28,467	-	-	28,467	28,467	28,467	28,467	28,467
Debt Interest	20,555	20,555	20,545	-	-	20,545	20,545	20,545	20,545	20,545
TOTAL DEBT / RESERVES	60,382	55,292	60,412	-	-	60,412	60,542	60,672	60,802	60,942
TOTAL COSTS	210,298	197,796	214,195	-	-	214,195	217,485	220,828	224,245	227,744
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	12,502	(12,502)	-	-	(12,502)	-	-	-	-
Balance c/fwd from 2020 to 2021	(12,270)	(12,270)	-	-	-	-	-	-	-	-
Parcel Tax	(24,440)	(24,440)	(24,440)	-	-	(24,440)	(24,440)	(24,440)	(24,440)	(24,440)
Grants in lieu of Taxes	(314)	(314)	(314)	-	-	(314)	(314)	(314)	(314)	(314)
Other Income	(400)	(400)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
TOTAL REVENUE	(37,424)	(24,922)	(37,656)	-	-	(37,656)	(25,164)	(25,174)	(25,184)	(25,194)
REQUISITION	(172,874)	(172,874)	(176,539)	-	-	(176,539)	(192,321)	(195,654)	(199,061)	(202,550)
*Percentage increase over prior year Requisition						2.1%	8.9%	1.7%	1.7%	1.8%

North Galiano Fire Protection
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	72,121	77,121	82,121	87,121	92,121	97,121
Equipment Replacement Fund	172,555	172,555	172,555	172,555	172,555	172,555
Total	244,676	249,676	254,676	259,676	264,676	269,676

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection - Capital Reserve Fund - Bylaw 3944

Reserve established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

Reserve Cash Flow

Fund: Fund Centre:	1085 102137	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		66,404	72,121	77,121	82,121	87,121	92,121
Transfer from Ops Budget		5,090	5,000	5,000	5,000	5,000	5,000
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		627					
Ending Balance \$		72,121	77,121	82,121	87,121	92,121	97,121

Assumptions/Background:

Gradual increase in fund as per long term plan

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection - Equipment Replacement Fund

ERF Group: NGALFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101435	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		172,555	172,555	172,555	172,555	172,555	172,555
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		172,555	172,555	172,555	172,555	172,555	172,555

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2022 Budget

Saturna Fire Protection

EAC REVIEW

OCTOBER 2021

Service: 1.363 Saturna Fire Protection

Committee: Electoral Area

DEFINITION:

A Specified Area to provide Fire Protection and Emergency Response Services. Establishment Bylaw No.2165 (Nov. 29, 1993); Bylaw No.2575 (Jan. 28, 1998); Amended Bylaw No.2734 (Nov. 24, 1999).

MAXIMUM LEVY:

Greater of \$73,500 or \$0.85 / \$1,000 to a maximum of \$234,105.

FUNDING:

Requisition

1.363 - Saturna Fire Protection	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Payment - Fire Protection Society	165,000	161,866	175,000	-	-	175,000	185,000	190,000	200,000	205,000
Operating - Other	3,269	6,403	3,365	-	-	3,365	3,433	3,501	3,571	3,643
TOTAL COSTS	168,269	168,269	178,365	-	-	178,365	188,433	193,501	203,571	208,643
*Percentage Increase over prior year						6.0%	5.6%	2.7%	5.2%	2.5%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	23	23	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(10,560)	(10,560)	(9,000)	-	-	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)
Interest Income	(60)	(60)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
TOTAL REVENUE	(10,597)	(10,597)	(9,060)	-	-	(9,060)	(9,060)	(9,060)	(9,060)	(9,060)
REQUISITION	(157,672)	(157,672)	(169,305)	-	-	(169,305)	(179,373)	(184,441)	(194,511)	(199,583)
*Percentage increase over prior year Requisition						7.4%	5.9%	2.8%	5.5%	2.6%

CAPITAL REGIONAL DISTRICT

2022 Budget

Electoral Area Fire Services

EAC REVIEW

OCTOBER 2021

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

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services	80,330	61,330	15,640	-	70,270	85,910	87,630	16,270	16,600	16,930
Staff Training & Development	5,110	5,110	5,210	-	-	5,210	5,310	5,420	5,530	5,640
Software Licenses	11,607	11,607	11,840	-	-	11,840	12,080	12,320	12,570	12,820
Allocation to Finance & Corp	9,244	9,244	9,414	-	-	9,414	9,602	9,794	9,990	10,190
Allocation to Emergency Coordination	74,862	74,862	76,359	-	-	76,359	77,886	79,443	81,033	82,653
Contingency	4,060	2,030	2,070	-	-	2,070	2,110	2,150	2,190	2,230
Operating - Other	3,060	3,060	3,120	-	5,000	8,120	8,280	2,160	2,200	2,240
TOTAL OPERATING COSTS	188,273	167,243	123,653	-	75,270	198,923	202,898	127,557	130,113	132,703
*Percentage Increase over prior year						5.7%	2.0%	-37.1%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	7,370	3,685	3,760	-	-	3,760	3,840	3,920	4,000	4,080
Transfer to Operating Reserve Fund	11,647	17,362	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	19,017	21,047	3,760	-	-	3,760	3,840	3,920	4,000	4,080
TOTAL COSTS	207,290	188,290	127,413	-	75,270	202,683	206,738	131,477	134,113	136,783
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(65,000)	(46,000)	-	-	(55,270)	(55,270)	(54,018)	-	-	-
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(65,100)	(46,100)	(100)	-	(55,270)	(55,370)	(54,118)	(100)	(100)	(100)
REQUISITION	(142,190)	(142,190)	(127,313)	-	(20,000)	(147,313)	(152,620)	(131,377)	(134,013)	(136,683)
*Percentage increase over prior year Requisition						3.6%	3.6%	-13.9%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.369	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Electoral Area Fire Services							

EXPENDITURE

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

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 1.369

Service Name: Electoral Area Fire Services

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	\$156,300	E	Res	\$156,300	\$156,300	\$0	\$0	\$0	\$0	\$156,300
GRAND TOTAL				\$156,300			\$156,300	\$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: Fund Centre:	1500 105404	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		316,689	285,016	73,446	19,428	19,428	19,428
Transfer from Ops Budget		11,647	-	-	-	-	-
Transfer to Ops Budget		(46,000)	(55,270)	(54,018)	-	-	-
Planned Expenditures		-	(156,300)	-	-	-	-
Interest Income		2,680					
Ending Balance \$		285,016	73,446	19,428	19,428	19,428	19,428

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Emergency Program (SGI)

EAC REVIEW

OCTOBER 2021

Service: **1.373 SGI Emergency Program**

Committee: Electoral Area

DEFINITION:

To establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness responses and recovery measures for emergencies and disasters for the Electoral Area of Southern Gulf Islands.

Establishment Bylaw No. 2656 (November, 1998).

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 #3445, this service provides planning and management of an emergency response plan for the Southern Gulf Islands Electoral Area. The service was started in 1998 in response to the *Provincial Emergency Program Act*. 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 Manager of Electoral Area Fire and Emergency Programs has immediate operational responsibility.

The Southern Gulf Islands Emergency Management Commission (SGIEMC) advises the service.

PARTICIPATION:

The service and participating area shall be coterminous with the Electoral Area of Southern Gulf Islands.

FUNDING:

Requisition

1.373 - Emergency Program (SGI)

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Travel Expense	11,380	10,811	11,610	-	-	11,610	11,840	12,080	12,320	12,560
Contract for Services	64,700	61,465	65,990	-	-	65,990	67,310	68,650	70,030	71,430
Staff Training & Development	6,220	5,909	6,320	-	-	6,320	6,450	6,580	6,710	6,840
Educational Material	16,000	15,200	16,320	-	-	16,320	16,650	16,980	17,320	17,670
Payments to 3rd Parties	37,960	36,063	10,160	-	-	10,160	10,360	10,570	10,780	10,990
Supplies	19,575	18,599	19,870	-	-	19,870	20,270	20,670	21,080	21,500
Allocations	9,561	9,561	12,856	-	-	12,856	13,113	13,376	13,643	13,916
Property Taxes	750	713	770	-	-	770	790	810	830	850
Other Operating Expenses	90,981	87,057	92,352	-	-	92,352	94,306	96,226	98,240	100,288
TOTAL OPERATING COSTS	257,127	245,378	236,248	-	-	236,248	241,089	245,942	250,953	256,044
*Percentage Increase over prior year						-8.1%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	9,600	21,349	8,800	-	-	8,800	9,000	9,000	9,000	9,000
Transfer to Operating Reserve Fund	6,500	6,500	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	16,100	27,849	13,800	-	-	13,800	14,000	14,000	14,000	14,000
TOTAL COSTS	273,227	273,227	250,048	-	-	250,048	255,089	259,942	264,953	270,044
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance C/FW from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance C/FWfrom 2020 to 2021	(28,000)	(28,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,519)	(2,519)	(2,570)	-	-	(2,570)	(2,620)	(2,670)	(2,720)	(2,770)
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(30,619)	(30,619)	(2,670)	-	-	(2,670)	(2,720)	(2,770)	(2,820)	(2,870)
REQUISITION	(242,608)	(242,608)	(247,378)	-	-	(247,378)	(252,369)	(257,172)	(262,133)	(267,174)
*Percentage increase over prior year Requisition						2.0%	2.0%	1.9%	1.9%	1.9%

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.	
Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.			

Service #: 1.373

Service Name: SGI Emergency Program

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	New	Shipping Containers	Storage for emergency program	\$35,000	E	Res	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-02	New	Computer	Computer replacement for Island coordinators	\$12,000	E	Res	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$12,000
			GRAND TOTAL	\$47,000			\$47,000	\$47,000	\$0	\$0	\$0	\$0	\$47,000

Emergency Program (SGI)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	260,298	222,098	231,098	240,098	249,098	258,098
Operating Reserve Fund	118,911	123,911	128,911	133,911	138,911	143,911
Total	379,208	346,008	360,008	374,008	388,008	402,008

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Program - Capital Reserve Fund - Bylaw 2965

Surplus money from the operation of fire protection services may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1063 101723	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		248,354	260,298	222,098	231,098	240,098	249,098
Transfer from Ops Budget		9,600	8,800	9,000	9,000	9,000	9,000
Planned Expenditures		-	(47,000)	-	-	-	-
Interest Income		2,344					
Ending Balance \$		260,298	222,098	231,098	240,098	249,098	258,098

Assumptions/Backgrounds:

Require sufficient funding to meet long range capital plan

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Program - Operating Reserve Fund

Reserve Cash Flow

Fund: Fund Centre:	1500 105401	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		111,361	118,911	123,911	128,911	133,911	138,911
Transfer from Ops Budget		6,500	5,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		1,050					
Ending Balance \$		118,911	123,911	128,911	133,911	138,911	143,911

<u>Assumptions/Backgrounds:</u>
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CAPITAL REGIONAL DISTRICT

2022 Budget

Saturna Island Comm. Parks

EAC REVIEW

OCTOBER 2021

Service: 1.465 Saturna Island Community Parks

Committee: Saturna Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Saturna Island (Bylaw No. 2080, December 16, 1992).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Saturna Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$41,279. (Bylaw 4088 - Amends 2080 - March, 2016)

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

1.465 - Saturna Island Comm. Parks

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services	1,530	1,530	1,560	-	-	1,560	1,590	1,620	1,650	1,680
Supplies	400	400	400	-	-	400	400	400	400	400
Repairs & Maintenance	9,660	9,660	9,850	-	-	9,850	10,050	10,250	10,450	10,660
Allocations	982	982	929	-	-	929	948	967	986	1,006
Contingency	2,940	2,940	3,000	-	-	3,000	3,060	3,120	3,180	3,240
Other Operating Expenses	3,070	3,070	3,160	-	-	3,160	3,230	3,300	3,370	3,440
TOTAL OPERATING COSTS	18,582	18,582	18,899	-	-	18,899	19,278	19,657	20,036	20,426
*Percentage Increase over prior year						1.7%	2.0%	2.0%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	5,478	5,478	6,000	-	-	6,000	6,000	6,000	6,000	6,000
TOTAL CAPITAL / RESERVE	5,478	5,478	6,000	-	-	6,000	6,000	6,000	6,000	6,000
TOTAL COSTS	24,060	24,060	24,899	-	-	24,899	25,278	25,657	26,036	26,426
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,144)	(1,144)	(1,144)	-	-	(1,144)	(1,144)	(1,144)	(1,144)	(1,144)
Revenue - Other	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(1,194)	(1,194)	(1,194)	-	-	(1,194)	(1,194)	(1,194)	(1,194)	(1,194)
REQUISITION	(22,866)	(22,866)	(23,705)	-	-	(23,705)	(24,084)	(24,463)	(24,842)	(25,232)
*Percentage increase over prior year Requisition						3.7%	1.6%	1.6%	1.5%	1.6%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.465	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Saturna Island Community Parks							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$23,000	\$9,000	\$6,000	\$6,000	\$0	\$44,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$23,000	\$9,000	\$6,000	\$6,000	\$0	\$44,000

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	\$23,000	\$9,000	\$6,000	\$6,000	\$0	\$44,000
		\$0	\$23,000	\$9,000	\$6,000	\$6,000	\$0	\$44,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number</p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description</p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2021</p> <p>Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers</p> <p>Maintain Level of Service = Project maintains existing or improved level of service.</p> <p>Advance Board or Corporate Priority = Project is a Board or Corporate priority.</p> <p>Emergency = Project is required for health or safety reasons.</p> <p>Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure Type</p> <p>Study - Expenditure for feasibility and business case report.</p> <p>New - Expenditure for new asset only</p> <p>Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p>Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget</p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes</p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning</p> <p>Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.</p> <p>Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.</p> <p>Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p>Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title</p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class</p> <p>L - Land</p> <p>S - Engineering Structure</p> <p>B - Buildings</p> <p>V - Vehicles</p>	<p>Cost Estimate Class</p> <p>Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (+25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

Service #:	1.465
Service Name:	Saturna Island Community Parks

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	Renewal	Park upgrades	Improvements to Saturna's 70 acre "Money Watershed and New Park"	\$34,000	S	Res	\$0	\$13,000	\$2,000	\$4,000	\$4,000	\$0	\$23,000
21-02	Renewal	Park upgrades	Construction of Thomson Park Disc Golf course and Bocce court	\$21,000	S	Res	\$0	\$5,000	\$3,000	\$1,000	\$1,000	\$0	\$10,000
21-03	Renewal	Park upgrades	Salmon Enhancing Facility and Community Garden (Lyal Creek Park)	\$22,000	S	Res	\$0	\$5,000	\$4,000	\$1,000	\$1,000	\$0	\$11,000
GRAND TOTAL				\$77,000			\$0	\$23,000	\$9,000	\$6,000	\$6,000	\$0	\$44,000

Saturna Island Comm. Parks
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	37,088	20,088	17,088	17,088	17,088	23,088
Land Reserve Fund	3,226	3,226	3,226	3,226	3,226	3,226
Total	40,313	23,313	20,313	20,313	20,313	26,313

Reserve Schedule

Reserve Fund: 1.465 Saturna Comm Parks - Capital Reserve Fund - Bylaw 2627

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1036 101380	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		64,010	37,088	20,088	17,088	17,088	17,088
Transfer from Ops Budget		5,478	6,000	6,000	6,000	6,000	6,000
Transfer to Cap Fund		(33,000)	(23,000)	(9,000)	(6,000)	(6,000)	-
Interest Income*		600					
Ending Balance \$		37,088	20,088	17,088	17,088	17,088	23,088

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: 1.465 Saturna Comm Parks - Land Reserve Fund - Bylaw 2398

- Saturna Island Park Land Acquisition Reserve Fund was established in 1996 under bylaw 2398.
- The monies in the reserve fund and interest earned on it, shall be expended only for the purchase of park land.

Reserve Cash Flow

Fund: Fund Centre:	1018 101361	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		3,196	3,226	3,226	3,226	3,226	3,226
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income*		30					
Ending Balance \$		3,226	3,226	3,226	3,226	3,226	3,226

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

2022 Budget

Saturna Island Comm. Recreation

EAC REVIEW

OCTOBER 2021

Service: 1.468 Saturna Island Community Recreation

Committee: Saturna Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Saturna Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Saturna Island.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Greater of \$17,237 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$21,740.

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

1.468 - Saturna Island Comm. Recreation	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Recreation Programs	15,171	15,171	8,990	-	-	8,990	9,170	9,350	9,540	9,730
Special Events	2,240	2,240	2,280	-	-	2,280	2,330	2,380	2,430	2,480
Allocations	778	778	1,005	-	-	1,005	1,026	1,046	1,067	1,088
Other Operating Expenses	1,920	1,920	1,960	-	-	1,960	2,000	2,040	2,080	2,120
TOTAL OPERATING COSTS	20,109	20,109	14,235	-	-	14,235	14,526	14,816	15,117	15,418
*Percentage Increase over prior year						-29.2%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(6,361)	(6,361)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(757)	(757)	(757)	-	-	(757)	(757)	(757)	(757)	(757)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	(7,138)	(7,138)	(777)	-	-	(777)	(777)	(777)	(777)	(777)
REQUISITION	(12,971)	(12,971)	(13,458)	-	-	(13,458)	(13,749)	(14,039)	(14,340)	(14,641)
*Percentage increase over prior year Requisition						3.8%	2.2%	2.1%	2.1%	2.1%

CAPITAL REGIONAL DISTRICT

2022 Budget

Mayne Island Community Parks & Rec

EAC REVIEW

OCTOBER 2021

Service: **1.475 Mayne Island Community Parks**

Committee: Mayne Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Mayne Island (Bylaw No. 1602, January 13, 1988).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Mayne Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds, a Japanese Garden and sports fields.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of **\$120,626**.

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

1.475 - Mayne Island Community Parks & Rec	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Honoraria, Wages & Benefits	1,100	1,100	1,120	-	-	1,120	1,140	1,160	1,180	1,200
Supplies	2,310	2,310	2,360	-	-	2,360	2,410	2,460	2,510	2,560
Repairs, Maintenance, & Improvements	56,180	56,180	57,300	-	-	57,300	58,450	59,620	60,820	62,040
Allocations	5,504	5,504	5,863	-	-	5,863	5,980	6,098	6,217	6,338
Other Operating Expenses	11,370	11,370	12,030	-	-	12,030	12,340	12,650	12,970	13,310
TOTAL OPERATING COSTS	76,464	76,464	78,673	-	-	78,673	80,320	81,988	83,697	85,448
*Percentage Increase over prior year						2.9%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	7,020	7,020	7,000	-	-	7,000	7,000	7,000	7,000	7,000
TOTAL COSTS	83,484	83,484	85,673	-	-	85,673	87,320	88,988	90,697	92,448
<u>FUNDING SOURCES (REVENUE)</u>										
Rentals	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(69)	(69)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(269)	(269)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION	(83,215)	(83,215)	(85,403)	-	-	(85,403)	(87,050)	(88,718)	(90,427)	(92,178)
*Percentage increase over prior year Requisition						2.6%	1.9%	1.9%	1.9%	1.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.475	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Mayne Island Community Parks							

EXPENDITURE

Buildings	B	\$0	\$4,000	\$3,000	\$7,000	\$0	\$0	\$14,000
Equipment	E	\$0	\$5,000	\$0	\$5,000	\$0	\$0	\$10,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$18,000	\$18,000	\$10,000	\$0	\$15,000	\$0	\$43,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$18,000	\$27,000	\$13,000	\$12,000	\$15,000	\$0	\$67,000
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SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$3,000	\$12,000	\$13,000	\$12,000	\$15,000	\$0	\$52,000

\$18,000	\$27,000	\$13,000	\$12,000	\$15,000	\$0	\$67,000
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CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number</p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description</p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2021</p> <p>Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers</p> <p>Maintain Level of Service = Project maintains existing or improved level of service.</p> <p>Advance Board or Corporate Priority = Project is a Board or Corporate priority.</p> <p>Emergency = Project is required for health or safety reasons.</p> <p>Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure Type</p> <p>Study - Expenditure for feasibility and business case report.</p> <p>New - Expenditure for new asset only</p> <p>Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p>Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget</p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes</p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning</p> <p>Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.</p> <p>Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.</p> <p>Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p>Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title</p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class</p> <p>L - Land</p> <p>S - Engineering Structure</p> <p>B - Buildings</p> <p>V - Vehicles</p>		<p>Cost Estimate Class</p> <p>Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (+25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	1.475
Service Name:	Mayne Island Community Parks

[illegible]

Service: 1.475 Mayne Island Community Parks

Project Number 21-02 **Capital Project Title** Cotton Park fencing **Capital Project Description** Replace garden fencing at Cotton Park
Project Rationale The flower gardens at Cotton Park must be protected by fencing to keep the deer out. The fencing is rusted, piecemeal and needs to be replaced with stronger posts and wire fencing. This project has been deferred since 2019 and should take place in 2021.

Project Number 21-03 **Capital Project Title** Emma and Felix Jack Park **Capital Project Description** Cultural and Heritage improvements to Emma and Felix Jack
Project Rationale A park dedicated to First Nations is important to restore thus promoting heritage and cultural awareness for the public and to aid in reconciliation with First Nations.

Project Number 22-01 **Capital Project Title** Miners Bay washrooms **Capital Project Description** Upgrade washroom facilities
Project Rationale The washrooms need to be upgraded with three new taps (\$1000); flush valves (5 @\$400) and a new hot water tank (\$700).

Project Number 22-03 **Capital Project Title** Miners Bay Christmas Lights **Capital Project Description** Replace Christmas tree lights with energy efficient lights
Project Rationale Replace Christmas tree lights with energy efficient lights in Miners Bay

Project Number 23-01 **Capital Project Title** Dinner Bay water upgrade **Capital Project Description** Upgrade water system as it's outdated; replace water line
Project Rationale The water system should be upgraded as it is outdated and needs to meet current standards given the public use of the Adachi Pavilion (\$8,000) Also the water line between the Japanese Garden and the park needs to be replaced as it is leaking (\$2,000)

Project Number 23-02 **Capital Project Title** Dinner Bay washrooms **Capital Project Description** Upgrade washroom facilities
Project Rationale The washroom facilities need to be upgraded with new fixtures and valves (9@\$300)

Project Number 24-01 **Capital Project Title** Miners Bay parking wall **Capital Project Description** Instal a retaining wall in front of the street parking
Project Rationale The split rail fence is old and falling down. A sturdier more attractive wall is required to separate street parking from the park and protect park users.

Service: 1.475 Mayne Island Community Parks		
Project Number 24-02	Capital Project Title Miners Bay maintenance shed	Capital Project Description Build a maintenance shed for mower
Project Rationale Miners Bay does not have any storage for a ride on mower and hazardous materials such as gas which cannot be stored in the library basement for safety reasons.		
Project Number 24-03	Capital Project Title Miners Bay mower	Capital Project Description Dedicated mower and tools for Miners Bay
Project Rationale Miners Bay needs a dedicated mower; weed eater and tools to maintain the park. Driving the tractor over from Dinner Bay places unnecessary wear and tear on the tractor and is extremely time consuming.		
Project Number 25-01	Capital Project Title Dinner Bay pump house	Capital Project Description Rebuild pump house for well head
Project Rationale The existing pump house is old and needs to be rebuilt to ensure adequate insulation and protection of the pumps for the well.		
Project Number 25-02	Capital Project Title Dinner Bay well pumps	Capital Project Description Replace two well pumps
Project Rationale The existing pumps are getting old and should be replaced when the pump house is rebuilt as part of the sustainable service delivery plan.		
Project Number 25-03	Capital Project Title Kippen Road staircase	Capital Project Description Replace heavy wooden staircase with lighter metal staircase
Project Rationale The heavy wooden staircase is very difficult to raise and lower every year and a safety hazard for volunteers. It should be replaced with a lighter metal staircase to reduce risk of injury.		

Reserve Schedule

Reserve Fund: 1.475 Mayne Comm. Parks & Rec - Capital Reserve Fund - Bylaw 2866

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1061 101611	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		93,976	86,796	81,796	75,796	70,796	62,796
Transfer from Ops Budget		7,020	7,000	7,000	7,000	7,000	7,000
Transfer from ERF		-	-	-	-	-	-
Transfer to Cap Fund		(15,000)	(12,000)	(13,000)	(12,000)	(15,000)	-
Interest Income*		800					
Ending Balance \$		86,796	81,796	75,796	70,796	62,796	69,796

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

2022 Budget

Mayne Island Community Parks Donations

EAC REVIEW

OCTOBER 2021

1.476 - Mayne Island Community Parks Donations	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Japanese Garden	19,883	8,597	15,893	-	-	15,893	3,510	3,580	3,650	3,720
Dinner Bay	400	250	410	-	-	410	420	430	440	450
Putting Green	150	-	150	-	-	150	150	150	150	150
TOTAL COSTS	20,433	8,847	16,453	-	-	16,453	4,080	4,160	4,240	4,320
*Percentage Increase over prior year						-19.5%	-75.2%	2.0%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	12,453	(12,453)	-	-	(12,453)	-	-	-	-
Balance c/fwd from 2020 to 2021	(16,510)	(16,510)	-	-	-	-	-	-	-	-
Donations & Fees	(3,703)	(4,670)	(3,780)	-	-	(3,780)	(3,860)	(3,940)	(4,020)	(4,100)
Other Income	(220)	(120)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(20,433)	(8,847)	(16,453)	-	-	(16,453)	(4,080)	(4,160)	(4,240)	(4,320)
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Mayne Island Community Rec.

EAC REVIEW

OCTOBER 2021

Service: 1.478 Mayne Island Community Recreation

Committee: Mayne Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Mayne Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Mayne Island.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Greater of \$46,532 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$63,530. (Bylaw 4153 Sept 13, 2017)

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

1.478 - Mayne Island Community Rec.	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Recreation Programs	35,474	35,474	27,378	-	-	27,378	27,926	28,482	29,058	29,643
Special Events	3,690	3,690	3,760	-	-	3,760	3,840	3,920	4,000	4,080
Allocations	1,627	1,627	2,122	-	-	2,122	2,164	2,208	2,252	2,297
Other Operating Expenses	1,650	1,650	1,690	-	-	1,690	1,720	1,750	1,780	1,810
TOTAL OPERATING COSTS	42,441	42,441	34,950	-	-	34,950	35,650	36,360	37,090	37,830
*Percentage Increase over prior year						-17.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 20201 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(8,174)	(8,174)	-	-	-	-	-	-	-	-
Revenue - Other	(28)	(28)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Grants in Lieu of Taxes	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(8,232)	(8,232)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
REQUISITION	(34,209)	(34,209)	(34,890)	-	-	(34,890)	(35,590)	(36,300)	(37,030)	(37,770)
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Pender Parks

EAC REVIEW

OCTOBER 2021

Service: **1.485 Pender Island Community Parks**

Committee: Pender Islands Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Pender Island (Bylaw No. 1601, January 13, 1988)

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Pender Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds a disc park and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of **\$195,611**. (Bylaw 4091 - March, 2016)

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.485 - Pender Parks

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services	27,620	27,620	28,170	-	-	28,170	28,730	29,300	29,890	30,490
Supplies	12,250	12,250	12,490	-	-	12,490	12,740	12,990	13,240	13,500
Repairs, Maintenance, & Improvements	43,940	43,940	44,820	-	-	44,820	45,720	46,630	47,560	48,510
Allocations	8,922	8,922	10,234	-	-	10,234	10,438	10,645	10,853	11,074
Contingency	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Other Operating Expenses	17,350	17,350	17,760	-	-	17,760	18,120	18,500	18,880	19,270
TOTAL OPERATING COSTS	114,082	114,082	117,474	-	-	117,474	119,748	122,065	124,423	126,844
*Percentage Increase over prior year						3.0%	1.9%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	43,000	43,000	43,000	-	-	43,000	43,000	43,000	43,000	43,000
TOTAL CAPITAL / RESERVE	43,000	43,000	43,000	-	-	43,000	43,000	43,000	43,000	43,000
TOTAL COSTS	157,082	157,082	160,474	-	-	160,474	162,748	165,065	167,423	169,844
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,323)	(1,323)	(1,323)	-	-	(1,323)	(1,323)	(1,323)	(1,323)	(1,323)
Revenue - Other	(410)	(410)	(410)	-	-	(410)	(410)	(410)	(410)	(410)
TOTAL REVENUE	(1,733)	(1,733)	(1,733)	-	-	(1,733)	(1,733)	(1,733)	(1,733)	(1,733)
REQUISITION	(155,349)	(155,349)	(158,741)	-	-	(158,741)	(161,015)	(163,332)	(165,690)	(168,111)
*Percentage increase over prior year Requisition						2.2%	1.4%	1.4%	1.4%	1.5%

Pender Parks
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	341,675	374,675	407,675	440,675	473,675	506,675
Land Reserve Fund	36,506	36,506	36,506	36,506	36,506	36,506
Total	378,181	411,181	444,181	477,181	510,181	543,181

Reserve Schedule

Reserve Fund: 1.485 PenderParks - Capital Reserve Fund - Bylaw 2236

- Capital Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2236.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities

Reserve Cash Flow

Fund: Fund Centre:	1038 101382	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		321,175	341,675	374,675	407,675	440,675	473,675
Transfer from Ops Budget		43,000	43,000	43,000	43,000	43,000	43,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(25,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Interest Income*		2,500					
Ending Balance \$		341,675	374,675	407,675	440,675	473,675	506,675

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: 1.485 Pender Parks - Land Reserve Fund - Bylaw 2399

- Land Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2399.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1019 101362	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		36,164	36,506	36,506	36,506	36,506	36,506
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		342					
Ending Balance \$		36,506	36,506	36,506	36,506	36,506	36,506

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

2022 Budget

Pender Island Community Rec.

EAC REVIEW

OCTOBER 2021

Service: 1.488 Pender Island Community Rec

Committee: Pender Islands Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Pender Island (Bylaw No. 1360, June 26, 1985).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Pender Island.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Greater of \$71,560 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$103,022.

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.488 - Pender Island Community Rec	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Recreation Programs	58,920	58,920	60,100	-	-	60,100	61,300	62,530	63,780	65,060
Allocations	2,667	2,667	3,215	-	-	3,215	3,280	3,345	3,412	3,480
Other Operating Expenses	2,720	2,720	2,770	-	-	2,770	2,820	2,870	2,930	2,990
			-	-	-	-				
TOTAL OPERATING COSTS	64,307	64,307	66,085	-	-	66,085	67,400	68,745	70,122	71,530
*Percentage Increase over prior year						2.8%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	615	615	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(505)	(505)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
Revenue - Other	(260)	(260)	(270)	-	-	(270)	(280)	(290)	(300)	(310)
TOTAL REVENUE	(150)	(150)	(790)	-	-	(790)	(810)	(830)	(850)	(870)
REQUISITION	(64,157)	(64,157)	(65,295)	-	-	(65,295)	(66,590)	(67,915)	(69,272)	(70,660)
*Percentage increase over prior year Requisition						1.8%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Galiano Island Community Parks

EAC REVIEW

OCTOBER 2021

Service: 1.495 Galiano Community Parks

Committee: Galiano Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Galiano Island (Bylaw No. 2294, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Galiano Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$112,832.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.495 - Galiano Island Community Parks	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Repairs, Maintenance, & Improvements	68,750	68,750	70,120	-	-	70,120	71,520	72,950	74,410	75,900
Allocations	3,259	3,259	3,883	-	-	3,883	3,961	4,040	4,121	4,203
Contingency	680	680	690	-	-	690	700	710	720	730
Other Operating Expenses	4,970	4,970	5,130	-	-	5,130	5,270	5,410	5,550	5,700
TOTAL OPERATING COSTS	77,659	77,659	79,823	-	-	79,823	81,451	83,110	84,801	86,533
*Percentage Increase over prior year						2.8%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	14,481	14,481	15,000	-	-	15,000	15,000	15,000	15,000	15,000
TOTAL CAPITAL / RESERVE	14,481	14,481	15,000	-	-	15,000	15,000	15,000	15,000	15,000
TOTAL COSTS	92,140	92,140	94,823	-	-	94,823	96,451	98,110	99,801	101,533
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(37)	(37)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Revenue - Other	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(67)	(67)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
REQUISITION	(92,073)	(92,073)	(94,753)	-	-	(94,753)	(96,381)	(98,040)	(99,731)	(101,463)
*Percentage increase over prior year Requisition						2.9%	1.7%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.495	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Galiano Community Parks							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$20,000	\$36,500	\$18,500	\$32,000	\$25,900	\$0	\$0	\$112,900
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$20,000	\$36,500	\$18,500	\$32,000	\$25,900	\$0	\$112,900
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SOURCE OF FUNDS

Capital Funds on Hand	\$8,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$8,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$12,000	\$28,500	\$18,500	\$32,000	\$25,900	\$0	\$0	\$104,900

\$20,000	\$36,500	\$18,500	\$32,000	\$25,900	\$0	\$112,900
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CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number</p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description</p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; the new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2021</p> <p>Input the carryforward amount from tge 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers</p> <p>Maintain Level of Service = Project maintains existing or improved level of service.</p> <p>Advance Board or Corporate Priority = Project is a Board or Corporate priority.</p> <p>Emergency = Project is required for health or safety reasons.</p> <p>Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure Type</p> <p>Study - Expenditure for feasibility and business case report.</p> <p>New - Expenditure for new asset only</p> <p>Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p>Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget</p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes</p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning</p> <p>Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.</p> <p>Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.</p> <p>Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p>Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title</p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class</p> <p>L - Land</p> <p>S - Engineering Structure</p> <p>B - Buildings</p> <p>V - Vehicles</p>		<p>Cost Estimate Class</p> <p>Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (+25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	1.495
Service Name:	Galiano Community Parks

[illegible]

Service: 1.495 Galiano Community Parks		
Project Number 18-02	Capital Project Title Galiano Island Park Upgrades	Capital Project Description Wesley Road Shore Access
Project Rationale Wesley Road Site has been identified for a number of years as very suitable for shore access development. Project construction deferred to 2024-2025.		
Project Number 19-01	Capital Project Title Galiano Island Park Upgrades	Capital Project Description Zayer Shore Access
Project Rationale Public has long requested safe access to the small lovely beach on Active Pass at this location. It is a very short but steep access. Due to the site possibly having historical archeological significance, it is not yet clear if and how access can be provided. This is being investigated with Government and FN bodies. The engineering study and construction have therefore been deferred to 2023 and 2024.		
Project Number 19-02	Capital Project Title Sturdies Bay Trail Extension	Capital Project Description Study to Assess feasibility and cost to extend trail to BC Ferries
Project Rationale This trail is the most heavily used by Galiano residents/pedestrians, as it parallels a very busy narrow road to the main centre of shopping and commerce on the island as well as leading almost to the BC Ferries terminal, the busiest spot on the island. Improvements were made to the trail in 2019. An engineering study needs to be done to determine the cost and feasibility of extending the trail further, right up to the BC Ferries terminal at Sturdies Bay. This study is planned for 2022.		
Project Number 19-03	Capital Project Title Galiano Island Park Upgrades	Capital Project Description Asset Management-Inventory Study/Replacement Program
Project Rationale A detailed inventory of all GIPRC current assests and their condition must be carried out and a plan made for the timely renewal of the assets where appropriate. The inventory study has been deferred for several years and is now planned for 2021. Renewal of assets would commence in 2022.		
Project Number 20-01	Capital Project Title Galiano Island Park Upgrades	Capital Project Description Matthews Stairs to Beach
Project Rationale This is a very popular beach access adjoining CRD regional park at Matthews point. The plan is to link the two areas. The GIPRC trail and access to the beach was improved in 2019. However the last section of the beach access trail is very steep and a challenge for many. We have had one emergency services rescue from this trail in 2020. This entire area which also links to the Galiano Club's Bluffs park is a real Galiano Showcase and a very heavily visited area. A safer, easier access down to the Active Pass beach would require an engineered stair way. Engineering study to determine feasibility and cost set for 2024 and construction in 2025.		

Project Number	21-01	Capital Project Title	Galiano Island Park Upgrades	Capital Project Description	New Trail at Millard Learning Centre
Project Rationale	GIPRC had made a commitment to work with Galiano Conservancy to construct a new trail at the learning centre in conjunction with some rezoning. Planned Study to assess construction needs deferred to 2025. Conservancy may take on the project themselves, in which case it will be dropped in future.				
Project Number	21-03	Capital Project Title	Galiano Island Park Upgrades	Capital Project Description	Zuker Shore Access Restoration- Remove Invasives and Restore
Project Rationale	Zuker, very popular shore access to Active pass near Mount Galiano Park trail head is overrun with invasive species Spurge Laurel and Broom which is spreading uncontained. It is proposed over the next two years to remove the invasive species and replant with suitable local species. The project will be eligible for supporting grants from BC Hydro, Tree Canada, TD Friends of the Environment Foundation of up to 3,600.				
Project Number	21-05	Capital Project Title	Galiano Island Park Upgrades	Capital Project Description	Construct two handicap beach accesses
Project Rationale	Carrying on from Shaw Landing Project, a further study will be carried out in 2022 to define/engineer two more beach access improvement projects for the mobility impaired, with construction planned for 2023 and 2024.				
Project Number	22-01	Capital Project Title	Galiano Island Park Upgrades	Capital Project Description	Study to construct Viewpoint at Graham
Project Rationale	This site overlooking Trincomali Channel has been identified by past commissions as a very popular and suitable location for development of an access to an outstanding viewpoint in an area where currently not much public access is available. A study to determine design and construction needs is deferred to 2023.				
Project Number	22-02	Capital Project Title	Galiano Island Park Upgrades	Capital Project Description	Install New Vault Toilet - Activity Centre
Project Rationale	This is a high public use area adjacent to the library and school with many sporting and recreation facilities but no toilet facilities. Will also serve as emergency facilities for school during power outages				
Project Number	25-01	Capital Project Title	Install Gulf Toilet at Gulfside	Capital Project Description	Replace Porta Potti with Vault toilet at popular beach access
Project Rationale	Heavily visited beach access on East coast of the island serviced by aging porta-potti bathroom facility. Needs to be replaced with vault toilet. Currently planned for 2025. Was previously lumped in together with Activity Centre Vault Toilet project. Now made a separate project.				

Reserve Schedule

Reserve Fund: 1.495 Galiano Island Community Parks - Capital Reserve Fund - Bylaw 2851

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1058 101604	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		73,807	57,729	44,229	40,729	23,729	12,829
Transfer from Ops Budget		14,481	15,000	15,000	15,000	15,000	15,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(30,959)	(28,500)	(18,500)	(32,000)	(25,900)	-
Interest Income*		400					
Ending Balance \$		57,729	44,229	40,729	23,729	12,829	27,829

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

2022 Budget

Galiano Community Recreation

EAC REVIEW

OCTOBER 2021

Service: 1.498 Galiano Community Recreation

Committee: Galiano Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Galiano Island (Bylaw No. 2295, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Galiano Island.

PARTICIPATION:

Galiano Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Greater of \$41,624 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$59,425.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.498 - Galiano Community Recreation	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Recreation Programs	38,904	38,904	34,686	-	-	34,686	35,375	36,073	36,790	37,517
Allocations	1,590	1,590	2,059	-	-	2,059	2,100	2,142	2,185	2,228
Other Operating Expenses	680	680	710	-	-	710	730	750	770	790
TOTAL OPERATING COSTS	41,174	41,174	37,455	-	-	37,455	38,205	38,965	39,745	40,535
*Percentage Increase over prior year						-9.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balnace c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balnace c/fwd from 2020 to 2021	(4,454)	(4,454)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(15)	(15)	(15)	-	-	(15)	(15)	(15)	(15)	(15)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4,469)	(4,469)	(15)	-	-	(15)	(15)	(15)	(15)	(15)
REQUISITION	(36,705)	(36,705)	(37,440)	-	-	(37,440)	(38,190)	(38,950)	(39,730)	(40,520)
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Storm Water Quality Management (SGI)

EAC REVIEW

OCTOBER 2021

Service: 1.533 SGI Stormwater Quality Management

Committee: Electoral Area Services

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2452 (adopted February, 1997 for the EA of Southern Gulf Islands) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

SERVICE DESCRIPTION:

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

PARTICIPATION:

The Electoral Area of the Southern Gulf Islands.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.533 - Storm Water Quality Management (SGI)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services & Consulting	5,371	6,996	5,583	-	-	5,583	5,695	5,816	5,926	6,045
Allocations	32,895	31,270	33,467	-	-	33,467	34,135	34,814	35,514	36,225
Other Operating Expenses	70	70	50	-	-	50	50	50	50	50
TOTAL COSTS	38,336	38,336	39,100	-	-	39,100	39,880	40,680	41,490	42,320
*Percentage Increase over prior year						2.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(461)	(461)	(460)	-	-	(460)	(460)	(460)	(460)	(460)
TOTAL REVENUE	(461)	(461)	(460)	-	-	(460)	(460)	(460)	(460)	(460)
REQUISITION	(37,875)	(37,875)	(38,640)	-	-	(38,640)	(39,420)	(40,220)	(41,030)	(41,860)
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

Reserve Schedule

Reserve Fund: Storm Water Quality Management (SGI) - Operating Reserve Fund

This service operates on a two-year work cycle with reporting and data analysis every second year. Reserve is also held for special projects (such as spills) and contaminant investigations.

Reserve Cash Flow

Fund: Fund Centre:	1500 105530	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		6,693	6,763	6,763	6,763	6,763	6,763
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		70					
Ending Balance \$		6,763	6,763	6,763	6,763	6,763	6,763

Assumptions/Background:

Retain about &7,000 for speciall investigations and spill response

CAPITAL REGIONAL DISTRICT

2022 Budget

SGL Emergency Comm. - CREST

EAC REVIEW

OCTOBER 2021

Service: 1.923 SGI Emergency Comm. - CREST

Committee: Governance & Finance

923 SGI EMERGENCY COMMUNICATIONS CREST

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 Southern Gulf Islands.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.923 - SGI Emergency Comm. - CREST	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Payments to CREST	175,997	175,997	178,820	-	-	178,820	182,400	186,050	189,770	193,570
Allocations	3,247	3,247	3,601	-	-	3,601	3,673	3,747	3,822	3,898
Other Operating Expenses	820	700	820	-	-	820	820	820	820	820
TOTAL COSTS	180,064	179,944	183,241	-	-	183,241	186,893	190,617	194,412	198,288
*Percentage Increase over prior year						1.8%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	90	(90)	-	-	(90)	-	-	-	-
Balance c/fwd from 2020 to 2021	(122)	(122)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,654)	(1,654)	(1,654)	-	-	(1,654)	(1,654)	(1,654)	(1,654)	(1,654)
Other Income	(100)	(70)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(1,876)	(1,756)	(1,844)	-	-	(1,844)	(1,754)	(1,754)	(1,754)	(1,754)
REQUISITION	(178,188)	(178,188)	(181,397)	-	-	(181,397)	(185,139)	(188,863)	(192,658)	(196,534)
*Percentage increase over prior year Requisition						1.8%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Magic Lake Water

EAC Review

OCTOBER 2021

Service: **2.630 Magic Lake Estates Water**

Committee: Electoral Area

DEFINITION:

LSA -1 To provide and operate water supply and distribution facilities for the Magic Lake Estates Water System.
Specified Area on North Pender Island. Bylaw No. 1874 (June 11, 1991).

PARTICIPATION:

Local Service Area # 1 - D(764) LSA #9.

MAXIMUM LEVY:

Greater of **\$160,000** or **\$3.50 / \$1,000** of actual assessed value of land and improvements. To a maximum of **\$1,905,623**.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3633 (Nov 2009).	\$	2,560,000
BORROWED:	SI Bylaw 3677 (Feb 2010).	\$	(723,000)
BORROWED:	SI Bylaw 3769 (Feb 2011).	\$	(250,000)
BORROWED:	SI Bylaw 3850 (Aug 2012).	\$	(559,500)
BORROWED:	SI Bylaw 3882 (Apr 2013).	\$	(1,002,500)
BORROWED:	SI Bylaw 3910 (July 2013).	\$	(25,000)
REMAINING AUTHORIZATION:		<u>\$</u>	<u>0</u>

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments.

User Charge:	Annual charge per single family equivalency unit connected to the system. The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: <ul style="list-style-type: none">• Greater than 50 cubic metres - \$0.50 / cubic metre• Greater than 80 cubic metres - \$1.00 / cubic metre
Parcel Tax:	LSA-1 Annual charge only on properties capable of being connected to the system.
Turn on/Turn Off Fee:	\$0 during normal working hours; \$25 outside of normal working hours
Connection Charges:	Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500

RESERVE FUND:

Magic Lake Estates - Water System Capital Reserve Fund. Bylaw No. 1498
Magic Lake Estates - Water System Operating Reserve Fund. Bylaw No. 4144

2.630 - Magic Lake Water
OPERATING COSTS

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
Repairs & Maintenance	70,910	22,190	31,520	-	-	31,520	32,150	32,800	33,450	74,110
Allocations	48,363	48,363	54,332	-	-	54,332	55,299	56,282	57,298	58,330
Water Testing	19,170	15,200	19,550	-	-	19,550	19,940	20,340	20,750	21,170
Electricity	48,640	48,640	49,610	-	-	49,610	50,600	51,610	52,640	53,690
Supplies	46,590	51,570	55,520	-	-	55,520	56,620	57,760	58,910	60,100
Labour Charges	394,618	537,526	402,400	-	-	402,400	410,440	418,650	427,020	435,560
Other Operating Expenses	49,190	70,630	53,550	-	-	53,550	54,880	56,280	57,710	59,170
TOTAL OPERATING COSTS	677,481	794,119	666,482	-	-	666,482	679,929	693,722	707,778	762,130

*Percentage Increase over prior year

DEBT / RESERVES

Transfer to Operating Reserve Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Capital Reserve Fund	92,390	32,460	92,390	-	-	92,390	92,390	92,390	92,390	127,390
MFA Debt Reserve Fund	730	730	670	-	-	670	670	670	670	2,120
MFA Debt Principal	130,553	130,553	131,489	-	-	131,489	131,489	131,489	131,489	92,677
MFA Debt Interest	68,521	68,521	61,697	-	-	61,697	61,697	61,697	57,070	51,658
TOTAL DEBT / RESERVES	302,194	242,264	296,246	-	-	296,246	296,246	296,246	291,619	283,845
TOTAL COSTS	979,675	1,036,383	962,728	-	-	962,728	976,175	989,968	999,397	1,045,975

FUNDING SOURCES (REVENUE)

Transfer from Operating Reserve Fund	(40,000)	(90,583)	-	-	-	-	-	-	-	(40,000)
Sales - Water	(18,000)	(22,000)	(18,000)	-	-	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)
User Charges	(343,555)	(345,130)	(355,288)	-	-	(355,288)	(364,170)	(373,274)	(382,606)	(389,164)
Lease Revenue	(8,100)	(8,100)	(8,100)	-	-	(8,100)	(8,100)	(8,100)	(8,100)	(8,100)
Other Revenue	(1,503)	(2,053)	(1,450)	-	-	(1,450)	(1,460)	(1,470)	(1,480)	(1,500)
TOTAL REVENUE	(411,158)	(467,866)	(382,838)	-	-	(382,838)	(391,730)	(400,844)	(410,186)	(456,764)
REQUISITION - PARCEL TAX	(568,517)	(568,517)	(579,890)	-	-	(579,890)	(584,445)	(589,124)	(589,211)	(589,211)

*Percentage increase over prior year

Sales - Water						0.0%	0.0%	0.0%	0.0%	0.0%
User Fees						3.4%	2.5%	2.5%	2.5%	1.7%
Requisition						2.0%	0.8%	0.8%	0.0%	0.0%
Combined						2.5%	1.4%	1.4%	1.0%	0.7%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.630	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Magic Lake Estates Water (Pender)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$200,000	\$205,000	\$0	\$0	\$0	\$0	\$0	\$205,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$290,000	\$325,000	\$140,000	\$47,000	\$145,000	\$145,000	\$947,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$200,000	\$495,000	\$325,000	\$140,000	\$47,000	\$145,000	\$145,000	\$1,152,000

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	\$145,000	\$145,000	\$145,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
Donations / Third Party Funding	\$0	\$200,000	\$300,000	\$0	\$0	\$0	\$0	\$500,000
Reserve Fund	\$200,000	\$292,500	\$25,000	\$140,000	\$47,000	\$0	\$0	\$504,500
	\$200,000	\$495,000	\$325,000	\$140,000	\$47,000	\$145,000	\$145,000	\$1,152,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 2.630

Service Name: Magic Lake Estates Water (Pender)

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-02	Replacement	Design and Construction Buck Lake and Magic Lake Adjustable Intakes	Detailed design and construction of adjustable intakes to inform future capital works to maintain water quality.	\$225,000	E	Res	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
21-04	Renewal	Buck Lake Dam Repairs - Phase 1	Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years	\$200,000	S	Res	\$0	\$40,000	\$25,000	\$45,000	\$22,000	\$0	\$132,000
22-01	Replacement	Failed Valve Replacement	Replace 6 failed water main valves.	\$50,000	S	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
22-02	New	EV Charging Station	Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant.	\$7,500	E	Res	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
22-02					E	Grant	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
22-03	Replacement	Process Pipe Replacement	Replace corroded process pipe in the water treatment plant	\$500,000	S	Other	\$0	\$200,000	\$300,000	\$0	\$0	\$0	\$500,000
23-01	Renewal	Decommission Magic Lake old Syphon	The old syphon is still in place and will require decommissioning to ensure dam performance.	\$35,000	S	Res	\$0	\$0	\$0	\$35,000	\$0	\$0	\$35,000
23-02	New	ISOPAC Permanent Handling & Storage	Safety improvements to the handling of ISOPAC for the WTP were carried out in 2020, permanent solution to reduce drum waste and reduce handling is proposed	\$60,000	S	Res	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
25-01	Renewal	Public Engagement and Referendum	Undertake a referendum to borrow funds to carry out water system and dam safety improvements in future years.	\$25,000	S	Res	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000
26-01	Renewal	Buck Lake Dam Repairs - Phase 2	Conduct additional geotechnical investigations, seepage analysis, monitoring, tree removal and the next DSR (2029).	\$360,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$145,000	\$145,000
			GRAND TOTAL	\$1,462,500			\$200,000	\$495,000	\$325,000	\$140,000	\$47,000	\$145,000	\$1,152,000

Service: 2.630 Magic Lake Estates Water (Pender)

Project Number 21-02 **Capital Project Title** Design and Construction Buck Lake and Magic Lake Adjustable Intakes **Capital Project Description** Detailed design and construction of adjustable intakes to inform future capital works to maintain water quality.

Project Rationale Both the Buck and Magic Lake adjustable intakes are unsafe to clean and adjust without the employing divers. Funds are required to design and construct adjustable intakes.

Project Number 21-04 **Capital Project Title** Buck Lake Dam Repairs - Phase 1 **Capital Project Description** Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years.

Project Rationale Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional inspections, minor dam repairs, and performance analysis. Phase 2 dam improvements to be completed in the following five years.

Project Number 22-01 **Capital Project Title** Failed Valve Replacement **Capital Project Description** Replace 6 failed water main valves.

Project Rationale Through annual operations of the water system three valves have been identified as have failed. Funding is required to replace these valves at 4708 Capstan Crescent, Schooner Way and Privateers, 3710 Rum Road, Schooner Way and Ketch Road, 4742 Bosun Way, and 37140 Galleon Way.

Project Number 22-02 **Capital Project Title** EV Charging Station **Capital Project Description** Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant.

Project Rationale Construct a new EV Charging station at the water treatment plan, proejct is to be partially funded through a cost matching grant and the MLE Waste Water Service.

Project Number 22-03 **Capital Project Title** Process Pipe Replacement **Capital Project Description** Replace corroded process pipe in the water treatment plant

Project Rationale The water treatment plant has corroded process piping. Funding is required to plan and replace the affected pipe.

Project Number 23-01 **Capital Project Title** Decommission Magic Lake old Syphon **Capital Project Description** The old syphon is still in place and will require decommissioning to ensure dam performance.

Project Rationale The old syphon at Magic Lake is no longer required, and does not function. Funds are required to remove the overland and underwater pipe, and decommission the underground pipe.

Project Number	23-02	Capital Project Title	ISOPAC Permanent Handling & Storage	Capital Project Description	Safety improvements to the handling of ISOPAC for the WTP were carried out in 2020, permanent solution to reduce drum waste and reduce handling is proposed.
Project Rationale	Safety improvements to reduce Operator injury when handling the ISOPAC drums were carried out in 2019-2020. A permanent solution to reduce the use of drums which cannot be readily disposed of, and reduce handling of the product is proposed in 2023.				
Project Number	25-01	Capital Project Title	Public Engagement and Referendum	Capital Project Description	Undertake a referendum to borrow funds to carry out water system and dam safety improvements in future years.
Project Rationale	Funds are required to conduct a referendum for future funding of water system improvements including major dam improvements.				
Project Number	26-01	Capital Project Title	Buck Lake Dam Repairs - Phase 2	Capital Project Description	Conduct additional geotechnical investigations, seepage analysis, monitoring, tree removal and the next DSR (2029).
Project Rationale	Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional geotechnical investigations, seepage analysis and monitoring, tree removal, and the next Dam Safety Review (2029).				

Magic Lake Water
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	38,986	48,986	58,986	68,986	78,986	48,986
Capital Reserve Fund	636,383	436,273	503,663	456,053	501,443	628,833
Capital Reserve Fund - Settlement Funds	592,842	592,842	592,842	592,842	592,842	592,842
Total	1,268,211	1,078,101	1,155,491	1,117,881	1,173,271	1,270,661

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: Fund Centre:	1500 105212	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		118,424	38,986	48,986	58,986	68,986	78,986
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Transfer to Ops Budget		(90,583)	-	-	-	-	(40,000)
Planned Maintenance Activity		Frigate and Captains Reservoir cleaning & inspection					Frigate and Captains Reservoir cleaning & inspection
Interest Income		1,146					
Ending Balance \$		38,986	48,986	58,986	68,986	78,986	48,986

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund

Bylaw 1498

Reserve Cash Flow

Fund: Fund Centre:	1024 101368	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		816,280	636,383	436,273	503,663	456,053	501,443
Transfer from Ops Budget		32,460	92,390	92,390	92,390	92,390	127,390
Transfer to Cap Fund		(225,000)	(292,500)	(25,000)	(140,000)	(47,000)	-
Transfer from Cap Fund		5,491	-	-	-	-	-
Interest Income		7,152					
Ending Balance \$		636,383	436,273	503,663	456,053	501,443	628,833

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund (Settlement Funds)

Bylaw 1498

Reserve Cash Flow

Fund: Fund Centre:	1024 102245	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		-	592,842	592,842	592,842	592,842	592,842
Settlement Funds		592,842	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		592,842	592,842	592,842	592,842	592,842	592,842

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Lyall Harbour Water

EAC REVIEW

OCTOBER 2021

Service: **2.640 Lyall Harbour Boot Cove Water (Saturna)**

Committee: Electoral Area

DEFINITION:

To provide and operate and maintain a domestic water supply and distribution system for the Saturna Island Water Supply and Distribution System Specified Area in the Lyall Harbour/Boot Cove district on Saturna Island. Bylaw No. 513 (November 22, 1978).

PARTICIPATION:

Specified Area #14 - G(764)

MAXIMUM LEVY:

Greater of \$150,000 or \$6.90 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$450,006.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3587 (Jan 14, 2009)	\$430,000
BORROWED:	SI Bylaw 3634 (Aug 12, 2009)	\$250,000
BORROWED:	SI Bylaw 3677 (Feb 10, 2010)	\$180,000
REMAINING:		<hr/> \$0

COMMITTEE:

Lyall Harbour/Boot Cove Water Committee established by Resolution - September 29, 1982

Lyall Harbour/Boot Cove Water Local Services Committee established by Bylaw No. 1875 (December 12, 1990)

FUNDING:

User Charge:	Annual charge per single family equivalency unit connected to the system.
Parcel Tax:	Annual charge levied only on properties capable of being connected to the system.
Connection Charges:	Actual Cost + 15% Admin Fee (Minimum Connection \$400)

RESERVE FUND:

Bylaw No. 1785 (February 14, 1990)

2.640 - Lyall Harbour Water

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Repairs & Maintenance	15,200	6,900	5,310	-	10,000	15,310	20,420	25,662	5,640	5,750
Allocations	11,820	11,820	12,477	-	-	12,477	12,697	12,921	13,160	13,402
Water Testing	8,280	8,280	8,450	-	-	8,450	8,620	8,790	8,970	9,150
Electricity	4,230	3,400	3,550	-	-	3,550	3,620	3,690	3,760	3,840
Supplies	5,680	5,680	5,790	-	-	5,790	5,910	6,030	6,150	6,270
Labour Charges	110,217	130,000	112,420	-	-	112,420	114,670	116,960	119,300	121,690
Other Operating Expenses	10,460	16,140	15,400	-	-	15,400	15,770	16,160	16,550	16,960
TOTAL OPERATING COSTS	165,887	182,220	163,397	-	10,000	173,397	181,707	190,213	173,530	177,062
*Percentage Increase over prior year			-1.5%			4.5%	4.8%	4.7%	-8.8%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	15,000	15,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Capital Reserve Fund	15,000	9,474	30,000	-	-	30,000	30,800	25,000	30,800	43,500
MFA Debt Reserve Fund	130	130	120	-	-	120	650	2,370	120	120
MFA Debt Principal	22,148	22,148	22,148	-	-	22,148	22,148	25,158	25,450	15,787
MFA Debt Interest	7,929	7,929	7,929	-	-	7,929	8,313	11,097	9,214	8,062
TOTAL DEBT / RESERVES	60,207	54,681	80,197	-	-	80,197	81,911	83,625	85,584	87,469
TOTAL COSTS	226,094	236,901	243,594	-	10,000	253,594	263,618	273,838	259,114	264,531
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	22,103	22,103	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(10,000)	(20,592)	-	-	(10,000)	(10,000)	(15,000)	(20,000)	-	-
User Charges	(109,462)	(109,462)	(112,304)	-	-	(112,304)	(114,698)	(117,238)	(119,784)	(122,411)
Grants in Lieu of Taxes	(767)	(767)	(780)	-	-	(780)	(800)	(820)	(840)	(860)
Other Revenue	(230)	(445)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(98,356)	(109,163)	(113,304)	-	(10,000)	(123,304)	(130,718)	(138,278)	(120,844)	(123,491)
REQUISITION - PARCEL TAX	(127,738)	(127,738)	(130,290)	-	-	(130,290)	(132,900)	(135,560)	(138,270)	(141,040)
*Percentage increase over prior year										
User Fees						2.6%	2.1%	2.2%	2.2%	2.2%
Requisition						2.0%	2.0%	2.0%	2.0%	2.0%
Combined						2.3%	2.1%	2.1%	2.1%	2.1%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.640	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Lyall Harbour Boot Cove Water (Sal)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$8,000	\$58,000	\$0	\$0	\$0	\$66,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$390,000	\$30,000	\$645,600	\$0	\$0	\$1,065,600
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$398,000	\$88,000	\$645,600	\$0	\$0	\$1,131,600

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$53,000	\$225,000	\$0	\$0	\$278,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$390,000	\$20,000	\$420,600	\$0	\$0	\$830,600
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$8,000	\$15,000	\$0	\$0	\$0	\$23,000
	\$0	\$398,000	\$88,000	\$645,600	\$0	\$0	\$1,131,600

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years"</i>	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 2.640

Service Name: Lyall Harbour Boot Cove Water (Saturna)

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-01	Replacement	Air Valve Replacement - Ph 2	Replace aging air valves that are a safety concern.	\$20,000	E	Debt	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
19-02	Replacement	PRV Bypass Assembly Replacement	Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenance	\$8,000	E	Res	\$0	\$8,000	\$0	\$0	\$0	\$0	\$8,000
19-03	Replacement	Standpipe and Valve Replacement	Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable	\$8,000	E	Debt	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000
19-04	New	Alternative Approval Process	Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds. If the grant is not successful.	\$15,000	S	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
19-05	New	Autoflush Installation	Install 3 autoflushes within the water distribution system to maintain distribution water quality.	\$20,000	E	Grant	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
20-02	New	Raw Water Turbidity Meter	Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.	\$10,000	E	Debt	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
21-01	Replacement	Source Water Viability Study	Study to determine vulnerability of the source water and its viability.	\$15,000	S	Debt	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
22-01	New	Install Larger Supply Line to Tank	Construct a larger supply line to the tank to improve system reliability and operation.	\$175,000	S	Debt	\$0	\$0	\$0	\$175,000	\$0	\$0	\$175,000
22-02	Renewal	Dam Improvements & Regulatory Requirements	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. Includes seepage pit construction and Dam Safety Review.	\$390,000	S	Grant	\$0	\$390,000	\$0	\$0	\$0	\$0	\$390,000
23-01	New	WTP Upgrades	Upgrades to the water treatment plant to meet IHA requirements including ozone upgrades and chlorination upgrades	\$470,600	S	Grant	\$0	\$0	\$0	\$420,600	\$0	\$0	\$420,600
23-01					S	Debt	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
													\$0
GRAND TOTAL				\$1,131,600			\$0	\$398,000	\$88,000	\$645,600	\$0	\$0	\$1,131,600

Service: 2.640 Lyall Harbour Boot Cove Water (Saturna)

Project Number	19-01	Capital Project Title	Air Valve Replacement - Ph 2	Capital Project Description	Replace aging air valves that are a safety concern.
Project Rationale	The air valves are 35 years old and are corroded, giving rise to safety concerns. Project has been deferred to 2022.				

Project Number	19-02	Capital Project Title	PRV Bypass Assembly Replacement	Capital Project Description	Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenance.
Project Rationale	The inlet and outlet piping at the East Point, Narvaez and Boot Cove PRV stations are very corroded and there is no way to isolate the stations to replace or maintain the pressure reducing valves. It is proposed that new inlet and outlet piping be installed with 100mm gate valves and bypass piping so that customers are not without water when PRV's are being serviced. Project has been deferred to 2022.				

Project Number	19-03	Capital Project Title	Standpipe and Valve Replacement	Capital Project Description	Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable
Project Rationale	The standpipe valves at 119 and 155 East Point Road are seized and inoperable. Therefore, the operators cannot use them for flushing or draining of the mains. It is proposed the valves and corroded 50mm supply line to the standpipe be replaced. The scope of work and material pricing was re-evaluated in 2016. It was determined that the budget needed to be increased from \$5,000 to \$8,000 to accommodate the required works. Project has been deferred to 2022.				

Project Number	19-04	Capital Project Title	Alternative Approval Process	Capital Project Description	Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds. If the grant is not successful.
Project Rationale	Future required projects to maintain public safety and level of service require funding in excess of current projected reserve balance. Future funding will be for improvements the Water Treatment Plant to increase reliability and optimize for improved operations, conducting a regulatory requirement for a dam safety review and construct a larger supply line to the storage tank. Funding is required to undertake public consultation to inform borrow strategies and conduct a referendum.				

Project Number	19-05	Capital Project Title	Autoflush Installation	Capital Project Description	Install 3 autoflushes within the water distribution system to maintain distribution water quality.
Project Rationale	Three watermainns require frequent flushing to maintain disinfectant residuals and water quality. Flushing requires operator time which can be utilized conducting other maintenance tasks. Funds are required to construct 3 autoflushes. Project has been deferred to 2022.				

Project Number	20-02	Capital Project Title	Raw Water Turbidity Meter	Capital Project Description	Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.
Project Rationale	Install a new turbidity meter in the raw water line to aid in operation of the WTP.				

Project Number	21-01	Capital Project Title	Source Water Viability Study	Capital Project Description	Study to determine vulnerability of the source water and its viability.
Project Rationale	Study to determine the medium to long term vulnerability of the source water (Money Lake) and its viability as a water source (quantity and quality) for the LHBC system in light of pressures such as climate change.				

Project Number	22-01	Capital Project Title	Install Larger Supply Line to Tank	Capital Project Description	Construct a larger supply line to the tank to improve system reliability and operation.
Project Rationale	The supply line to the tank is undersized, installation of a larger supply line will improve operation. Funding is required to construct a larger supply line to the tank.				

Project Number	22-02	Capital Project Title	Dam Improvements & Regulatory Requirements	Capital Project Description	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. Includes seepage pit construction and Dam Safety Review
Project Rationale	This is a continuation of project 18-03, where seismic reinforcement of the Money Lake Dam will commence. Funds are required to retain a contractor to undertake the works and retain a consultant to conduct the dam safety review.				

Project Number	23-01	Capital Project Title	WTP Upgrades	Capital Project Description	Upgrades to the water treatment plant to meet IHA requirements including ozone upgrades and chlorination upgrades.
Project Rationale	Funds are required to upgrade the water treatment plant to meet IHA requirements including ozone upgrades and chlorination works.				

Lyall Harbour Water
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	2,060	12,060	17,060	17,060	37,060	57,060
Capital Reserve Fund	13,164	35,164	50,964	75,964	106,764	150,264
Total	15,223	47,223	68,023	93,023	143,823	207,323

Reserve Schedule

Reserve Fund: 2.640 Lyall Harbour Water System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, filter media replacement etc. Optimum minimum balance of \$13,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: Fund Centre:	1500 105213	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		7,592	2,060	12,060	17,060	17,060	37,060
Transfer from Ops Budget		15,000	20,000	20,000	20,000	20,000	20,000
Transfer to Ops Budget		(20,592)	(10,000)	(15,000)	(20,000)	-	-
Planned Maintenance Activity			Chlorine Contact Tank Inspection	Reservoir Cleaning & inspection	Replace filtration Media		
Interest Income		60					
Ending Balance \$		2,060	12,060	17,060	17,060	37,060	57,060

Assumptions/Background:

Set level of transfers in order to avoid spikes in requisition resulting from unforeseen breakdowns in water infrastructure

Reserve Schedule

Reserve Fund: 2.640 Lyall Harbour Water System - Capital Reserve Fund - Bylaw 1785

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

Reserve Cash Flow

Fund: 1025 Fund Centre: 101369	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	23,490	13,164	35,164	50,964	75,964	106,764
Transfer from Ops Budget	9,474	30,000	30,800	25,000	30,800	43,500
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(20,000)	(8,000)	(15,000)	-	-	-
Interest Income*	200					
Ending Balance \$	13,164	35,164	50,964	75,964	106,764	150,264

Assumptions/Background:

To fully fund capital expenditure plan

* 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

2022 Budget

Skana Water (Mayne)

EAC REVIEW

OCTOBER 2021

Service: **2.642 Skana Water (Mayne)**

Committee: Electoral Area

DEFINITION:

To provide for the construction of water supply and distribution facilities for Skana Water Service Area.
Bylaw No. 3090 (November 12, 2003).

PARTICIPATION:

Southern Gulf Islands Skana Water Service Area #47, U(764)

MAXIMUM LEVY:

Greater of \$54,100 or \$9.65 / \$1,000 to a maximum of \$205,703.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3090 (Nov. 12/03)	157,700	
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	-78,850	2.40%
	S.I. Bylaw No. 3196	-39,500	2.00%
	S.I. Bylaw No. 3457 (2007)	-29,200	4.82%
	Expired Nov 2008	-10,150	
REMAINING:		<u>0</u>	

COMMISSION:

Skana Water Service committee established by Bylaw # 3133 (Dec 10, 2003).

FUNDING:

User Charge:	Annual charge per single family equivalency unit connected to the system.
Parcel Tax:	Annual charge only on properties capable of being connected to the system.
Connection Charges:	At cost or minimum of \$1,000.

RESERVE FUND:

Capital Reserve Fund, established by Bylaw # 3192 (July 14, 2004)
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)

2.642 - Skana Water (Mayne)

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
JLB Services Contract	11,260	14,500	11,490	-	-	11,490	11,720	11,950	12,190	12,430
Repairs & Maintenance	3,180	12,140	1,210	-	-	1,210	1,240	1,270	6,300	6,330
Allocations	5,828	5,828	5,834	-	-	5,834	5,938	6,055	6,175	6,295
Water Testing	2,840	3,200	2,900	-	-	2,900	2,960	3,020	3,080	3,140
Electricity	2,540	2,540	2,590	-	-	2,590	2,640	2,690	2,740	2,790
Supplies	710	710	720	-	-	720	730	740	750	760
Labour Charges	21,526	24,000	21,960	-	-	21,960	22,400	22,850	23,310	23,780
Other Operating Expenses	3,440	4,880	3,530	-	-	3,530	3,600	3,670	3,740	3,820
TOTAL OPERATING COSTS	51,324	67,798	50,234	-	-	50,234	51,228	52,245	58,285	59,345
*Percentage Increase over prior year						-2.1%	2.0%	2.0%	11.6%	1.8%
<u>DEBT / CAPITAL /RESERVES</u>										
Transfer to Operating Reserve Fund	1,060	1,060	7,000	-	-	7,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	15,000	6,576	15,000	-	-	15,000	20,000	20,000	20,000	20,000
Asset Purchases	-	-	-	-	-	-	-	-	-	-
MFA Debt Principal	1,458	1,458	1,458	-	-	1,458	4,259	33,789	33,789	33,789
MFA Debt Interest	657	657	1,163	-	-	1,163	5,795	17,105	17,105	17,105
MFA Debt Reserve Fund	10	10	760	-	-	760	5,210	10	10	10
TOTAL DEBT / RESERVES	18,185	9,761	25,381	-	-	25,381	37,264	72,904	72,904	72,904
TOTAL COSTS	69,509	77,559	75,615	-	-	75,615	88,492	125,149	131,189	132,249
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(2,000)	(10,000)	-	-	-	-	-	-	(5,000)	(5,000)
User Charges	(44,514)	(44,514)	(51,505)	-	-	(51,505)	(53,118)	(54,135)	(55,175)	(56,235)
Other Revenue	(110)	(160)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
TOTAL REVENUE	(46,624)	(54,674)	(51,615)	-	-	(51,615)	(53,228)	(54,245)	(60,285)	(61,345)
REQUISITION - PARCEL TAX	(22,885)	(22,885)	(24,000)	-	-	(24,000)	(35,264)	(70,904)	(70,904)	(70,904)
*Percentage increase over prior year										
User Fees						15.7%	3.1%	1.9%	1.9%	1.9%
Requisition						4.9%	46.9%	101.1%	0.0%	0.0%
Combined						12.0%	17.1%	41.5%	0.8%	0.8%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.642	Carry						
	Skana Water (Mayne)	Forward	2022	2023	2024	2025	2026	TOTAL
		from 2021						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$75,000	\$485,000	\$0	\$0	\$0	\$560,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$45,000	\$35,000	\$0	\$0	\$0	\$80,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$120,000	\$520,000	\$0	\$0	\$0	\$640,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$75,000	\$520,000	\$0	\$0	\$0	\$595,000
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	\$45,000	\$0	\$0	\$0	\$0	\$45,000
	\$0	\$120,000	\$520,000	\$0	\$0	\$0	\$640,000

CAPITAL REGIONAL DISTRICT
 5 YEAR CAPITAL PLAN
 2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.	
Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.			

Service #: 2.642

Service Name: Skana Water (Mayne)

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
17-03	New	Alternative Approval Process	Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for storage tank replacement and well protection upgrades	\$15,000	S	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
17-04	Renewal	Well #8 Upgrade	Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT	\$30,000	S	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
18-01	Replacement	Storage Tank Replacement	Replace the existing storage tanks.	\$560,000	E	Debt	\$0	\$75,000	\$485,000	\$0	\$0	\$0	\$560,000
23-01	Renewal	Well Protection Upgrades	Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity	\$35,000	S	Debt	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
			GRAND TOTAL	\$640,000			\$0	\$120,000	\$520,000	\$0	\$0	\$0	\$640,000

Service:

2.642

Skana Water (Mayne)

Project Number 17-03

Capital Project Title

Alternative Approval Process

Capital Project Description

Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for storage tank replacement and well protection upgrades.

Project Rationale A loan will be required to fund the storage tank replacement any other capital work which will not be included under the capital reserve fund. The proposed loan will required public engagement and a referendum.

Project Number 17-04

Capital Project Title

Well #8 Upgrade

Capital Project Description

Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT.

Project Rationale A recent inspection of Well #8 identified a number of deficiencies. Recommended improvements include the installation of new well liner, replacement of the well seal, and other associated minor improvements to protect it from surface runoff.

Project Number 18-01

Capital Project Title

Storage Tank Replacement

Capital Project Description

Replace the existing storage tanks.

Project Rationale The existing storage tanks are at the end of their design life and do not meet seismic requirements. It is proposed to replace the existing tanks with a bolted steel tank.

Project Number 23-01

Capital Project Title

Well Protection Upgrades

Capital Project Description

Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.

Project Rationale Funds are required to carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.

Skana Water Reserves
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	980	7,980	9,980	11,980	8,980	5,980
Capital Reserve Fund	39,200	9,200	29,200	49,200	69,200	89,200
Total	40,180	17,180	39,180	61,180	78,180	95,180

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Operating Reserve Fund

Bylaw 4144

Reserve Cash Flow

Fund: 1500 Fund Centre: 105214	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	9,820	980	7,980	9,980	11,980	8,980
Transfer from Ops Budget	1,060	7,000	2,000	2,000	2,000	2,000
Transfer to Ops Budget	(10,000)	-	-	-	(5,000)	(5,000)
Planned Maintenance Activity	Reservoir cleaning & inspection				Well inspection	Reservoir cleaning and inspection
Interest Income	100					
Ending Balance \$	980	7,980	9,980	11,980	8,980	5,980

<u>Assumptions/Backgrounds:</u>
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Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Capital Reserve Fund

Bylaw 3192

Reserve Cash Flow

Fund: 1067 Fund Centre: 101849	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	82,024	39,200	9,200	29,200	49,200	69,200
Transfer from Ops Budget	6,576	15,000	20,000	20,000	20,000	20,000
Transfer to Cap Fund	(50,000)	(45,000)	-	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Interest Income*	600					
Ending Balance \$	39,200	9,200	29,200	49,200	69,200	89,200

Assumptions/Backgrounds:

Transfer whatever the 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.

CAPITAL REGIONAL DISTRICT

2022 Budget

Sticks Allison Water

EAC REVIEW

OCTOBER 2021

Service: 2.665 Sticks Allison Water (Galiano)

Committee: Electoral Area

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Sticks Allison Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.2556 (January 28, 1998).

PARTICIPATION:

Local Service Area

MAXIMUM LEVY:

Greater of \$18,700 or \$2.27 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$53,318.

MAXIMUM CAPITAL DEBT:

AUTHORIZED TO BORROW:	LA Bylaw No. 2557	148,000		
BORROWED:	SI Bylaw No. 2632 - Mar '99	-20,000	15 Year	ended 2013
	SI Bylaw No. 2684 - Dec '99	-81,260	15 Year	ends 2014
PREPAYMENT:	\$3,895 x 12	-46,740		
REMAINING:		<hr/>		
		\$0		

COMMISSION:

Sticks Allison Local Service Committee established by Bylaw No. 2558.

FUNDING:

User Charge:	Annual charge per single family equivalency unit connected to the system. Excess Consumption Fee-for metered water use per service connection in excess of 136 cubic meters per three months: \$2.20 per cubic meter
Parcel Tax:	Annual parcel tax levied only on properties capable of being connected to the system, and participating in debt servicing.
Connection Charges:	Actual cost plus 15% administration fee - minimum connection of \$400

RESERVE FUND:

Capital Reserve Fund - Bylaw No. 2740.
Operating Reserve Fund - Bylaw No. 4144.

2.665 - Sticks Allison Water

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Repairs & Maintenance	5,980	2,850	5,990	-	-	5,990	11,100	11,220	6,340	6,460
Allocations	3,144	3,144	3,300	-	-	3,300	3,355	3,413	3,472	3,532
Water Testing	2,150	2,400	2,190	-	-	2,190	2,230	2,270	2,320	2,370
Electricity	1,360	1,420	1,390	-	-	1,390	1,420	1,450	1,480	1,510
Supplies	790	790	810	-	-	810	830	850	870	890
Labour Charges	32,315	40,000	35,000	-	-	35,000	35,700	36,410	37,140	37,880
Other Operating Expenses	3,260	4,790	3,840	-	-	3,840	3,910	3,980	4,050	4,120
TOTAL OPERATING COSTS	48,999	55,394	52,520	-	-	52,520	58,545	59,593	55,672	56,762
*Percentage Increase over prior year						7.2%	11.5%	1.8%	-6.6%	2.0%
<u>CAPITAL/RESERVES</u>										
Transfer to Operating Reserve Fund	6,000	6,000	6,000	-	-	6,000	6,000	6,000	6,000	6,000
Transfer to Capital Reserve Fund	5,000	3,016	5,000	-	-	5,000	8,000	9,000	10,000	11,000
TOTAL CAPITAL / RESERVES	11,000	9,016	11,000	-	-	11,000	14,000	15,000	16,000	17,000
TOTAL COSTS	59,999	64,410	63,520	-	-	63,520	72,545	74,593	71,672	73,762
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(5,000)	(8,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	-	-
User Charges	(49,299)	(50,710)	(52,820)	-	-	(52,820)	(60,845)	(61,893)	(62,972)	(64,062)
Other Revenue	(700)	(700)	(700)	-	-	(700)	(700)	(700)	(700)	(700)
TOTAL REVENUE	(54,999)	(59,410)	(58,520)	-	-	(58,520)	(66,545)	(67,593)	(63,672)	(64,762)
REQUISITION - PARCEL TAX	(5,000)	(5,000)	(5,000)	-	-	(5,000)	(6,000)	(7,000)	(8,000)	(9,000)
*Percentage increase over prior year										
User Fee						7.1%	15.2%	1.7%	1.7%	1.7%
Requisition						0.0%	20.0%	16.7%	14.3%	12.5%
Combined						6.5%	15.6%	3.1%	3.0%	2.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.665	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Sticks Allison Water (Galiano)							

EXPENDITURE

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

\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$10,000
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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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$10,000

\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$10,000
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CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.	
Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.			

Service #: 2.665

Service Name: Sticks Allison Water (Galiano)

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-02	New	Aquifer Impact Study	Study impacts with adjoining wells on aquifer to review short and long term viability.	\$5,000	E	Res	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
22-01	New	Service Line Replacement	Replace failed/leaking service lines	\$5,000	S	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
			GRAND TOTAL	\$10,000				\$5,000	\$5,000				\$10,000

Service: 2.665 Sticks Allison Water (Galiano)

Project Number	20-02	Capital Project Title	Aquifer Impact Study	Capital Project Description	Study impacts with adjoining wells on aquifer to review short and long term viability.
Project Rationale	Funds are required to conduct a study with adjoining wells on the impacts to the aquifer to review long and short term viability.				

Project Number	22-01	Capital Project Title	Service Line Replacement	Capital Project Description	Replace failed/leaking service lines
Project Rationale	Funds are required to fund replacement of failed/leaking service lines.				

Sticks Allison Reserves
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	366	1,366	2,366	3,366	9,366	15,366
Capital Reserve Fund	4,158	4,158	7,158	16,158	26,158	37,158
Total	4,524	5,524	9,524	19,524	35,524	52,524

Reserve Schedule

Reserve Fund: 2.665 - Sticks Allison Water - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and well inspections.
Optimum minimum balance of \$4,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: Fund Centre:	1500 105215	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		2,326	366	1,366	2,366	3,366	9,366
Transfer from Ops Budget		6,000	6,000	6,000	6,000	6,000	6,000
Expenditures		(8,000)	(5,000)	(5,000)	(5,000)	-	-
Planned Maintenance Activity			Well and well pump inspection	Reservoir cleaning and inspection	Hydrant maintenance		
Interest Income		40					
Ending Balance \$		366	1,366	2,366	3,366	9,366	15,366

Reserve Schedule

Reserve Fund: 2.665 Sticks Allison Water - Capital Reserve Fund - Bylaw 2740

To provide for capital expenditures or in respect of capital projects and to provide redemption of debentures issued.

Reserve Cash Flow

Fund: Fund Centre:	1068 101890	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		10,542	4,158	4,158	7,158	16,158	26,158
Transfer from Ops Budget		3,016	5,000	8,000	9,000	10,000	11,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(9,500)	(5,000)	(5,000)	-	-	-
Interest Income*		100					
Ending Balance \$		4,158	4,158	7,158	16,158	26,158	37,158

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

2022 Budget

Surfside Park Estates (Mayne)

EAC REVIEW

OCTOBER 2021

Service: **2.667 Surfside Park Estates (Mayne)**

Committee: Electoral Area

DEFINITION:

To provide for the construction of water supply and distribution facilities for the Surfside Park Estates Water Service Area.
Bylaw No. 3088 (November 12, 2003).

PARTICIPATION:

The Southern Gulf Islands Surfside Park Estates Water Service Area #46, V(764).

MAXIMUM LEVY:

Greater of \$79,500 or \$13.97 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$269,857.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3088 (Nov. 12/03)	272,000
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	(100,000)
	S.I. Bylaw No. 3196	(104,000)
	S.I. Bylaw No. 3258	(48,000)
	S.I. Bylaw No. 3291	(20,000)
REMAINING:		<u><u>\$0</u></u>

COMMISSION:

Surfside Park Estates Water Service committee established by Bylaw No 3131 (June 14, 2004)

FUNDING:

User charge:	Annual charge per single family equivalency unit connected to the system.
Parcel Tax:	Annual charge only on properties capable of being connected to the system.
Connection Charge:	Actual Cost + 15% Admin fee (minimum connection \$400)

RESERVE:

Capital Reserve Fund, established by Bylaw # 3191 (July 16, 2004)
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)

2.667 - Surfside Park Estates (Mayne)

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
JLB Services Contract	18,970	19,000	19,350	-	-	19,350	19,740	20,130	20,530	20,940
Repairs & Maintenance	9,110	1,200	4,190	-	-	4,190	5,770	4,350	4,430	4,510
Allocations	7,982	7,982	7,907	-	-	7,907	8,054	8,212	8,373	8,536
Water Testing	3,960	3,500	4,040	-	-	4,040	4,120	4,200	4,280	4,370
Electricity	4,020	3,750	4,100	-	-	4,100	4,180	4,260	4,350	4,440
Supplies	7,910	18,950	18,980	-	-	18,980	19,360	19,760	20,160	20,570
Labour Charges	33,409	30,000	32,000	-	-	32,000	32,640	33,290	33,960	34,640
Other Operating Expenses	5,890	9,850	10,440	-	-	10,440	10,690	10,940	11,190	11,450
TOTAL OPERATING COSTS	91,251	94,232	101,007	-	-	101,007	104,554	105,142	107,273	109,456
*Percentage Increase over prior year						10.7%	3.5%	0.6%	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	2,000
Transfer to Capital Reserve Fund	15,000	12,169	15,000	-	-	15,000	20,000	15,000	15,000	15,000
MFA Debt Principal	-	-	-	-	-	-	-	-	15,118	60,472
MFA Debt Interest	-	-	-	-	-	-	-	4,125	28,875	66,000
MFA Debt Reserve Fund	-	-	-	-	-	-	-	5,000	15,000	-
TOTAL DEBT / RESERVES	17,000	14,169	17,000	-	-	17,000	22,000	26,125	75,993	143,472
TOTAL COSTS	108,251	108,401	118,007	-	-	118,007	126,554	131,267	183,266	252,928
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(5,000)	(5,000)	-	-	-	-	(1,500)	-	-	-
User Charges	(81,151)	(81,151)	(94,807)	-	-	(94,807)	(99,954)	(101,167)	(148,166)	(212,828)
Other Revenue	(100)	(250)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(86,251)	(86,401)	(94,907)	-	-	(94,907)	(101,554)	(101,267)	(148,266)	(212,928)
REQUISITION - PARCEL TAX	(22,000)	(22,000)	(23,100)	-	-	(23,100)	(25,000)	(30,000)	(35,000)	(40,000)
*Percentage increase over prior year										
User Fee						16.8%	5.4%	1.2%	46.5%	43.6%
Requisition						5.0%	8.2%	20.0%	16.7%	14.3%
Combined						14.3%	6.0%	5.0%	39.6%	38.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.667	Carry	2022	2023	2024	2025	2026	TOTAL
	Surfside Park Estates (Mayne)	Forward						
		from 2021						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$15,000	\$500,000	\$1,500,000	\$0	\$2,015,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$25,000	\$25,000	\$15,000	\$500,000	\$1,500,000	\$0	\$2,040,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$500,000	\$1,500,000	\$0	\$2,000,000
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	\$25,000	\$25,000	\$15,000	\$0	\$0	\$0	\$40,000
	\$25,000	\$25,000	\$15,000	\$500,000	\$1,500,000	\$0	\$2,040,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 2.667
Service Name: Surfside Park Estates (Mayne)

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	Replacement	System Review	Review the system with tank location and accessibility taken into account.	\$25,000	E	Res	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
23-01	Replacement	Public Engagement and Referendum	Undertake a referendum to borrow funds to carry out water system and dam safety improvements in future years.	\$15,000	S	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
24-01	Replacement	Wood Dale Drive Water Main Replacement	Replace approximately 200 m of leaking water main along Wood Dale Drive.	\$300,000	S	Debt	\$0	\$0	\$0	\$300,000	\$0	\$0	\$300,000
25-01	Replacement	New Tank & PS	Design and construction new water storage tank and pump station	\$1,700,000	S	Debt	\$0	\$0	\$0	\$200,000	\$1,500,000	\$0	\$1,700,000
GRAND TOTAL				\$2,040,000			\$25,000	\$25,000	\$15,000	\$500,000	\$1,500,000	\$0	\$2,040,000

Service: 2.667 Surfside Park Estates (Mayne)

Project Number	21-01	Capital Project Title	System Review	Capital Project Description	Review the system with tank location and accessibility taken into account.
Project Rationale	Review the location and replacement of the existing tanks, with accessibility taken into account, resulting in recommendations for future improvements.				

Project Number	23-01	Capital Project Title	Public Engagement and Referendum	Capital Project Description	Undertake a referendum to borrow funds to carry out water system and dam safety improvements in future years.
Project Rationale	Funds are required to conduct a referendum for future funding of water system improvements including water main replacement.				

Project Number	24-01	Capital Project Title	Wood Dale Drive Water Main Replacement	Capital Project Description	Replace approximately 200 m of leaking water main along Wood Dale Drive.
Project Rationale	Funds are required to replace approximately 200 m of 150 mm diameter PVC water main that is leaking along Wood Dale Drive.				

Project Number	25-01	Capital Project Title	New Tank & PS	Capital Project Description	Design and construction new water storage tank and pump station
Project Rationale	Design and construction new water storage tank and pump station				

Surfside Park Estates (Mayne)
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	25,110	27,110	27,610	29,610	31,610	28,610
Capital Reserve Fund	36,719	26,719	31,719	46,719	61,719	76,719
Total	61,829	53,829	59,329	76,329	93,329	105,329

Reserve Schedule

Reserve Fund: 2.667 Surfside Water - Operating Reserve Fund Bylaw 4144

The Operating Reserve Fund (ORF) is used to undertake the cyclical maintenance activities, to fund the procurement of equipment and supplies that typically do not occur on an annual basis and also to be used for emergency unplanned repairs. Operating surplus from time to time can be transferred to ORF.

Reserve Cash Flow

Fund: Fund Centre:	1500 105216	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		27,842	25,110	27,110	27,610	29,610	31,610
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		(5,000)	-	(1,500)	-	-	(5,000)
Planned Maintenance Activity		Reservoir cleaning and inspection		Hydrant maintenance			Reservoir cleaning and inspection
Interest Income		268					
Ending Balance \$		25,110	27,110	27,610	29,610	31,610	28,610

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.667 Surfside Water - Capital Reserve Fund - Bylaw 3191

To provide for capital expenditures or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works.

Reserve Cash Flow

Fund: Fund Centre:	1066 101850	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		49,087	36,719	26,719	31,719	46,719	61,719
Transfer from Ops Budget		12,169	15,000	20,000	15,000	15,000	15,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(25,000)	(25,000)	(15,000)	-	-	-
Interest Income*		463					
Ending Balance \$		36,719	26,719	31,719	46,719	61,719	76,719

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.

CAPITAL REGIONAL DISTRICT

2022 Budget

Magic Lake Estates Sewer

EAC Review

OCTOBER 2021

Service: **3.830 Magic Lake Sewer Utility (Pender)**

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Magic Lake Estates Sewerage System Specified Area on North Pender Island (Local Service Establishment Bylaw No. 1873 - June 26, 1991).

PARTICIPATION:

Specified Area - B(764) SA#8

MAXIMUM LEVY:

Greater of \$200,000 or \$7.10 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$2,381,752.

MAXIMUM CAPITAL DEBT:

AUTHORIZED: LA Bylaw No. 4048 (Dec 2015). Fall Borrowing \$1,530,000 for 10 years

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

User Charge: Per single family equivalency unit to connected properties only

Parcel Tax: Only on properties capable of being connected to system.

Connection Charge: Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500.

RESERVE FUND:

Magic Lake Estates sewage system capital reserve fund (Dec 17, 1986). Bylaw No. 1497.

3.830 - Magic Lake Estates Sewer

OPERATING COSTS

	2021 BOARD BUDGET	ESTIMATED ACTUAL	BUDGET REQUEST 2022				FUTURE PROJECTIONS			
			CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
Sludge Hauling Contracts	88,940	85,500	90,720	-	-	90,720	92,530	94,380	96,270	98,200
Grit & Waste Sludge Disposal	88,940	83,000	90,720	-	-	90,720	92,530	94,380	96,270	98,200
Repairs & Maintenance	23,640	8,230	11,600	-	25,000	36,600	11,840	12,030	12,280	12,530
Allocations	43,961	43,961	44,220	-	-	44,220	45,004	45,809	46,627	47,458
Electricity	23,200	24,800	23,660	-	-	23,660	24,130	24,610	25,100	25,600
Supplies	21,520	18,390	21,940	-	-	21,940	22,360	22,800	23,240	23,710
Labour Charges	264,429	300,285	280,445	-	-	280,445	285,886	291,600	297,432	303,382
Other Operating Expenses	32,500	34,284	33,660	-	-	33,660	34,500	35,360	36,240	37,140
TOTAL OPERATING COSTS	587,130	598,450	596,965	-	25,000	621,965	608,780	620,969	633,459	646,220

*Percentage Increase over prior year

DEBT / RESERVES

Transfer to Capital Reserve Fund	80,000	80,000	75,000	-	-	75,000	80,000	80,000	80,000	80,000
Transfer to Operating Reserve Fund	13,260	13,260	13,260	-	-	13,260	13,260	13,260	13,260	13,260
Transfer to Capital Project Fund (\$6M Phase 1)	-	-	-	-	-	-	-	-	-	-
Debt Reserve Fund	370	370	320	-	-	320	320	320	320	320
MFA Principal Payment	133,463	133,463	133,463	-	-	133,463	133,463	133,463	133,463	133,463
MFA Interest Payment	40,640	40,640	40,640	-	-	40,640	40,640	40,640	40,640	40,640
TOTAL DEBT / RESERVES	267,733	267,733	262,683	-	-	262,683	267,683	267,683	267,683	267,683

TOTAL COSTS	854,863	866,183	859,648	-	25,000	884,648	876,463	888,652	901,142	913,903
Sludge Disposal Recovery	(10,654)	(10,654)	(10,870)	-	-	(10,870)	(11,090)	(11,310)	(11,540)	(11,770)
TOTAL COSTS NET OF RECOVERIES	844,209	855,529	848,778	-	25,000	873,778	865,373	877,342	889,602	902,133

FUNDING SOURCES (REVENUE)

Transfer from Operating Reserve Fund	(15,000)	(26,320)	-	-	(25,000)	(25,000)	-	-	-	-
User Charges	(250,203)	(250,203)	(259,240)	-	-	(259,240)	(269,932)	(275,938)	(282,176)	(288,625)
Grants in Lieu	(985)	(985)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
Other Revenue	(1,190)	(1,190)	(1,160)	-	-	(1,160)	(1,180)	(1,200)	(1,220)	(1,240)
TOTAL REVENUE	(267,378)	(278,698)	(260,410)	-	(25,000)	(285,410)	(271,122)	(277,148)	(283,406)	(289,875)
REQUISITION - PARCEL TAX	(576,831)	(576,831)	(588,368)	-	-	(588,368)	(594,251)	(600,194)	(606,196)	(612,258)

*Percentage increase over prior year

User Fees						3.6%	4.1%	2.2%	2.3%	2.3%
Requisition						2.0%	1.0%	1.0%	1.0%	1.0%
Combined						2.5%	2.0%	1.4%	1.4%	1.4%

3.830 - Magic Lake Estates Sewer - Debt Only
- 6M Phase 1 Wastewater Treatment Plan Upgrade

DEBT

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
Debt Reserve Fund	37,600	37,600	10,500	-	-	10,500	500	500	500	500
MFA Principal Payment	-	-	89,110	-	-	89,110	112,809	112,809	112,809	112,809
MFA Interest Payment	41,610	41,610	105,844	-	-	105,844	111,844	111,844	111,844	111,844
TOTAL DEBT	79,210	79,210	205,454	-	-	205,454	225,153	225,153	225,153	225,153
<u>FUNDING SOURCES (REVENUE)</u>										
MFA Debt Reserve Earning	-	-	(500)	-	-	(500)	(500)	(500)	(500)	(500)
REQUISITION - PARCEL TAX	79,210	79,210	204,954	-	-	204,954	224,653	224,653	224,653	224,653

*Percentage increase over prior year
Requisition

9.6% 0.0% 0.0% 0.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	3.830	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Magic Lake Sewer Utility (Pender)							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$1,700,000	\$4,100,000	\$4,600,000	\$709,350	\$0	\$0	\$9,409,350
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$1,700,000	\$4,105,000	\$4,600,000	\$709,350	\$0	\$0	\$9,414,350

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$1,700,000	\$1,900,100	\$1,666,800	\$189,180	\$0	\$0	\$3,756,080
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$2,202,400	\$2,933,200	\$520,170	\$0	\$0	\$5,655,770
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
		\$1,700,000	\$4,105,000	\$4,600,000	\$709,350	\$0	\$0	\$9,414,350

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.	
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	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 Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.	
Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles			

Service #: 3.830

Service Name: Magic Lake Sewer Utility (Pender)

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-01	Renewal	Wastewater Improvements - Sewer Replacement	1. Replace about 3km of failing AC pipe and install Cannon forcemain pipe (2021) 2. Replace as much failing AC pipe as possible with remaining funds left from \$6M loan (2022-2)	\$3,943,916	S	Debt	\$1,700,000	\$1,100,000	\$600,000	\$0	\$0	\$0	\$1,700,000
21-01	Renewal	Wastewater Improvements - Pump Station and Treatment Plant Upgrades	1. Renew Bucaanier, Galleon, Schooner, Capstan, Cutlass and Masthead Pump St 2. Replace Cannon WWTP with a new pump station 3. Upgrade Schooner WWTP (headworks, EQ tank, 2nd aeration tank, new clarifiers, electrical/gens	\$7,709,350	S	Debt	\$0	\$800,100	\$1,066,800	\$189,180	\$0	\$0	\$2,056,080
21-01					S	Grant	\$0	\$2,199,900	\$2,933,200	\$520,170	\$0	\$0	\$5,653,270
22-01	New	EV Charging Station	Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant	\$5,000	E	Res	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
22-01					E	Grant	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
GRAND TOTAL				\$11,658,266			\$1,700,000	\$4,105,000	\$4,600,000	\$709,350			\$9,414,350

Service: 3.830 Magic Lake Sewer Utility (Pender)

Project Number	20-01	Capital Project Title	Wastewater Improvements - Sewer Replacement	Capital Project Description	1. Replace about 3km of failing AC pipe and install Cannon forcemain pipe (2021) 2. Replace as much failing AC pipe as possible with remaining funds left from \$6M loan (2022-23).
Project Rationale	Several km of failing AC sewer pipe requires replacement (to be completed over 3 years from 2021-2023).				

Project Number	21-01	Capital Project Title	Wastewater Improvements - Pump Station and Treatment Plant Upgrades	Capital Project Description	1. Renew Buccaneer, Galleon, Schooner, Capstan, Cutlass and Masthead Pump Sins 2. Replace Cannon WWTP with a new pump station
Project Rationale	Successfully received an Infrastructure Canada grant to complete upgrades on six pump stations, install a new pump station at Cannon to pump to Schooner WWTP, and upgrade Schooner WWTP to treat flow from Cannon and renew many components to bring the wastewater system into compliance with environmental regulations.				

Project Number	22-01	Capital Project Title	EV Charging Station	Capital Project Description	Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant.
Project Rationale	Construct a new EV Charging Station at the Water Treatment Plant, project to be split across MLE Water, Waste Water, and a possible grant.				

**Magic Lake Estates Sewer
Reserve Summary Schedule
2022 - 2026 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	32,138	20,398	33,658	46,918	60,178	73,438
Capital Reserve Fund	331,143	403,643	483,643	563,643	643,643	723,643
Total	363,282	424,042	517,302	610,562	703,822	797,082

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Sewer System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage draining/cleaning/inspection etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: Fund Centre:	1500 105217	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		44,740	32,138	20,398	33,658	46,918	60,178
Transfer from Ops Budget		13,260	13,260	13,260	13,260	13,260	13,260
Planned Expenditures		(26,320)	(25,000)	-	-	-	-
Planned Maintenance Activity			Outfall inspection and Clean Schooner aeration ditch				
Interest Income		458					
Ending Balance \$		32,138	20,398	33,658	46,918	60,178	73,438

Assumptions/Background:

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Sewer System - Capital Reserve Fund

Bylaw 1497

Reserve Cash Flow

Fund: 1042 Fund Centre: 101386	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	278,391	331,143	403,643	483,643	563,643	643,643
Transfer from Ops Budget	80,000	75,000	80,000	80,000	80,000	80,000
Transfer to Cap Fund	(30,000)	-	-	-	-	-
Transfer from Cap Fund	-	(2,500)	-	-	-	-
Interest Income	2,752					
Ending Balance \$	331,143	403,643	483,643	563,643	643,643	723,643

Assumptions/Background: