

Appendix A-1: Requisition Summary (JDF)

Electoral Area Juan de Fuca		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2022		2021			\$	%
1.010	Legislative & General Government	175,499	42.53	144,193	34.94	31,306	7.59	21.71%
1.101	G.I.S.	1,998	0.48	1,078	0.26	919	0.22	85.27%
1.224	Community Health - Homeless Sec.	10,285	2.49	9,894	2.40	391	0.09	3.95%
1.280	Regional Parks	256,714	62.21	183,606	44.49	73,108	17.72	39.82%
1.280A	Regional Parks - Land Acquisition	1,329	0.32	66,921	16.22	(65,592)	(15.89)	-98.01%
1.309	Climate Action and Adaptation	7,092	1.72	6,756	1.64	336	0.08	4.97%
1.310	Land Banking & Housing	23,997	5.81	22,221	5.38	1,776	0.43	7.99%
1.324	Regional Planning Service	19,796	4.80	19,408	4.70	388	0.09	2.00%
1.335	Geo-Spatial Referencing System	2,633	0.64	2,722	0.66	(90)	(0.02)	-3.29%
1.374	Regional Emergency Program Support	1,943	0.47	1,905	0.46	38	0.01	2.00%
1.375	Hazardous Material Incident Response	4,763	1.15	4,670	1.13	93	0.02	2.00%
1.911	Call Answer	2,268	0.55	1,973	0.48	296	0.07	14.99%
1.921	Regional CREST Contribution	21,438	5.19	21,026	5.09	412	0.10	1.96%
21.ALL	Feasibility Study Reserve Fund - ALL	-	-	2,502	0.61	(2,502)	(0.61)	-100.00%
Total Regional		\$529,754	\$128.37	\$488,873	\$118.46	\$40,880	\$9.91	8.36%
1.126	Victoria Family Court Committee	229	0.06	229	0.06	-	-	0.00%
1.128	Greater Victoria Police Victim Services	775	1.58	755	1.53	20	0.04	2.65%
1.230	Traffic Safety Commission	1,260	0.31	1,235	0.30	25	0.01	1.99%
1.313	Animal Care Services	65,768	15.94	63,544	15.40	2,224	0.54	3.50%
1.330	Regional Growth Strategy	5,208	1.26	5,208	1.26	-	-	0.00%
1.913	Fire Dispatch	34,665	8.40	43,672	10.58	(9,007)	(2.18)	-20.62%
3.701	Millstream Remediation	4,470	1.08	7,220	1.75	(2,749)	(0.67)	-38.08%
Total Sub-Regional		\$112,375	\$28.62	\$121,862	\$30.88	(\$9,487)	(\$2.26)	-7.33%
1.103	Elections	14,707	3.56	5,614	1.36	9,093	2.20	161.98%
1.104	U.B.C.M.	2,697	0.65	1,758	0.43	939	0.23	53.40%
1.318	Building Inspection	104,606	25.35	100,777	24.42	3,830	0.93	3.80%
1.320	Noise Control	9,153	2.22	8,962	2.17	192	0.05	2.14%
1.322	Nuisances & Unsanitary Premises	12,230	2.96	11,912	2.89	318	0.08	2.67%
1.372	Electoral Area Emergency Program	34,068	8.26	33,400	8.09	668	0.16	2.00%
Total Joint Electoral Area		\$177,461	\$43.00	\$162,422	\$39.36	\$15,039	\$3.64	9.26%
1.109	Electoral Area Admin Exp-JDF	54,842	13.29	56,682	13.74	(1,840)	(0.45)	-3.25%
1.114	Grants in Aid - Juan de Fuca	-	-	-	-	-	-	0.00%
1.317	JDF Building Numbering	13,038	3.16	12,789	3.10	249	0.06	1.95%
1.319	Soil Deposit Removal	5,682	1.38	5,621	1.36	61	0.01	1.09%
1.325	Electoral Area Services - Planning	697,706	169.07	684,025	165.75	13,681	3.32	2.00%
1.340	JDF Livestock Injury Compensation	3,150	0.76	-	-	3,150	0.76	0.00%
1.370	Juan de Fuca Emergency Program	88,593	21.47	86,603	20.99	1,990	0.48	2.30%
1.377	JDF Search and Rescue	69,952	16.95	68,663	16.64	1,289	0.31	1.88%
1.405	JDF EA - Community Parks	193,301	46.84	190,175	46.08	3,126	0.76	1.64%
1.924	Emergency Comm - Crest - J.D.F.	123,582	29.95	121,249	29.38	2,333	0.57	1.92%
Total JDF Electoral Area		\$1,249,846	\$302.86	\$1,225,807	\$297.04	\$24,039	\$5.83	1.96%
Total Capital Regional District		\$2,069,436	\$502.85	\$1,998,965	\$485.74	\$70,471	\$17.11	3.52%
CRHD Capital Regional Hospital District		439,489	106.50	467,460	113.27	(27,970)	(6.78)	-5.98%
Total CRD and CRHD		\$2,508,925	\$609.35	\$2,466,424	\$599.01	\$42,501	\$10.33	1.73%

Average residential assessment - 2021

\$625,349

\$625,349

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

Change in Cost per Average Household

	\$ Change	% of Total Increase
REGIONAL		
Legislative & General Government	7.59	1.27%
Regional Parks	17.72	2.96%
Regional Parks - Land Acquisition	(15.89)	-2.65%
SUB-REGIONAL		
Fire Dispatch	(2.18)	-0.36%
JOINT EA		
Elections	2.20	0.37%
JDF EA		
Electoral Area Services - Planning	3.32	0.55%
Capital Regional Hospital District	(6.78)	-1.13%
Other (changes < +/- \$1.00)	4.37	0.73%
Total	\$10.33	1.73%

Juan de Fuca Local/Specified/Defined Services		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2022		2021			\$	%
1.119	Vancouver Island Regional Library	317,088	87.19	310,394	85.35	6,694	1.84	2.16%
1.121	Sooke Regional Museum	73,166	20.12	71,735	19.73	1,431	0.39	2.00%
1.133	Langford E.A. - Greater Victoria Public Library	31,502	64.05	30,985	63.00	517	1.05	1.67%
1.232	Port Renfrew Street Lighting	3,644	43.59	3,321	39.72	323	3.86	9.73%
1.350	Willis Point Fire Protection	135,748	577.37	136,054	578.67	(307)	(1.30)	-0.23%
1.353	Otter Point Fire Protection	539,791	482.03	520,055	464.41	19,736	17.62	3.79%
1.354	Malahat Fire Protection	65,601	691.94	63,810	673.05	1,791	18.89	2.81%
1.355	Durrance Road Fire Protection	3,020	353.17	2,990	349.66	30	3.51	1.00%
1.357	East Sooke Fire Protection	479,537	547.84	429,942	491.18	49,595	56.66	11.54%
1.358	Port Renfrew Fire Protection	94,802	245.33	92,301	238.86	2,501	6.47	2.71%
1.360	Shirley Fire Protection	164,317	497.65	162,040	490.75	2,277	6.90	1.41%
1.40X	SEAPARC	736,347	224.95	687,297	209.97	49,050	14.98	7.14%
1.408	JDF EA - Community Recreation	69,508	19.11	68,310	18.78	1,198	0.33	1.75%
1.523	Port Renfrew Refuse Disposal	33,865	87.45	33,324	86.06	541	1.40	1.62%
2.650	Port Renfrew Water	70,008	373.88	60,016	320.52	9,992	53.36	16.65%
2.691	Wilderness Mountain	69,981	898.23	59,520	763.96	10,461	134.27	17.58%
3.700	Septage Disposal - JDF Service Area	303	0.08	297	0.08	6	0.00	2.00%
3.755	Regional Source Control - Port Renfrew Sewer	712	7.77	698	7.62	14	0.15	2.00%
3.850	Port Renfrew Sewer	62,525	748.63	59,456	711.88	3,069	36.75	5.16%
Total JdF Local/Specified/Defined Requisition		\$2,951,464		\$2,792,545		\$158,920		

Appendix A-2

Juan de Fuca - 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
1.114 - Grant-in-Aid - Juan de Fuca	53,908	98,311	(44,403)	-45.2%	• One-time COVID 19 Safe Restart grant in 2021
1.325 - Electoral Area Services - Planning	800,730	866,356	(65,626)	-7.6%	• One-time Port Renfrew CCDP Review in 2021 \$(50)k - funded by CWF grant • One-time orthophotos purchase in 2021 \$(14)k - funded by Operating Reserve Fund(ORF)
Total Juan de Fuca Electoral Area	854,638	964,667	(110,029)	-11.4%	
1.357 - East Sooke Fire Protection	556,654	516,620	40,034	7.7%	• Increased salary costs for a paid part-time fire chief
2.650 - Port Renfrew Water	145,106	121,108	23,998	19.8%	• Increased transfer to Capital Reserve Fund (CRF) to support capital program \$8k • Tree clearing around high voltage power lines (4 to 5-year rotation) \$13k
2.691 - Wilderness Mountain Water Service	188,247	149,544	38,703	25.9%	• Increased transfer to Capital Reserve Fund (CRF) to support capital program \$25k • Cyclical maintenance program for reservoir cleaning in 2022 \$10k - funded by ORF
Total Local/Specified/Defined Area	890,007	787,272	102,735	13.0%	
Other (Services not meeting criteria above)	2,576,106	2,609,507	(33,401)	-1.3%	
Total Juan de Fuca	4,320,751	4,361,446	(40,695)	-0.9%	

Appendix A-3

Juan de Fuca 2022 Major Capital Projects ≥ \$100,000

SERVICE AREA	\$('000)	FUNDING SOURCE
1.325 Community Planning		
Otter Point Ground Water Study (for OCP)	100	Grants
Protective Services		
1.353 Otter Point Fire Protection		
Replace SCBA packs	130	Reserves
1.357 East Sooke Fire Protection		
Water tender Replacement	150	Reserves
Total Projects ≥ \$100K	380	
Total Projects < \$100K	944	
Total 2022 Capital Projects	1,324	

Appendix A-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JDF 2022														Schedule B - Extract
Service #	Service Name	CAPITAL EXPENDITURE					SOURCE OF FUNDING							TOTAL
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	
1.109	JDF Admin. Expenditures	2,000					2,000			2,000				2,000
1.318	Building Inspection	18,147					18,147			18,147				18,147
1.325	Community Planning	45,000			100,000		145,000			45,000	100,000			145,000
1.350	Willis Point Fire	167,865		13,000			180,865			126,000	41,865	13,000		180,865
1.353	Otter Point Fire	141,000		60,000			201,000			141,000		60,000		201,000
1.357	East Sooke Fire	27,044	150,000	55,000			232,044	11,000		166,044		55,000		232,044
1.358	Port Renfrew Fire	10,000					10,000			10,000				10,000
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.369	Electoral Area Fire Services	73,211					73,211					73,211		73,211
1.370	JDF Emergency Program	11,710					11,710			11,710				11,710
1.405	JDF EA Community Parks & Recreation				215,000	50,000	265,000				265,000			265,000
1.523	Port Renfrew Refuse Disposal				25,000		25,000					25,000		25,000
2.650	Port Renfrew Water	10,000					10,000					10,000		10,000
2.691	Wilderness Mountain Water Service				65,000		65,000					65,000		65,000
3.850	Port Renfrew Sewer				75,000		75,000				60,000	15,000		75,000
TOTAL		515,977	150,000	128,000	480,000	50,000	1,323,977	11,000	-	529,901	466,865	316,211	-	1,323,977

Appendix A-5: JDF Service Budgets

JOINTLY FUNDED SERVICES

1.103 Elections

1.104 UBCM

1.318 Building Inspection

1.320 Noise Control

1.322 Nuisance & Unsightly Premises

1.372 EA Emergency Coordination

JUAN DE FUCA

1.109 Administration

1.114 Grants in Aid

1.119 Vancouver Island Regional Library

1.121 Sooke Museum

1.129 Vancouver Island Regional Library-Debt

1.133 Greater Victoria Public Library

1.232 Port Renfrew Street Lighting

1.317 JDF Building Numbering

1.319 Soil Deposit and Removal

1.325 Community Planning

1.340 Livestock Injury Compensation

1.350 Willis Point Fire

1.353 Otter Point Fire

Appendix A-5: JDF Service Budgets

1.354 Malahat Fire

1.355 Durrance Road Fire

1.357 East Sooke Fire

1.358 Port Renfrew Fire

1.360 Shirley Fire

1.369 EA Fire Services - JDF & SGI

1.370 Emergency Program

1.377 Search and Rescue

1.405 Community Parks

1.408 Community Recreation

1.523 Port Renfrew Refuse Disposal

1.924 Emergency Communications – CREST

2.650 Port Renfrew Water

2.691 Wilderness Mountain Water

3.850 Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

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						
	Building Inspection	Forward	2022	2023	2024	2025	2026	TOTAL
		from 2021						

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

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 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 #: 1.318
 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: Fund Centre:	1500 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

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 #: 1.372

Service Name: Emergency Planning Coordination

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	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$2,500	E	ERF	\$0	\$0	\$0	\$2,500	\$0	\$0	\$2,500
			GRAND TOTAL	\$2,500			\$0	\$0	\$0	\$2,500	\$0	\$0	\$2,500

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 (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.109 JDF Admin. Expenditures

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

1.109 - Admin. Expenditures (JDF)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Director's Remuneration	46,978	46,978	47,494	-	-	47,494	48,440	49,410	50,400	51,410
Travel	1,680	1,680	1,710	-	-	1,710	1,740	1,770	1,810	1,850
Allocations	5,819	5,819	3,038	-	-	3,038	3,099	3,161	3,224	3,289
Contingency	3,000	-	3,000	-	-	3,000	-	-	-	-
Other Operating Expenses	3,290	2,720	3,300	-	-	3,300	3,360	3,420	3,480	3,540
TOTAL OPERATING COSTS	60,767	57,197	58,542	-	-	58,542	56,639	57,761	58,914	60,089
*Percentage Increase over prior year						-3.7%	-3.3%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	3,570	(3,570)	-	-	(3,570)	-	-	-	-
Balance c/fwd from 2020 to 2021	(3,952)	(3,952)	-	-	-	-	-	-	-	-
Revenue - Other	(133)	(133)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	(4,085)	(515)	(3,700)	-	-	(3,700)	(130)	(130)	(130)	(130)
REQUISITION	(56,682)	(56,682)	(54,842)	-	-	(54,842)	(56,509)	(57,631)	(58,784)	(59,959)
*Percentage increase over prior year Requisition						-3.2%	3.0%	2.0%	2.0%	2.0%

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

Service No.	1.109	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	JDF Admin. Expenditures							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000

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	\$2,000	\$0	\$0	\$0	\$0	\$2,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000

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.	
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 #: 1.109

Service Name: JDF 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 Replacement	\$2,000	E	ERF	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
GRAND TOTAL				\$2,000			\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000

Reserve Schedule

Reserve Fund: 1.109 Admin Expenditures (JDF) - Equipment Replacement Fund

ERF Group: JDFADMIN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101839	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		5,665	5,665	3,665	3,665	3,665	3,665
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	(2,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		5,665	3,665	3,665	3,665	3,665	3,665

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Grant-in-Aid (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.114 JDF Grants in Aid

Committee: Electoral Area

DEFINITION:

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

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

Greater of \$65,484 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$109,863.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.114 - Grant-in-Aid (JDF)

	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	96,453	42,837	32,150	-	18,505	50,655	20,000	20,000	20,000	20,000
Allocations	1,858	1,858	3,253	-	-	3,253	3,318	3,384	3,452	3,521
Other Operating Expenses	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	98,311	44,695	35,403	-	18,505	53,908	23,318	23,384	23,452	23,521
*Percentage Increase over prior year						-45.2%	-56.7%	0.3%	0.3%	0.3%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	53,618	(35,113)	-	(18,505)	(53,618)	-	-	-	-
Balance c/fwd from 2020 to 2021	(36,941)	(36,941)	-	-	-	-	-	-	-	-
Provincial Grant	(61,078)	(61,078)	-	-	-	-	-	-	-	-
Other Income	(292)	(294)	(290)	-	-	(290)	(290)	(290)	(290)	(290)
TOTAL REVENUE	(98,311)	(44,695)	(35,403)	-	(18,505)	(53,908)	(290)	(290)	(290)	(290)
REQUISITION	-	-	-	-	-	-	(23,028)	(23,094)	(23,162)	(23,231)
*Requisition increase over prior year						N/A	N/A	0.3%	0.3%	0.3%

CAPITAL REGIONAL DISTRICT

2022 Budget

Vancouver Island Regional Library

EAC REVIEW

OCTOBER 2021

Service: 1.119 Van. Island Regional Library

Committee: Electoral Area

2020 Budget

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Westerly portion of Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

1.119 - Vancouver Island Regional Library	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 Vancouver Island Regional Library	304,095	304,095	310,180	-	-	310,180	316,380	322,710	329,160	335,740
Allocations	5,562	5,562	6,218	-	-	6,218	6,342	6,469	6,599	6,730
Other Operating Expenses	1,240	1,240	1,240	-	-	1,240	1,240	1,240	1,240	1,240
TOTAL COSTS	310,897	310,897	317,638	-	-	317,638	323,962	330,419	336,999	343,710
*Percentage Increase over prior year						2.2%	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	46	46	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(299)	(299)	(300)	-	-	(300)	(300)	(300)	(300)	(300)
Other Revenue	(250)	(250)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	(503)	(503)	(550)	-	-	(550)	(550)	(550)	(550)	(550)
REQUISITION	(310,394)	(310,394)	(317,088)	-	-	(317,088)	(323,412)	(329,869)	(336,449)	(343,160)
*Percentage increase over prior year Requisition						2.2%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Sooke Regional Museum

EAC REVIEW

OCTOBER 2021

Service: 1.121

Sooke Regional Museum

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$191,000 or \$0.063 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$337,790.

FUNDING:

Requisition

1.121 - Sooke Regional Museum	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 Sooke Regional Museum	192,630	192,630	196,480	-	-	196,480	200,410	204,420	208,510	212,680
Allocations	3,903	3,903	3,932	-	-	3,932	4,010	4,091	4,173	4,256
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL COSTS	196,593	196,593	200,472	-	-	200,472	204,480	208,571	212,743	216,996
*Percentage Increase over prior year						2.0%	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	(44)	(44)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(332)	(332)	(340)	-	-	(340)	(350)	(360)	(370)	(380)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(376)	(376)	(340)	-	-	(340)	(350)	(360)	(370)	(380)
REQUISITION	(196,217)	(196,217)	(200,132)	-	-	(200,132)	(204,130)	(208,211)	(212,373)	(216,616)
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Vancouver Island Regional Library-Debt

EAC REVIEW

OCTOBER 2021

[illegible]

CAPITAL REGIONAL DISTRICT

2022 Budget

Langford EA - GVPL

EAC REVIEW

OCTOBER 2021

Service: 1.133 Langford EA - GVPL

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

A portion of the Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

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

FUNDING:

Requisition

1.133 - Langford EA - GVPL

	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 Greater Victoria Public Library	30,350	30,350	30,960	-	-	30,960	31,580	32,210	32,850	33,510
Allocations	726	726	622	-	-	622	634	647	660	673
Other Operating Expenses	10	10	10	-	-	10	10	10	10	10
TOTAL OPERATING COSTS	31,086	31,086	31,592	-	-	31,592	32,224	32,867	33,520	34,193
*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	(9)	(9)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(92)	(92)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Interest Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(101)	(101)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
REQUISITION	(30,985)	(30,985)	(31,502)	-	-	(31,502)	(32,134)	(32,777)	(33,430)	(34,103)
*Percentage increase over prior year Requisition						1.7%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Street Lighting

EAC REVIEW

OCTOBER 2021

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$7,500 or \$3.42 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$109,123.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

USER CHARGE:

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

PARCEL TAX:

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

1.232 - Port Renfrew Street Lighting	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Electricity	7,150	7,000	7,240	-	-	7,240	7,380	7,530	7,680	7,830
Allocations	425	425	444	-	-	444	453	462	471	480
Contingency	1,200	-	1,200	-	-	1,200	1,200	1,200	1,200	1,200
Other Operating Expenses	100	100	100	-	-	100	100	100	100	100
TOTAL COSTS	8,875	7,525	8,984	-	-	8,984	9,133	9,292	9,451	9,610
*Percentage Increase over prior year						1.2%	1.7%	1.7%	1.7%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	1,350	(1,350)	-	-	(1,350)	-	-	-	-
Balance c/fwd from 2020 to 2021	(2,148)	(2,148)	-	-	-	-	-	-	-	-
User Charges	(3,070)	(3,070)	(3,654)	-	-	(3,654)	(4,400)	(4,480)	(4,560)	(4,640)
Grants in Lieu of Taxes	(86)	(86)	(86)	-	-	(86)	(86)	(86)	(86)	(86)
Revenue - Other	(250)	(250)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	(5,554)	(4,204)	(5,340)	-	-	(5,340)	(4,736)	(4,816)	(4,896)	(4,976)
REQUISITION - PARCEL TAX	(3,321)	(3,321)	(3,644)	-	-	(3,644)	(4,397)	(4,476)	(4,555)	(4,634)
*Percentage increase over prior year										
User Fee						19.0%	20.4%	1.8%	1.8%	1.8%
Requisition						9.7%	20.7%	1.8%	1.8%	1.7%
Combined						14.2%	20.5%	1.8%	1.8%	1.7%

CAPITAL REGIONAL DISTRICT

2022 Budget

JDF Building Numbering

EAC REVIEW

OCTOBER 2021

Service: 1.317 JDF Building Numbering

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.317 - JDF Building 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	11,797	11,797	12,033	-	-	12,033	12,274	12,519	12,769	13,025
Allocations	673	673	645	-	-	645	658	671	684	698
Other Operating Expenses	430	410	420	-	-	420	430	440	450	460
TOTAL COSTS	12,900	12,880	13,098	-	-	13,098	13,362	13,630	13,903	14,183
*Percentage Increase over prior year						1.5%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	20	(20)	-	-	(20)	-	-	-	-
Balance c/fwd from 2020 to 2021	(73)	(73)	-	-	-	-	-	-	-	-
Other Income	(38)	(38)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(111)	(91)	(60)	-	-	(60)	(40)	(40)	(40)	(40)
REQUISITION	(12,789)	(12,789)	(13,038)	-	-	(13,038)	(13,322)	(13,590)	(13,863)	(14,143)
*Percentage increase over prior year Requisition						1.9%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Soil Deposit and Removal

EAC REVIEW

OCTOBER 2021

Service: **1.319 Soil Deposit and Removal**

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

Participants Electoral Area	2000 est	Percentage
JDF EA	1	100%

MAXIMUM LEVY:

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

FUNDING:

Requisition

1.319 - Soil Deposit and Removal

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Allocations	1,233	1,233	1,206	-	-	1,206	1,227	1,249	1,271	1,293
Internal Time Charges	4,398	4,398	4,486	-	-	4,486	4,573	4,663	4,753	4,846
Other Operating Expenses	30	30	30	-	-	30	30	30	30	30
TOTAL OPERATING COSTS	5,661	5,661	5,722	-	-	5,722	5,830	5,942	6,054	6,169
*Percentage Increase over prior year						1.1%	1.9%	1.9%	1.9%	1.9%
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	5,661	5,661	5,722	-	-	5,722	5,830	5,942	6,054	6,169
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Interest Income	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
REQUISITION	(5,621)	(5,621)	(5,682)	-	-	(5,682)	(5,790)	(5,902)	(6,014)	(6,129)
*Percentage increase over prior year Requisition						1.1%	1.9%	1.9%	1.9%	1.9%

Reserve Schedule

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

Fund: 1500 Fund Centre: 105405	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	67,073	67,673	67,673	67,673	67,673	67,673
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-
Interest Income	600					
Ending Balance \$	67,673	67,673	67,673	67,673	67,673	67,673

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2022 Budget

Community Planning (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.325 Community Planning

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

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

PARTICIPATION:

JDF Electoral Area on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition and user fees.

Change in Budget 2021 to 2022
Service: 1.325 Community Planning

Total Expenditure

Comments

2021 Budget

866,356

Change in Salaries:

Base salary change	2,066	Inclusive of estimated collective agreement changes
Other Wages and Benefits	(5,500)	Realignment of budget based on previous actual expenses

Total Change in Salaries	<u>(3,434)</u>
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Other Changes:

Consultants	(50,000)	One-time Port Renfrew CCDP Review in 2021 funded by grant
LIDAR Photography	(13,550)	Orthophotos purchased every other year funded by ORF, budget in year 2021, 2023, 2025
Supplies	(8,570)	One-time supplies in 2021 to A/V equipment for meeting room funded by COVID Safe Restart funding
Standard Overhead Allocation	2,577	Increase to Standard OH Allocation due to the combination of 2021 operating cost increase and 4th year of new OH model implementation
Human Resources Allocation	2,195	New Corporate Safety Resource
Land Use and Advisory Planning Cttees	1,532	
Other	3,624	Software licences; postage & freight; and telecommunications

Total Other Changes	<u>(62,192)</u>
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2022 Budget

800,730

% Expense decrease from 2021:	-7.6%
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% Requisition increase from 2021:	2.0%
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Requisition funding is 89% of service revenue

Overall 2021 Budget Performance

(expected variance to budget and surplus treatment)

Fee revenues are projected at \$28,000 (88%) higher than budget and we also project to recover \$24,000 in salary costs from CRD Regional Parks. Total expenditures are projected at \$17,802 (-2.1%) lower than budget primarily due to reductions in auxiliary salary costs, legal services, and advertising. The projected \$69,802 surplus will be balanced on a reduced transfer from the Operating Reserve Fund, which has an expected year end balance of \$156,197 before this transfer.

1.325 - Community Planning (JDF)

	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	460,293	454,733	456,859	-	-	456,859	466,483	476,311	486,350	496,612
Consultants	55,080	55,080	5,180	-	-	5,180	5,280	5,380	5,480	5,580
Legal Expenses	10,000	5,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
LIDAR Photography	13,550	13,550	-	-	-	-	13,500	-	13,770	-
Supplies	17,590	17,590	9,020	-	-	9,020	9,200	9,390	9,580	9,770
Land Use and Advisory Planning Cttees	13,808	11,416	15,340	-	-	15,340	15,460	15,590	15,720	15,850
Allocations	131,304	131,304	136,578	-	-	136,578	139,338	142,158	145,034	147,974
Labour Charges	31,451	31,451	32,083	-	-	32,083	32,714	33,361	34,016	34,690
Other Operating Expenses	57,510	52,660	59,900	-	-	59,900	61,180	62,470	63,800	65,160
TOTAL OPERATING COSTS	790,586	772,784	724,960	-	-	724,960	753,355	755,060	784,360	786,456
*Percentage Increase over prior year						-8.3%	3.9%	0.2%	3.9%	0.3%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Building Borrowing Repayment to Facilities Reserve	70,770	70,770	70,770	-	-	70,770	70,770	70,770	70,770	70,770
TOTAL COSTS	866,356	848,554	800,730	-	-	800,730	829,125	830,830	860,130	862,226
Internal Recoveries	(17,798)	(17,798)	(18,150)	-	-	(18,150)	(18,510)	(18,880)	(19,260)	(19,650)
OPERATING COSTS LESS INTERNAL RECOVERIES	848,558	830,756	782,580	-	-	782,580	810,615	811,950	840,870	842,576
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(71,248)	(1,446)	(37,329)	-	-	(37,329)	(49,424)	(32,782)	(43,277)	(26,741)
Processing Fee Revenue	(32,000)	(60,000)	(45,000)	-	-	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Community Works Funding	(50,000)	(50,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(965)	(965)	(965)	-	-	(965)	(965)	(965)	(965)	(965)
Provincial Grant	(8,750)	(8,750)	-	-	-	-	-	-	-	-
Revenue - Other	(1,570)	(25,570)	(1,580)	-	-	(1,580)	(1,590)	(1,600)	(1,610)	(1,620)
TOTAL REVENUE	(164,533)	(146,731)	(84,874)	-	-	(84,874)	(96,979)	(80,347)	(90,852)	(74,326)
REQUISITION	(684,025)	(684,025)	(697,706)	-	-	(697,706)	(713,636)	(731,603)	(750,018)	(768,250)
*Percentage increase over prior year Requisition						2.0%	2.3%	2.5%	2.5%	2.4%
AUTHORIZED POSITIONS										
Salaried	3.7		3.7			3.7	3.7	3.7	3.7	3.7

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

Service No.	1.325 Community Planning	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$45,000	\$2,650	\$4,300	\$3,200	\$0	\$55,150
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$145,000	\$2,650	\$4,300	\$3,200	\$0	\$155,150

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	\$45,000	\$2,650	\$4,300	\$3,200	\$0	\$55,150
Grants (Federal, Provincial)	Grant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$145,000	\$2,650	\$4,300	\$3,200	\$0	\$155,150

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 #:	1.325
Service Name:	Community Planning

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	Multi Function Printer	Printer/Copier	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-01	Replacement	Computer Equipment	Computer Replacement	\$8,150	E	ERF	\$0	\$0	\$2,650	\$4,300	\$3,200	\$0	\$10,150
22-01	Replacement	Vehicle	Vehicle Replacement	\$35,000	E	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
22-02	Study	Otter Point Ground Water Study (for OCP)	Study of ground water availability to aid in land use decision making and support OCP policy	\$100,000	S	Grant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
GRAND TOTAL				\$153,150			\$0	\$145,000	\$2,650	\$4,300	\$3,200	\$0	\$155,150

Service:

1.325

Community Planning

Project Number	22-02	Capital Project Title	Otter Point Ground Water Study (for OCP)	Capital Project Description	Study of ground water availability to aid in land use decision making and support OCP policy
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Project Rationale A number of recent subdivision and development proposals have raised concern in the community that there is insufficient ground water resources to support both existing development and new development. The OCP supports development in rural areas where there are sufficient ground water resources and the development will not put resources at risk of contamination or depletion. The study will provide information to help determine this. The study may lead to further studies and monitoring.

Project Number	19-01	Capital Project Title	Multi Function Printer	Capital Project Description	Printer/Copier
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Project Rationale

Project Number	20-01	Capital Project Title	Computer Equipment	Capital Project Description	Computer Replacement
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Project Rationale

Project Number	22-01	Capital Project Title	Vehicle	Capital Project Description	Vehicle Replacement
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Project Rationale

Community Planning (JDF)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	225,999	188,670	139,246	106,464	63,187	36,446
Equipment Replacement Fund	107,652	67,652	70,002	70,702	72,502	77,502
Total	333,651	256,322	209,248	177,166	135,689	113,948

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund
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Reserve Cash Flow

Fund: Fund Centre:	1500 105408	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		225,059	225,999	188,670	139,246	106,464	63,187
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(1,446)	(37,329)	(49,424)	(32,782)	(43,277)	(26,741)
Interest Income		2,386					
Ending Balance \$		225,999	188,670	139,246	106,464	63,187	36,446

<u>Assumptions/Background:</u> For unforeseen legal expenses; ongoing air photo updates; election expenses
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Reserve Schedule

Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund

ERF Group: CMPLAN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101428	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		114,482	107,652	67,652	70,002	70,702	72,502
Transfer from Ops Budget		5,000	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(11,830)	(45,000)	(2,650)	(4,300)	(3,200)	-
Interest Income		-					
Ending Balance \$		107,652	67,652	70,002	70,702	72,502	77,502

Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

CAPITAL REGIONAL DISTRICT

2022 Budget

JDF Livestock Injury Compensation

EAC REVIEW

OCTOBER 2021

Service: 1.340 JDF 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 (Juan de Fuca) Bylaw No. 1, 2021)

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.340 - 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

Willis Point Fire Protection & Recreation

EAC REVIEW

OCTOBER 2021

Service: 1.350 Willis Point Fire

Committee: Electoral Area

DEFINITION:

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

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

PARTICIPATION:

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

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 1951 states "Greater of \$41,000 or \$1.71 / \$1,000" to a maximum of \$338,813.

FUNDING:

Requisition

1.350 - Willis Point Fire Protection & Recreation

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
<u>Fire Protection Costs</u>										
Travel - Vehicles	12,200	12,200	12,440	-	-	12,440	12,690	12,940	13,200	13,460
Insurance	7,470	7,470	7,970	-	-	7,970	8,240	8,510	8,800	9,110
Utilities	12,150	12,150	12,300	-	-	12,300	12,550	12,800	13,060	13,320
Staff Development	24,080	24,080	24,570	-	-	24,570	25,060	25,560	26,060	26,580
Allocations	6,487	6,487	6,174	-	-	6,174	6,298	6,424	6,552	6,683
Operating - Other	38,950	38,950	32,370	-	-	32,370	33,020	33,670	34,330	35,000
TOTAL FIRE PROTECTION COSTS	101,337	101,337	95,824	-	-	95,824	97,858	99,904	102,002	104,153
<u>Recreation Costs:</u>										
Recreation Expenses	29,372	29,372	23,020	-	-	23,020	15,730	10,950	11,170	11,390
TOTAL OPERATING COSTS	130,709	130,709	118,844	-	-	118,844	113,588	110,854	113,172	115,543
*Percentage Increase over prior year						-5.4%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES / DEBT</u>										
Capital Equipment Purchases	6,300	6,300	6,430	-	-	6,430	6,560	6,690	6,820	6,960
Transfer to Equipment Replacement Fund	39,110	39,110	45,000	-	-	45,000	50,000	40,000	40,000	40,000
Transfer to Reserve Fund	7,500	7,500	7,500	-	-	7,500	5,000	5,000	5,000	5,000
MFA Debt Reserve Fund	-	-	-	-	-	-	2,750	-	-	-
MFA Debt Principal	-	-	-	-	-	-	-	15,902	15,902	15,902
MFA Debt Interest	-	-	-	-	-	-	1,994	7,975	7,975	7,975
TOTAL CAPITAL / RESERVES / DEBT	52,910	52,910	58,930	-	-	58,930	66,304	75,567	75,697	75,837
TOTAL COSTS	183,619	183,619	177,774	-	-	177,774	179,892	186,421	188,869	191,380
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(14,582)	(14,582)	-	-	-	-	-	-	-	-
Rental Revenue	(29,020)	(29,020)	(45,530)	-	-	(45,530)	(45,540)	(45,550)	(45,560)	(45,570)
Provincial Grant-Safe Restart	(7,220)	(7,220)	-	-	-	-	-	-	-	-
Other Revenue	(3,855)	(3,855)	(3,865)	-	-	(3,865)	(3,875)	(3,885)	(3,895)	(3,905)
TOTAL REVENUE	(54,677)	(54,677)	(49,395)	-	-	(49,395)	(49,415)	(49,435)	(49,455)	(49,475)
REQUISITION	(128,942)	(128,942)	(128,379)	-	-	(128,379)	(130,477)	(136,986)	(139,414)	(141,905)
*Percentage increase over prior year Requisition						-0.4%	1.6%	5.0%	1.8%	1.8%

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

Service No.	1.350	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Willis Point Fire							

EXPENDITURE

Buildings	B	\$13,000	\$13,000	\$5,000	\$3,500	\$0	\$0	\$21,500
Equipment	E	\$161,865	\$167,865	\$60,000	\$0	\$50,000	\$0	\$277,865
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$650,000	\$0	\$0	\$0	\$650,000
		\$174,865	\$180,865	\$715,000	\$3,500	\$50,000	\$0	\$949,365

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$275,000	\$0	\$0	\$0	\$275,000
Equipment Replacement Fund	ERF	\$120,000	\$126,000	\$435,000	\$0	\$50,000	\$0	\$611,000
Grants (Federal, Provincial)	Grant	\$41,865	\$41,865	\$0	\$0	\$0	\$0	\$41,865
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$13,000	\$13,000	\$5,000	\$3,500	\$0	\$0	\$21,500
		\$174,865	\$180,865	\$715,000	\$3,500	\$50,000	\$0	\$949,365

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 tye 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 #:	1.350
Service Name:	Willis Point Fire

[illegible]

Willis Point Fire Protection & Recreation
Reserves Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	145,393	139,893	139,893	141,393	146,393	151,393
Equipment Replacement Fund	513,524	432,524	47,524	87,524	77,524	117,524
Total	658,917	572,417	187,417	228,917	223,917	268,917

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Capital Reserve Fund - Bylaw 2189

Surplus money from the operation of the fire protection service and recreational facilities may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1014 101358	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		161,449	145,393	139,893	139,893	141,393	146,393
Transfer from Ops Budget		7,500	7,500	5,000	5,000	5,000	5,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(25,000)	(13,000)	(5,000)	(3,500)	-	-
Interest Income		1,445					
Ending Balance \$		145,393	139,893	139,893	141,393	146,393	151,393

Assumptions/Background:

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1022 101429	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		479,422	513,524	432,524	47,524	87,524	77,524
Transfer from Ops Budget		39,110	45,000	50,000	40,000	40,000	40,000
Expenditures		(5,008)	(126,000)	(435,000)	-	(50,000)	-
Interest Income		-					
Ending Balance \$		513,524	432,524	47,524	87,524	77,524	117,524

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2022 Budget

Otter Point Fire

EAC REVIEW

OCTOBER 2021

Service: 1.353 Otter Point Fire

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act.
Local Service Area #17 - G (762).

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 2042 states "Greater of \$125,000 or \$2.50 / \$1,000" to a maximum of \$1,465,080.

FUNDING:

Requisition

1.353 - Otter Point Fire

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Fire Chief Salary and Honorariums	77,750	77,750	79,310	-	-	79,310	80,890	82,500	84,140	85,820
Travel & Vehicles	23,100	23,100	23,560	-	-	23,560	24,030	24,510	25,000	25,500
Contract for Services	114,000	114,000	116,280	-	-	116,280	118,610	120,980	123,400	125,870
Insurance	10,010	10,010	12,170	-	-	12,170	12,580	13,010	13,460	13,930
Staff Training	24,000	24,000	24,480	-	-	24,480	24,970	25,470	25,980	26,500
Recruiting and Retention	15,000	15,000	15,300	-	-	15,300	15,610	15,920	16,240	16,560
Maintenance	19,160	19,160	19,540	-	-	19,540	19,930	20,320	20,720	21,140
Internal Allocations	13,715	13,715	17,108	-	-	17,108	17,450	17,799	18,155	18,518
Operating - Supplies	25,160	22,160	18,890	-	-	18,890	19,270	19,650	20,040	20,440
Operating - Other	27,740	27,740	28,220	-	-	28,220	28,790	29,370	29,960	30,560
TOTAL OPERATING COSTS	349,635	346,635	354,858	-	-	354,858	362,130	369,529	377,095	384,838
*Percentage Increase over prior year						1.5%	2.0%	2.0%	2.0%	2.1%
<u>CAPITAL / RESERVES</u>										
Capital Equipment Purchases	5,090	5,090	5,500	-	-	5,500	5,610	5,725	5,850	5,770
Transfer to Capital Reserve Fund	40,000	43,000	40,800	-	-	40,800	41,620	42,450	43,300	44,170
Transfer to Equipment Replacement Fund	110,000	110,000	115,000	-	-	115,000	117,300	119,700	122,100	124,550
Transfer to General Capital Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	155,090	158,090	161,300	-	-	161,300	164,530	167,875	171,250	174,490
TOTAL COSTS	504,725	504,725	516,158	-	-	516,158	526,660	537,404	548,345	559,328
<u>FUNDING SOURCES (REVENUE)</u>										
Provincial Grants-Safe Restart	(7,480)	(7,480)	-	-	-	-	-	-	-	-
Revenue - Other	(310)	(310)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
TOTAL REVENUE	(7,790)	(7,790)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
REQUISITION	(496,935)	(496,935)	(515,838)	-	-	(515,838)	(526,330)	(537,064)	(547,995)	(558,968)
*Percentage increase over prior year Requisition						3.8%	2.0%	2.0%	2.0%	2.0%

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

Service No.	1.353	Carry						
	Otter Point Fire	Forward	2022	2023	2024	2025	2026	TOTAL
		from 2021						

EXPENDITURE

Buildings	B	\$0	\$60,000	\$40,000	\$40,000	\$40,000	\$40,000	\$220,000
Equipment	E	\$0	\$141,000	\$28,300	\$15,000	\$15,000	\$20,000	\$219,300
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$201,000	\$68,300	\$55,000	\$55,000	\$60,000	\$439,300

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	\$141,000	\$28,300	\$15,000	\$15,000	\$20,000	\$219,300
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	\$60,000	\$40,000	\$40,000	\$40,000	\$40,000	\$220,000
		\$0	\$201,000	\$68,300	\$55,000	\$55,000	\$60,000	\$439,300

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 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 #:	1.353
Service Name:	Otter Point Fire

[illegible]

Otter Point Fire
 Summary Schedule
 2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	22,401	3,201	4,821	7,271	10,571	14,741
Equipment Replacement Fund	98,645	72,645	161,645	266,345	373,445	477,995
Total	121,046	75,846	166,466	273,616	384,016	492,736

Reserve Schedule

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

For improvements, repairs and replacement of Firehall and training centre

Reserve Cash Flow

Fund: Fund Centre:	1090 102164	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		19,366	22,401	3,201	4,821	7,271	10,571
Transfer from Ops Budget		43,000	40,800	41,620	42,450	43,300	44,170
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(40,000)	(60,000)	(40,000)	(40,000)	(40,000)	(40,000)
Interest Income		34					
Ending Balance \$		22,401	3,201	4,821	7,271	10,571	14,741

Assumptions/Background:

Reserve Schedule

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

ERF Group: OTTERFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101432	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		245,337	98,645	72,645	161,645	266,345	373,445
Transfer from Ops Budget		110,000	115,000	117,300	119,700	122,100	124,550
Expenditures		(256,692)	(141,000)	(28,300)	(15,000)	(15,000)	(20,000)
Interest Income		-					
Ending Balance \$		98,645	72,645	161,645	266,345	373,445	477,995

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Malahat Fire Protection

EAC REVIEW

OCTOBER 2021

Service: 1.354 Malahat Fire

Committee: Electoral Area

DEFINITION:

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

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

ANNUAL LEVY:

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

MAXIMUM LEVY:

Greater of \$22,400 or \$1.28 / \$1,000 to a maximum of \$93,004.

FUNDING:

Requisition

1.354 - Malahat 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 to Cowichan Valley Regional District	61,172	61,172	62,400	-	-	62,400	63,650	64,920	66,220	67,540
Other Operating Expenses	2,642	2,642	3,201	-	-	3,201	3,265	3,330	3,396	3,464
TOTAL COSTS	63,814	63,814	65,601	-	-	65,601	66,915	68,250	69,616	71,004
*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	(4)	(4)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4)	(4)	-	-	-	-	-	-	-	-
REQUISITION	(63,810)	(63,810)	(65,601)	-	-	(65,601)	(66,915)	(68,250)	(69,616)	(71,004)
*Percentage increase over prior year Requisition						2.8%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Durrance Road Fire Protection

EAC REVIEW

OCTOBER 2021

Service: **1.355 Durrance Road Fire**

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$1,350 or \$0.70 / \$1,000 to maximum of \$4,122.

FUNDING:

Parcel Tax

1.355 - Durrance Road 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>										
Payment to District of Saanich	2,500	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	270	270	219	-	-	219	221	224	227	230
TOTAL OPERATING COSTS	2,770	2,770	2,719	-	-	2,719	2,721	2,724	2,727	2,730
*Percentage Increase over prior year						-1.8%	0.1%	0.1%	0.1%	0.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve	220	220	301	-	-	301	299	300	301	300
TOTAL COSTS	2,990	2,990	3,020	-	-	3,020	3,020	3,024	3,028	3,030
*Percentage Increase over prior year						1.0%	0.0%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
REQUISITION - PARCEL TAX	(2,990)	(2,990)	(3,020)	-	-	(3,020)	(3,020)	(3,024)	(3,028)	(3,030)
*Percentage increase over prior year Requisition						1.0%	0.0%	0.0%	0.1%	0.1%

Reserve Schedule

Reserve Fund: 1.355 Durrance road Fire Protection - Operating Reserve Fund - Bylaw 4146

Reserve established to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required.

Reserve Cash Flow

Fund: Fund Centre:	1500 105400	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		2,211	2,452	2,753	3,052	3,352	3,653
Transfer from Op Budget		220	301	299	300	301	300
Planned Payments		-	-	-	-	-	-
Interest Income		21					
Ending Balance \$		2,452	2,753	3,052	3,352	3,653	3,953

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

East Sooke Fire Protection

EAC REVIEW

OCTOBER 2021

Service: 1.357 East Sooke Fire

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Bylaw No. 3390 (amended by Bylaw 3862, 2013) states "greater of \$550,000 or \$1.310 / \$1,000" of actual assessments. To a maximum of \$866,151.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

1.357 - East Sooke Fire Protection

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries and Wages	15,030	17,326	75,330	-	-	75,330	76,840	78,380	79,950	81,550
Travel - Vehicles	32,850	37,086	33,510	-	-	33,510	34,180	34,870	35,570	36,280
Insurance	7,170	5,299	5,625	-	-	5,625	5,855	6,090	6,340	6,600
Contract for Service/Legal Expenses	10,320	10,748	10,520	-	-	10,520	10,740	10,960	11,180	11,410
Maintenance	6,110	9,954	11,730	-	-	11,730	11,960	12,200	12,450	12,700
Staff Training	18,860	13,732	19,240	-	-	19,240	19,620	20,010	20,410	20,820
Internal Allocations	9,603	9,603	11,367	-	-	11,367	11,594	11,826	12,063	12,304
Operating - Supplies	35,790	26,954	29,160	-	-	29,160	29,740	30,340	30,950	31,570
Contingency	15,000	2,000	15,300	-	-	15,300	15,610	15,920	16,240	16,560
Operating - Other	37,630	39,478	39,100	-	-	39,100	39,880	40,670	41,480	42,300
TOTAL FIRE DEP OPERATING COSTS	188,363	172,180	250,882	-	-	250,882	256,019	261,266	266,633	272,094
*Percentage Increase over prior year						33.2%	2.0%	2.0%	2.1%	2.0%
TOTAL COMMUNITY HALL OPERATING COSTS	45,678	19,053	55,213	-	-	55,213	25,140	25,640	26,150	26,670
TOTAL OPERATING COSTS	234,041	191,233	306,095	-	-	306,095	281,159	286,906	292,783	298,764
Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	126,970	133,970	95,000	-	-	95,000	96,900	98,838	100,815	102,834
TOTAL CAPITAL / RESERVES	126,970	133,970	95,000	-	-	95,000	96,900	98,838	100,815	102,834
<u>DEBT SERVICING</u>										
MFA Debt Reserve Fund	500	500	450	-	-	450	450	450	450	450
Principal Payment	97,959	97,959	97,959	-	-	97,959	97,959	97,959	97,959	97,959
Interest Payment	57,150	57,150	57,150	-	-	57,150	57,150	57,150	57,150	57,150
TOTAL DEBT SERVICING	155,609	155,609	155,559	-	-	155,559	155,559	155,559	155,559	155,559
TOTAL COSTS	516,620	480,812	556,654	-	-	556,654	533,618	541,303	549,157	557,157
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	30,563	(30,563)	-	-	(30,563)	-	-	-	-
Balance c/fwd from 2020 to 2021	(21,058)	(21,058)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(56,010)	(46,827)	(45,000)	-	-	(45,000)	(45,900)	(46,820)	(47,760)	(48,720)
MFA Debt Reserve Fund Earning	(500)	(500)	(450)	-	-	(450)	(450)	(450)	(450)	(450)
Provincial Grant-Safe Restart	(10,890)	(10,890)	-	-	-	-	-	-	-	-
Rental Revenue	(20,930)	(24,620)	(24,650)	-	-	(24,650)	(25,140)	(25,640)	(26,150)	(26,670)
Other Income	(1,040)	(1,288)	(1,060)	-	-	(1,060)	(1,080)	(1,100)	(1,120)	(1,140)
TOTAL REVENUE	(110,428)	(74,620)	(101,723)	-	-	(101,723)	(72,570)	(74,010)	(75,480)	(76,980)
REQUISITION	(406,192)	(406,192)	(454,931)	-	-	(454,931)	(461,048)	(467,293)	(473,677)	(480,177)
*Percentage increase over prior year Requisition						12.0%	1.3%	1.4%	1.4%	1.4%

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

Service No.	1.357	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	East Sooke Fire							

EXPENDITURE

Buildings	B	\$10,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Equipment	E	\$11,000	\$27,044	\$16,295	\$16,551	\$19,512	\$41,578	\$120,980
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$150,000	\$0	\$160,000	\$0	\$0	\$310,000
		\$21,000	\$232,044	\$16,295	\$176,551	\$19,512	\$41,578	\$485,980

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$11,000	\$11,000	\$0	\$0	\$0	\$0	\$11,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$166,044	\$16,295	\$176,551	\$19,512	\$41,578	\$419,980
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	\$10,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
		\$21,000	\$232,044	\$16,295	\$176,551	\$19,512	\$41,578	\$485,980

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 #:	1.357
Service Name:	East Sooke 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
17-05	Replacement	Turn out Gear	Turn out Gear	\$51,702	E	ERF	\$0	\$12,544	\$12,795	\$13,051	\$13,312	\$13,578	\$65,280
18-01	Replacement	Tender 2	Tender 2 Replacement	\$150,000	V	ERF	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
19-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	\$160,000	V	ERF	\$0	\$0	\$0	\$160,000	\$0	\$0	\$160,000
20-01	Replacement	Fire Hall Energy Renovation	Propane conversion; The installation of the fuel lines, equipment and the tank.	\$30,000	E	Cap	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$7,000
21-02	Replacement	Roof for training area	Roof snow guards	\$14,000	E	Cap	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$4,000
21-03	Replacement	Extrication gear	Replacement of extrication gear (jaws of life)	\$23,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$23,000	\$23,000
21-04	Replacement	Landscaping	ESVFD yard	\$10,000	B	Res	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-05	Replacement	Roof seal replacement	Roof seal replacement	\$5,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
22-01	Replacement	Pagers	Replacement of old pagers	\$10,500	E	ERF	\$0	\$3,500	\$3,500	\$3,500	\$0	\$0	\$10,500
22-02	Replacement	Hoses	Replacement of structure fire hoses	\$6,200	E	ERF	\$0	\$0	\$0	\$0	\$6,200	\$0	\$6,200
22-03	New	SPU Completion	Structure Protection Unit completion	\$45,000	B	Res	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
			GRAND TOTAL	\$505,402			\$21,000	\$232,044	\$16,295	\$176,551	\$19,512	\$41,578	\$485,980

Service: 1.357 East Sooke Fire

Project Number 17-05 Capital Project Title Turn out Gear Capital Project Description Turn out Gear
Project Rationale Replacement of 4 sets of turnout gear. Turnout gear expires after 10 years.

Project Number 18-01 Capital Project Title Tender 2 Capital Project Description Tender 2 Replacement
Project Rationale Replacement for our 1998 Tender 2 . The plan is to replace the vehicle with a used 10-year old truck.

Project Number 19-01 Capital Project Title Squad Car Capital Project Description Replace Squad Car 1999 Vehicle
Project Rationale Replacement for our 1999 Squad1 (FR vehicle)

Project Number 20-01 Capital Project Title Fire Hall Energy Renovation Capital Project Description Propane conversion; The installation of the fuel lines, equipment and the tank.
Project Rationale Propane conversion; The installation of the fuel lines, equipment and the tank.

Project Number 21-03 Capital Project Title Extrication gear Capital Project Description Replacement of extrication gear (jaws of life)
Project Rationale Replacement of extrication gear (jaws of life)

Project Number 21-05 Capital Project Title Roof seal replacement Capital Project Description Roof seal replacement
Project Rationale Replacement of Roof seals (recommended every 5 years)

Project Number 21-04 Capital Project Title Landscaping Capital Project Description ESVFD yard
Project Rationale New station. Landscape around it needs to be set up.

Project Number 22-01 Capital Project Title Pagers Capital Project Description Replacement of old pagers
Project Rationale Replacement of old and defective pagers

Project Number 22-02 Capital Project Title Hoses Capital Project Description Replacement of structure fire hoses
Project Rationale Replacement of structure fire hoses

Project Number 21-02 Capital Project Title Roof for training area Capital Project Description Roof snow guards
Project Rationale Installation of snow guards for safety

Project Number 22-03 Capital Project Title SPU Completion Capital Project Description Structure Protection Unit completion
Project Rationale To complete the East sooke's existing SPU to a full Type 2 unit to BCWS standards.

East Sooke Fire Protection
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	30,835	20,835	20,835	20,835	20,835	20,835
Equipment Replacement Fund	521,227	405,183	485,788	408,075	489,378	550,634
Total	552,062	426,018	506,623	428,910	510,213	571,469

Reserve Schedule

Reserve Fund: 1.357 East Sooke Fire Protection - Capital Reserve Fund - Bylaw 3400

Reserve established for expenditures for or in respect of capital projects, construction, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or payment of debt.

Reserve Cash Flow

Fund: Fund Centre:	1079 101309	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		24,485	30,835	20,835	20,835	20,835	20,835
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(14,000)	(55,000)	-	-	-	-
Transfer from ERF		20,000	45,000	-	-	-	-
Interest Income		350					
Ending Balance \$		30,835	20,835	20,835	20,835	20,835	20,835

Assumptions/Background:

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

Reserve Schedule

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

ERF Group: ESOOKFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101948	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		417,897	521,227	405,183	485,788	408,075	489,378
Transfer from Ops Budget		126,970	95,000	96,900	98,838	100,815	102,834
Planned Purchase		(3,640)	(166,044)	(16,295)	(176,551)	(19,512)	(41,578)
Transfer to CRF		(20,000)	(45,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		521,227	405,183	485,788	408,075	489,378	550,634

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Fire

EAC REVIEW

OCTOBER 2021

Service: 1.358 Port Renfrew Fire

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$10,000 or \$2.52 / \$1,000 to a maximum of \$281,651.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

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

FUNDING:

User fee and requisition.

1.358 - Port Renfrew Fire

	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, Benefits	35,800	35,800	36,510	-	-	36,510	37,240	37,980	38,740	39,510
Labour Charge Out Alloc	-	-	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-	-	-
Materials and Supplies	25,510	25,510	17,600	-	-	17,600	17,950	18,300	18,670	19,040
Repairs and Maintenance	2,320	2,320	2,360	-	-	2,360	2,410	2,460	2,510	2,560
Utilities	13,470	13,470	13,750	-	-	13,750	14,030	14,310	14,600	14,900
Grant and Other Contrib	-	-	-	-	-	-	-	-	-	-
Allocations	5,401	5,401	6,029	-	-	6,029	6,150	6,273	6,398	6,526
Other Operating Expense	46,330	46,330	47,500	-	-	47,500	48,530	49,570	50,650	51,740
TOTAL OPERATING COSTS	128,831	128,831	123,749	-	-	123,749	126,310	128,893	131,568	134,276
*Percentage Increase over prior year						-3.9%	2.1%	2.0%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	24,660	24,660	25,000	-	-	25,000	25,000	25,000	25,000	25,000
TOTAL CAPITAL / RESERVES	24,660	24,660	25,000	-	-	25,000	25,000	25,000	25,000	25,000
TOTAL FIRE OPERATING COSTS	153,491	153,491	148,749	-	-	148,749	151,310	153,893	156,568	159,276
Debt Charges	2,908	2,908	2,908	-	-	2,908	2,908	2,908	10	10
TOTAL COSTS	156,399	156,399	151,657	-	-	151,657	154,218	156,801	156,578	159,286
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(934)	(934)	(934)	-	-	(934)	(934)	(934)	(934)	(934)
Provincial Grants-Safe Restart	(8,260)	(8,260)	-	-	-	-	-	-	-	-
User Charge	(59,230)	(59,230)	(60,410)	-	-	(60,410)	(61,600)	(62,830)	(63,000)	(63,500)
Other Revenue	(210)	(210)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(68,634)	(68,634)	(61,554)	-	-	(61,554)	(62,744)	(63,974)	(64,144)	(64,644)
REQUISITION	(87,765)	(87,765)	(90,103)	-	-	(90,103)	(91,474)	(92,827)	(92,434)	(94,642)
*Percentage increase over prior year Requisition						2.7%	1.5%	1.5%	-0.4%	2.4%

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.358	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Port Renfrew Fire							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
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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	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
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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 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 #:	1.358
Service Name:	Port Renfrew 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
21-01	Replacement	Repelling package	Repelling package	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
GRAND TOTAL				\$10,000			\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Port Renfrew Fire
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	47,129	47,129	47,129	47,129	47,129	47,129
Equipment Replacement Fund	151,084	166,084	191,084	216,084	241,084	266,084
Total	198,213	213,213	238,213	263,213	288,213	313,213

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Capital Reserve Fund - Bylaw 2702

Surplus money from the operation may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1089 102161	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		46,689	47,129	47,129	47,129	47,129	47,129
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		440					
Ending Balance \$		47,129	47,129	47,129	47,129	47,129	47,129

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Equipment Replacement Fund

ERF Group: PTRENFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101434	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		126,424	151,084	166,084	191,084	216,084	241,084
Transfer from Ops Budget		24,660	25,000	25,000	25,000	25,000	25,000
Planned Purchase		-	(10,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		151,084	166,084	191,084	216,084	241,084	266,084

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Shirley Fire Protection

EAC REVIEW

OCTOBER 2021

Service: 1.360 Shirley Fire Department

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$18,200 or \$1.31 / \$1,000 to a maximum of \$282,254.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

FUNDING:

Requisition

1.360 - Shirley Fire Protection

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Honoraria	8,440	8,440	8,610	-	-	8,610	8,780	8,960	9,140	9,320
Travel - Vehicles	6,040	6,040	6,160	-	-	6,160	6,280	6,410	6,540	6,670
Insurance	7,380	7,380	7,800	-	-	7,800	8,050	8,300	8,560	8,830
Maintenance	9,770	9,770	9,970	-	-	9,970	10,170	10,370	10,570	10,790
Staff Development	6,870	6,870	7,010	-	-	7,010	7,150	7,290	7,440	7,590
Internal Allocations	3,973	3,973	4,159	-	-	4,159	4,242	4,327	4,414	4,502
Operating - Supplies	28,980	28,980	22,220	-	-	22,220	22,670	23,130	23,600	24,070
Contingency	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
Purchases - Equipment	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Operating - Other	15,930	15,930	16,210	-	-	16,210	16,520	16,830	17,150	17,480
TOTAL OPERATING COSTS	100,383	100,383	95,139	-	-	95,139	96,862	98,617	100,414	102,252
*Percentage Increase over prior year						-5.2%	1.8%	1.8%	1.8%	1.8%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	35,910	35,910	36,000	-	-	36,000	36,000	36,000	36,000	36,000
Transfer to Capital Reserve Fund	25,060	25,060	25,000	-	-	25,000	25,000	25,000	25,000	25,000
TOTAL CAPITAL / RESERVES	60,970	60,970	61,000	-	-	61,000	61,000	61,000	61,000	61,000
TOTAL COSTS	161,353	161,353	156,139	-	-	156,139	157,862	159,617	161,414	163,252
<u>FUNDING SOURCES (REVENUE)</u>										
Provincial Grants-Safe Restart	(7,200)	(7,200)	-	-	-	-	-	-	-	-
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(7,400)	(7,400)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(153,953)	(153,953)	(155,939)	-	-	(155,939)	(157,662)	(159,417)	(161,214)	(163,052)
*Percentage increase over prior year Requisition						1.3%	1.1%	1.1%	1.1%	1.1%

Service No.	1.360	Carry						
	Shirley Fire Department	Forward	2022	2023	2024	2025	2026	TOTAL
		from 2021						

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

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	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

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 #:	1.360
Service Name:	Shirley Fire Department

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	Firefighting Equipment	Firefighting Equipment	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
			GRAND TOTAL	\$10,000			\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Shirley Fire Protection
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	103,770	128,770	153,770	178,770	203,770	228,770
Equipment Replacement Fund	260,519	286,519	322,519	358,519	394,519	430,519
Total	364,289	415,289	476,289	537,289	598,289	659,289

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection - Capital Reserve Fund - Bylaw 2938

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

Reserve Cash Flow

Fund: Fund Centre:	1062 101701	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		77,974	103,770	128,770	153,770	178,770	203,770
Transfer from Ops Budget		25,060	25,000	25,000	25,000	25,000	25,000
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		736					
Ending Balance \$		103,770	128,770	153,770	178,770	203,770	228,770

Assumptions/Background:

Transfers in accordance with long term capital plan

Reserve Schedule

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

Reserve Cash Flow

Fund: Fund Centre:	1022 101436	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		234,609	260,519	286,519	322,519	358,519	394,519
Transfer from Ops Budget		35,910	36,000	36,000	36,000	36,000	36,000
Planned Purchase		(10,000)	(10,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		260,519	286,519	322,519	358,519	394,519	430,519

<u>Assumptions/Background:</u>

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	2022	2023	2024	2025	2026	TOTAL
	Electoral Area Fire Services	Forward						
		from 2021						

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: 1500 Fund Centre: 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 (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.370 JDF Emergency Program

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

Electoral Area of Juan de Fuca.

LEVY:

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

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.370 - Emergency Program (JDF)
OPERATING COSTS

	2021 BOARD BUDGET	ESTIMATED ACTUAL	BUDGET REQUEST				FUTURE PROJECTIONS			
			CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
Travel Expense	4,970	4,722	5,070	-	-	5,070	5,170	5,270	5,380	5,490
Contract for Services	22,080	20,976	22,500	-	-	22,500	22,950	23,410	23,880	24,360
Neighbourhood Program	1,450	1,379	1,480	-	-	1,480	1,510	1,540	1,570	1,600
Emergency Social Services	5,160	4,904	5,270	-	-	5,270	5,380	5,490	5,610	5,730
Staff Training & Development	2,980	2,831	3,040	-	-	3,040	3,100	3,160	3,220	3,280
Supplies	9,080	8,627	4,160	-	-	4,160	4,240	4,320	4,410	4,500
Allocations	12,935	12,935	13,773	-	-	13,773	14,053	14,341	14,633	14,932
Other Operating Expenses	18,290	17,425	17,640	-	-	17,640	18,010	18,390	18,770	19,160
TOTAL OPERATING COSTS	76,945	73,799	72,933	-	-	72,933	74,413	75,921	77,473	79,052

*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund	4,000	7,740	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVE	4,000	7,740	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Building Borrowing Repayment to Facilities Reserve	11,880	11,286	11,880	-	-	11,880	11,880	11,880	11,880	11,880
TOTAL COSTS	92,825	92,825	88,813	-	-	88,813	90,293	91,801	93,353	94,932

FUNDING SOURCES (REVENUE)

Estimated Balance C/FW from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance C/FW from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(6,122)	(6,122)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(6,222)	(6,222)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
REQUISITION	(86,603)	(86,603)	(88,593)	-	-	(88,593)	(90,073)	(91,581)	(93,133)	(94,712)

*Percentage increase over prior year
Requisition

						2.3%	1.7%	1.7%	1.7%	1.7%
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CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.370	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	JDF Emergency Program							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$11,710	\$7,470	\$0	\$0	\$0	\$19,180
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	\$11,710	\$7,470	\$0	\$0	\$0	\$19,180

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	\$11,710	\$7,470	\$0	\$0	\$0	\$19,180
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	\$11,710	\$7,470	\$0	\$0	\$0	\$19,180

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 #:	1.370
Service Name:	JDF 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
18-01	Replacement	Portable generators	Portable generators	\$20,080	E	ERF	\$0	\$5,070	\$5,170	\$0	\$0	\$0	\$10,240
20-01	New	In-reach devices	In-reach devices	\$3,940	E	ERF	\$0	\$3,940	\$0	\$0	\$0	\$0	\$3,940
20-02	Replacement	Computer	Computer	\$5,000	E	ERF	\$0	\$2,700	\$2,300	\$0	\$0	\$0	\$5,000
GRAND TOTAL				\$29,020			\$0	\$11,710	\$7,470	\$0	\$0	\$0	\$19,180

Reserve Schedule

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

ERF Group: JDFEMERG.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101785	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		77,183	76,213	68,503	65,033	69,033	73,033
Transfer from Ops Budget		4,000	4,000	4,000	4,000	4,000	4,000
Expenditures		(4,970)	(11,710)	(7,470)	-	-	-
Interest Income		-					
Ending Balance \$		76,213	68,503	65,033	69,033	73,033	77,033

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

Search and Rescue (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.377 JDF Search and Rescue

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of \$62,000 or \$0.102 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$224,121.

FUNDING:

Requisition

1.377 - Search and Rescue (JDF)	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	8,190	8,190	8,350	-	-	8,350	8,520	8,690	8,860	9,040
Building Rent	23,090	23,090	23,550	-	-	23,550	24,020	24,500	24,990	25,490
Staff Training & Development	16,420	8,190	16,750	-	-	16,750	17,090	17,430	17,780	18,140
Supplies	11,700	17,700	11,930	-	-	11,930	12,160	12,410	12,660	12,920
Allocations	3,689	3,689	4,244	-	-	4,244	4,329	4,415	4,504	4,594
Other Operating Expenses	21,790	25,388	22,250	-	-	22,250	22,720	23,190	23,670	24,160
TOTAL OPERATING COSTS	84,879	86,247	87,074	-	-	87,074	88,839	90,635	92,464	94,344
*Percentage Increase over prior year						2.6%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	2,500	-	-	2,500	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVE	-	-	2,500	-	-	2,500	4,000	4,000	4,000	4,000
TOTAL COSTS	84,879	86,247	89,574	-	-	89,574	92,839	94,635	96,464	98,344
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance CFW from 2021 to 2022	-	(1,468)	1,468	-	-	1,468	-	-	-	-
Balance CFW from 2020 to 2021	4,465	4,465	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(91)	(91)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(20,590)	(20,490)	(21,000)	-	-	(21,000)	(21,420)	(21,850)	(22,280)	(22,720)
TOTAL REVENUE	(16,216)	(17,584)	(19,622)	-	-	(19,622)	(21,510)	(21,940)	(22,370)	(22,810)
REQUISITION	(68,663)	(68,663)	(69,952)	-	-	(69,952)	(71,329)	(72,695)	(74,094)	(75,534)
*Percentage increase over prior year Requisition						1.9%	2.0%	1.9%	1.9%	1.9%

Reserve Schedule

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

ERF Group: JDFSAR.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101986	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		27,116	27,116	29,616	33,616	37,616	41,616
Transfer from Ops Budget		-	2,500	4,000	4,000	4,000	4,000
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		27,116	29,616	33,616	37,616	41,616	45,616

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2022 Budget

EA - Community Parks (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.405 JDF EA Community Parks & Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

Greater of \$227,173 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$329,590.
(Bylaw 4087, Amend bylaw 245, March, 2016)

COMMISSION:

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

AUTHORITY:

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

FUNDING:

Requisition

1.405 - EA - Community Parks (JDF)

	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	96,264	75,480	97,316	-	-	97,316	99,349	101,428	103,554	105,718
Contract for Services	20,340	28,796	20,750	-	-	20,750	21,170	21,590	22,020	22,460
Vehicles	5,090	14,894	5,190	-	-	5,190	5,290	5,400	5,510	5,620
Supplies	8,140	9,410	8,300	-	-	8,300	8,470	8,640	8,810	8,990
Allocations	30,109	30,109	31,365	-	-	31,365	31,995	32,635	33,286	33,949
Other Operating Expenses	18,150	17,231	11,170	-	-	11,170	11,410	11,650	11,890	12,140
TOTAL OPERATING COSTS	178,093	175,920	174,091	-	-	174,091	177,684	181,343	185,070	188,877
*Percentage Increase over prior year						-2.2%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,000	16,383	12,000	-	-	12,000	12,000	12,000	12,000	12,000
Transfer to Equipment Replacement Fund	8,000	8,000	8,000	-	-	8,000	8,000	8,000	8,000	8,000
TOTAL CAPITAL / RESERVES	20,000	24,383	20,000	-	-	20,000	20,000	20,000	20,000	20,000
TOTAL COSTS	198,093	200,303	194,091	-	-	194,091	197,684	201,343	205,070	208,877
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(268)	(268)	(270)	-	-	(270)	(280)	(270)	(280)	(290)
Provincial Grants-Safe Restart	(7,140)	(7,140)	-	-	-	-	-	-	-	-
Revenue - Other	(510)	(2,720)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
TOTAL REVENUE	(7,918)	(10,128)	(790)	-	-	(790)	(810)	(810)	(830)	(850)
REQUISITION	(190,175)	(190,175)	(193,301)	-	-	(193,301)	(196,874)	(200,533)	(204,240)	(208,027)
*Percentage increase over prior year Requisition						1.6%	1.8%	1.9%	1.8%	1.9%
AUTHORIZED POSITIONS										
Salaried FTE	0.42	0.42	0.42			0.42	0.42	0.42	0.42	0.42

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

Service No.	1.405	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	JDF EA Community Parks & Recreation							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
Engineered Structures	S	\$30,000	\$215,000	\$0	\$0	\$0	\$0	\$215,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$80,000	\$265,000	\$50,000	\$0	\$0	\$0	\$315,000

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	\$80,000	\$265,000	\$50,000	\$0	\$0	\$0	\$315,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$80,000	\$265,000	\$50,000	\$0	\$0	\$0	\$315,000

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

[illegible]

EA - Community Parks (JDF)
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	604,273	616,273	628,273	640,273	652,273	664,273
Equipment Replacement Fund	109,650	117,650	125,650	133,650	141,650	149,650
Total	713,924	733,924	753,924	773,924	793,924	813,924

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund - Bylaw 1133

Pursuant to Section 686 of the Municipal Act the Regional District may, by by-law approved by the Minister of Municipal Affairs, dispose of any portion of land dedicated to the Public for the purpose of a park by subdivision plan deposited in the Land Titles Office, and provide that the proceeds shall be placed in a reserve fund for the purpose of acquiring other lands suitable for park purposes within the Sooke Electoral Area.

Reserve Cash Flow

Fund: Fund Centre:	1034 101378	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		586,733	604,273	616,273	628,273	640,273	652,273
Transfer from Ops Budget		12,000	12,000	12,000	12,000	12,000	12,000
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		5,540					
Ending Balance \$		604,273	616,273	628,273	640,273	652,273	664,273

Assumptions/Background:

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

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

Reserve Schedule

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

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102158	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		101,650	109,650	117,650	125,650	133,650	141,650
Transfer from Parks Ops Budget		8,000	8,000	8,000	8,000	8,000	8,000
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		109,650	117,650	125,650	133,650	141,650	149,650

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2022 Budget

EA - Community Recreation (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.408 JDF EA Community Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$115,765.

COMMISSION:

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

FUNDING:

Requisition

1.408 - EA - Community Recreation (JDF)

	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	43,722	43,632	44,214	-	-	44,214	45,132	46,082	47,043	48,026
Recreation Programs	15,000	15,000	14,300	-	-	14,300	14,590	14,880	15,180	15,480
Maintenance	4,070	1,770	4,150	-	-	4,150	4,230	4,310	4,400	4,490
Utilities & fuel	6,100	6,640	6,220	-	-	6,220	6,340	6,460	6,590	6,720
Supplies	910	250	930	-	-	930	950	970	990	1,010
Allocations	11,424	11,424	12,584	-	-	12,584	12,837	13,095	13,360	13,631
Other Operating Expenses	7,300	3,780	7,730	-	-	7,730	7,940	8,150	8,370	8,600
TOTAL OPERATING COSTS	88,526	82,496	90,128	-	-	90,128	92,019	93,947	95,933	97,957
*Percentage Increase over prior year						1.8%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	10,164	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	10,164	-	-	-	-	-	-	-	-
TOTAL COSTS	88,526	92,660	90,128	-	-	90,128	92,019	93,947	95,933	97,957
<u>FUNDING SOURCES (REVENUE)</u>										
Provincial Grant	(3,982)	(3,982)	-	-	-	-	-	-	-	-
Rentals	(16,018)	(20,142)	(20,400)	-	-	(20,400)	(20,810)	(21,230)	(21,650)	(22,080)
Revenue - Other	(216)	(226)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(20,216)	(24,350)	(20,620)	-	-	(20,620)	(21,030)	(21,450)	(21,870)	(22,300)
REQUISITION	(68,310)	(68,310)	(69,508)	-	-	(69,508)	(70,989)	(72,497)	(74,063)	(75,657)
*Percentage increase over prior year Requisition						1.8%	2.1%	2.1%	2.2%	2.2%
AUTHORIZED POSITIONS										
Salaried FTE	0.18	0.18	0.18			0.18	0.18	0.18	0.18	0.18

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Refuse Disposal

EAC REVIEW

OCTOBER 2021

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

\$15.18 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,705,387.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

RESERVE FUND:

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

1.523 - Port Renfrew Refuse Disposal

	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	25,170	25,170	26,000	-	-	26,000	26,520	27,050	27,590	28,140
Contracts	47,520	47,520	49,220	-	-	49,220	50,200	51,210	52,230	53,280
Allocations	3,867	3,867	4,037	-	-	4,037	4,118	4,200	4,284	4,370
Electricity	1,150	1,150	1,170	-	-	1,170	1,190	1,210	1,230	1,250
Other Operating Expenses	3,030	2,811	3,070	-	-	3,070	3,130	3,190	3,250	3,320
TOTAL OPERATING COSTS	80,737	80,518	83,497	-	-	83,497	85,158	86,860	88,584	90,360
*Percentage Increase over prior year						3.4%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	4,179	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVES	6,000	8,179	6,000	-	-	6,000	6,000	6,000	6,000	6,000
TOTAL COSTS	86,737	88,697	89,497	-	-	89,497	91,158	92,860	94,584	96,360
Internal Recovery	(15,590)	(15,590)	(17,000)	-	-	(17,000)	(17,340)	(17,687)	(18,041)	(18,402)
NET COSTS	71,147	73,107	72,497	-	-	72,497	73,818	75,173	76,543	77,958
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(4,000)	(6,000)	(4,000)	-	-	(4,000)	(4,080)	(4,162)	(4,245)	(4,330)
Recovery Cost	(33,439)	(33,439)	(34,248)	-	-	(34,248)	(34,677)	(35,314)	(35,957)	(36,622)
Grants in Lieu of Taxes	(334)	(334)	(334)	-	-	(334)	(334)	(334)	(334)	(334)
Other Revenue	(50)	(10)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(37,823)	(39,783)	(38,632)	-	-	(38,632)	(39,141)	(39,860)	(40,586)	(41,336)
REQUISITION	(33,324)	(33,324)	(33,865)	-	-	(33,865)	(34,677)	(35,313)	(35,957)	(36,622)
*Percentage increase over prior year Requisition						1.6%	2.4%	1.8%	1.8%	1.8%

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

Service No.	1.523	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Port Renfrew Refuse Disposal							

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	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

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	\$25,000	\$0	\$0	\$0	\$0	\$25,000
		\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

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 #:	1.523
Service Name:	Port Renfrew Refuse Disposal

[illegible]

Service: 1.523 Port Renfrew Refuse Disposal

Project Number	19-02	Capital Project Title	Fencing	Capital Project Description	Replace aged site fencing
Project Rationale	Fencing for the transfer station.				

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	54,984	33,984	37,984	41,984	45,984	49,984
Equipment Replacement Fund	39,222	41,222	43,222	45,222	47,222	49,222
Total	94,206	75,206	81,206	87,206	93,206	99,206

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund - Bylaw 2665

The capital Reserve Fund 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.

Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1021 101365	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		73,400	54,984	33,984	37,984	41,984	45,984
Transfer from Ops Budget		4,000	4,000	4,000	4,000	4,000	4,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(23,000)	(25,000)	-	-	-	-
Interest Income*		584					
Ending Balance \$		54,984	33,984	37,984	41,984	45,984	49,984

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Equipment Replacement Fund

The Equipment Replacement Fund established for the purpose of vehicle and equipment replacement. Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.
ERF Group: PTRENREF.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101448						
Beginning Balance		37,222	39,222	41,222	43,222	45,222	47,222
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		39,222	41,222	43,222	45,222	47,222	49,222

CAPITAL REGIONAL DISTRICT

2022 Budget

Emergency Comm - CREST (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.924 JDF Emergency Comm. - CREST

Committee: Governance & Finance

DEFINITION:

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

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.924 - Emergency Comm - CREST (JDF)	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	110,982	110,982	113,148	-	-	113,148	115,410	117,720	120,070	122,470
Allocations	2,064	2,064	2,387	-	-	2,387	2,434	2,483	2,533	2,583
Other Operating Expenses	6,290	6,857	7,700	-	-	7,700	7,840	7,980	8,130	8,280
TOTAL OPERATING COSTS	119,336	119,903	123,235	-	-	123,235	125,684	128,183	130,733	133,333
*Percentage Increase over prior year						3.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/fwd from 2021 to 2022	-	(567)	567	-	-	567	-	-	-	-
Balance C/fwd from 2020 to 2021	2,134	2,134	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(151)	(151)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
Revenue-Other	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	1,913	1,346	347	-	-	347	(220)	(220)	(220)	(220)
REQUISITION	(121,249)	(121,249)	(123,582)	-	-	(123,582)	(125,464)	(127,963)	(130,513)	(133,113)
*Percentage increase over prior year Requisition						1.9%	1.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2022 Budget

Port Renfrew Water

EAC REVIEW

OCTOBER 2021

Service: **2.650** **Port Renfrew Water**

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Local Service Area #5, E(762)

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,683,478.

COMMISSION:

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

FUNDING:

User Charge:

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

Parcel Tax:

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

Connection Charges:

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

RESERVE FUND:

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

2.650 - Port Renfrew Water	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	8,560	8,500	8,730	-	-	8,730	8,900	9,070	9,250	9,430
Allocations - Operations	77,724	77,724	79,280	-	-	79,280	80,870	82,490	84,140	85,820
Allocations - Other	9,054	9,054	8,932	-	-	8,932	9,089	9,256	9,425	9,597
Electricity	4,680	4,680	4,770	-	-	4,770	4,870	4,970	5,070	5,170
Supplies	3,090	4,670	3,310	-	-	3,310	3,370	3,430	3,490	3,550
Other Operating Expenses	4,000	10,086	5,084	-	13,000	18,084	5,210	5,340	5,470	6,100
TOTAL OPERATING COSTS	107,108	114,714	110,106	-	13,000	123,106	112,309	114,556	116,845	119,667
*Percentage Increase over prior year						14.9%	-8.8%	2.0%	2.0%	2.4%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	2,000	2,000	2,000	-	-	2,000	5,000	5,000	5,000	5,000
Transfer to Capital Reserve Fund	12,000	4,375	20,000	-	-	20,000	30,000	25,000	5,000	15,000
MFA Debt Reserve Fund	-	-	-	-	-	-	500	4,500	-	2,000
Interest Payments	-	-	-	-	-	-	-	4,713	14,500	15,950
Principal Payments	-	-	-	-	-	-	-	2,839	28,394	28,394
TOTAL DEBT / RESERVES	14,000	6,375	22,000	-	-	22,000	35,500	42,052	52,894	66,344
TOTAL COSTS	121,108	121,089	132,106	-	13,000	145,106	147,809	156,608	169,739	186,011
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	(4,000)	(4,000)	-	-	-	(500)
User Charges	(60,009)	(60,200)	(65,508)	-	(4,500)	(70,008)	(73,355)	(77,749)	(84,310)	(92,191)
Other Revenue	(1,083)	(873)	(1,090)	-	-	(1,090)	(1,100)	(1,110)	(1,120)	(1,130)
TOTAL REVENUE	(61,092)	(61,073)	(66,598)	-	(8,500)	(75,098)	(74,455)	(78,859)	(85,430)	(93,821)
REQUISITION - PARCEL TAX	(60,016)	(60,016)	(65,508)	-	(4,500)	(70,008)	(73,354)	(77,749)	(84,309)	(92,190)
*Percentage increase over prior year										
User Fees			9.2%			16.7%	4.8%	6.0%	8.4%	9.3%
Requisition			9.2%			16.6%	4.8%	6.0%	8.4%	9.3%
Combined			9.2%			16.7%	4.8%	6.0%	8.4%	9.3%

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

Service No.	2.650	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Port Renfrew Water							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$10,000	\$260,000	\$10,000	\$10,000	\$300,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$1,638,918	\$200,000	\$0	\$200,000	\$2,038,918	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$10,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,338,918	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$50,000	\$450,000	\$0	\$200,000	\$700,000	
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$1,573,918	\$0	\$0	\$0	\$1,573,918	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$25,000	\$10,000	\$10,000	\$10,000	\$65,000	
	\$0	\$10,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,338,918	

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 #: 2.650
Service Name: Port Renfrew Water

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	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	\$85,000	E	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
22-01	Replacement	Alternative Approval Process	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program	\$15,000	S	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.	\$1,623,918	S	Grant	\$0	\$0	\$1,573,918	\$0	\$0	\$0	\$1,573,918
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.		S	Debt	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
23-02	Replacement	AC Pipe Replacement Program	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.	\$400,000	S	Debt	\$0	\$0	\$0	\$200,000	\$0	\$200,000	\$400,000
23-03	Replacement	Miscellaneous Repairs & Replacements	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof	\$250,000	E	Debt	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
GRAND TOTAL				\$2,373,918			\$0	\$10,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,338,918

Service: 2.650 Port Renfrew Water

Project Number	20-01	Capital Project Title	Hydrant Replacement Program	Capital Project Description	Hydrants are reaching their end of life and require replacement.
Project Rationale	The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.				

Project Number	22-01	Capital Project Title	Alternative Approval Process	Capital Project Description	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program
Project Rationale	A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.				

Project Number	23-01	Capital Project Title	Supply System Replacement	Capital Project Description	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.
Project Rationale	The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained.				

Project Number	23-02	Capital Project Title	AC Pipe Replacement Program	Capital Project Description	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.
Project Rationale	There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv, approximately 1 km of pipe.				

Service: 2.650 Port Renfrew Water

Project Number	23-03	Capital Project Title	Miscellaneous Repairs & Replacements	Capital Project Description	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof
Project Rationale	The SCADA equipment is nearing its end of life and requires replacement before the equipment fails.The water treatment roof has had some minor repairs to address leaks, but requires replacement.				

Port Renfrew Water
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	4,041	2,041	7,041	12,041	17,041	21,541
Capital Reserve Fund	75,936	85,936	90,936	105,936	100,936	105,936
Total	79,978	87,978	97,978	117,978	117,978	127,478

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund - Bylaw 4242

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

Reserve Cash Flow

Fund: 1500 Fund Centre: 105536	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	2,021	4,041	2,041	7,041	12,041	17,041
Transfer from Ops Budget	2,000	2,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget	-	(4,000)	-	-	-	(500)
Interest Income	20					
Ending Balance \$	4,041	2,041	7,041	12,041	17,041	21,541

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund - Bylaw 2577

The Capital Reserve Fund established for general capital services and facilities in the Port Renfrew Water Supply and Port Renfrew Sewer System local service area to be used for capital expenditures for the utilities, and redemption of debentures issued for the utilities.

Reserve Cash Flow

Fund: Fund Centre:	1026 101370	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		80,799	75,936	85,936	90,936	105,936	100,936
Transfer from Ops Budget		4,375	20,000	30,000	25,000	5,000	15,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(10,000)	(25,000)	(10,000)	(10,000)	(10,000)
Interest Income*		763					
Ending Balance \$		75,936	85,936	90,936	105,936	100,936	105,936

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

Wilderness Mountain Water

EAC REVIEW

OCTOBER 2021

Service: 2.691 Wilderness Mountain Water Service

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Wilderness Mountain Local Service Area

MAXIMUM LEVY:

Greater of \$130,000 or \$3.27/ \$1,000 of actual assessed value of land and improvements. To a maximum of \$227,007.

MAXIMUM CAPITAL DEBT:

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

COMMISSION:

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

FUNDING:

Consumption Charge:

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system

User Charge:

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

Parcel Tax:

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

RESERVE FUND # 1075:

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

2.691 - Wilderness Mountain Water

	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	900	100	900	-	-	900	920	940	960	980
Allocations	9,187	9,187	9,700	-	-	9,700	9,889	10,083	10,290	10,500
Electricity	6,470	6,600	6,700	-	-	6,700	6,830	6,970	7,110	7,250
Supplies	22,160	29,010	23,860	-	-	23,860	24,340	24,830	25,320	25,830
Labour Charges	69,970	65,500	70,000	-	10,000	80,000	71,900	76,830	74,280	75,770
Insurance	1,250	1,250	1,460	-	-	1,460	1,530	1,600	1,680	1,760
Other Operating Expenses	10,940	8,844	10,970	-	-	10,970	11,180	11,390	11,610	11,840
TOTAL OPERATING COSTS	120,877	120,491	123,590	-	10,000	133,590	126,589	132,643	131,250	133,930
*Percentage Increase over prior year			2.24%			10.5%	-5.2%	4.8%	-1.1%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	-	-	25,000	-	-	25,000	25,000	25,000	25,000	25,000
Transfer to Operating Reserve Fund	5,000	6,523	6,000	-	-	6,000	6,000	6,000	6,000	6,000
MFA Debt Reserve Fund	80	80	70	-	-	70	5,070	70	70	70
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	14,033	42,428	42,428	42,428
MFA Debt Interest	9,554	9,554	9,554	-	-	9,554	13,179	24,054	24,054	24,054
TOTAL DEBT / RESERVES	28,667	30,190	54,657	-	-	54,657	63,282	97,552	97,552	97,552
TOTAL COSTS	149,544	150,681	178,247	-	10,000	188,247	189,871	230,195	228,802	231,482
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	(10,000)	(10,000)	(500)	(4,000)	-	-
Balance c/fwd from 2020 to 2021	(2,932)	(2,932)	-	-	-	-	-	-	-	-
User Charges	(69,442)	(70,239)	(90,386)	-	-	(90,386)	(100,491)	(116,763)	(119,370)	(122,050)
Sale - Water	(17,520)	(17,760)	(17,760)	-	-	(17,760)	(17,760)	(17,760)	(17,760)	(17,760)
Other Revenue	(130)	(230)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(90,024)	(91,161)	(108,266)	-	(10,000)	(118,266)	(118,871)	(138,643)	(137,250)	(139,930)
REQUISITION - PARCEL TAX	(59,520)	(59,520)	(69,981)	-	-	(69,981)	(71,000)	(91,552)	(91,552)	(91,552)
*Percentage increase over prior year										
User Charge						30.2%	11.2%	16.2%	2.2%	2.2%
Water Sale						1.4%	0.0%	0.0%	0.0%	0.0%
Requisition						17.6%	1.5%	28.9%	0.0%	0.0%
Combined						21.6%	6.2%	19.5%	1.2%	1.2%

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

Service No.	2.691	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Wilderness Mountain Water Service							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$65,000	\$500,000	\$0	\$0	\$0	\$565,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$65,000	\$500,000	\$0	\$0	\$0	\$565,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
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	\$65,000	\$0	\$0	\$0	\$0	\$65,000

\$0	\$65,000	\$500,000	\$0	\$0	\$0	\$565,000
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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 #: 2.691

Service Name: Wilderness Mountain Water Service

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	New	Alternative Approval Process	Undertake an Alternative Approval Process to borrow funds for water treatment plant upgrades.	\$15,000	S	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
22-02	New	Water Treatment Plant Conceptual Design	Conceptually design the water treatment plant upgrades	\$50,000	S	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-01	New	Water Treatment Plant Upgrades	Water Treatment Plant Upgrades	\$500,000	S	Debt	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
GRAND TOTAL				\$565,000			\$0	\$65,000	\$500,000	\$0	\$0	\$0	\$565,000

Wilderness Mountain Reserves
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	8,195	4,195	9,695	11,695	17,695	23,695
Capital Reserve Fund	46,590	6,590	31,590	56,590	81,590	106,590
Total	54,785	10,785	41,285	68,285	99,285	130,285

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105540	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		1,657	8,195	4,195	9,695	11,695	17,695
Transfer from Ops Budget		6,523	6,000	6,000	6,000	6,000	6,000
Transfer to Ops Budget		-	(10,000)	(500)	(4,000)	-	-
Planned Maintenance Activity			Reservoir Cleaning and Inspection	PRV Maintenance	Distribution System Flushing, Valve Exercising		
Interest Income*		15					
Ending Balance \$		8,195	4,195	9,695	11,695	17,695	23,695

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Water - Capital Reserve Fund - Bylaw 3535

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

Surplus monies from the operation of the Wilderness Mountain Water Service may be paid from time to time into the Reserve Fund.

Reserve Cash Flow

Fund: Fund Centre:	1075 101994	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		50,130	46,590	6,590	31,590	56,590	81,590
Transfer from Ops Budget		-	25,000	25,000	25,000	25,000	25,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(4,000)	(65,000)	-	-	-	-
Interest Income*		460					
Ending Balance \$		46,590	6,590	31,590	56,590	81,590	106,590

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

Port Renfrew Sewer

EAC REVIEW

OCTOBER 2021

Service: 3.850 Port Renfrew Sewer

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$583,265.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

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

FUNDING:

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

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

Connection Charge: Based on actual cost.

RESERVE FUND:

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

3.850 - Port Renfrew Sewer

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Grit Disposal	9,250	9,250	9,441	-	-	9,441	9,625	9,801	9,990	10,127
Electricity	6,820	6,400	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Supplies	2,440	2,440	2,580	-	-	2,580	2,630	2,680	2,730	2,780
Allocations - Operations	56,791	60,740	57,925	-	-	57,925	59,080	60,265	61,471	62,697
Allocations - Other	16,097	16,097	17,224	-	-	17,224	17,477	17,806	18,139	18,478
Other Operating Expenses	9,430	11,027	10,290	-	-	10,290	10,500	10,710	10,930	11,160
TOTAL OPERATING COSTS	100,828	105,954	104,360	-	-	104,360	106,352	108,442	110,580	112,712
*Percentage Increase over prior year			3.5%			3.5%	1.9%	2.0%	2.0%	1.9%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	13,000	8,934	18,000	-	-	18,000	18,000	18,000	18,000	18,000
Transfer to Operating Reserve	2,000	2,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
MFA Debt Reserve Fund	-	-	-	-	-	-	1,500	13,500	4,000	-
MFA Debt Principal	-	-	-	-	-	-	-	4,680	46,830	59,318
MFA Debt Interest	-	-	-	-	-	-	1,238	16,088	52,800	62,700
TOTAL DEBT / RESERVES	15,000	10,934	22,000	-	-	22,000	24,738	56,268	125,630	144,018
TOTAL COSTS	115,828	116,888	126,360	-	-	126,360	131,090	164,710	236,210	256,730
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	2,202	2,202	-	-	-	-	-	-	-	-
User Charges	(57,309)	(57,309)	(62,595)	-	-	(62,595)	(64,915)	(81,715)	(117,455)	(127,705)
Grants in Lieu of Taxes	(1,115)	(1,115)	(1,140)	-	-	(1,140)	(1,160)	(1,180)	(1,200)	(1,220)
Other Revenue	(150)	(1,210)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Provincial Grants	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(56,372)	(57,432)	(63,835)	-	-	(63,835)	(66,175)	(82,995)	(118,755)	(129,025)
REQUISITION - PARCEL TAX	(59,456)	(59,456)	(62,525)	-	-	(62,525)	(64,915)	(81,715)	(117,455)	(127,705)
*Percentage increase over prior year										
User Fees						9.2%	3.7%	25.9%	43.7%	8.7%
Requisition						5.2%	3.8%	25.9%	43.7%	8.7%
Combined						7.2%	3.8%	25.9%	43.7%	8.7%

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

Service No.	3.850	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	Port Renfrew Sewer							

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	\$75,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,975,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$75,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,975,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$150,000	\$1,350,000	\$400,000	\$0	\$1,900,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
		\$0	\$75,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,975,000

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 #:	3.850
Service Name:	Port Renfrew Sewer

[illegible]

Service: 3.850 Port Renfrew Sewer

Project Number	22-01	Capital Project Title	Genset Upgrade	Capital Project Description	A new genset is required to provide standby power for the whole WWTP.
Project Rationale	The existing genset only provides standby power for the influent pumps. During a power outage the blowers do not operate and this is out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.				

Project Number	22-02	Capital Project Title	Alternative Approval Process	Capital Project Description	Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).
Project Rationale	Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).				

Project Number	23-01	Capital Project Title	Phase 1 - System Renewal - Outfall and Sewer Replacement	Capital Project Description	Design and install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to
Project Rationale	Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration. Design the outfall/sewer upgrades and obtain regulatory and First Nation approvals in 2023, and install the outfall/sewers in 2024.				

Project Number	25-01	Capital Project Title	Phase 2 - System Renewal - New WWTP and Pump Station	Capital Project Description	Design a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP (design completed in 2025,
Project Rationale	Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP. The plant is to be designed so that additional modules can be added for increased capacity as the septic systems are converted into the sewer service and the community grows. Commence with design in 2025 and construction in 2027 or when grants and funds from developers are received.				

Port Renfrew Sewer
Reserve Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	2,328	6,328	10,328	14,328	18,328	22,328
Capital Reserve Fund	10,542	13,542	31,542	49,542	67,542	85,542
Total	12,869	19,869	41,869	63,869	85,869	107,869

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund - Bylaw 4242

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105537	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		21	2,328	6,328	10,328	14,328	18,328
Transfer from Ops Budget		2,000	4,000	4,000	4,000	4,000	4,000
Transfer from ERF		305	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		2					
Ending Balance \$		2,328	6,328	10,328	14,328	18,328	22,328

Assumptions/Background:

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1044 101388	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		21,548	10,542	13,542	31,542	49,542	67,542
Transfer from Ops Budget		8,934	18,000	18,000	18,000	18,000	18,000
Transfer to Cap Fund		(20,000)	(15,000)	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Interest Income		60					
Ending Balance \$		10,542	13,542	31,542	49,542	67,542	85,542

Assumptions/Background:

Transfer as much as operating budget will allow.