

Appendix A-1: Requisition Summary (JDF)

Electoral Area Juan de Fuca		Provisional	Cost per Avg.	2022	Cost per Avg.	Change in Requisition		Change in cost per avg	
		2023	Res Asst/ Parcel		Res Asst/ Parcel	\$	%	household/Parcel	%
1.010	Legislative & General Government	190,364	48.74	185,794	47.57	4,570	2.5%	1.17	2.5%
1.101	G.I.S.	2,176	0.56	2,120	0.54	56	2.7%	0.01	2.7%
1.112	Regional Grant in Aid	265	0.07	-	-	265	100.0%	0.07	100.0%
1.224	Community Health - Homeless Sec.	8,305	2.13	10,736	2.75	(2,431)	-22.6%	(0.62)	-22.6%
1.280	Regional Parks	280,834	71.90	272,633	69.80	8,200	3.0%	2.10	3.0%
1.280A	Regional Parks - Land Acquisition	-	-	1,411	0.36	(1,411)	-100.0%	(0.36)	-100.0%
1.309	Climate Action and Adaptation	26,634	6.82	21,794	5.58	4,841	22.2%	1.24	22.2%
1.310	Land Banking & Housing	26,105	6.68	25,485	6.52	621	2.4%	0.16	2.4%
1.324	Regional Planning Service	21,663	5.55	21,059	5.39	603	2.9%	0.15	2.9%
1.335	Geo-Spatial Referencing System	2,847	0.73	2,794	0.72	53	1.9%	0.01	1.9%
1.374	Regional Emergency Program Support	2,108	0.54	2,047	0.52	61	3.0%	0.02	3.0%
1.375	Hazardous Material Incident Response	5,164	1.32	5,014	1.28	150	3.0%	0.04	3.0%
1.911	Call Answer	2,431	0.62	2,360	0.60	71	3.0%	0.02	3.0%
1.921	Regional CREST Contribution	23,091	5.91	22,418	5.74	673	3.0%	0.17	3.0%
Total Regional		591,985	\$151.56	\$575,663	\$147.38	\$16,322	2.8%	\$4.18	2.8%
1.126	Victoria Family Court Committee	237	0.06	237	0.06	-	0.0%	-	0.0%
1.128	Greater Victoria Police Victim Services	835	1.73	822	1.70	13	1.6%	0.03	1.6%
1.230	Traffic Safety Commission	1,342	0.34	1,342	0.34	-	0.0%	-	0.0%
1.313	Animal Care Services	66,134	16.93	64,208	16.44	1,926	3.0%	0.49	3.0%
1.330	Regional Growth Strategy	5,718	1.46	5,551	1.42	166	3.0%	0.04	3.0%
1.913	Fire Dispatch	36,118	9.25	35,092	8.98	1,026	2.9%	0.26	2.9%
3.701	Millstream Remediation	2,279	0.58	4,616	1.18	(2,337)	-50.6%	(0.60)	-50.6%
Total Sub-Regional		\$112,663	\$30.36	\$111,869	\$30.13	\$795	0.7%	\$0.23	0.8%
1.103	Elections	14,422	3.69	14,422	3.69	(0)	0.0%	(0.00)	0.0%
1.104	U.B.C.M.	2,727	0.70	2,647	0.68	79	3.0%	0.02	3.0%
1.318	Building Inspection	105,551	27.02	102,477	26.24	3,074	3.0%	0.79	3.0%
1.320	Noise Control	9,241	2.37	8,968	2.30	273	3.0%	0.07	3.0%
1.322	Nuisances & Unsanitary Premises	12,347	3.16	11,983	3.07	364	3.0%	0.09	3.0%
1.372	Electoral Area Emergency Program	34,384	8.80	33,381	8.55	1,002	3.0%	0.26	3.0%
Total Joint Electoral Area		\$178,671	\$45.74	\$173,879	\$44.52	\$4,792	2.8%	\$1.23	2.8%
1.109	Electoral Area Admin Exp-JDF	63,123	16.16	60,129	15.39	2,994	5.0%	0.77	5.0%
1.317	JDF Building Numbering	13,295	3.40	12,902	3.30	393	3.0%	0.10	3.0%
1.319	Soil Deposit Removal	5,859	1.50	5,682	1.45	177	3.1%	0.05	3.1%
1.325	Electoral Area Services - Planning	718,640	183.99	697,706	178.63	20,934	3.0%	5.36	3.0%
1.340	JDF Livestock Injury Compensation	3,158	0.81	3,150	0.81	8	0.3%	0.00	0.3%
1.370	Juan de Fuca Emergency Program	89,719	22.97	88,578	22.68	1,141	1.3%	0.29	1.3%
1.377	JDF Search and Rescue	69,952	17.91	69,952	17.91	-	0.0%	-	0.0%
1.405	JDF EA - Community Parks	199,051	50.96	193,274	49.48	5,777	3.0%	1.48	3.0%
1.924	Emergency Comm - Crest - J.D.F.	144,644	37.03	125,143	32.04	19,501	15.6%	4.99	15.6%
Total JDF Electoral Area		\$1,307,441	\$334.74	\$1,256,516	\$321.70	\$50,925	4.1%	\$13.04	4.1%
Total Capital Regional District		\$2,190,761	\$562.40	\$2,117,927	\$543.73	\$72,834	3.4%	\$18.67	3.4%
Cost/average residential property		\$562.40		\$543.73		\$18.67			
CRHD	Capital Regional Hospital District	466,986	119.56	466,847	119.52	139	0.0%	0.04	0.0%
Total CRD and CRHD		\$2,657,747	\$681.96	\$2,584,775	\$663.26	\$72,972	2.8%	\$18.71	2.8%

Average residential assessment - 2022

\$849,943

\$849,943

Major Impacts (Changes in \$/Avg HH >+/-\$.100)

	Change in Requisition		Change in Avg HH	
	\$	%	\$	%
REGIONAL				
Legislative & General Government	4,570	0.2%	1.17	0.2%
Regional Parks	8,200	0.3%	2.10	0.3%
Climate Action and Adaptation	4,841	0.2%	1.24	0.2%
JDF EA				
Electoral Area Services - Planning	20,934	0.8%	5.36	0.8%
JDF EA - Community Parks	5,777	0.2%	1.48	0.2%
Emergency Comm - Crest - J.D.F.	19,501	0.8%	4.99	0.8%
Capital Regional Hospital District	139	0.0%	0.04	0.0%
Other	9,010	0.3%	2.33	0.4%
Total	72,972	2.8%	18.71	2.8%

Juan de Fuca Local/Specified/Defined Services		Provisional	Cost per Avg. Res Asst/ Parcel	2022	Cost per Avg. Res Asst/ Parcel	Change in Requisition		Change in cost per avg household/Parcel	
		2023				\$	%	\$	%
1.119	Vancouver Island Regional Library	331,760	97.07	322,102	94.25	9,658	3.0%	2.83	3.0%
1.121	Sooke Regional Museum	78,651	23.01	76,361	22.34	2,290	3.0%	0.67	3.0%
1.133	Langford E.A. - Greater Victoria Public Library	32,435	67.19	31,491	65.23	944	3.0%	1.96	3.0%
1.232	Port Renfrew Street Lighting	3,589	40.91	3,485	39.72	104	3.0%	1.19	3.0%
1.350	Willis Point Fire Protection	145,282	610.78	141,330	594.17	3,952	2.8%	16.61	2.8%
1.353	Otter Point Fire Protection	554,473	507.84	539,558	494.18	14,915	2.8%	13.66	2.8%
1.354	Malahat Fire Protection	67,560	726.62	65,597	705.51	1,963	3.0%	21.11	3.0%
1.355	Durrance Road Fire Protection	3,016	349.20	3,020	349.66	(4)	-0.1%	(0.46)	-0.1%
1.357	East Sooke Fire Protection	492,703	556.01	479,055	540.61	13,648	2.8%	15.40	2.8%
1.358	Port Renfrew Fire Protection	99,111	256.78	96,622	250.33	2,489	2.6%	6.45	2.6%
1.360	Shirley Fire Protection	202,170	611.80	167,487	506.84	34,683	20.7%	104.96	20.7%
1.40X	SEAPARC	772,113	252.16	751,115	245.31	20,998	2.8%	6.86	2.8%
1.408	JDF EA - Community Recreation	71,600	20.95	69,508	20.34	2,092	3.0%	0.61	3.0%
1.523	Port Renfrew Refuse Disposal	34,870	90.14	33,852	87.51	1,018	3.0%	2.63	3.0%
2.650	Port Renfrew Water	66,243	329.14	64,508	320.52	1,735	2.7%	8.62	2.7%
2.691	Wilderness Mountain	66,701	823.21	61,900	763.96	4,801	7.8%	59.25	7.8%
3.700	Septage Disposal - JDF Service Area	-	-	464	0.13	(464)	-100.0%	(0.13)	-100.0%
3.755	Regional Source Control - Port Renfrew Sewer	726	8.06	705	7.82	21	3.0%	0.23	3.0%
3.850	Port Renfrew Sewer	64,750	739.95	62,294	711.88	2,456	3.9%	28.07	3.9%
Total JdF Local/Specified/Defined Requisition		\$3,087,752		\$2,970,453		\$117,299			

Average residential assessment - 2022

\$849,943

\$849,943

Appendix A-2

Juan de Fuca - Operating Budget Highlights - Gross Expenditure (+/- 3.0% and +/- \$20,000)

JDF Services +/- 3.0% and +/- \$20,000	Gross Expenditure 2023	Gross Expenditure 2022	Changes \$	Changes %	Main Budget Driver
1.114 - Grant-in-Aid - JDF	29,956	54,425	(24,469)	-45.0%	• One-time expense in 2022 funded by \$18.5k COVID 19 Safe Restart Grant
1.325 - Electoral Area Services - Planning	848,371	807,042	41,329	5.1%	• Salary increase inclusive of estimated contract changes, \$23K • One-time orthophotos in 2023, \$13.5k - funded by Operating Reserve Fund (ORF)
Total Juan de Fuca Electoral Area	878,327	861,467	16,860	2.0%	
1.129 - Vancouver Island Regional Library - Debt	339,466	180,600	158,866	88.0%	• Increased debt costs - \$6 million long-term MFA debt in 2022 on behalf of VIRL
1.360 - Shirley Fire Protection	193,332	158,639	34,693	21.9%	• Ongoing increase in salaries expense
1.369 - EA Fire Services - JDF	97,529	141,568	(44,039)	-31.1%	• One-time Fire Governance Review in 2022 - funded by Operating Reserve Fund (ORF)
Total Local/Specified/Defined Area	630,327	480,807	149,520	31.1%	
Other (Services not meeting criteria above)	3,120,274	3,034,950	85,324	2.8%	
Total Juan de Fuca	4,628,928	4,377,223	251,704	5.8%	

Juan de Fuca - Operating Budget by Expenditure Type (in \$ millions)

Expenditure Type	Provisional Plan \$M 2023	Financial Plan \$M* 2022	Changes \$M	Changes %
Operations	3.50	3.49	0.01	0.3%
Capital Funding	0.03	0.03	-	-
Debt Servicing	0.52	0.30	0.22	73.0%
Transfer to Reserves	0.58	0.56	0.02	3.6%
Total Juan de Fuca	4.63	4.38	0.25	5.8%

*Based on Amendment Financial Plan (Bylaw No. 4498)

Appendix A-3

Juan de Fuca 2023 Major Capital Projects ≥ \$100,000

SERVICE AREA	\$('000)	FUNDING SOURCE
1.325 Community Planning		
Otter Point Ground Water Study for Official Community Plan (OCP)	100	Grants
Port Renfrew Official Community Plan (OCP) Review & Update	100	Grants
Protective Services		
1.350 Willis Point Fire Protection		
Engine 2 Replacement	650	Reserves, Debt
1.357 East Sooke Fire Protection		
Tender 2 Replacement	300	Reserves
Recreation & Cultural Services		
1.405 JDF EA Parks		
Port Renfrew Playground Equipment	160	Grants
Coppermine Park-Playground Improvements	100	Grants
Water		
2.650 Port Renfrew Water		
Supply System Replacement Design	100	Grants

Total Projects ≥ \$100K	1,510
Total Projects < \$100K	706
Total 2023 Capital Projects	2,216

Appendix A-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JDF 2023							Schedule B - Extract							
Service # Service Name		CAPITAL EXPENDITURE					SOURCE OF FUNDING							
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.109	JDF Admin. Expenditures						-							-
1.318	Building Inspection	7,300	11,300				18,600			18,600				18,600
1.325	Community Planning	37,700			200,000		237,700			37,700	200,000			237,700
1.350	Willis Point Fire	87,030	650,000	18,000	10,000		765,030		275,000	447,000		43,030		765,030
1.353	Otter Point Fire	28,300		40,000			68,300			28,300		40,000		68,300
1.357	East Sooke Fire	31,795	300,000	10,000			341,795			316,295		25,500		341,795
1.358	Port Renfrew Fire	33,000					33,000			33,000				33,000
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.405	JDF EA Community Parks & Recreation				490,000	50,000	540,000	5,000			535,000			540,000
1.523	Port Renfrew Refuse Disposal				12,000		12,000					12,000		12,000
2.650	Port Renfrew Water	10,000			100,000		110,000				100,000	10,000		110,000
2.691	Wilderness Mountain Water Service				15,000		15,000					15,000		15,000
3.850	Port Renfrew Sewer				65,000		65,000				50,000	15,000		65,000
TOTAL		245,125	961,300	68,000	892,000	50,000	2,216,425	5,000	275,000	890,895	885,000	160,530	-	2,216,425

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 JDF Emergency Program**
- 1.377 JDF Search and Rescue**
- 1.405 JDF Community Parks**
- 1.408 JDF 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

2023 BUDGET

Elections

EAC REVIEW

SEPTEMBER 2022

Service: 1.103 Elections

Committee: Electoral Areas

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Electoral Area Elections	162,500	162,500	-	-	-	-	-	-	177,620	-
Islands Trust	74,900	74,900	-	-	-	-	-	-	81,870	-
Allocations and Insurance	32	32	380	-	-	380	400	420	13,038	460
TOTAL OPERATING COSTS	237,432	237,432	380	-	-	380	400	420	272,528	460
*Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	25,500	25,500	65,200	-	-	65,200	65,200	65,200	-	65,200
TOTAL COSTS	262,932	262,932	65,580	-	-	65,580	65,600	65,620	272,528	65,660
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(122,457)	(122,457)	-	-	-	-	-	-	(125,038)	-
Recovery from Islands Trust	(74,900)	(74,900)	-	-	-	-	-	-	(81,870)	-
Other Income	(84)	(84)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(197,441)	(197,441)	(90)	-	-	(90)	(90)	(90)	(206,998)	(90)
REQUISITION	(65,491)	(65,491)	(65,490)	-	-	(65,490)	(65,510)	(65,530)	(65,530)	(65,570)
*Percentage increase over prior year Requisition			0.0%			0.0%	0.0%	0.0%	0.0%	0.1%

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		103,359	6,402	71,602	136,802	202,002	76,964
Transfer from Op Budget		25,500	65,200	65,200	65,200	-	65,200
Transfer to Op Budget		(122,457)	-	-	-	(125,038)	-
Interest Income		-					
Ending Balance \$		6,402	71,602	136,802	202,002	76,964	142,164

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections every 4 years

CAPITAL REGIONAL DISTRICT

2023 Budget

UBCM

EAC REVIEW

SEPTEMBER 2022

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Membership Fee	12,945	12,067	13,002	-	-	13,002	13,260	13,523	13,797	14,071
TOTAL COSTS	12,945	12,067	13,002	-	-	13,002	13,260	13,523	13,797	14,071
*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 2022 to 2023	-	848	(848)	-	-	(848)	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,147)	(1,147)	-	-	-	-	-	-	-	-
Other Revenue	(76)	(46)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(1,223)	(345)	(928)	-	-	(928)	(80)	(80)	(80)	(80)
REQUISITION	(11,722)	(11,722)	(12,074)	-	-	(12,074)	(13,180)	(13,443)	(13,717)	(13,991)
*Percentage increase over prior year Requisition						3.0%	9.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Building Inspection

EAC Review

SEPTEMBER 2022

Service: 1.318 Building Inspection

Committee: Electoral Areas

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 2022 to 2023		Total Expenditure	Comments
Service:	1.318 Building Inspection		
2022 Budget		1,792,001	
Change in Salaries:			
	Base salary change	25,500	Inclusive of estimated collective agreement changes
	Step increase/paygrade change	(4,022)	
	Overtime and auxiliary wages	15,886	Due to increased construction activity
	Total Change in Salaries	37,364	
Other Changes:			
	Standard Overhead Allocation	10,290	Increase in 2022 operating costs
	Human Resources Allocation	971	
	Building Occupancy Allocation	6,581	
	Bylaw Enforcement Allocation	5,000	Cost recovery from Bylaw services to issue fines for building infractions
	Emergency Program Allocation	1,345	Increase in salaries due to step increase/paygrade change from sender:
	Staff Training and Development	2,930	1.372 Emergency Planning Coordination
	Office Supplies	2,100	Wood stove inspection training course
	Equipment Purchases and Vehicle Maintenance	7,660	First aid supplies and safety equipment
	Other (Travel, Licenses, Electricity)	6,893	Earth quake equipment, cell phone boosters, and satellite phone
	Total Other Changes	43,770	
2023 Budget		1,873,135	
Summary of % Expense Increase			
	Auxiliary labour due to increased construction activity	0.9%	
	Equipment and maintenance	0.4%	
	Building infraction enforcement (Bylaw allocation)	0.3%	
	Training and Development	0.2%	
	Balance of increase	2.8%	
	% expense increase from 2022:	4.5%	
	% Requisition increase from 2022 (if applicable):	3.0%	Requisition funding is 25.0% of service revenue

Overall 2022 Budget Performance
(expected variance to budget and surplus treatment)

Revenues are projected at \$149,640 (11.4%) higher than budget primarily due to higher permit fee revenues driven by increased construction activity in 2022. Operating expenditures are projected at \$147,935 (-8.5%) lower than budget primarily due to staff vacancies and lower travel expenses. The \$297,575 favourable variance will be transferred to the Operating Reserve Fund (\$247,575), which has an expected year end balance of \$226,999 before this transfer; and the Equipment Replacement Fund (\$50,000), which has an expected year end balance of \$94,830 before this transfer.

1.318 - Building Inspection

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	1,197,922	1,092,247	1,235,286	-	-	1,235,286	1,261,679	1,288,627	1,316,163	1,344,285
Telecommunications	36,610	21,557	37,710	-	-	37,710	38,470	39,230	40,020	40,820
Legal Expenses	10,600	10,600	10,920	-	-	10,920	11,140	11,360	11,590	11,820
Building Rent	34,880	34,880	35,480	-	-	35,480	36,090	36,810	37,550	38,300
Supplies	16,700	17,888	18,800	-	-	18,800	17,540	17,900	18,260	18,620
Allocations	298,869	300,410	324,529	-	-	324,529	337,519	347,458	356,968	366,799
Other Operating Expenses	153,120	123,184	167,110	-	-	167,110	169,710	173,140	176,640	180,210
TOTAL OPERATING COSTS	1,748,701	1,600,766	1,829,835	-	-	1,829,835	1,872,148	1,914,525	1,957,191	2,000,854
*Percentage Increase over prior year						4.6%	2.3%	2.3%	2.2%	2.2%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	20,000	70,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	-	247,575	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	20,000	317,575	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	1,792,001	1,941,641	1,873,135	-	-	1,873,135	1,915,448	1,957,825	2,000,491	2,044,154
*Percentage Increase over prior year						4.5%	2.3%	2.2%	2.2%	2.2%
Internal Recoveries	(30,076)	(30,076)	(30,980)	-	-	(30,980)	(31,600)	(32,230)	(32,870)	(33,530)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,761,925	1,911,565	1,842,155	-	-	1,842,155	1,883,848	1,925,595	1,967,621	2,010,624
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(66,235)	(66,235)	(51,755)	-	-	(51,755)	(57,648)	(62,875)	(67,621)	(72,594)
Permit Fees Revenue	(1,200,000)	(1,350,000)	(1,280,000)	-	-	(1,280,000)	(1,305,600)	(1,331,710)	(1,358,350)	(1,385,510)
Contract Revenue	(37,510)	(37,150)	(38,640)	-	-	(38,640)	(39,410)	(40,200)	(41,010)	(41,830)
Grants in Lieu of Taxes	(1,802)	(1,802)	(1,720)	-	-	(1,720)	(1,750)	(1,790)	(1,830)	(1,880)
Revenue - Other	(2,610)	(2,610)	(2,660)	-	-	(2,660)	(2,710)	(2,760)	(2,820)	(2,900)
TOTAL REVENUE	(1,308,157)	(1,457,797)	(1,374,775)	-	-	(1,374,775)	(1,407,118)	(1,439,335)	(1,471,631)	(1,504,714)
REQUISITION	(453,768)	(453,768)	(467,380)	-	-	(467,380)	(476,730)	(486,260)	(495,990)	(505,910)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS										
Salaried FTE	10.2		10.2			10.2	10.2	10.2	10.2	10.2

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.318 Building Inspection	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$1,300	\$32,300	\$5,500	\$4,500	\$6,000	\$6,000	\$54,300
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300

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	\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$1,300	\$82,300	\$5,500	\$4,500	\$56,000	\$6,000	\$154,300

5 YEAR CAPITAL PLAN

2023 - 2027

<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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent Forecast this spending in 2023 to 2027.</p>	<p>Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund StLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>		<p>Cost Estimate Class Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	1.318
Service Name:	Building Inspection

[illegible]

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 21-01

Capital Project Title Furniture Replacement

Capital Project Description Salt Spring Island furniture replacement

Project Rationale Replace desks, chairs, shelving, cabinetry and other furniture that has become worn and requires replacement.

Project Number 22-03

Capital Project Title Microfiche Computer

Capital Project Description New pc and monitor for microfiche reader used for FOI requests at Fisgard

Project Rationale Add new pc for microfiche reader used for FOI requests at Fisgard. Volume of FOI's have substantially increased that a stand-alone pc is required.

**Building Inspection
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	473,418	421,663	364,015	301,140	233,519	160,925
Equipment Replacement Fund	144,830	82,530	97,030	112,530	76,530	90,530
Total	618,247	504,192	461,044	413,669	310,048	251,454

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		292,078	473,418	421,663	364,015	301,140	233,519
Transfer from Ops Budget		247,575	-	-	-	-	-
Transfer to Ops Budget		(66,235)	(51,755)	(57,648)	(62,875)	(67,621)	(72,594)
Interest Income		-					
Ending Balance \$		473,418	421,663	364,015	301,140	233,519	160,925

Assumptions/Background:

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		208,730	144,830	82,530	97,030	112,530	76,530
Transfer from Ops Budget		70,000	20,000	20,000	20,000	20,000	20,000
Planned Purchase		(133,900)	(82,300)	(5,500)	(4,500)	(56,000)	(6,000)
Interest Income		-					
Ending Balance \$		144,830	82,530	97,030	112,530	76,530	90,530

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2023 BUDGET

NOISE CONTROL

EAC REVIEW

SEPTEMBER 2022

Service: 1.320 Noise Control

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Legal	6,900	1,500	7,110	-	-	7,110	7,250	7,400	7,550	7,700
Allocations	2,597	2,597	2,678	-	-	2,678	2,731	2,782	2,834	2,886
Internal Time Charges	30,474	30,474	31,390	-	-	31,390	32,020	32,650	33,310	33,970
Other Operating Expenses	50	65	50	-	-	50	50	50	50	50
TOTAL OPERATING COSTS	40,021	34,636	41,228	-	-	41,228	42,051	42,882	43,744	44,606
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
Transfer to Operating Reserve Fund	-	5,335	-	-	-	-	-	-	-	-
TOTAL COSTS	40,021	39,971	41,228	-	-	41,228	42,051	42,882	43,744	44,606
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(160)	(160)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
Revenue - Other	(150)	(100)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(310)	(260)	(310)	-	-	(310)	(310)	(310)	(310)	(310)
REQUISITION	(39,711)	(39,711)	(40,918)	-	-	(40,918)	(41,741)	(42,572)	(43,434)	(44,296)
*Percentage increase over prior year Requisition						3.0%	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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		15,454	20,789	20,789	20,789	20,789	20,789
Transfer from Ops Budget		5,335	-	-	-	-	-
Interest Income		-					
Ending Balance \$		20,789	20,789	20,789	20,789	20,789	20,789

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 BUDGET

Nuisance & Unsightly Premises

EAC REVIEW

SEPTEMBER 2022

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Legal	2,130	500	2,190	-	-	2,190	2,230	2,270	2,320	2,370
Allocations	3,240	3,240	3,346	-	-	3,346	3,412	3,477	3,542	3,609
Internal Time Charges	47,685	47,685	49,130	-	-	49,130	50,100	51,100	52,120	53,160
Other Operating Expenses	320	320	320	-	-	320	320	320	320	320
TOTAL OPERATING COSTS	53,375	51,745	54,986	-	-	54,986	56,062	57,167	58,302	59,459
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	1,630	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	1,630	-	-	-	-	-	-	-	-
TOTAL COSTS	53,375	53,375	54,986	-	-	54,986	56,062	57,167	58,302	59,459
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(213)	(213)	(213)	-	-	(213)	(220)	(220)	(220)	(220)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(313)	(313)	(313)	-	-	(313)	(320)	(320)	(320)	(320)
REQUISITION	(53,062)	(53,062)	(54,673)	-	-	(54,673)	(55,742)	(56,847)	(57,982)	(59,139)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

Reserve Schedule

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

Reserve Cash Flow

Fund: 1500 Fund Centre: 105403	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	11,693	13,323	13,323	13,323	13,323	13,323
Transfer from Ops Budget	1,630	-	-	-	-	-
Interest Income	-					
Ending Balance \$	13,323	13,323	13,323	13,323	13,323	13,323

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2023 BUDGET

Electoral Area Emergency Planning Coordination

EAC REVIEW

SEPTEMBER 2022

Service: 1.372 Emergency Planning Coordination

Committee: Planning and 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 - Electoral Area Emergency Planning Coordination	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries	538,896	528,836	567,137	-	-	567,137	579,331	591,790	604,508	617,502
Travel Expenses	1,860	1,000	1,920	-	-	1,920	1,960	2,000	2,040	2,080
Telecommunications	6,950	6,950	7,160	-	-	7,160	7,300	7,450	7,600	7,750
Staff Training & Development	1,650	2,537	1,700	-	-	1,700	1,730	1,760	1,800	1,840
Supplies	2,050	1,900	2,110	-	-	2,110	2,150	2,190	2,230	2,270
Allocations	62,608	62,608	63,573	-	-	63,573	65,045	66,555	67,884	69,243
Other Operating Expenses	8,750	9,101	9,260	-	-	9,260	9,450	9,640	9,830	10,020
TOTAL OPERATING COSTS	622,764	612,932	652,860	-	-	652,860	666,966	681,385	695,892	710,705
*Percentage Increase over prior year						4.8%	2.2%	2.2%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	7,500	17,332	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	7,500	17,332	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL COSTS	630,264	630,264	660,360	-	-	660,360	674,466	688,885	703,392	718,205
Internal Recoveries	(468,860)	(468,860)	(492,300)	-	-	(492,300)	(507,070)	(522,280)	(537,950)	(551,400)
OPERATING COSTS LESS INTERNAL RECOVERIES	161,404	161,404	168,060	-	-	168,060	167,396	166,605	165,442	166,805
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(12,674)	(12,674)	(14,870)	-	-	(14,870)	(11,174)	(7,241)	(2,900)	(1,025)
Grants in Lieu of Taxes	(597)	(597)	(610)	-	-	(610)	(620)	(630)	(640)	(650)
Revenue - Other	(320)	(320)	(330)	-	-	(330)	(330)	(330)	(330)	(330)
TOTAL REVENUE	(13,591)	(13,591)	(15,810)	-	-	(15,810)	(12,124)	(8,201)	(3,870)	(2,005)
REQUISITION	(147,813)	(147,813)	(152,250)	-	-	(152,250)	(155,272)	(158,404)	(161,572)	(164,800)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS										
Salaried FTE	4.0	4.0	4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.372	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Emergency Planning Coordination							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$2,500	\$0	\$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	\$70,000	\$70,000

\$0	\$0	\$2,500	\$0	\$0	\$70,000	\$72,500
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SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$2,500	\$0	\$0	\$70,000	\$72,500
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	\$2,500	\$0	\$0	\$70,000	\$72,500
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CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023.

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

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

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

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

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

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

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.

Carryforward from 2022
Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.

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.

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 2022	2023	2024	2025	2026	2027	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$2,500	E	ERF	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500
23-01	Replacement	Vehicle Replacement	Vehicle replacement	\$70,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$70,000	\$70,000
			GRAND TOTAL	\$72,500			\$0	\$0	\$2,500	\$0	\$0	\$70,000	\$72,500

Electoral Area Emergency Planning Coordination
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	48,765	33,895	22,721	15,480	12,580	11,555
Equipment Replacement Fund	49,587	57,087	62,087	69,587	77,087	14,587
Total	98,352	90,982	84,808	85,067	89,667	26,142

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		61,439	48,765	33,895	22,721	15,480	12,580
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(12,674)	(14,870)	(11,174)	(7,241)	(2,900)	(1,025)
Interest Income		-					
Ending Balance \$		48,765	33,895	22,721	15,480	12,580	11,555

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		32,255	49,587	57,087	62,087	69,587	77,087
Transfer from Op Budget		17,332	7,500	7,500	7,500	7,500	7,500
Planned Purchase		-	-	(2,500)	-	-	(70,000)
Interest Income		-					
Ending Balance \$		49,587	57,087	62,087	69,587	77,087	14,587

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2023 Budget

Admin. Expenditures (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.109 JDF Admin. Expenditures

Committee: Electoral Areas

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Director's Remuneration	47,789	46,289	49,129	-	-	49,129	50,110	51,110	52,130	53,170
Travel	1,710	1,760	1,760	-	-	1,760	1,800	1,840	1,880	1,920
Allocations	8,038	8,038	13,192	-	-	13,192	13,456	13,721	13,997	14,275
Contingency	3,000	-	-	-	-	-	-	-	-	-
Other Operating Expenses	3,300	3,220	3,720	-	-	3,720	3,800	3,880	3,960	4,040
TOTAL OPERATING COSTS	63,837	59,307	67,801	-	-	67,801	69,166	70,551	71,967	73,405
*Percentage Increase over prior year						6.2%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	4,530	(4,530)	-	-	(4,530)	-	-	-	-
Balance c/fwd from 2021 to 2022	(3,570)	(3,570)	-	-	-	-	-	-	-	-
Revenue - Other	(138)	(138)	(148)	-	-	(148)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(3,708)	822	(4,678)	-	-	(4,678)	(150)	(150)	(150)	(150)
REQUISITION	(60,129)	(60,129)	(63,123)	-	-	(63,123)	(69,016)	(70,401)	(71,817)	(73,255)
*Percentage increase over prior year Requisition						5.0%	9.3%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.109	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	JDF Admin. Expenditures							

EXPENDITURE

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

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023. 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 meets current energy standards with an expected service life of 35 years".</i>		Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	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 = Project provide 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 and/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 #: 1.109

Service Name: JDF Admin. Expenditures

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
26-01	Replacement	Computer	Computer Replacement	\$2,000	E	ERF	\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000
GRAND TOTAL				\$2,000			\$0	\$0	\$0	\$0	\$2,000	\$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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		10,880	8,880	8,880	8,880	8,880	6,880
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		(2,000)	-	-	-	(2,000)	-
Interest Income		-					
Ending Balance \$		8,880	8,880	8,880	8,880	6,880	6,880

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

JDF Grants in Aid

EAC Review

SEPTEMBER 2022

Service: 1.114 JDF Grants in Aid

Committee: Electoral Areas

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 \$146,700.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.114 - JDF Grants in Aid	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Grants in Aid	51,172	21,506	27,235	-	-	27,235	20,000	20,000	20,000	20,000
Allocations	3,253	3,253	2,721	-	-	2,721	2,776	2,831	2,888	2,946
TOTAL OPERATING COSTS	54,425	24,759	29,956	-	-	29,956	22,776	22,831	22,888	22,946
*Percentage Increase over prior year						-45.0%	-24.0%	0.2%	0.2%	0.3%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	29,666	(29,666)	-	-	(29,666)	-	-	-	-
Balance c/fwd from 2021 to 2022	(54,135)	(54,135)	-	-	-	-	-	-	-	-
Other Income	(290)	(290)	(290)	-	-	(290)	(290)	(290)	(290)	(290)
TOTAL REVENUE	(54,425)	(24,759)	(29,956)	-	-	(29,956)	(290)	(290)	(290)	(290)
REQUISITION	-	-	-	-	-	-	(22,486)	(22,541)	(22,598)	(22,656)
*Requisition increase over prior year						N/A	N/A	0.2%	0.3%	0.3%

CAPITAL REGIONAL DISTRICT

2023 Budget

Vancouver Island Regional Library

EAC Review

SEPTEMBER 2022

Service: 1.119 Vancouver Island Regional Library

Committee: Electoral Areas

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:

None stated

FUNDING:

Requisition

1.119 - Vancouver Island Regional Library	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to Vancouver Island Regional Library	315,360	315,360	324,820	-	-	324,820	331,320	337,950	344,710	351,600
Allocations	6,218	6,218	6,456	-	-	6,456	6,585	6,717	6,852	6,989
Other Operating Expenses	1,240	1,079	1,240	-	-	1,240	1,240	1,240	1,240	1,240
TOTAL COSTS	322,818	322,657	332,516	-	-	332,516	339,145	345,907	352,802	359,829
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	161	(161)	-	-	(161)	-	-	-	-
Balance c/fwd from 2021 to 2022	(141)	(141)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(325)	(325)	(335)	-	-	(335)	(340)	(350)	(360)	(370)
Other Revenue	(250)	(250)	(260)	-	-	(260)	(260)	(260)	(260)	(260)
TOTAL REVENUE	(716)	(555)	(756)	-	-	(756)	(600)	(610)	(620)	(630)
REQUISITION	(322,102)	(322,102)	(331,760)	-	-	(331,760)	(338,545)	(345,297)	(352,182)	(359,199)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Sooke Regional Museum

EAC REVIEW

SEPTEMBER 2022

Service: 1.121

Sooke Regional Museum

Committee: Electoral Areas

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 \$460,757.

FUNDING:

Requisition

1.121 - Sooke Regional Museum

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to Sooke Regional Museum	211,890	211,890	218,000	-	-	218,000	222,360	226,810	231,350	235,980
Allocations	3,932	3,932	4,318	-	-	4,318	4,404	4,492	4,582	4,674
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL COSTS	215,882	215,882	222,378	-	-	222,378	226,824	231,362	235,992	240,714
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	100	(100)	-	-	(100)	-	-	-	-
Balance c/fwd from 2021 to 2022	(200)	(200)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(341)	(341)	(380)	-	-	(380)	(390)	(400)	(410)	(420)
Other Revenue	-	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(541)	(541)	(580)	-	-	(580)	(490)	(500)	(510)	(520)
REQUISITION	(215,341)	(215,341)	(221,798)	-	-	(221,798)	(226,334)	(230,862)	(235,482)	(240,194)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Vancouver Island Regional Library-Debt

EAC Review

SEPTEMBER 2022

Change in Budget 2022 to 2023

Service: 1.129 Vancouver Island Regional Library-Debt

Total Expenditure

Comments

2022 Budget

180,600

Other Changes:

Debt Charges

158,866

\$6 million long-term MFA debt in 2022 on behalf of VIRL

Total Other Changes

158,866

2023 Budget

339,466

Summary of % Expense Increase

Increase debt expense

88.0%

Balance of increase

0.0%

% expense increase from 2022:

88.0%

% Requisition increase from 2022:

0.0%

Requisition funding is 0% of service revenue

Overall 2022 Budget Performance

(expected variance to budget and surplus treatment)

No variance is expected because all debt costs are recovered by Vancouver Island Regional Library (VIRL).

CAPITAL REGIONAL DISTRICT

2023 Budget

Langford EA - GVPL

EAC Review

SEPTEMBER 2022

Service: 1.133 Langford EA - GVPL

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to Greater Victoria Public Library	31,470	31,470	31,890	-	-	31,890	32,530	33,180	33,840	34,520
Allocations	622	622	642	-	-	642	655	668	681	695
Other Operating Expenses	10	-	10	-	-	10	10	10	10	10
TOTAL OPERATING COSTS	32,102	32,092	32,542	-	-	32,542	33,195	33,858	34,531	35,225
*Percentage Increase over prior year						1.4%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	17	(17)	-	-	(17)	-	-	-	-
Balance c/fwd from 2021 to 2022	(524)	(524)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Interest Income	-	(7)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(611)	(601)	(107)	-	-	(107)	(90)	(90)	(90)	(90)
REQUISITION	(31,491)	(31,491)	(32,435)	-	-	(32,435)	(33,105)	(33,768)	(34,441)	(35,135)
*Percentage increase over prior year Requisition						3.0%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Street Lighting

EAC Review

SEPTEMBER 2022

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Areas

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 \$158,564.

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 Fucan 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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Electricity	7,240	7,050	7,380	-	-	7,380	7,530	7,680	7,830	7,990
Allocations	444	444	449	-	-	449	458	467	477	486
Contingency	1,200	-	1,150	-	-	1,150	1,200	1,200	1,200	1,200
Other Operating Expenses	100	100	100	-	-	100	100	100	100	100
TOTAL COSTS	8,984	7,594	9,079	-	-	9,079	9,288	9,447	9,607	9,776
*Percentage Increase over prior year						1.1%	2.3%	1.7%	1.7%	1.8%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	1,390	(1,390)	-	-	(1,390)	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,520)	(1,520)	-	-	-	-	-	-	-	-
User Charges	(3,654)	(3,654)	(3,760)	-	-	(3,760)	(3,840)	(3,920)	(4,000)	(4,080)
Grants in Lieu of Taxes	(75)	(75)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Revenue - Other	(250)	(250)	(260)	-	-	(260)	(270)	(280)	(290)	(300)
TOTAL REVENUE	(5,499)	(4,109)	(5,490)	-	-	(5,490)	(4,190)	(4,280)	(4,370)	(4,460)
REQUISITION - PARCEL TAX	(3,485)	(3,485)	(3,589)	-	-	(3,589)	(5,098)	(5,167)	(5,237)	(5,316)
*Percentage increase over prior year										
User Fee						2.9%	2.1%	2.1%	2.0%	2.0%
Requisition						3.0%	42.0%	1.4%	1.4%	1.5%
Combined						2.9%	21.6%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT

2023 Budget

JDF Building Numbering

EAC Review

SEPTEMBER 2022

Service: 1.317 JDF Building Numbering

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Building Inspection	12,034	12,034	12,390	-	-	12,390	12,640	12,890	13,150	13,410
Allocations	645	645	655	-	-	655	668	681	695	709
Other Operating Expenses	420	280	430	-	-	430	440	450	460	470
TOTAL COSTS	13,099	12,959	13,475	-	-	13,475	13,748	14,021	14,305	14,589
*Percentage Increase over prior year						2.9%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	140	(140)	-	-	(140)	-	-	-	-
Balance c/fwd from 2021 to 2022	(157)	(157)	-	-	-	-	-	-	-	-
Other Income	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(197)	(57)	(180)	-	-	(180)	(40)	(40)	(40)	(40)
REQUISITION	(12,902)	(12,902)	(13,295)	-	-	(13,295)	(13,708)	(13,981)	(14,265)	(14,549)
*Percentage increase over prior year Requisition						3.0%	3.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Soil Deposit and Removal

EAC Review

SEPTEMBER 2022

Service: 1.319 Soil Deposit and Removal

Committee: Electoral Areas

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 CRD Bylaw Officers, 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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	1,206	1,206	1,249	-	-	1,249	1,274	1,295	1,317	1,339
Internal Time Charges	4,486	4,486	4,620	-	-	4,620	4,710	4,810	4,900	5,000
Other Operating Expenses	30	30	30	-	-	30	30	30	30	30
TOTAL OPERATING COSTS	5,722	5,722	5,899	-	-	5,899	6,014	6,135	6,247	6,369
*Percentage Increase over prior year						3.1%	1.9%	2.0%	1.8%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
REQUISITION	(5,682)	(5,682)	(5,859)	-	-	(5,859)	(5,974)	(6,095)	(6,207)	(6,329)
*Percentage increase over prior year Requisition						3.1%	2.0%	2.0%	1.8%	2.0%

Reserve Schedule

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

Fund:	1500	Estimated	Budget				
Fund Centre:	105405	2022	2023	2024	2025	2026	2027
Beginning Balance		70,228	70,228	70,228	70,228	70,228	70,228
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		70,228	70,228	70,228	70,228	70,228	70,228

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2023 Budget

Community Planning (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.325 Community Planning

Committee: Electoral Areas

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.

1.325 - Community Planning (JDF)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	463,171	400,294	486,541	-	-	486,541	496,799	507,285	517,995	528,933
Consultants	5,180	5,180	5,340	-	-	5,340	5,440	5,540	5,660	5,780
Legal Expenses	10,000	10,000	10,300	-	-	10,300	10,510	10,720	10,930	11,150
LIDAR Photography	-	-	13,500	-	-	13,500	-	13,770	-	14,045
Supplies	9,020	3,830	9,290	-	-	9,290	9,480	9,670	9,860	10,050
Land Use and Advisory Planning Cttees	15,340	14,020	15,810	-	-	15,810	16,130	15,790	15,920	16,060
Allocations	136,578	136,578	137,210	-	-	137,210	141,083	145,016	147,956	150,954
Labour Charges	32,083	32,083	33,050	-	-	33,050	33,710	34,380	35,070	35,770
Other Operating Expenses	59,900	55,875	61,560	-	-	61,560	62,830	64,140	65,470	66,820
TOTAL OPERATING COSTS	731,272	657,860	772,601	-	-	772,601	775,982	806,311	808,861	839,562
*Percentage Increase over prior year						5.7%	0.4%	3.9%	0.3%	3.8%
<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	-	47,623	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	5,000	52,623	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	807,042	781,253	848,371	-	-	848,371	851,752	882,081	884,631	915,332
Internal Recoveries	(26,420)	(26,420)	(32,060)	-	-	(32,060)	(32,700)	(33,350)	(34,020)	(34,700)
OPERATING COSTS LESS INTERNAL RECOVERIES	780,622	754,833	816,311	-	-	816,311	819,052	848,731	850,611	880,632
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(35,269)	-	(49,971)	-	-	(49,971)	(38,312)	(53,301)	(40,201)	(54,942)
Processing Fee Revenue	(45,000)	(55,000)	(45,000)	-	-	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Grants in Lieu of Taxes	(1,067)	(1,067)	(1,100)	-	-	(1,100)	(1,120)	(1,140)	(1,160)	(1,180)
Revenue - Other	(1,580)	(1,060)	(1,600)	-	-	(1,600)	(1,610)	(1,620)	(1,630)	(1,640)
TOTAL REVENUE	(82,916)	(57,127)	(97,671)	-	-	(97,671)	(86,042)	(101,061)	(87,991)	(102,762)
REQUISITION	(697,706)	(697,706)	(718,640)	-	-	(718,640)	(733,010)	(747,670)	(762,620)	(777,870)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS										
Salaried	3.7	3.7	3.7			3.7	3.7	3.7	3.7	3.7

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.325 Community Planning	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$35,000	\$37,700	\$4,800	\$3,250	\$0	\$2,700	\$48,450
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$135,000	\$237,700	\$4,800	\$3,250	\$0	\$2,700	\$248,450

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	\$35,000	\$37,700	\$4,800	\$3,250	\$0	\$2,700	\$48,450
Grants (Federal, Provincial)	Grant	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$135,000	\$237,700	\$4,800	\$3,250	\$0	\$2,700	\$248,450

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STL = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>		<p>Cost Estimate Class Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	1.325
Service Name:	Community Planning

[illegible]

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
Project Rationale	Public comments received in response to a number of recent development proposals have raised concern 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	23-01	Capital Project Title	Port Renfrew OCP	Capital Project Description	Port Renfrew Official Community Plan Review and Update
Project Rationale	Port Renfrew Official Community Plan requires review and update.				

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

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

Community Planning (JDF)
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	362,862	312,891	274,579	221,278	181,077	126,135
Equipment Replacement Fund	95,511	62,811	63,011	64,761	69,761	72,061
Total	458,373	375,702	337,590	286,039	250,838	198,196

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund

Reserve Cash Flow

Fund: 1500 Fund Centre: 105408	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	315,239	362,862	312,891	274,579	221,278	181,077
Transfer from Ops Budget	47,623	-	-	-	-	-
Transfer to Ops Budget - Core	-	(36,471)	(38,312)	(39,531)	(40,201)	(40,897)
Transfer to Ops Budget - Orthophotos	-	(13,500)	-	(13,770)	-	(14,045)
Interest Income	-					
Ending Balance \$	362,862	312,891	274,579	221,278	181,077	126,135

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund

ERF Group: CMPLAN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101428	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		135,511	95,511	62,811	63,011	64,761	69,761
Transfer from Ops Budget		5,000	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(45,000)	(37,700)	(4,800)	(3,250)	-	(2,700)
Interest Income		-					
Ending Balance \$		95,511	62,811	63,011	64,761	69,761	72,061

Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

CAPITAL REGIONAL DISTRICT

2023 Budget

JDF Livestock Injury Compensation

EAC Review

SEPTEMBER 2022

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	150	150	158	-	-	158	161	164	167	170
Compensation Claim Payments	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL COSTS	3,150	3,150	3,158	-	-	3,158	3,161	3,164	3,167	3,170
*Percentage Increase over prior year						0.3%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
REQUISITION	(3,150)	(3,150)	(3,158)	-	-	(3,158)	(3,161)	(3,164)	(3,167)	(3,170)
*Percentage increase over prior year Requisition						0.3%	0.1%	0.1%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2023 Budget

Willis Point Fire Protection & Recreation

EAC Review

SEPTEMBER 2022

Service: 1.350 Willis Point Fire

Committee: Electoral Areas

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 \$452,560.

FUNDING:

Requisition

1.350 - Willis Point Fire Protection & Recreation

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
<u>Fire Protection Costs</u>										
Travel - Vehicles	14,200	13,700	14,630	-	-	14,630	14,920	15,220	15,520	15,830
Insurance	7,890	7,890	8,430	-	-	8,430	8,710	9,020	9,340	9,660
Utilities	12,300	12,300	12,550	-	-	12,550	12,800	13,060	13,320	13,590
Staff Development	24,080	16,639	24,800	-	-	24,800	25,290	25,790	26,310	26,830
Allocations	6,174	6,554	5,851	-	-	5,851	5,968	6,087	6,209	6,333
Operating - Other	37,269	36,529	36,300	-	-	36,300	37,020	37,740	38,490	39,250
TOTAL FIRE PROTECTION COSTS	101,913	93,612	102,561	-	-	102,561	104,708	106,917	109,189	111,493
<u>Recreation Costs:</u>										
Recreation Expenses	15,100	13,893	10,310	-	-	10,310	9,460	9,610	9,760	9,910
TOTAL OPERATING COSTS	117,013	107,505	112,871	-	-	112,871	114,168	116,527	118,949	121,403
*Percentage Increase over prior year						0.6%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES / DEBT</u>										
Capital Equipment Purchases	6,300	6,300	6,490	-	-	6,490	6,620	6,750	6,890	7,030
Transfer to Equipment Replacement Fund	47,055	47,055	55,000	-	-	55,000	40,000	45,000	50,000	50,000
Transfer to Reserve Fund	7,500	7,500	5,000	-	-	5,000	5,000	5,000	5,000	5,000
MFA Debt Reserve Fund	-	-	2,750	-	-	2,750	-	-	-	-
MFA Debt Principal	-	-	-	-	-	-	15,336	15,336	15,336	15,336
MFA Debt Interest	-	-	2,888	-	-	2,888	11,550	11,550	11,550	11,550
TOTAL CAPITAL / RESERVES / DEBT	60,855	60,855	72,128	-	-	72,128	78,506	83,636	88,776	88,916
TOTAL COSTS	177,868	168,360	184,999	-	-	184,999	192,674	200,163	207,725	210,319
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	10,178	(10,178)	-	-	(10,178)	-	-	-	-
Balance c/fwd from 2021 to 2022	(9,919)	(9,919)	-	-	-	-	-	-	-	-
Rental Revenue	(29,030)	(29,450)	(29,050)	-	-	(29,050)	(29,060)	(29,070)	(29,080)	(29,090)
Other Revenue	(4,820)	(5,070)	(7,720)	-	-	(7,720)	(5,060)	(5,160)	(5,260)	(5,360)
TOTAL REVENUE	(43,769)	(34,261)	(46,948)	-	-	(46,948)	(34,120)	(34,230)	(34,340)	(34,450)
REQUISITION	(134,099)	(134,099)	(138,051)	-	-	(138,051)	(158,554)	(165,933)	(173,385)	(175,869)
*Percentage increase over prior year Requisition						2.9%	14.9%	4.7%	4.5%	1.4%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.350	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Willis Point Fire							

EXPENDITURE

Buildings	B	\$0	\$18,000	\$3,500	\$0	\$0	\$0	\$21,500
Equipment	E	\$21,030	\$87,030	\$6,000	\$56,000	\$0	\$0	\$149,030
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Vehicles	V	\$0	\$650,000	\$0	\$0	\$0	\$0	\$650,000
		\$21,030	\$765,030	\$9,500	\$56,000	\$0	\$0	\$830,530

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$275,000	\$0	\$0	\$0	\$0	\$275,000
Equipment Replacement Fund	ERF	\$6,000	\$447,000	\$6,000	\$56,000	\$0	\$0	\$509,000
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	\$15,030	\$43,030	\$3,500	\$0	\$0	\$0	\$46,530
		\$21,030	\$765,030	\$9,500	\$56,000	\$0	\$0	\$830,530

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 2022</p> <p>Input the carryforward amount from tye 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
20-03	Renewal	handicap access	ramp and handrail	\$8,000	B	Res	\$0	\$8,000	\$0	\$0	\$0	\$0	\$8,000
20-04	Renewal	hall paint	upper hall	\$5,000	B	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-02	Renewal	emergency exit	rear of hall	\$12,000	B	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-03	Renewal	paving entrance for hall	paving apron in front of hall	\$15,030	E	Res	\$15,030	\$15,030	\$0	\$0	\$0	\$0	\$15,030
23-03	Renewal	kitchen renos	renovate kitchen	\$3,500	B	Res	\$0	\$0	\$3,500	\$0	\$0	\$0	\$3,500
23-04	Replacement	Engine 2 Replacement	Replace Engine 2 as per requirements of Fire Underwriters. 1994 Ford to be replaced by 2023 at latest (29 years max)	\$650,000	V	Debt	\$0	\$275,000	\$0	\$0	\$0	\$0	\$275,000
23-04	Replacement	Engine 2 Replacement	Replace Engine 2 as per requirements of Fire Underwriters. 1994 Ford to be replaced by 2023 at latest (29 years max)		V	ERF	\$0	\$375,000	\$0	\$0	\$0	\$0	\$375,000
23-05	Study	Referendum or Alternative Approval Process - Borrowing for Engine 2 replacement	Undertake a referendum or AAP to borrow funds to carry out the project.	\$10,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-01	Replacement	Turn Out Gear	Replace 10 sets every 5 years. Life span of 10 years. Total 20 sets budgeted for.	\$24,000	E	ERF	\$0	\$6,000	\$6,000	\$6,000	\$0	\$0	\$18,000
23-01	Replacement	Auto Extrication Equipment	Replace every 15 years. Holmatro 2008	\$60,000	E	ERF	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
22-01	Replacement	Hose	Replace 20x50 foot hose every 10 years	\$6,000	E	ERF	\$6,000	\$6,000	\$0	\$0	\$0	\$0	\$6,000
25-01	New	Community Water Cisterns for Fire Protection	Install 4 new ~25,000 gallon water cisterns around community.	\$200,000	E	ERF	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
			GRAND TOTAL	\$993,530			\$21,030	\$765,030	\$9,500	\$56,000	\$0	\$0	\$830,530

Willis Point Fire Protection & Recreation
Reserves Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	156,591	118,561	120,061	125,061	130,061	135,061
Equipment Replacement Fund	497,432	105,432	139,432	128,432	178,432	228,432
Total	654,022	223,992	259,492	253,492	308,492	363,492

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:	1014	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101358						
Beginning Balance		149,091	156,591	118,561	120,061	125,061	130,061
Transfer from Ops Budget		7,500	5,000	5,000	5,000	5,000	5,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	(43,030)	(3,500)	-	-	-
Interest Income		-					
Ending Balance \$		156,591	118,561	120,061	125,061	130,061	135,061

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		456,377	497,432	105,432	139,432	128,432	178,432
Transfer from Ops Budget		47,055	55,000	40,000	45,000	50,000	50,000
Expenditures		(6,000)	(447,000)	(6,000)	(56,000)	-	-
Interest Income		-					
Ending Balance \$		497,432	105,432	139,432	128,432	178,432	228,432

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Otter Point Fire

EAC Review

SEPTEMBER 2022

Service: 1.353 Otter Point Fire

Committee: Electoral Areas

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:

Greater of \$125,000 or \$2.50 / \$1,000. To a maximum of \$1,996,718.

FUNDING:

Requisition

1.353 - Otter Point Fire

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Fire Chief Salary and Honorariums	79,310	79,310	81,670	-	-	81,670	83,300	84,970	86,670	88,400
Travel & Vehicles	23,560	23,560	24,260	-	-	24,260	24,740	25,230	25,730	26,240
Contract for Services	116,280	116,280	119,770	-	-	119,770	122,170	124,610	127,100	129,640
Insurance	12,170	12,170	12,480	-	-	12,480	12,910	13,350	13,810	14,280
Staff Training	24,480	24,480	25,210	-	-	25,210	25,710	26,220	26,740	27,270
Recruiting and Retention	15,300	15,300	15,760	-	-	15,760	16,080	16,400	16,730	17,060
Maintenance	19,540	19,540	20,130	-	-	20,130	20,520	20,930	21,360	21,790
Internal Allocations	17,108	17,108	17,743	-	-	17,743	18,098	18,460	18,829	19,205
Operating - Supplies	18,890	18,890	19,460	-	-	19,460	19,840	20,240	20,640	21,040
Operating - Other	28,220	28,220	28,930	-	-	28,930	29,480	30,030	30,590	31,160
TOTAL OPERATING COSTS	354,858	354,858	365,413	-	-	365,413	372,848	380,440	388,199	396,085
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Capital Equipment Purchases	5,500	5,500	5,670	-	-	5,670	5,780	5,900	6,020	6,140
Transfer to Capital Reserve Fund	40,800	40,800	42,000	-	-	42,000	45,000	48,000	50,000	50,000
Transfer to Equipment Replacement Fund	115,000	115,000	118,000	-	-	118,000	120,000	122,000	124,000	126,000
TOTAL CAPITAL / RESERVES	161,300	161,300	165,670	-	-	165,670	170,780	175,900	180,020	182,140
TOTAL COSTS	516,158	516,158	531,083	-	-	531,083	543,628	556,340	568,219	578,225
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(320)	(320)	(330)	-	-	(330)	(330)	(330)	(330)	(330)
TOTAL REVENUE	(320)	(320)	(330)	-	-	(330)	(330)	(330)	(330)	(330)
REQUISITION	(515,838)	(515,838)	(530,753)	-	-	(530,753)	(543,298)	(556,010)	(567,889)	(577,895)
*Percentage increase over prior year Requisition						2.9%	2.4%	2.3%	2.1%	1.8%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.353	Carry						
	Otter Point Fire	Forward	2023	2024	2025	2026	2027	TOTAL
		from 2022						

EXPENDITURE

Buildings	B	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$160,000
Equipment	E	\$0	\$28,300	\$15,000	\$15,000	\$20,000	\$0	\$78,300
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	\$68,300	\$55,000	\$55,000	\$60,000	\$0	\$238,300

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	\$28,300	\$15,000	\$15,000	\$20,000	\$0	\$78,300
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	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$160,000
		\$0	\$68,300	\$55,000	\$55,000	\$60,000	\$0	\$238,300

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 2022</p> <p>Input the carryforward amount from tye 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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 #:	1.353
Service Name:	Otter Point Fire

[illegible]

Otter Point Fire
Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	6,602	8,602	13,602	21,602	31,602	81,602
Equipment Replacement Fund	75,850	165,550	270,550	377,550	481,550	607,550
Total	82,453	174,153	284,153	399,153	513,153	689,153

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:	1090	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	102164						
Beginning Balance		25,802	6,602	8,602	13,602	21,602	31,602
Transfer from Ops Budget		40,800	42,000	45,000	48,000	50,000	50,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(60,000)	(40,000)	(40,000)	(40,000)	(40,000)	-
Interest Income		-					
Ending Balance \$		6,602	8,602	13,602	21,602	31,602	81,602

Assumptions/Background:

Reserve Schedule

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

ERF Group: OTTERFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101432						
Beginning Balance		101,850	75,850	165,550	270,550	377,550	481,550
Transfer from Ops Budget		115,000	118,000	120,000	122,000	124,000	126,000
Expenditures		(141,000)	(28,300)	(15,000)	(15,000)	(20,000)	-
Interest Income		-					
Ending Balance \$		75,850	165,550	270,550	377,550	481,550	607,550

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 Budget

Malahat Fire Protection

EAC Review

SEPTEMBER 2022

Service: 1.354 Malahat Fire

Committee: Electoral Areas

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 \$116,985.

FUNDING:

Requisition

1.354 - Malahat Fire Protection	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payment to Cowichan Valley Regional District	62,400	62,400	64,270	-	-	64,270	65,560	66,870	68,210	69,570
Other Operating Expenses	3,201	3,201	3,290	-	-	3,290	3,356	3,423	3,491	3,560
TOTAL COSTS	65,601	65,601	67,560	-	-	67,560	68,916	70,293	71,701	73,130
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(4)	(4)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4)	(4)	-	-	-	-	-	-	-	-
REQUISITION	(65,597)	(65,597)	(67,560)	-	-	(67,560)	(68,916)	(70,293)	(71,701)	(73,130)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Durrance Road Fire Protection

EAC Review

SEPTEMBER 2022

Service: **1.355 Durrance Road Fire**

Committee: Electoral Areas

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 \$5,846.

FUNDING:

Parcel Tax

1.355 - Durrance Road Fire Protection	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<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	219	219	216	-	-	216	219	221	224	227
TOTAL OPERATING COSTS	2,719	2,719	2,716	-	-	2,716	2,719	2,721	2,724	2,727
*Percentage Increase over prior year						-0.1%	0.1%	0.1%	0.1%	0.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve	301	301	300	-	-	300	300	300	300	300
TOTAL COSTS	3,020	3,020	3,016	-	-	3,016	3,019	3,021	3,024	3,027
*Percentage Increase over prior year						-0.1%	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
REQUISITION - PARCEL TAX	(3,020)	(3,020)	(3,016)	-	-	(3,016)	(3,019)	(3,021)	(3,024)	(3,027)
*Percentage increase over prior year Requisition						-0.1%	0.1%	0.1%	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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		2,517	2,818	3,118	3,418	3,718	4,018
Transfer from Op Budget		301	300	300	300	300	300
Interest Income		-					
Ending Balance \$		2,818	3,118	3,418	3,718	4,018	4,318

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

2023 Budget

East Sooke Fire Protection

EAC Review

SEPTEMBER 2022

Service: 1.357 East Sooke Fire

Committee: Electoral Areas

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 \$1,155,883.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

1.357 - East Sooke Fire Protection
OPERATING COSTS

	2022 BOARD BUDGET	ESTIMATED ACTUAL	BUDGET REQUEST				FUTURE PROJECTIONS			
			2023 CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
Salaries and Wages	75,330	75,330	75,340	-	-	75,340	76,850	78,390	79,960	81,560
Travel - Vehicles	33,510	33,510	35,510	-	-	35,510	36,220	36,950	37,690	38,450
Insurance	5,625	5,625	6,035	-	-	6,035	6,280	6,540	6,810	7,090
Contract for Service/Legal Expenses	10,520	10,520	10,840	-	-	10,840	11,060	11,280	11,510	11,740
Maintenance	11,730	11,730	12,080	-	-	12,080	12,320	12,570	12,820	13,070
Staff Training	19,240	19,240	25,000	-	-	25,000	25,500	26,010	26,530	27,060
Internal Allocations	11,367	11,367	15,161	-	-	15,161	15,464	15,774	16,089	16,411
Operating - Supplies	30,993	30,993	29,382	-	-	29,382	29,970	30,570	31,190	31,810
Contingency	15,300	15,300	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Operating - Other	39,100	40,178	43,170	-	-	43,170	44,010	44,870	45,730	46,610

TOTAL FIRE DEP OPERATING COSTS	252,715	253,793	267,518	-	-	267,518	272,974	278,564	284,249	290,041
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*Percentage Increase over prior year						5.9%	2.0%	2.0%	2.0%	2.0%
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TOTAL COMMUNITY HALL OPERATING COSTS	50,055	31,005	38,860	-	-	38,860	20,200	20,600	21,000	21,410
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TOTAL OPERATING COSTS	302,770	284,798	306,378	-	-	306,378	293,174	299,164	305,249	311,451
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Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund	95,000	117,624	103,362	-	-	103,362	108,400	113,500	118,750	124,100
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TOTAL CAPITAL / RESERVES	95,000	117,624	103,362	-	-	103,362	108,400	113,500	118,750	124,100
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DEBT SERVICING

MFA Debt Reserve Fund	450	450	380	-	-	380	380	380	380	380
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	155,559	155,559	155,489	-	-	155,489	155,489	155,489	155,489	155,489
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TOTAL COSTS	553,329	557,981	565,229	-	-	565,229	557,063	568,153	579,488	591,040
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FUNDING SOURCES (REVENUE)

Estimated Balance c/fwd from 2022 to 2023	-	19,050	(19,050)	-	-	(19,050)	-	-	-	-
Balance c/fwd from 2021 to 2022	(27,238)	(27,238)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(45,000)	(68,702)	(56,350)	-	-	(56,350)	(57,480)	(58,630)	(59,800)	(61,000)
MFA Debt Reserve Fund Earning	(450)	(450)	(380)	-	-	(380)	(380)	(380)	(380)	(380)
Rental Revenue	(24,650)	(24,650)	(19,610)	-	-	(19,610)	(20,000)	(20,400)	(20,800)	(21,210)
Other Income	(1,060)	(1,060)	(1,260)	-	-	(1,260)	(1,260)	(1,260)	(1,260)	(1,260)

TOTAL REVENUE	(98,398)	(103,050)	(96,650)	-	-	(96,650)	(79,120)	(80,670)	(82,240)	(83,850)
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REQUISITION	(454,931)	(454,931)	(468,579)	-	-	(468,579)	(477,943)	(487,483)	(497,248)	(507,190)
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*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
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CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.357	Carry						
	East Sooke Fire	Forward	2023	2024	2025	2026	2027	TOTAL
		from 2022						

EXPENDITURE

Buildings	B	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Equipment	E	\$10,500	\$31,795	\$16,551	\$19,512	\$41,578	\$18,850	\$128,286
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$150,000	\$300,000	\$160,000	\$0	\$0	\$0	\$460,000
		\$170,500	\$341,795	\$176,551	\$19,512	\$41,578	\$18,850	\$598,286

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	\$150,000	\$316,295	\$176,551	\$19,512	\$41,578	\$18,850	\$572,786
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	\$20,500	\$25,500	\$0	\$0	\$0	\$0	\$25,500
		\$170,500	\$341,795	\$176,551	\$19,512	\$41,578	\$18,850	\$598,286

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023. 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 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 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 2022	2023	2024	2025	2026	2027	5 - Year Total
17-05	Replacement	Turn out Gear	Turn out Gear	\$51,702	E	ERF	\$0	\$12,795	\$13,051	\$13,312	\$13,578	\$13,850	\$66,586
18-01	Replacement	Tender 2	Tender 2 Replacement	\$300,000	V	ERF	\$150,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
19-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	\$160,000	V	ERF	\$0	\$0	\$160,000	\$0	\$0	\$0	\$160,000
21-03	Replacement	Extrication gear	Replacement of extrication gear (jaws of life)	\$23,000	E	ERF	\$0	\$0	\$0	\$0	\$23,000	\$0	\$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	\$5,000	\$0	\$5,000
22-01	Replacement	Pagers	Replacement of old pagers	\$10,500	E	ERF	\$0	\$3,500	\$3,500	\$0	\$0	\$0	\$7,000
22-02	Replacement	Hoses	Replacement of structure fire hoses	\$6,200	E	ERF	\$0	\$0	\$0	\$6,200	\$0	\$0	\$6,200
23-01	New	Tablet trial	Equip Trucks with Tablets for up to date incident information and preplans	\$5,000	E	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
27-01	Replacement	Rope for Rope Rescue	Replacement of Ropes and other Rope Rescue Equipment	\$5,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
22-04	Replacement	East Sooke Community Hall capital projects	East Sooke Community Hall capital projects	\$10,500	E	Res	\$10,500	\$10,500	\$0	\$0	\$0	\$0	\$10,500
			GRAND TOTAL	\$586,902			\$170,500	\$341,795	\$176,551	\$19,512	\$41,578	\$18,850	\$598,286

**East Sooke Fire Protection
Reserve Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund-Fire Dep	30,999	15,999	15,999	15,999	15,999	15,999
Capital Reserve Fund-Comm Hall	12,000	1,500	1,500	1,500	1,500	1,500
Equipment Replacement Fund	608,534	395,601	327,450	421,438	498,610	603,860
Total	651,534	413,101	344,950	438,938	516,110	621,360

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		30,999	30,999	15,999	15,999	15,999	15,999
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		(45,000)	(15,000)	-	-	-	-
Transfer from ERF		45,000	-	-	-	-	-
Interest Income		-					
Ending Balance \$		30,999	15,999	15,999	15,999	15,999	15,999

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.357 East Sooke Community Hall - 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 102246	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		12,000	12,000	1,500	1,500	1,500	1,500
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	(10,500)	-	-	-	-
Interest Income		-					
Ending Balance \$		12,000	1,500	1,500	1,500	1,500	1,500

Assumptions/Background:

New Reserve intended for Capital projects in Community Hall

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		551,954	608,534	395,601	327,450	421,438	498,610
Transfer from Ops Budget		117,624	103,362	108,400	113,500	118,750	124,100
Planned Purchase		(16,044)	(316,295)	(176,551)	(19,512)	(41,578)	(18,850)
Transfer to CRF		(45,000)	-	-	-	-	-
Interest Income		-					
Ending Balance \$		608,534	395,601	327,450	421,438	498,610	603,860

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Fire

EAC Review

SEPTEMBER 2022

Service: **1.358 Port Renfrew Fire**

Committee: **Electoral Areas**

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 \$390,337.

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		<u>\$</u>	<u>-</u>

FUNDING:

User fee and requisition.

1.358 - Port Renfrew Fire

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries, Wages, Benefits	36,510	36,510	37,240	-	-	37,240	37,980	38,740	39,510	40,300
Materials and Supplies	17,600	17,600	18,130	-	-	18,130	18,500	18,870	19,240	19,630
Repairs and Maintenance	2,360	2,360	2,430	-	-	2,430	2,480	2,530	2,580	2,630
Utilities	13,750	13,750	14,110	-	-	14,110	14,390	14,680	14,980	15,280
Allocations	6,029	6,029	6,338	-	-	6,338	6,465	6,594	6,726	6,860
Other Operating Expense	50,500	50,500	52,320	-	-	52,320	53,430	54,580	55,750	56,940
TOTAL OPERATING COSTS	126,749	126,749	130,568	-	-	130,568	133,245	135,994	138,786	141,640
*Percentage Increase over prior year						3.0%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	25,000	25,000	25,000	-	-	25,000	25,000	28,000	28,000	28,000
TOTAL CAPITAL / RESERVES	25,000	25,000	25,000	-	-	25,000	25,000	28,000	28,000	28,000
TOTAL FIRE OPERATING COSTS	151,749	151,749	155,568	-	-	155,568	158,245	163,994	166,786	169,640
Debt Charges	2,908	2,908	2,908	-	-	2,908	2,908	-	-	-
TOTAL COSTS	154,657	154,657	158,476	-	-	158,476	161,153	163,994	166,786	169,640
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(966)	(966)	(990)	-	-	(990)	(1,010)	(1,030)	(1,050)	(1,070)
User Charge	(61,610)	(61,610)	(62,906)	-	-	(62,906)	(63,969)	(65,102)	(66,210)	(67,344)
Other Revenue	(210)	(210)	(220)	-	-	(220)	(220)	(210)	(210)	(210)
TOTAL REVENUE	(62,786)	(62,786)	(64,116)	-	-	(64,116)	(65,199)	(66,342)	(67,470)	(68,624)
REQUISITION	(91,871)	(91,871)	(94,360)	-	-	(94,360)	(95,954)	(97,652)	(99,316)	(101,016)
*Percentage increase over prior year Requisition						2.7%	1.7%	1.8%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.358	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Port Renfrew Fire							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000
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
		\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000

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	\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000
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
		\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 2022</p> <p>Input the carryforward amount from tye 2022 capital plan that is remaining to be spent Forecast this spending in 2023 to 2027.</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 #:	1.358
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 2022	2023	2024	2025	2026	2027	5 - Year Total
21-01	Replacement	Repelling package	Repelling package	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-01	Replacement	Protective Clothing	Rescue Jackets	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-02	Replacement	Telecommunications	Pagers	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-03	Replacement	Telecommunications	Replacement Satellite Phone	\$3,000	E	ERF	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$3,000
			GRAND TOTAL	\$33,000			\$33,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000

Port Renfrew Fire
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary						
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	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	47,399	47,399	47,399	47,399	47,399	47,399
Equipment Replacement Fund	201,515	193,515	218,515	246,515	274,515	302,515
Total	248,914	240,914	265,914	293,914	321,914	349,914

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:	1089	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	102161						
Beginning Balance		47,399	47,399	47,399	47,399	47,399	47,399
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		47,399	47,399	47,399	47,399	47,399	47,399

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		176,515	201,515	193,515	218,515	246,515	274,515
Transfer from Ops Budget		25,000	25,000	25,000	28,000	28,000	28,000
Planned Purchase		-	(33,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		201,515	193,515	218,515	246,515	274,515	302,515

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 Budget

Shirley Fire Protection

EAC Review

SEPTEMBER 2022

Service: 1.360 Shirley Fire Department

Committee: Electoral Areas

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 \$415,385.

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Honoraria	11,110	11,110	11,330	30,000	-	41,330	42,160	43,000	43,860	44,740
Travel - Vehicles	6,160	6,160	6,340	-	-	6,340	6,470	6,600	6,730	6,860
Insurance	7,800	7,800	8,150	-	-	8,150	8,400	8,660	8,930	9,210
Maintenance	9,970	9,970	10,270	-	-	10,270	10,470	10,690	10,910	11,130
Staff Development	7,010	7,010	7,220	-	-	7,220	7,360	7,510	7,660	7,810
Internal Allocations	4,159	4,159	4,382	-	-	4,382	4,470	4,559	4,650	4,743
Operating - Supplies	22,220	22,220	22,890	-	-	22,890	23,350	23,820	24,300	24,790
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	16,210	16,210	16,750	-	-	16,750	17,070	17,390	17,720	18,050
TOTAL OPERATING COSTS	97,639	97,639	100,332	30,000	-	130,332	132,750	135,229	137,760	140,333
*Percentage Increase over prior year			2.8%			33.5%	1.9%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	36,000	36,000	38,000	-	-	38,000	40,000	40,000	40,000	40,000
Transfer to Capital Reserve Fund	25,000	25,000	25,000	-	-	25,000	25,000	25,000	25,000	25,000
TOTAL CAPITAL / RESERVES	61,000	61,000	63,000	-	-	63,000	65,000	65,000	65,000	65,000
TOTAL COSTS	158,639	158,639	163,332	30,000	-	193,332	197,750	200,229	202,760	205,333
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(200)	(200)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(200)	(200)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
REQUISITION	(158,439)	(158,439)	(163,122)	(30,000)	-	(193,122)	(197,540)	(200,019)	(202,550)	(205,123)
*Percentage increase over prior year Requisition			3.0%			21.9%	2.3%	1.3%	1.3%	1.3%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.360	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Shirley Fire Department							

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

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

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</p>	<p>Carryforward from 2022</p> <p>Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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 2022	2023	2024	2025	2026	2027	5 - Year Total
19-01	Replacement	Firefighting Equipment	Firefighting Equipment	\$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

**Shirley Fire Protection
Summary Schedule
2023 - 2027 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	130,985	155,985	180,985	205,985	230,985	255,985
Equipment Replacement Fund	323,842	351,842	391,842	431,842	471,842	511,842
Total	454,827	507,827	572,827	637,827	702,827	767,827

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:	1062	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101701						
Beginning Balance		105,985	130,985	155,985	180,985	205,985	230,985
Transfer from Ops Budget		25,000	25,000	25,000	25,000	25,000	25,000
Transfer from Cap Fund		-					
Interest Income		-					
Ending Balance \$		130,985	155,985	180,985	205,985	230,985	255,985

Assumptions/Background:

Transfers in accordance with long term capital plan

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection - Equipment Replacement Fund

ERF Group: SHIRFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101436						
Beginning Balance		287,842	323,842	351,842	391,842	431,842	471,842
Transfer from Ops Budget		36,000	38,000	40,000	40,000	40,000	40,000
Planned Purchase		-	(10,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		323,842	351,842	391,842	431,842	471,842	511,842

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Electoral Area Fire Services

EAC Review

SEPTEMBER 2022

Service: **1.369 Electoral Area Fire Services**

Committee: Electoral Areas

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Fire Services Compliance and Coordination	76,310	68,679	-	-	77,840	77,840	-	-	-	-
Contract for Service	115,640	113,000	26,500	-	-	26,500	27,030	27,570	28,120	28,680
Staff Training & Development	5,210	4,689	5,370	-	-	5,370	5,477	5,590	5,700	5,810
Software Licenses	11,840	10,656	2,000	-	-	2,000	2,040	2,080	2,120	2,160
Allocations	85,773	85,773	90,126	-	-	90,126	92,725	95,408	98,165	100,566
Contingency	2,070	-	2,000	-	-	2,000	1,304	560	-	-
Other Operating Expenses	2,080	1,975	2,130	-	-	2,130	2,160	2,190	2,220	2,250
TOTAL OPERATING COSTS	298,923	284,772	128,126	-	77,840	205,966	130,736	133,398	136,325	139,466
*Percentage Increase over prior year			-57.1%			-31.1%	-36.5%	2.0%	2.2%	2.3%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	3,760	-	2,500	-	-	2,500	2,500	2,500	2,289	1,918
Transfer to Operating Reserve Fund	-	17,911	-	-	-	-	14,197	11,535	8,819	6,049
TOTAL CAPITAL / RESERVE	3,760	17,911	2,500	-	-	2,500	16,697	14,035	11,108	7,967
TOTAL COSTS	302,683	302,683	130,626	-	77,840	208,466	147,433	147,433	147,433	147,433
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(155,270)	(155,270)	-	-	(61,033)	(61,033)	-	-	-	-
Interest Income	(100)	(100)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(155,370)	(155,370)	(120)	-	(61,033)	(61,153)	(120)	(120)	(120)	(120)
REQUISITION	(147,313)	(147,313)	(130,506)	-	(16,807)	(147,313)	(147,313)	(147,313)	(147,313)	(147,313)
*Percentage increase over prior year Requisition			-11.4%			0.0%	0.0%	0.0%	0.0%	0.0%

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				
	2022	2023	2024	2025	2026	2027
Beginning Balance	336,571	199,212	138,179	152,376	163,911	172,730
Transfer from Ops Budget	17,911	-	14,197	11,535	8,819	6,049
Transfer to Ops Budget	(155,270)	(61,033)	-	-	-	-
Planned Expenditures	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	199,212	138,179	152,376	163,911	172,730	178,779

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Emergency Program (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.370 JDF Emergency Program

Committee: Electoral Areas

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)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Travel Expense	5,070	2,700	3,500	-	-	3,500	3,570	3,640	3,710	3,780
Contract for Services	22,500	22,500	22,950	-	-	22,950	23,410	23,880	24,360	24,850
Neighbourhood Program	1,480	1,070	1,240	-	-	1,240	1,270	1,300	1,330	1,360
Emergency Social Services	5,270	3,890	5,028	-	-	5,028	5,130	5,230	5,330	5,430
Staff Training & Development	3,040	-	3,000	-	-	3,000	3,060	3,120	3,180	3,240
Supplies	4,160	2,900	5,311	-	-	5,311	5,420	5,530	5,640	5,750
Allocations	13,773	13,773	13,943	-	-	13,943	14,381	14,824	15,127	15,435
Other Operating Expenses	17,640	15,760	19,107	-	-	19,107	19,490	19,880	20,280	20,700
TOTAL OPERATING COSTS	72,933	62,593	74,079	-	-	74,079	75,731	77,404	78,957	80,545
*Percentage Increase over prior year						1.6%	2.2%	2.2%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	4,000	14,340	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVE	4,000	14,340	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Building Borrowing Repayment to Facilities Reserve	11,880	11,880	11,880	-	-	11,880	11,880	11,880	11,880	11,880
TOTAL COSTS	88,813	88,813	89,959	-	-	89,959	91,611	93,284	94,837	96,425
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(135)	(135)	(140)	-	-	(140)	(140)	(140)	(140)	(140)
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(235)	(235)	(240)	-	-	(240)	(240)	(240)	(240)	(240)
REQUISITION	(88,578)	(88,578)	(89,719)	-	-	(89,719)	(91,371)	(93,044)	(94,597)	(96,185)
*Percentage increase over prior year Requisition						1.3%	1.8%	1.8%	1.7%	1.7%

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		98,181	100,811	104,811	108,811	112,811	116,811
Transfer from Ops Budget		14,340	4,000	4,000	4,000	4,000	4,000
Expenditures		(11,710)	-	-	-	-	-
Interest Income		-					
Ending Balance \$		100,811	104,811	108,811	112,811	116,811	120,811

Assumptions/Background:

Reserve for maintenance of equipment inventory

CAPITAL REGIONAL DISTRICT

2023 Budget

Search and Rescue (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.377 JDF Search and Rescue

Committee: Electoral Areas

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 \$299,269.

FUNDING:

Requisition

1.377 - Search and Rescue (JDF)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	8,350	8,350	8,350	-	-	8,350	8,520	8,690	8,860	9,040
Building Rent	23,550	23,550	23,550	-	-	23,550	24,020	24,500	24,990	25,490
Staff Training & Development	16,750	11,750	16,750	-	-	16,750	17,090	17,430	17,780	18,140
Supplies	11,930	11,930	11,930	-	-	11,930	12,160	12,410	12,172	10,979
Allocations	4,244	4,244	4,354	-	-	4,354	4,441	4,530	4,620	4,713
Other Operating Expenses	22,250	22,250	22,450	-	-	22,450	22,930	23,410	23,900	24,400
TOTAL OPERATING COSTS	87,074	82,074	87,384	-	-	87,384	89,161	90,970	92,322	92,762
*Percentage Increase over prior year						0.4%	2.0%	2.0%	1.5%	0.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,968	8,968	3,658	-	-	3,658	2,301	922	-	-
TOTAL CAPITAL / RESERVE	3,968	8,968	3,658	-	-	3,658	2,301	922	-	-
TOTAL COSTS	91,042	91,042	91,042	-	-	91,042	91,462	91,892	92,322	92,762
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(21,000)	(21,000)	(21,000)	-	-	(21,000)	(21,420)	(21,850)	(22,280)	(22,720)
TOTAL REVENUE	(21,090)	(21,090)	(21,090)	-	-	(21,090)	(21,510)	(21,940)	(22,370)	(22,810)
REQUISITION	(69,952)	(69,952)	(69,952)	-	-	(69,952)	(69,952)	(69,952)	(69,952)	(69,952)
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

Reserve Schedule

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

ERF Group: JDFSAR.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101986	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		33,702	42,670	46,328	48,629	49,551	49,551
Transfer from Ops Budget		8,968	3,658	2,301	922	-	-
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		42,670	46,328	48,629	49,551	49,551	49,551

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

EA - Community Parks (JDF)

EAC Review

SEPTEMBER 2022

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 \$440,101.
(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)

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	97,316	97,316	102,759	-	-	102,759	104,912	107,104	109,344	111,635
Contract for Services	20,750	20,750	21,370	-	-	21,370	21,800	22,240	22,680	23,130
Vehicles	5,190	5,190	5,350	-	-	5,350	5,460	5,570	5,680	5,790
Supplies	8,300	8,300	8,550	-	-	8,550	8,720	8,890	9,070	9,250
Allocations	31,365	31,365	32,242	-	-	32,242	32,922	33,618	34,293	34,982
Other Operating Expenses	13,625	12,265	11,430	-	-	11,430	11,650	11,870	12,110	12,360
TOTAL OPERATING COSTS	176,546	175,186	181,701	-	-	181,701	185,464	189,292	193,177	197,147
*Percentage Increase over prior year						2.9%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,000	13,360	10,250	-	-	10,250	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	21,360	18,250	-	-	18,250	20,000	20,000	20,000	20,000
TOTAL COSTS	196,546	196,546	199,951	-	-	199,951	205,464	209,292	213,177	217,147
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	(2,455)	(2,455)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(297)	(297)	(310)	-	-	(310)	(280)	(290)	(300)	(310)
Revenue - Other	(520)	(520)	(590)	-	-	(590)	(600)	(610)	(620)	(630)
TOTAL REVENUE	(3,272)	(3,272)	(900)	-	-	(900)	(880)	(900)	(920)	(940)
REQUISITION	(193,274)	(193,274)	(199,051)	-	-	(199,051)	(204,584)	(208,392)	(212,257)	(216,207)
*Percentage increase over prior year Requisition						3.0%	2.8%	1.9%	1.9%	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 - 2023 to 2027

Service No.	1.405	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	JDF EA Community Parks & Rec.							

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	\$0	\$490,000	\$20,000	\$0	\$0	\$0	\$510,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$50,000	\$540,000	\$70,000	\$0	\$0	\$0	\$610,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$50,000	\$535,000	\$70,000	\$0	\$0	\$0	\$605,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$50,000	\$540,000	\$70,000	\$0	\$0	\$0	\$610,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023. 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 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	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 #: 1.405

Service Name: JDF EA Community Parks & Recreation

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
21-01	Renewal	Wieland Trail	Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route	\$100,000	L	Grant	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
22-02	Renewal	Chubb Rd - Dock Installation	Install dock system at Chubb Rd on Kemp Lake	\$75,000	S	Grant	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
23-01	New	Port Renfrew Playground Equipment	Installation of new playground equipment in Port Renfrew	\$160,000	S	Grant	\$0	\$160,000	\$0	\$0	\$0	\$0	\$160,000
23-02	New	Eloise Park trail construction	Construct a Multi-use trail at Eloise Park	\$45,000	S	Grant	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
23-03	New	Priest Cabin Park Trail Construction	Construct a trail at Priest Cabin connecting to Matterhorn Access Trail	\$50,000	S	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-04	New	Starlink WiFi -Port Renfrew Community Centre	Install and operate a "Starlink" WiFi system possibly in conjunction with VI Library	\$15,000	S	Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
23-05	New	Trail Construction Wigglesworth Lake Park	Trail and other park infrastructure at Wigglesworth Lake Park (to facilitate park transfer to Regional Parks	\$50,000	S	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-06	New	Trail Construction Admirals Forest Park	Construct/remediate trails at the recently purchased Admirals Forest Property	\$40,000	S	Grant	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$40,000
23-07	New	Playground Improvements Coppermine Park	Replace wooden playground equipment with new equipment Coppermine Park	\$100,000	S	Grant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
23-08	New	Trail and Park remediation Bulfer Park	Bulfer Park trail and park remediation	\$20,000	S	Grant	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
23-09	New	Fencing for Storage Compound	Installed fencing/gate to create secure storage compound for Parks equipment and materials	\$5,000	S	Cap		\$5,000					\$5,000
			GRAND TOTAL	\$660,000			\$50,000	\$540,000	\$70,000	\$0	\$0	\$0	\$610,000

EA - Community Parks (JDF)
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Land Reserve Fund	2,839	13,089	25,089	37,089	49,089	61,089
Equipment Replacement Fund	117,184	125,184	133,184	141,184	149,184	157,184
Total	120,023	138,273	158,273	178,273	198,273	218,273

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Land 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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		597,479	2,839	13,089	25,089	37,089	49,089
Transfer from Ops Budget		13,360	10,250	12,000	12,000	12,000	12,000
Land Acquisition		(563,000)	-	-	-	-	-
Transfer to Cap Fund		(45,000)	-	-	-	-	-
Interest Income		-					
Ending Balance \$		2,839	13,089	25,089	37,089	49,089	61,089

Assumptions/Background:

Reserve Schedule

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

ERF Group: JDFAAPRK.ERF

Reserve Cash Flow

Fund: 1022 Fund Centre: 102158	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	109,184	117,184	125,184	133,184	141,184	149,184
Transfer from Parks Ops Budget	8,000	8,000	8,000	8,000	8,000	8,000
Expenditures	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	117,184	125,184	133,184	141,184	149,184	157,184

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2023 Budget

EA - Community Recreation (JDF)

EAC Review

SEPTEMBER 2022

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 \$155,741.

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	44,214	43,944	46,632	-	-	46,632	47,610	48,609	49,620	50,655
Recreation Programs	14,300	14,300	13,785	-	-	13,785	13,935	14,103	14,280	14,471
Maintenance	4,150	4,150	4,270	-	-	4,270	4,360	4,450	4,540	4,630
Utilities & fuel	6,220	6,220	6,400	-	-	6,400	6,530	6,660	6,790	6,920
Supplies	930	930	950	-	-	950	970	990	1,010	1,030
Allocations	12,584	12,584	12,863	-	-	12,863	13,137	13,411	13,683	13,957
Other Operating Expenses	7,730	7,730	7,930	-	-	7,930	8,140	8,350	8,580	8,810
TOTAL OPERATING COSTS	90,128	89,858	92,830	-	-	92,830	94,682	96,573	98,503	100,473
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	270	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	270	-	-	-	-	-	-	-	-
TOTAL COSTS	90,128	90,128	92,830	-	-	92,830	94,682	96,573	98,503	100,473
<u>FUNDING SOURCES (REVENUE)</u>										
Rentals	(20,400)	(20,400)	(21,010)	-	-	(21,010)	(21,430)	(21,860)	(22,300)	(22,750)
Revenue - Other	(220)	(220)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(20,620)	(20,620)	(21,230)	-	-	(21,230)	(21,650)	(22,080)	(22,520)	(22,970)
REQUISITION	(69,508)	(69,508)	(71,600)	-	-	(71,600)	(73,032)	(74,493)	(75,983)	(77,503)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS										
Salaried FTE	0.18	0.18	0.18			0.18	0.18	0.18	0.18	0.18

Reserve Schedule

Reserve Fund: 1.408 Community Recreation (JDF) - Equipment Replacement Fund

ERF Group: To be created in 2022

Reserve Cash Flow

Fund: Fund Centre:	1022 TBD	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		-	270	270	270	270	270
Transfer from Ops Budget		270	-	-	-	-	-
Planned Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		270	270	270	270	270	270

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Refuse Disposal

EAC Review

SEPTEMBER 2022

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Areas

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 \$2,362,486.

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	26,000	26,000	26,950	-	-	26,950	27,490	28,040	28,600	29,170
Contracts	49,220	49,220	54,005	-	-	54,005	55,090	56,200	57,320	58,470
Allocations	4,037	4,037	4,175	-	-	4,175	4,258	4,344	4,430	4,519
Electricity	1,170	1,170	1,170	-	-	1,170	1,190	1,210	1,230	1,250
Other Operating Expenses	3,070	3,070	3,120	-	-	3,120	3,170	3,220	3,270	3,330
TOTAL OPERATING COSTS	83,497	83,497	89,420	-	-	89,420	91,198	93,014	94,850	96,739
*Percentage Increase over prior year						7.1%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	4,000	4,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
TOTAL CAPITAL / RESERVES	6,000	6,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL COSTS	89,497	89,497	93,420	-	-	93,420	95,198	97,014	98,850	100,739
Internal Recovery	(17,000)	(17,000)	(17,860)	-	-	(17,860)	(18,220)	(18,580)	(18,950)	(19,330)
NET COSTS	72,497	72,497	75,560	-	-	75,560	76,978	78,434	79,900	81,409
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(4,000)	(4,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Recovery Cost	(34,248)	(34,248)	(35,280)	-	-	(35,280)	(35,990)	(36,710)	(37,440)	(38,190)
Grants in Lieu of Taxes	(347)	(347)	(360)	-	-	(360)	(370)	(380)	(390)	(400)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(38,645)	(38,645)	(40,690)	-	-	(40,690)	(41,410)	(42,140)	(42,880)	(43,640)
REQUISITION	(33,852)	(33,852)	(34,870)	-	-	(34,870)	(35,568)	(36,294)	(37,020)	(37,769)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.523	Carry Forward from 2022	2023	2024	2025	2026	2027	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	\$12,000	\$0	\$0	\$0	\$0	\$12,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000

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	\$12,000	\$0	\$0	\$0	\$0	\$12,000
		\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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. Other = Project is not driven by one of the other options provided.</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 SLoan = 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>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>
<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>			

Service #:	1.523
Service Name:	Port Renfrew Refuse Disposal

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	New	Covered recyclables storage	Required storage is needed in order to protect recyclables from the elements. It is also a contractual requirement under our agreement with Recycle BC.	\$12,000	S	Res	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
GRAND TOTAL				\$12,000			\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	34,260	24,260	26,260	28,260	30,260	32,260
Equipment Replacement Fund	39,871	41,871	43,871	45,871	47,871	49,871
Total	74,131	66,131	70,131	74,131	78,131	82,131

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:	1021	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101365						
Beginning Balance		55,260	34,260	24,260	26,260	28,260	30,260
Transfer from Ops Budget		4,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(25,000)	(12,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		34,260	24,260	26,260	28,260	30,260	32,260

Assumptions/Background:

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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101448						
Beginning Balance		37,871	39,871	41,871	43,871	45,871	47,871
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		39,871	41,871	43,871	45,871	47,871	49,871

CAPITAL REGIONAL DISTRICT

2023 Budget

Emergency Comm - CREST (JDF)

EAC Review

SEPTEMBER 2022

Service: 1.924 JDF Emergency Comm. - CREST

Committee: Planning and Protective Services

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)	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to CREST	113,461	113,461	115,687	17,526	-	133,213	135,880	138,600	141,370	144,200
Allocations	2,387	2,387	2,471	-	-	2,471	2,520	2,571	2,622	2,675
Other Operating Expenses	7,700	7,700	9,200	-	-	9,200	9,370	9,540	9,720	9,900
TOTAL OPERATING COSTS	123,548	123,548	127,358	17,526	-	144,884	147,770	150,711	153,712	156,775
*Percentage Increase over prior year			3.1%	14.2%		17.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/fwd from 2021 to 2022	1,854	1,854	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(189)	(189)	(190)	-	-	(190)	(190)	(190)	(190)	(190)
Revenue-Other	(70)	(70)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	1,595	1,595	(240)	-	-	(240)	(240)	(240)	(240)	(240)
REQUISITION	(125,143)	(125,143)	(127,118)	(17,526)	-	(144,644)	(147,530)	(150,471)	(153,472)	(156,535)
*Percentage increase over prior year Requisition			1.6%	14.0%		15.6%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Water

EAC Review

SEPTEMBER 2022

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

Committee: Electoral Areas

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 \$2,451,379.

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,730	8,670	8,980	-	-	8,980	9,160	9,340	9,520	9,700
Allocations - Operations	79,280	79,280	80,530	-	-	80,530	82,140	83,780	85,460	87,170
Allocations - Other	8,932	8,932	9,831	-	-	9,831	10,029	10,230	10,435	10,644
Electricity	4,770	5,300	5,300	-	-	5,300	5,410	5,520	5,630	5,740
Supplies	3,310	3,900	3,410	-	-	3,410	3,470	3,530	3,600	3,670
Water Testing	2,244	2,244	2,289	-	-	2,289	2,334	2,381	2,429	2,477
Other Operating Expenses	15,840	16,040	3,260	-	-	3,260	3,340	3,430	3,520	16,610
TOTAL OPERATING COSTS	123,106	124,366	113,600	-	-	113,600	115,883	118,211	120,594	136,011
*Percentage Increase over prior year			-7.7%			-7.7%	2.0%	2.0%	2.0%	12.8%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	10,000	10,000	5,000	-	-	5,000	5,000	5,000	5,000	15,000
Transfer to Capital Reserve Fund	10,000	8,740	15,000	-	-	15,000	20,000	3,000	7,000	30,000
MFA Debt Reserve Fund	-	-	-	-	-	-	5,413	4,500	-	2,000
Interest Payments	-	-	-	-	-	-	6,630	32,036	48,574	51,024
Principal Payments	-	-	-	-	-	-	-	15,847	29,021	29,021
TOTAL DEBT / RESERVES	20,000	18,740	20,000	-	-	20,000	37,043	60,383	89,595	127,045
TOTAL COSTS	143,106	143,106	133,600	-	-	133,600	152,926	178,594	210,189	263,056
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(13,000)	(13,000)	-	-	-	-	-	-	-	(13,000)
User Charges	(64,508)	(64,508)	(66,247)	-	-	(66,247)	(75,903)	(88,732)	(104,525)	(124,453)
Other Revenue	(1,090)	(1,090)	(1,110)	-	-	(1,110)	(1,120)	(1,130)	(1,140)	(1,150)
TOTAL REVENUE	(78,598)	(78,598)	(67,357)	-	-	(67,357)	(77,023)	(89,862)	(105,665)	(138,603)
REQUISITION - PARCEL TAX	(64,508)	(64,508)	(66,243)	-	-	(66,243)	(75,903)	(88,732)	(104,525)	(124,453)
*Percentage increase over prior year										
User Fees			2.7%			2.7%	14.6%	16.9%	17.8%	19.1%
Requisition			2.7%			2.7%	14.6%	16.9%	17.8%	19.1%
Combined			2.7%			2.7%	14.6%	16.9%	17.8%	19.1%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.650	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Port Renfrew Water							

EXPENDITURE

Buildings	\$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
Engineered Structures	\$0	\$100,000	\$1,638,918	\$200,000	\$0	\$200,000	\$2,138,918
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$110,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,438,918

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$541,306	\$450,000	\$0	\$200,000	\$1,191,306
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$100,000	\$1,082,612	\$0	\$0	\$0	\$1,182,612
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$25,000	\$10,000	\$10,000	\$10,000	\$65,000
	\$0	\$110,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,438,918

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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 Cap = Grants (Federal, Provincial) Grant = 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 impact. 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 #:	2.650
Service Name:	Port Renfrew Water

[illegible]

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.

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.

Project Number 23-04 **Capital Project Title** Supply System Replacement Design **Capital Project Description** Design for replacement of the remainder of the asbestos cement supply system.
Project Rationale Design for replacement of the remainder of the asbestos cement supply system.

Port Renfrew Water
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	1,071	6,071	11,071	16,071	21,071	23,071
Capital Reserve Fund	51,240	56,240	51,240	44,240	41,240	61,240
Total	52,311	62,311	62,311	60,311	62,311	84,311

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: Fund Centre:	1500 105536	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		4,071	1,071	6,071	11,071	16,071	21,071
Transfer from Ops Budget		10,000	5,000	5,000	5,000	5,000	15,000
Expenditures		(13,000)	-	-	-	-	(13,000)
Planned Maintenance Activity		Tree clearing for high voltage hydro lines					Tree clearing for high voltage hydro lines
Interest Income		-					
Ending Balance \$		1,071	6,071	11,071	16,071	21,071	23,071

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		52,500	51,240	56,240	51,240	44,240	41,240
Transfer from Ops Budget		8,740	15,000	20,000	3,000	7,000	30,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(10,000)	(10,000)	(25,000)	(10,000)	(10,000)	(10,000)
Interest Income		-					
Ending Balance \$		51,240	56,240	51,240	44,240	41,240	61,240

Assumptions/Background:

-Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2023 Budget

Wilderness Mountain Water

EAC Review

SEPTEMBER 2022

Service: 2.691 Wilderness Mountain Water Service

Committee: Electoral Areas

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 \$295,317.

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	900	1,023	930	-	5,000	5,930	950	970	990	1,010
Allocations	9,700	9,558	10,434	-	-	10,434	10,642	10,855	11,072	11,294
Electricity	6,700	6,039	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Supplies	23,860	22,360	25,050	-	-	25,050	25,550	26,070	26,600	27,130
Labour Charges	80,000	80,000	72,150	-	-	72,150	77,590	85,070	80,570	88,100
Insurance	1,460	1,460	1,440	-	-	1,440	1,510	1,580	1,650	1,730
Water Testing	9,000	9,000	9,180	-	-	9,180	9,364	9,551	9,742	9,937
Other Operating Expenses	1,970	4,510	2,030	-	-	2,030	2,060	2,100	2,140	2,180
TOTAL OPERATING COSTS	133,590	133,950	128,114	-	5,000	133,114	134,706	143,376	140,084	148,851
*Percentage Increase over prior year			-4.10%		3.7%	-0.4%	1.2%	6.4%	-2.3%	6.3%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	-	-	6,000	-	-	6,000	6,000	5,000	25,000	40,000
Transfer to Operating Reserve Fund	6,000	6,000	6,000	-	-	6,000	8,000	5,000	15,000	20,000
MFA Debt Reserve Fund	70	70	60	-	-	60	5,060	60	60	60
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	14,033	28,671	28,671	28,671
MFA Debt Interest	9,554	9,554	9,554	-	-	9,554	15,679	34,054	34,054	29,277
TOTAL DEBT / RESERVES	29,657	29,657	35,647	-	-	35,647	48,772	72,785	102,785	118,008
TOTAL COSTS	163,247	163,607	163,761	-	5,000	168,761	183,478	216,161	242,869	266,859
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(10,000)	(10,000)	-	-	(5,000)	(5,000)	(4,000)	(10,000)	(4,000)	(10,000)
User Charges	(73,467)	(73,467)	(79,190)	-	-	(79,190)	(90,734)	(105,735)	(124,114)	(134,250)
Sale - Water	(17,760)	(17,760)	(17,760)	-	-	(17,760)	(17,760)	(17,760)	(17,760)	(17,760)
Other Revenue	(120)	(480)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
TOTAL REVENUE	(101,347)	(101,707)	(97,060)	-	(5,000)	(102,060)	(112,604)	(133,605)	(145,984)	(162,120)
REQUISITION - PARCEL TAX	(61,900)	(61,900)	(66,701)	-	-	(66,701)	(70,874)	(82,556)	(96,885)	(104,739)
*Percentage increase over prior year										
User Charge			7.8%			7.8%	14.6%	16.5%	17.4%	8.2%
Water Sale			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
Requisition			7.8%			7.8%	6.3%	16.5%	17.4%	8.1%
Combined			6.9%			6.9%	9.6%	14.9%	15.9%	7.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.691	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Wilderness Mountain Water Service							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$15,000	\$15,000	\$500,000	\$0	\$0	\$0	\$0	\$515,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$15,000	\$15,000	\$500,000	\$0	\$0	\$0	\$0	\$515,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
	\$15,000	\$15,000	\$500,000	\$0	\$0	\$0	\$0	\$515,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023.

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

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

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

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

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

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

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.

Carryforward from 2022
Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.

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.

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 2022	2023	2024	2025	2026	2027	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	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
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				\$515,000			\$15,000	\$15,000	\$500,000	\$0	\$0	\$0	\$515,000

Service: 2.691 Wilderness Mountain Water Service

Project Number	22-01	Capital Project Title	Alternative Approval Process	Capital Project Description	Undertake an Alternative Approval Process to borrow funds for water treatment plant upgrades.
Project Rationale	A conceptual water treatment plant upgrade design was carried out in 2022 to inform the borrowing bylaw. An alternative approval process is required for voter assent to borrow funds to carry out the improvements.				

Project Number	23-01	Capital Project Title	Water Treatment Plant Upgrades	Capital Project Description	Water Treatment Plant Upgrades
Project Rationale	Carry out detailed design and construction of the water treatment plant upgrades for the water treatment plant.				

Wilderness Mountain Reserves
Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	7,613	8,613	12,613	7,613	18,613	28,613
Capital Reserve Fund	42,351	33,351	39,351	44,351	69,351	109,351
Total	49,965	41,965	51,965	51,965	87,965	137,965

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		11,613	7,613	8,613	12,613	7,613	18,613
Transfer from Ops Budget		6,000	6,000	8,000	5,000	15,000	20,000
Transfer to Ops Budget		(10,000)	(5,000)	(4,000)	(10,000)	(4,000)	(10,000)
Planned Maintenance Activity		Reservoir Cleaning and Inspection	PRV Maintenance And pump station walk way repair	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection
Interest Income		-					
Ending Balance \$		7,613	8,613	12,613	7,613	18,613	28,613

Assumptions/Background:

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		47,351	42,351	33,351	39,351	44,351	69,351
Transfer from Ops Budget		-	6,000	6,000	5,000	25,000	40,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(5,000)	(15,000)	-	-	-	-
Interest Income		-					
Ending Balance \$		42,351	33,351	39,351	44,351	69,351	109,351

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Sewer

EAC Review

SEPTEMBER 2022

Service: 3.850 Port Renfrew Sewer

Committee: Electoral Areas

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 \$847,528.

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

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Grit Disposal	9,441	13,000	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Electricity	6,900	6,200	7,110	-	-	7,110	7,250	7,400	7,550	7,700
Supplies	2,580	1,710	2,660	-	-	2,660	2,710	2,760	2,810	2,870
Allocations - Operations	57,925	57,925	59,198	-	-	59,198	60,384	61,590	62,826	64,083
Allocations - Other	17,224	17,224	17,446	-	-	17,446	17,797	18,154	18,515	18,883
Other Operating Expenses	10,290	10,190	10,580	-	-	10,580	10,800	11,030	11,260	11,490
TOTAL OPERATING COSTS	104,360	106,249	108,994	-	-	108,994	111,181	113,414	115,691	118,006
*Percentage Increase over prior year						4.4%	2.0%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	18,000	17,006	18,000	-	-	18,000	20,000	5,000	2,000	12,000
Transfer to Operating Reserve	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	6,000
MFA Debt Reserve Fund	-	-	-	-	-	-	1,500	13,500	4,000	-
MFA Debt Principal	-	-	-	-	-	-	-	4,390	43,910	55,620
MFA Debt Interest	-	-	-	-	-	-	1,838	23,888	78,400	93,100
TOTAL DEBT / RESERVES	22,000	21,006	22,000	-	-	22,000	27,338	50,778	132,310	166,720
TOTAL COSTS	126,360	127,255	130,994	-	-	130,994	138,519	164,192	248,001	284,726
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(62,595)	(62,595)	(64,734)	-	-	(64,734)	(68,489)	(81,311)	(123,200)	(141,548)
Grants in Lieu of Taxes	(1,371)	(1,371)	(1,410)	-	-	(1,410)	(1,440)	(1,470)	(1,500)	(1,530)
Other Revenue	(100)	(995)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(64,066)	(64,961)	(66,244)	-	-	(66,244)	(70,029)	(82,881)	(124,800)	(143,178)
REQUISITION - PARCEL TAX	(62,294)	(62,294)	(64,750)	-	-	(64,750)	(68,490)	(81,311)	(123,201)	(141,548)
*Percentage increase over prior year										
User Fees						3.4%	5.8%	18.7%	51.5%	14.9%
Requisition						3.9%	5.8%	18.7%	51.5%	14.9%
Combined						3.7%	5.8%	18.7%	51.5%	14.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	3.850	Carry Forward from 2022	2023	2024	2025	2026	2027	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	\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000

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	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
		\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

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, 23-01 is a project planned to start in 2023. 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 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	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 #: 3.850
Service Name: Port Renfrew Sewer

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
22-01	Replacement	Genset Upgrade	A new genset is required to provide standby power for the whole WWTP.	\$60,000	S	Grant	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
22-02	Renewal	Alternative Approval Process	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).	\$15,000	S	Res	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
23-01	Replacement	Phase 1 - System Renewal - Outfall and Sewer Replacement	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 lower inflow and infiltration.	\$1,500,000	S	Debt	\$0	\$0	\$150,000	\$1,350,000	\$0	\$0	\$1,500,000
25-01	Renewal	Phase 2 - System Renewal - New WWTP and Pump Station	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 complete in 2025, construction is anticipated to start in 2027).	\$400,000	S	Debt	\$0	\$0	\$0	\$0	\$400,000	\$0	\$400,000
GRAND TOTAL				\$1,975,000			\$65,000	\$65,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,965,000

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 lower inflow and infiltration.

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 complete in 2025, construction is anticipated to start in 2027).

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
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	4,349	8,349	12,349	16,349	20,349	26,349
Capital Reserve Fund	24,618	27,618	47,618	52,618	54,618	66,618
Total	28,967	35,967	59,967	68,967	74,967	92,967

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	Esimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		349	4,349	8,349	12,349	16,349	20,349
Transfer from Ops Budget		4,000	4,000	4,000	4,000	4,000	6,000
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		4,349	8,349	12,349	16,349	20,349	26,349

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	Esimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		7,612	24,618	27,618	47,618	52,618	54,618
Transfer from Ops Budget		17,006	18,000	20,000	5,000	2,000	12,000
Transfer to Cap Fund		-	(15,000)	-	-	-	-
Transfer from Cap Fund		-					
Interest Income		-					
Ending Balance \$		24,618	27,618	47,618	52,618	54,618	66,618

Assumptions/Background:

Transfer as much as operating budget will allow.