



ELECTORAL AREA SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, NOVEMBER 1, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

10:30 AM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Electoral Area Services Committee meeting of October 18, 2017	1
Recommendation That the minutes of the regular Electoral Area Services Committee meeting of October 18, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>PUBLIC INPUT PERIOD</u>	
5. <u>DELEGATIONS</u>	
D1 Sherry Durnford, Re: Revised Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road)	7
D2 Richard Graham, Re: Revised Development Variance Permit Application No. 01-G-17DVP, Lot 10, Skye Road	9
6. <u>CORRESPONDENCE</u>	
7. <u>INFORMATION</u>	
8. <u>REPORTS</u>	
R1 Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road) - Report from Development Services Division	11
Recommendation That it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the 1.5 metre setback from the required landscaped buffer, be denied.	

- R2 Development Variance Permit Application No. 03-B-17DVP (2700 Worthington Road) - Report from Development Services Division 39

Recommendation That it be recommended to the Board that Development Variance Permit Application No. 03-B-17DVP (2700 Worthington Road) to vary Section 8.6(b)(2) of Zoning Bylaw No. 985 be denied.

- R3 Development Permit Application No. 06-E-17DP (4994 Polkey Road) - Staff Report from Development Services Division 49

Recommendation That it be recommended to the Board:
1. That Development Permit Application No. 06-E-17DP (4994 Polkey Road) for the extension of a gravel parking area and removal of vegetation be authorized; and
2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.1490.

- R4 Development Permit with Variance Application No. 03-C-17DP/VAR (1480 Heigh Street) - Report from Development Services Division 91

Recommendation That it be recommended to the Board:
1. That Zoning Bylaw No. 3520 Section 12.7.4 (Setbacks) be varied for the west parcel line from 6 m to 0.3 m; and that Section 5.3.1.c.ii (Setback Exceptions) be varied to allow a canopy projection from 1 m to 1.91 m;
2. That Development Permit with Variance Application No. 03-C-17DP/VAR (1480 Heigh Street) be approved; and
3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.3510.

- R5 Development Permit Application No. 07-B-17DP (PID: 027-606-554, 562, 571, 589, 597, 678, 176, 732) - Report from Development Services Division 121

Recommendation That it be recommended to the Board:
1. That Development Permit Application No. 07-B-17DP (PID: 027-606-554, 562, 571, 589, 597, 678, 176, 732) be approved; and
2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community

Plan Bylaw No. 3510.

- R6 Rezoning Application No. 01-I-16RS (Official Community Plan and Zoning Amendment Application for PID: 000-222-348) - Report from Development Services Division 139
- Recommendation** That it be recommended to the Board that Application No. 01-I-16RS (PID: 000-222-348) be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.
- R7 South Cowichan Water Study Update - Report from Environmental Services Division 235
- Recommendation** That it be recommended to the Board that following approval of the 2018 Budget for Function 531 – South Cowichan Water Study Plan, staff work with other key investigators including provincial and public entities on a strategic planning framework, proposed scope of policy and regulatory recommendations.
- R8 Mill Bay/Malahat Critical Street Lighting Request - Report from Water Management Division 241
- Recommendation** That it be recommended to the Board
- 1) That two streetlights be installed across from 850 and 856 Deloume Road in Mill Bay as part of the Mill Bay/Malahat Critical Street Lighting Service Area; and
 - 2) That the operational costs associated with funding these streetlights be reflected in the 2018 budget for Function 557.
- R9 Verbal Report from Director M. Dorey, Electoral Area G - Saltair/Gulf Islands Re: Update on the Saltair Community Centre
- Recommendation** For information.
- R10 2018 Budget Review - Function 310 Animal Control - Report from Inspections & Enforcement Division 245
- Recommendation** That the 2018 Budget for Function 310 - Animal Control be approved.
- R11 2018 Budget Review - Function 320 Inspections & Enforcement - Report from Inspection & Enforcement Division 251
- Recommendation**
1. That the 2018 Budget for Function 320 - Inspections & Enforcement be approved
 2. That the supplemental request for a

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- vehicle replacement be approved.
3. That the supplemental request to increase the building inspector position for 9 months be approved.
 4. That the supplemental request for the first floor office renovation be approved.
- R12 2018 Budget Review - Function 231 Mill Bay/Malahat Community Parks - Report from Parks & Trails Division 263
- Recommendation** That the 2018 Budget for Function 231 - Mill Bay/Malahat Community Parks be approved.
- R13 2018 Budget Review - Function 232 Shawnigan Lake Community Parks - Report from Parks & Trails Division 273
- Recommendation**
1. That the 2018 Budget for Function 232 – Shawnigan Lake Community Parks be approved.
 2. That the Supplemental Request for replacement of the Galland Road Park playground be approved.
 3. That the Supplemental Request for the Elsie Miles Park Revitalization Phase II project be approved.
- R14 2018 Budget Review - Function 233 Cobble Hill Community Parks - Report from Parks & Trails Division 287
- Recommendation**
1. That the 2018 Budget for Function 233 – Cobble Hill Community Parks be approved.
 2. That the Supplemental Request for replacement of the Manley Creek Park Staircase be approved.
- R15 2018 Budget Review - Function 234 Cowichan Bay Community Parks - Report from Parks & Trails Division 301
- Recommendation** That the 2018 Budget for Function 234 – Cowichan Bay Community Parks be approved.
- R16 2018 Budget Review - Function 235 Cowichan Station/Sahtlam/Glenora Community Parks - Report from Parks & Trails Division 311
- Recommendation**
1. That the 2018 Budget for Function 235 – Cowichan Station/Sahtlam/Glenora Community Parks be approved.
 2. That the Supplemental Request for the Area E Roadside Pathway project be approved.

- R17 2018 Budget Review - Function 236 Cowichan Lake South/Skutz Falls Community Parks - Report from Parks & Trails Division 323
- Recommendation** 1. That the 2018 Budget for Function 236 – Cowichan Lake South/Skutz Falls Community Parks be approved.
2. That the Supplemental Request for the Central Park Playground Replacement Phase II works be approved.
- R18 2018 Budget Review - Function 237 Saltair Community Parks - Report from Parks & Trails Division 335
- Recommendation** That the 2018 Budget for Function 237 – Saltair Community Parks be approved.
- R19 2018 Budget Review - Function 238 North Oyster/Diamond Community Parks - Report from Parks & Trails Division 345
- Recommendation** That the 2018 Budget for Function 238 – North Oyster/Diamond Community Parks be approved.
- R20 2018 Budget Review - Function 239 Youbou/Meade Creek Community Parks - Report from Parks & Trails Division 355
- Recommendation** 1. That the 2018 Budget for Function 239 – Youbou/Meade Creek Community Parks be approved.
2. That the Supplemental Request for the Arbutus Park Revitalization Phase II works be approved.
- R21 2018 Budget Review - Function 279 Parks & Trails - Report from Parks & Trails Division 367
- Recommendation** That the 2018 Budget for Function 279 – Parks & Trails be approved.
- R22 2018 Budget Review - Function 281 Bright Angel Park - Report from Parks & Trails Division 379
- Recommendation** 1. That the 2018 Budget for Function 281 – Bright Angel Park be approved.
2. That the Supplemental Request for the Bright Angel Park Suspension Bridge wooden towers replacement project be approved.

R23	2018 Budget Review - Function 282 South Cowichan Parks - Report from Parks & Trails Division	389
	Recommendation 1. That the 2018 Budget for Function 282 – South Cowichan Parks be approved. 2. That the Supplemental Request for the Cowichan Bay Boat Launch parking area and ramp refurbishment be approved.	
R24	2018 Budget Review - Function 456 Saltair Recreation - Report from Parks & Trails Division	399
	Recommendation That the 2018 Budget for Function 456 Saltair Recreation be approved.	
R25	2018 Budget Review - Function 490 Thetis Island Wharf - Report from Parks & Trails Division	407
	Recommendation That the 2018 Budget for Function 490 - Thetis Island Wharf be approved.	
R26	2018 Budget Review - Function 491 Thetis Island Boat Launch - Report from Parks & Trails Division	413
	Recommendation That the 2018 Budget for Function 491 - Thetis Island Boat Launch be approved.	
R27	2018 Budget Review - Function 130 Electoral Feasibility Studies - Report from Water Management Division	419
	Recommendation That the 130 - Electoral Feasibility Studies 2018 Draft Budget be approved.	
R28	2018 Budget Review - Function 550-586 Street Lighting - Report from Water Management Division	425
	Recommendation 1. That the 550 Street Lighting Mesachie 2018 Draft Budget be approved. 2. That the 551 Street Lighting Youbou 2018 Draft Budget be approved. 3. That the 552 Street Lighting Brentwood College 2018 Draft Budget be approved. 4. That the 553 Street Lighting Cowichan Bay 2018 Draft Budget be approved. 5. That the 554 Street Lighting Honeymoon Bay 2018 Draft Budget be approved. 6. That the 555 Street Lighting Mill Bay 2018 Draft Budget be approved. 7. That the 556 Street Lighting Cobble Hill 2018 Draft Budget be approved. 8. That the 557 Critical Street Lighting “A” 2018 Draft Budget be approved.	

9. That the 558 Critical Street Lighting "B" 2018 Draft Budget be approved.
10. That the 559 Critical Street Lighting "C" 2018 Draft Budget be approved.
11. That the 560 Critical Street Lighting "D" 2018 Draft Budget be approved.
12. That the 561 Critical Street Lighting "E" 2018 Draft Budget be approved.
13. That the 565 Critical Street Lighting "I" 2018 Draft Budget be approved.
14. That the 580 Wilmot Road Street Lighting 2018 Draft Budget be approved.
15. That the 581 Sentinel Ridge Street Lighting 2018 Draft Budget be approved.
16. That the 583 Twin Cedars Street Lighting 2018 Draft Budget be approved.
17. That the 585 Arbutus Mt. Street Lighting 2018 Draft Budget be approved.
18. That the 586 Mill Springs Street Lighting 2018 Draft Budget be approved.

R29 2018 Budget Review - Function 601-690 Water - Report from Water Management 485
Division

- Recommendation**
1. That the 601 Satellite Park Water System 2018 Draft Budget be approved.
 2. That the 603 Douglas Hill Water System 2018 Draft Budget be approved.
 3. That the 604 Lambourn Water System 2018 Draft Budget be approved.
 4. That the 605 Arbutus Mt. Water System 2018 Draft Budget be approved.
 5. That the 608 Fern Ridge Water System 2018 Draft Budget be approved.
 6. That the 611 Bald Mountain Water System 2018 Draft Budget be approved.
 7. That the 613 Dogwood Ridge Water System 2018 Draft Budget be approved; and That the Supplementary request for well 2 rehabilitation be approved.
 8. That the 615 Arbutus Ridge Water System 2018 Draft Budget be approved; and That the Supplementary request for distribution system looping project be approved.
 9. That the 616 Carlton Water System 2018 Draft Budget be approved.
 10. That the 617 Shellwood Water System 2018 Draft Budget be approved.
 11. That the 618 Woodley Range Water System 2018 Draft Budget be approved.
 12. That the 619 Burnum Water System 2018 Draft Budget be approved.
 13. That the 620 Mesachie Lake Water System 2018 Draft Budget be approved.
 14. That the 640 Saltair Water System 2018

- Draft Budget be approved.
15. That the 652 Central Youbou Water Debt 2018 Draft Budget be approved.
 16. That the 653 Youbou Water System 2018 Draft Budget be approved.
 17. That the 660 Honeymoon Bay Water System 2018 Draft Budget be approved.
 18. That the 661 Honeymoon Bay (Sutton Creek) Water Debt 2018 Draft Budget be approved.
 19. That the 662 Honeymoon Bay (Well #2) Water Debt 2018 Draft Budget be approved.
 20. That the 670 Cherry Point Estates Water System 2018 Draft Budget be approved.
 21. That the 680 Shawnigan Lake North Water System 2018 Draft Budget be approved.
 22. That the 681 Shawnigan Lake Weir 2018 Draft Budget be approved.
 23. That the 690 Kerry Village Water System 2018 Draft Budget be approved.

R30 2018 Budget Review - Function 701-799 Drainage - Report from Water Management Division 599

- Recommendation**
1. That the 701 Wilmot Road Drainage System 2018 Draft Budget be approved.
 2. That the 702 Sentinel Ridge Drainage System 2018 Draft Budget be approved.
 3. That the 703 Shawnigan Lake East Drainage System 2018 Draft Budget be approved.
 4. That the 705 Arbutus Mt. Drainage System 2018 Draft Budget be approved.
 5. That the 707 Lanes Road Drainage System 2018 Draft Budget be approved.
 6. That the 711 Bald Mountain Drainage System 2018 Draft Budget be approved.
 7. That the 714 Cobble Hill Drainage System 2018 Draft Budget be approved.
 8. That the 715 Arbutus Ridge Drainage System 2018 Draft Budget be approved.
 9. That the 799 Shawnigan Creek Cleanout System 2018 Draft Budget be approved.
 10. That the 716 Shawnigan Station Drainage System Five Year Plan be approved.

R31 2018 Budget Review - Function 800-860 Sewer - Report from Water Management Division 631

- Recommendation**
1. That the 800 Cowichan Bay Sewer System 2018 Draft Budget be approved.
 2. That the 801 Brulette Sewer System 2018

- Draft Budget be approved.
3. That the 802 Sentinel Ridge Sewer System 2018 Draft Budget be approved.
 4. That the 803 Twin Cedars Sewer System 2018 Draft Budget be approved.
 5. That the 804 Lambourn Sewer System 2018 Draft Budget be approved; and That the Supplementary request for a capital inflow and infiltration program be approved.
 6. That the 805 Arbutus Mt. Sewer System 2018 Draft Budget be approved; and That the Supplementary request for a treatment plant Inlet Screen be approved.
 7. That the 809 Cobble Hill Sewer System 2018 Draft Budget be approved; and That the Supplementary request for design of a treatment plant replacement be approved.
 8. That the 810 Mesachie Lake Sewer System 2018 Draft Budget be approved.
 9. That the 811 Bald Mountain Sewer System 2018 Draft Budget be approved.
 10. That the 813 Mill Springs Sewer System 2018 Draft Budget be approved.
 11. That the 815 Arbutus Ridge Sewer System 2018 Draft Budget be approved.
 12. That the 820 Eagle Heights Sewer System 2018 Draft Budget be approved.
 13. That the 830 Maple Hills Sewer System 2018 Draft Budget be approved.
 14. That the 840 Shawnigan Beach Estates Sewer System 2018 Draft Budget be approved.
 15. That the 850 Kerry Village Sewer System 2018 Draft Budget be approved; and That the Supplementary request for a treatment plant inlet screen be approved.
 16. That the 860 Youbou Sewer System 2018 Draft Budget be approved.

R32 2018 Budget Review - Function 515 Curbside Collection Service - Report from Recycling & Waste Management Division 725

Recommendation That Function 515 Curbside Collection 2018 Budget be approved.

R33 2018 Budget Review - Function 531 South Cowichan Water Study - Report from Environmental Services Division 735

Recommendation That the 2018 Budget for Function 531 - South Cowichan Water Study be approved.

R34 2018 Budget Review - Function 540 South Sector Liquid Waste Management 741

Plan - Report from Environmental Services Division

Recommendation That the 2018 Budget for Function 540 - South Sector Liquid Waste Management Plan be approved.

R35 2018 Budget Review - Function 350 Fire Protection North Oyster - Report from Public Safety Division 749

Recommendation 1. That the 2018 Budget for function 350 - North Oyster Fire Protection be approved.
2. That the Supplementary Request for the Emergency Water Source be approved.

R36 2018 Budget Review - Function 351 Fire Protection Mesachie Lake - Report from Public Safety Division 761

Recommendation That the 2018 Budget for Function 351 - Fire Protection Mesachie Lake be approved.

R37 2018 Budget Review - Function 352 Fire Protection Cowichan Lake - Report from Public Safety Division 769

Recommendation That the 2018 Budget for Function 352 - Fire Protection Cowichan Lake be approved.

R38 2018 Budget Review - Function 353 Fire Protection Saltair - Report from Public Safety Division 775

Recommendation That the 2018 Budget for Function 353 - Fire Protection Saltair be approved.

R39 2018 Budget Review - Function 354 Fire Protection Sahtlam - Report from Public Safety Division 781

Recommendation 1. That the 2018 Budget for Function 354 - Fire Protection Sahtlam be approved.
2. That the Supplementary request for a Water Storage Tank be approved.

R40 2018 Budget Review - Function 355 Fire Protection Malahat - Report from Public Safety Division 791

Recommendation 1. That Contingency be reduced by \$14,137.
2. That Transfer to Capital Reserve be reduced by \$4,134
3. That the Requisition be reduced by \$18,271
4. That the 2018 Budget for Function 355 - Fire Protection Malahat, as amended, be approved.
5. That the Supplementary request for an

Emergency Generator be approved.

R41 2018 Budget Review - Function 356 Fire Protection Eagle Heights - Public Safety Division 803

Recommendation That the 2018 Budget for Function 356 - Fire Protection Eagle Heights be approved.

R42 2018 Budget Review - Function 357 Fire Protection Honeymoon Bay - Report from Public Safety Division 809

Recommendation 1. That Gas Tax Revenue be increased by \$16,671.
2. That Contingency be reduced by \$3,109.
3. That Transfer to Reserves be increased to \$19,780.
4. That the 2018 Budget for Function 357 – Fire Protection Honeymoon Bay, as amended, be approved.

R43 2018 Budget Review - Function 358 Fire Protection Youbou - Report from Public Safety Division 819

Recommendation 1. That the 2018 Budget for Function 358 - Fire Protection Youbou be approved.
2. That the Supplementary request for a Vehicle Exhaust Removal System be approved.

R44 2018 Budget Review - Function 102 Vancouver Island Regional Library - Report from Finance Division 829

Recommendation That the 2018 Budget for Function 102 – Vancouver Island Regional Library be approved.

R45 2018 Budget Review - Electoral Area Grant in Aid Functions - Report from Finance Division 835

Recommendation 1. That the 2018 Budget for Function 111 – Grant in Aid – Area A be approved.
2. That the 2018 Budget for Function 112 – Grant in Aid – Area B be approved.
3. That the 2018 Budget for Function 113 – Grant in Aid – Area C be approved.
4. That the 2018 Budget for Function 114 – Grant in Aid – Area D be approved.
5. That the 2018 Budget for Function 115 – Grant in Aid – Area E be approved.
6. That the 2018 Budget for Function 116 – Grant in Aid – Area F be approved.
7. That the 2018 Budget for Function 117 – Grant in Aid – Area G be approved.
8. That the 2018 Budget for Function 118 –

Grant in Aid – Area I be approved.

R46 2018 Budget Review - Grant Functions for Non Profit Organizations - Report from Finance Division 871

- Recommendation**
1. That the 2018 Budget for Function 440 – Cowichan Sportsplex – Area A be approved.
 2. That the 2018 Budget for Function 442 – Cowichan Sportsplex – Area C be approved
 3. That the 2018 Budget for Function 443 – Cowichan Sportsplex – Area D be approved.
 4. That the 2018 Budget for Function 444 – Cowichan Sportsplex – Area E be approved.
 5. That the 2018 Budget for Function 450 – Recreation – Mill Bay be approved.
 6. That the 2018 Budget for Function 451 – Recreation - Glenora be approved.
 7. That the 2018 Budget for Function 460 – Recreation – North Oyster be approved.
 8. That the 2018 Budget for Function 461 – Cowichan Aquatic Centre Area E be approved.
 9. That the 2018 Budget for Function 463 – Cowichan Wooden Boat Society be approved.
 10. That the 2018 Budget for Function 465 – Cobble Hill Historical Society be approved.
 11. That the 2018 Budget for Function 466 – Recreation – Cobble Hill be approved.
 12. That the 2018 Budget for Function 467 – Shawnigan Lake Historical Society be approved.
 13. That the 2018 Budget for Function 469 – Cowichan Station Assoc. – Area E be approved.
 14. That the 2018 Budget for Function 470 – Frank Jameson Community Centre be approved.
 15. That the 2018 Budget for Function 475 – Mill Bay/Malahat Historical Society be approved.
 16. That the 2018 Budget for Function 478 – Cowichan Station Assoc. – Area B be approved.
 17. That the 2018 Budget for Function 480 – Cowichan Aquatic Centre – Area F be approved.
 18. That the 2018 Budget for Function 481 – Cowichan Aquatic Centre – Area I be approved.

19. That the 2018 Budget for Function 488 – Shawnigan Basin Society be approved.
20. That the 2018 Budget for Function 489 – Nature and Habitat Area I be approved.
21. That the 2018 Budget for Function 492 – Cowichan Lake Water Protection be approved.
22. That the 2018 Budget for Function 495 – South Cowichan Comm. Policing be approved.
23. That the 2018 Budget for Function 510 – Thetis Island Solid Waste & Recycling be approved.
24. That the 2018 Budget for Function 435 – Theatre – Area A be approved.
25. That the 2018 Budget for Function 436 – Theatre – Area B be approved.
26. That the 2018 Budget for Function 437 – Theatre – Area C be approved.
27. That the 2018 Budget for Function 438 – Theatre – North Cowichan be approved.
28. That the 2018 Budget for Function 439 – Theatre – Ladysmith be approved.

R47 2018 EASC Budget Report - Report from General Manager, Land Use Services Department 987

Recommendation For direction.

R48 2018 Budget Review - Function 250 Electoral Area Services - Report from Community Planning Division 991

Recommendation That the 2018 Budget for Function 250 - Electoral Area Services be approved.

R49 2018 Budget Review - Function 325 Community Planning - Report from Community Planning Division 997

Recommendation

1. That the 2018 Budget for Function 325 - Community Planning be approved.
2. That the Supplementary request for additional office renovation work be approved.

9. **UNFINISHED BUSINESS**

10. **NEW BUSINESS**

11. **QUESTION PERIOD**

12. CLOSED SESSION

Motion that the Closed Session Agenda be approved, and that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

CS M1 - Closed Session Electoral Area Services Committee Minutes of October 18, 2017

CS R1 - Verbal Report from the Manager, Inspections & Enforcement Division,
Re: Law Enforcement {Sub (1)(f)}

13. ADJOURNMENT

The next Electoral Area Services Committee Meeting will be held Wednesday, November 15, 2017 at 1:30 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director I. Morrison, Chairperson
Director M. Marcotte, Vice-Chairperson
Director S. Acton

Director M. Clement
Director K. Davis
Director M. Dorey

Director L. Iannidinaro
Director K. Kuhn
Director A. Nicholson

Minutes of the Electoral Area Services Committee Meeting held on Wednesday, October 18, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 1:30 PM.

PRESENT: Director I. Morrison, Chair
 Director S. Acton
 Director M. Clement <until 4:55 PM>
 Director K. Davis
 Director M. Dorey
 Director L. Iannidinaro <until 3:54 PM>
 Director K. Kuhn
 Director M. Marcotte
 Director A. Nicholson

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
 R. Blackwell, General Manager, Land Use Services
 M. Tippet, Manager, Community Planning
 R. Conway, Manager, Development Services
 R. Blackmore, Manager, Inspection & Enforcement
 B. Dennison, Manager, Water Management
 A. Melmock, Manager, Economic Development
 B. Farquhar, Manager, Parks & Trails
 A. Duncan, Planner I
 J. Hughes, Secretary III
 K. Madge, Recording Secretary

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Electoral Area Services Committee meeting of October 4, 2017

It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of October 4, 2017 be adopted.

MOTION CARRIED

DELEGATIONS

D1 Gord Van Dyck provided a verbal presentation and submitted a petition on Saltair Community Centre.

CORRESPONDENCE

- C1** Grant-in-Aid Request, Electoral Area E - Cowichan Station/Sahtlam/Glenora Re: Alexander School Sh-hwuykelu Busy Place Creek Streamkeepers

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area E - Cowichan Station/Sahtlam/Glenora, in the amount of \$1,000 be provided to Alexander School Sh-hwuykelu Busy Place Creek Streamkeepers to support student transportation to and from Busy Place Creek for streamkeeping activities.

MOTION CARRIED

- C2** Grant-in-Aid Request, Electoral Area E - Cowichan Station/Sahtlam/Glenora Re: Glenora Farm - The Ita Wegman Association of BC

It was moved and seconded that it be recommended to the Board that a Grant-in-Aid, Electoral Area E - Cowichan Station/Sahtlam/Glenora, in the amount of \$5,000 be provided to Glenora Farm - The Ita Wegman Association of BC to support the switch of the water source for the Farm's gardens/greenhouses from the well to a storage pond in response to critical water flow issues in the Koksilah watershed.

MOTION CARRIED

INFORMATION

- IN1** The following items 1 through 4 were received for information:
1. Area C - Cobble Hill Advisory Planning Commission Minutes - September 28, 2017;
 2. Area E - Cowichan Station/Sahtlam/Glenora Advisory Planning Commission Minutes - September 26, 2017;
 3. Area D - Cowichan Bay Parks Commission Minutes - September 18, 2017; and
 4. Area I - Youbou/Meade Creek Parks Commission Minutes - September 12, 2017.

REPORTS

- R1** Application No. 04-E-17DP (PID: 003-420-931) - Report from Development Services Division

It was moved and seconded that Application No. 04-E-17DP be referred back to staff to review issues / opportunities of Koksilah Industrial Park (drainage issues/ impacts on watercourses to slow down water in Koksilah Park).

MOTION DEFEATED

It was moved and seconded that it be recommended to the Board:

1. That Development Permit Application No. 04-E-17DP for a two lot subdivision be approved; and

- 2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 1840.

MOTION CARRIED

R2 Application No. 01-C-16RS (3501-3505 Telegraph Road) - Report from Development Services Division

It was moved and seconded that it be recommended to the Board:

- 1. That the Zoning Amendment Bylaw for Application No. 01-C-16RS (3501-3505 Telegraph Road) be forwarded to the Board for consideration of 1st and 2nd Readings;
- 2. That the referrals to the Agricultural Land Commission, Mill Bay Volunteer Fire Department, Island Health, Ministry of Transport and Infrastructure be accepted; and

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that a public hearing be waived in favour of a public notice with respect to Application No. 01-C-16RS (3501-3505 Telegraph Road).

MOTION CARRIED

R3 Accessory Dwelling Units on Agricultural Parcels - Report from Development Services Division

It was moved and seconded that no action be taken at this time to amend the Agriculture Resource 1 (A-1) Zone of South Cowichan Zoning Bylaw to include Accessory Dwelling Unit as permitted, and the issue of second dwellings on agricultural land be considered as part of a future OCP and Zoning Bylaw review.

MOTION CARRIED

2:55 PM The Committee took a recess at 2:55 PM

3:00 PM The meeting resumed at 3:00 PM

R4 Shawnigan Lake Museum Expansion - Gas Tax Contribution Request - Report from Parks & Trails Division

It was moved and seconded that it be recommended to the Board that a Federal Gas Tax Program Community Works Funding Agreement in the amount of \$150,000 for expansion of the Shawnigan Lake Museum be entered into with the Shawnigan Lake Historical Society, subject to conditions outlined in the report to the October 18, 2017, Electoral Area Services Committee.

MOTION CARRIED

R5 Arbutus Mountain Estates Sewer Transfer Agreement - Report from Water Management Division

It was moved and seconded that it be recommended to the Board that an Arbutus Mountain Estates Sewer System Transfer Agreement be executed by the developer, 1124328 BC Limited, and the CVRD.

MOTION CARRIED

R6 Amy Melmock, Manager, Economic Development Division, provided a verbal presentation on an Agriculture Study and was received for information.

R7 September 2017 Building Inspection Report verbal report from Robert Blackmore, Manager, Inspections & Enforcement Division was received for information.

R8 September 2017 Bylaw Enforcement verbal Report from Robert Blackmore Manager, Inspections & Enforcement Division was received for information.

UNFINISHED BUSINESS

UB1 CVRD Bylaw No. 4153 - Community Parks Advisory Commissions Establishment Bylaw, 2017

That Community Parks Advisory Commissions Establishment Bylaw No. 4153 be referred to a future meeting following consideration of the CVRD Volunteer Policy.

MOTION CARRIED

CLOSED SESSION

3:54 PM **It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90 {Sub (1)(f)} Law Enforcement.**

MOTION CARRIED

3:54 PM Director Iannidinardo left the meeting at 3:54 PM

RISE FROM CLOSED SESSION

5:10 PM **It was moved and seconded that the Committee rise without report, and return to the open portion of the meeting.**

ADJOURNMENT

5:10 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

Chair

Recording Secretary

Dated: _____

Jennifer Hughes

From: noreply@civicplus.com
Sent: Friday, October 13, 2017 5:09 PM
To: Jennifer Hughes; Kylie Madge; Mary Anne McAdam
Subject: Online Form Submittal: Electoral Area Services Committee

Electoral Area Services Committee**Request to Appear as a Delegation at the Electoral Area Services Committee**

Electoral Area Services Committee meetings are held on the first and third Wednesdays of the month at 1:30 p.m.

Please Note: Contact information supplied by you and submitted with this form will become part of the public record and will be published in a meeting agenda that is posted online when this matter is before the Electoral Area Services Committee. If you do not wish this contact information disclosed, please contact the FOI Coordinator at 250.746.2507 or 1.800.665.3955 to advise.

Meeting Date	11/1/2017
Contact Information	
Contact Name	Sherry Durnford
Representing	neighbouring property owners
Number Attending	3
Address	4211 Solmie Road
City	Ladysmith
Province	British Columbia
Postal Code	V9G 1Y4
Telephone Number	7788373641
Reply Email	peterandsherry@gmail.com
Presentation Topic and Nature of Request	Speak to Variance Permit for Lot 10, Saltair Oceanfront Estates
Do you have a PowerPoint presentation?	No

Email not displaying correctly? [View it in your browser.](#)

Jennifer Hughes

From: noreply@civicplus.com
Sent: Tuesday, October 17, 2017 2:27 PM
To: Jennifer Hughes; Kylie Madge; Mary Anne McAdam
Subject: Online Form Submittal: Electoral Area Services Committee

Electoral Area Services Committee**Request to Appear as a Delegation at the Electoral Area Services Committee**

Electoral Area Services Committee meetings are held on the first and third Wednesdays of the month at 1:30 p.m.

Please Note: Contact information supplied by you and submitted with this form will become part of the public record and will be published in a meeting agenda that is posted online when this matter is before the Electoral Area Services Committee. If you do not wish this contact information disclosed, please contact the FOI Coordinator at 250.746.2507 or 1.800.665.3955 to advise.

Meeting Date	11/1/2017
Contact Information	
Contact Name	Richard Graham
Representing	<i>Field not completed.</i>
Number Attending	4
Address	11245 Chemainus Road
City	Ladysmith
Province	BC
Postal Code	V9G 1Y5
Telephone Number	<i>Field not completed.</i>
Reply Email	richardgraham@shaw.ca
Presentation Topic and Nature of Request	The presentation topic is the revised Development Variance Permit Application for Lot 10 Skye Road (PID: 029-445-990), Strata Lot 10, District Lot 41. CVRD File No. 01-G-17DVP Lot 10 is one of 6 lots that will border on our property line.
Do you have a PowerPoint presentation?	No



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 19, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Development Services Division
Land Use Services Department

SUBJECT: Development Variance Permit Application No. 01-G-17DVP
(Lot 10, Skye Road)

FILE: 01-G-17DVP

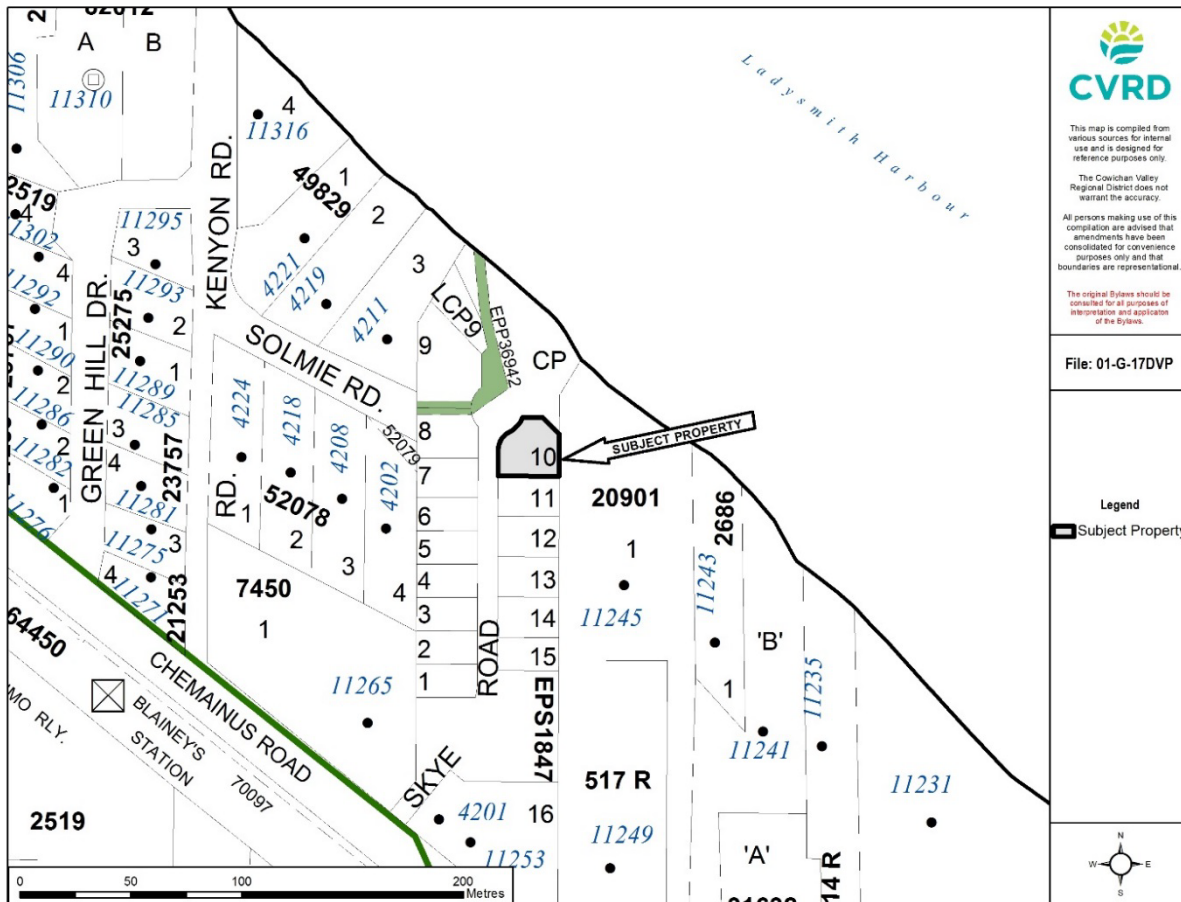
PURPOSE/INTRODUCTION

The purpose of this report is to set out a revised variance request to vary the MP-1 Zone setback requirements of Zoning Bylaw No. 2524 for Lot 10, Skye Road.

RECOMMENDED RESOLUTION

That it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the 1.5 metre setback from the required landscaped buffer, be denied.

LOCATION MAP



BACKGROUND

Location of Subject Property: Lot 10, Skye Road (PID: 029-445-990)

Legal Description: Strata Lot 10, District Lot 41, Oyster District, Strata Plan EPS1847 Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V

Size of Parcel: 634 sq m (0.15 acres)

OCP Designation: Manufactured Home Park Residential

Zoning: Manufactured Home Zone 1 (MP-1)

Use of Property: Vacant lot

Use of Surrounding Properties:

North Strata Common Property

East Residential (R-3)

South Strata Lot 11 (MP-1)

West Strata Lots 7 & 8 (MP-1)

Water: Saltair Water System

Sewage Disposal: Private Strata Septic System

Fire Protection: Ladysmith Fire Rescue

Agricultural Land Reserve: N/A

Archaeological Sites: None identified

Environmentally Sensitive Areas: None identified

Subject Property

The subject property is located at the end of Skye Road, a private strata road, with the north side of the lot facing the ocean. The site is currently a vacant lot, and has an area of 634 m² (0.15 acres). The property is serviced with community water (Saltair Water System) and has private sewer and drainage. The property is part of a 16-lot bare land strata subdivision that was recently created. Several of the lots are currently being built upon, and Lot 16 (4201 Chemainus Road) contains a dwelling that existed prior to the subdivision.

APPLICATION SUMMARY

Proposed Development

The owners of Lot 10 are planning to build a single family dwelling on the lot and are seeking a variance to reduce the rear setback.

<p>Initial Application (JUNE 2017)</p>	<p>The initial variance application sought to reduce the landscape buffer requirements that apply along the rear property line. The MP-1 Zone requires a 7.5 m landscape buffer and an additional setback of 1.5 m from the buffer, resulting in a 9 m building setback between the property line and the building. The applicant sought to reduce the landscape buffer from 7.5 m to 4.5 m, which would have resulted in a building setback of 6 m from the rear property line. The EASC recommended denial of the variance on June 21, 2017, however the Board decided to refer the application back to staff at their meeting on June 28, 2017 (Resolution #17-260).</p>
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<p>Revised Application (OCTOBER 2017)</p>	<p>The applicants have submitted a revised application and are now requesting less of a variance compared to the previous request. The revised application seeks to eliminate the 1.5 m setback from the required landscape buffer, leaving the 7.5 m landscape buffer requirement only. The result is a minimum building setback of 7.5 m. The previous request was to reduce the setback down to 6 m.</p>
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- See Attachment A – Submitted Plans
- See Attachment B – Applicant’s Variance Rationale

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

Surrounding Property Owner Notification and Response:

The same properties were notified of the revised application as done previously. As such, a total of 12 letters were mailed-out or hand delivered as required pursuant to CVRD *Development Application and Procedures and Fees Bylaw No. 3275*. The notification letter described the purpose of this application and requested comments regarding this variance within a recommended time frame. To date 9 submissions have been received, which are included in Attachment C.

- See Attachment C – Public Submissions

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

Official Community Plan (OCP) No.2500

The subject property falls within the Saltair Official Community Plan (OCP) No. 2500 and is located within the Manufactured Home Park Residential (MHP) designation. The designation is specific to the use of a manufactured home park.

Landscape Covenant

The landscaping covenant registered on title to the subject property requires the following:

Within the Buffer Zone:

- (a) No building or structure is permitted, and
- (b) Landscaping, consisting of the following, must be provided:
 - i. Solid fencing, grass coverage, and two trees per lot (each tree having a minimum caliper size of 5 cm upon installation); or
 - ii. A combination of trees and shrubs that will grow to a height of at least 1.8 metres (within 3 years of planting) and visually screen adjacent property.

Previous Amendment to MP-1 Zone

An amendment to the MP-1 Zone was adopted in April of 2014 with the purpose of allowing for the construction of “stick-built” single family dwellings (prior to the amendment the zone only allowed for manufactured homes to be installed on the land). While the amendment was occurring the property was also under redevelopment from a mobile home park to a bare-land strata subdivision, which did not require any special amendments or relaxations. However, there was considerable concern expressed within the community about the displacement of the residents that used to live in the mobile home park. The strata subdivision has been completed and includes 16 strata titled lots. All lots are vacant with the exception of Lot 16 which contains a dwelling and suite that were existing at the time of subdivision.

Building Scheme

A ‘building scheme’ is a private agreement between all the owners of the lots affected by the building scheme, and as such a scheme is enforced by the owners themselves. It is worth noting that all the new property owners within the Skye Road strata subdivision have a building scheme

registered on their land title that prohibits mobile or manufactured homes from being placed on any strata lot. In effect, the developer has created a single family subdivision despite the OCP and zoning. Building schemes do not inhibit local bylaws, therefore the CVRD could still issue a building permit for the siting of a manufactured home on any of the MP-1 zoned lots. However, owners are in essence contractually obligated to follow the Building Scheme registered on their title, and therefore it is unlikely that the CVRD will receive any application for siting a manufactured home on any of the Skye Road lots.

Sewage Disposal

A new private sewage disposal system was required through the subdivision of the property. The strata lots share a sewerage system and will operate and maintain the system. The septic permit issued by Vancouver Island Health Authority (now called Island Health) contains details relating to the capacity of the system, and generally allocates a maximum dwelling size and number of bedrooms per lot. As such, the permit indicates that the subject property should contain a dwelling no larger than 3013 ft² (plus garage) with 3 bedrooms. The applicants have confirmed that they intend to comply with this requirement.

Zoning Bylaw No.2524

The subject property is zoned Manufactured Home Zone 1 (MP-1), which allows for single family dwellings to be constructed as well as the installation of manufactured homes. The applicant intends to construct a new single family dwelling on the lot. The MP-1 Zone contains the following regulations:

5.7.4. Setbacks

Type of Parcel Line	Principal and Accessory Use
<i>Front</i>	<i>6.0 m</i>
<i>Interior Side</i>	<i>1.5 m on one side; 3.0 metres opposite side</i>
<i>Exterior Side</i>	<i>6.0 m</i>
<i>Rear</i>	<i>6.0 m</i>
<i>Setback from Required Landscaped Buffer</i>	<i>1.5 m</i>

5.7.7 Landscape Buffers

A landscaped buffer of 7.5 metres shall be maintained from any public road and property boundary where the adjacent parcel is zoned other than MP-1. No building or structure is permitted in the required buffer area. Where land is subdivided in the MP-1 Zone, a covenant is required to define and secure the required landscaped buffer.

The bylaw currently requires a 7.5 m landscape buffer, plus a 1.5 m setback from the buffer, therefore a 9 m setback from the rear property line is required for any building or dwelling.

Revised Variance Proposal

To clarify, the applicant has requested to vary Zoning Bylaw No. 2524, Section 5.7.4, to eliminate the 1.5 m "Setback from Required Landscaped Buffer". The actual landscaped buffer requirement remains in effect, therefore the resulting rear parcel line setback for the building is 7.5 m.

PLANNING ANALYSIS

The EASC recommended that the initial variance request be denied by the Board. However, the Board resolved to refer the application back to staff, which gave the applicant the opportunity to

revise their proposal. As such, the applicant has submitted a revised request and has reduced the variance from the initial request previously presented to the EASC. The applicant has also submitted a revised rationale, and has stated that the lot shape and the current zoning setbacks result in a home design with the main living areas on the second level which is not desirable from their point of view and that accessibility within the home is their primary reason that the variance request. The applicant's rationale is attached as Attachment B.

Ultimately, the MP-1 Zone setback requirements result in a 9.0 m rear parcel setback for any dwelling constructed on the lot. The applicant is requesting to reduce that requirement, and the two applications are summarized as follows:

Initial Application	Result is 6.0 m setback	Variance of 3.0 m
Revised Application	Result is 7.5 m setback	Variance of 1.5 m

The landscape buffer requirements did originate from the mobile home park bylaw and were negotiated to remain in place through the previous amendment to the MP-1 Zone. The previous amendment allowed for "stick-built" homes to be built on the MP-1 zoned lots. However, the developer who applied for the previous zoning amendment was agreeable to respecting the landscape buffer requirement due to the lots being smaller (compared to those in the area) and due to concerns from neighbours. As a result, the zoning amendment that was approved, carried over the requirement for the landscape buffer, and in addition, all the lots now have a covenant registered on title that prescribes what is required for the landscaping and screening. The current MP-1 Zone and registered covenant do not state that these requirements relate only to manufactured homes.

The subject property (Lot 10) is the lot closest to the ocean on the east side of Skye Road and will benefit from a non-obstructed ocean view. The 9 m rear parcel setback resulting from the landscape buffer will actually help to provide a view corridor for all those properties south of the subject property. As the road grade is sloped down towards the ocean, it should be possible for many of the up-slope lots to have ocean views from side and rear windows and balconies/yards. The proposed variance may result in the building obstructing those potential views from other properties on the same side of the street. However, there is no guarantee that any view will be unobstructed from trees or other vegetation over time.

Construction of "stick-built" homes should allow for more flexibility than manufactured homes which are limited to specific designs only. Stick-built homes can be designed to fit the lots where they are intended to be built, and there is space within the current setbacks of the lot for a dwelling to occupy more space on the north facing side (ocean view side). The applicant has submitted a set of plans showing different footprint configurations, including plans showing a potential footprint which is possible within the existing setbacks (See Attachment A, page 3 and 4).

Although, no other zones in this Electoral Area have requirements for residential buildings that would result in a 9 m setback, these setbacks were negotiated and put in place for any development on the lots, not just mobile homes. The subject property is one of the larger properties in the Skye Road strata with an area of 634 m², and is generally wider than most of the other properties on the street. In addition, several of the Skye Road lots are currently having homes constructed without the need for a rear yard variance. Although the revised application is a lesser variance than initially requested, the variance is not supported by Planning staff as the ability to custom design a home to fit within the existing regulations remains unchanged.

It is acknowledged that the applicant has tried to address concerns from the neighbourhood by reducing the extent of their variance request. This second round of advertising also saw submissions from the public, which are attached for further consideration.

Option 1 is recommended.

A draft permit has been attached for review should the Committee choose Option 2.

- **See Attachment D – Draft Permit**

OPTIONS

Option 1

That it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the 1.5 m Setback from Required Landscaped Buffer be denied.

Option 2

That it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the 1.5 m Setback from Required Landscaped Buffer be approved.

Prepared by:

Sheila Herrera, MCIP, RPP
Planner II

Reviewed by:

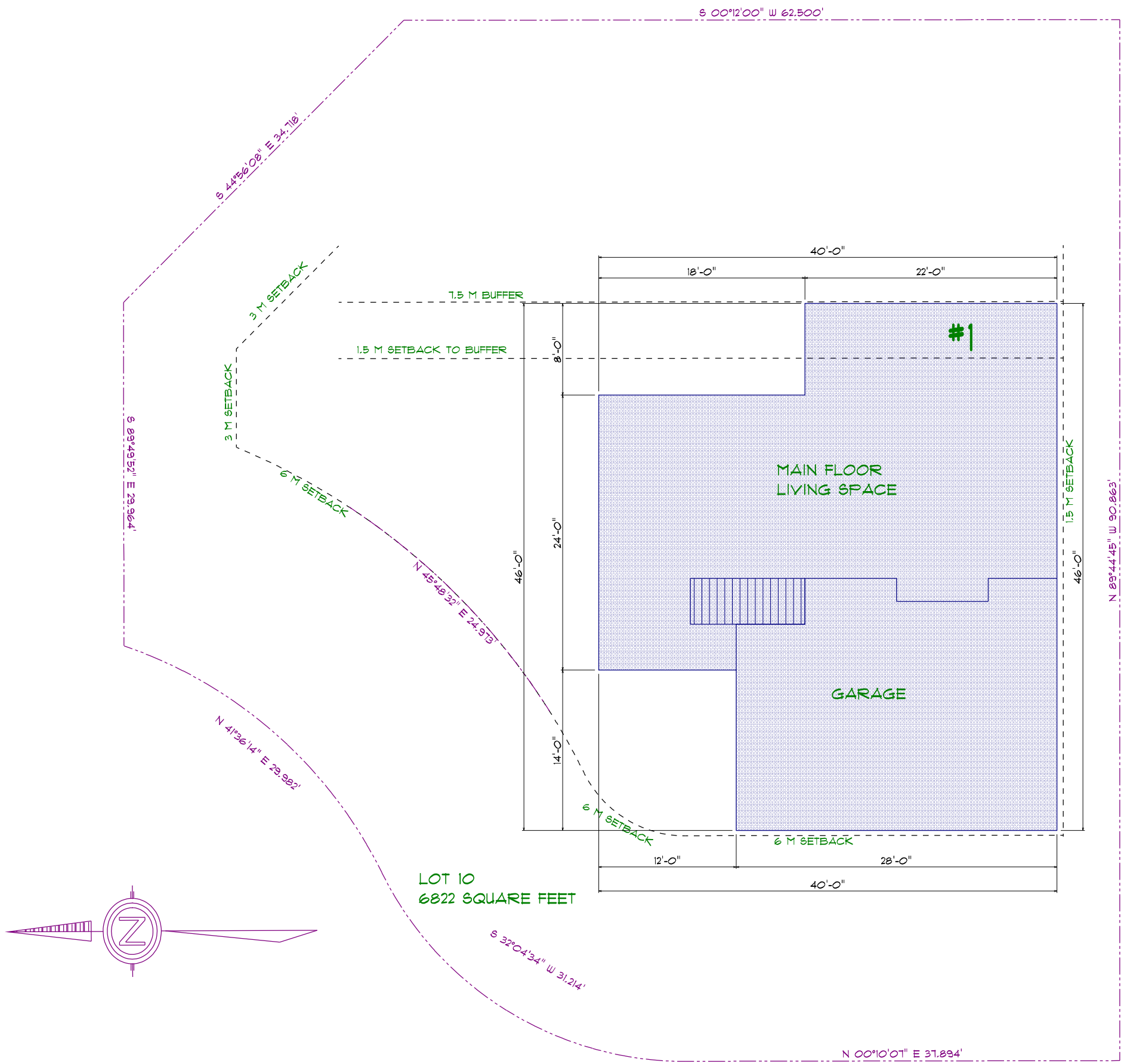
Rob Conway, MCIP, RPP
Manager

Ross Blackwell, MCIP, RPP, A. Ag.
General Manager

ATTACHMENTS:

- Attachment A – Submitted Plans
- Attachment B – Applicant’s Variance Rationale
- Attachment C – Public Submissions
- Attachment D – Draft Permit

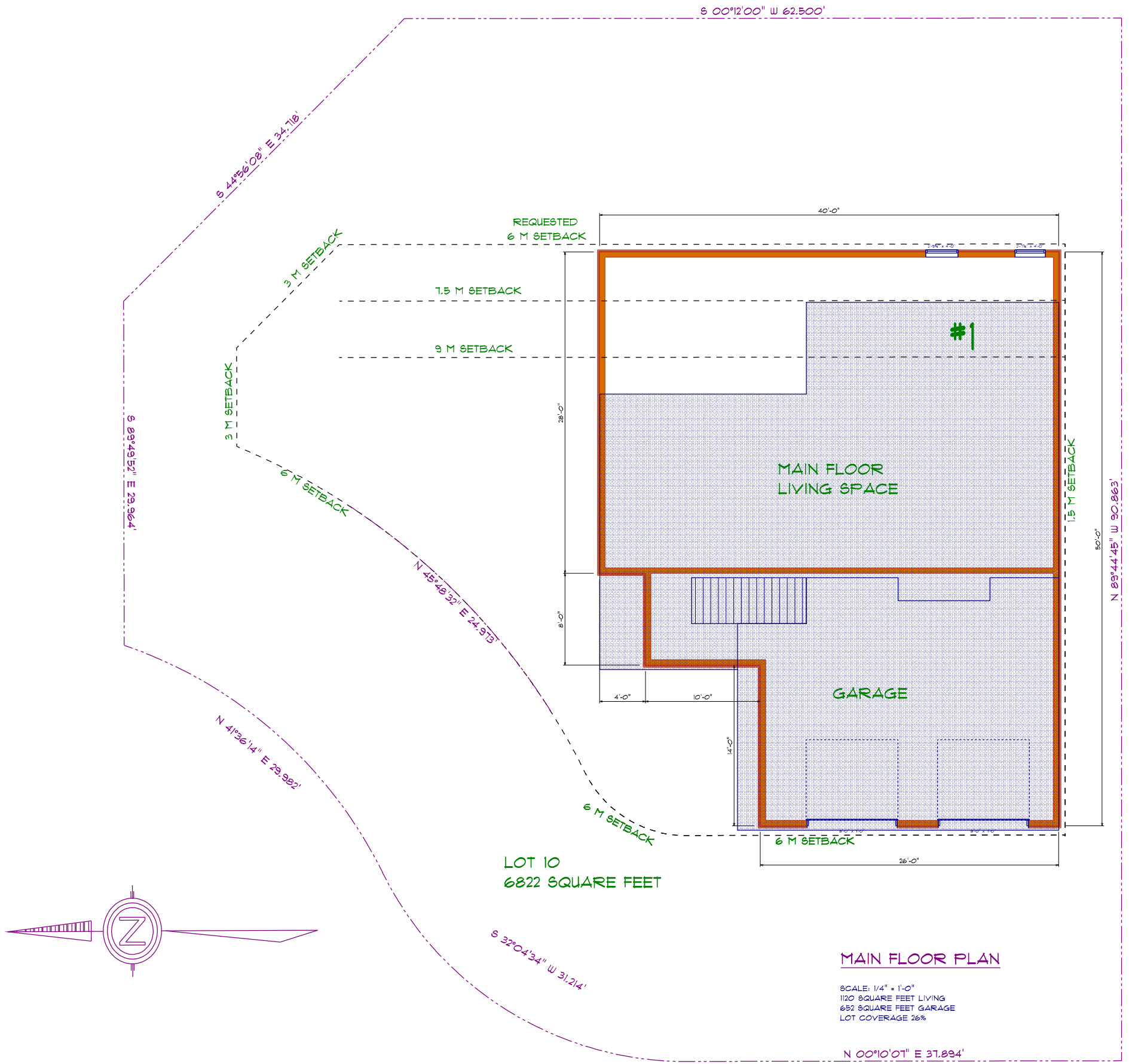
Proposed Building Footprint - with 1.5 m variance



SITE PLAN

SCALE: 1" = 10'-0"

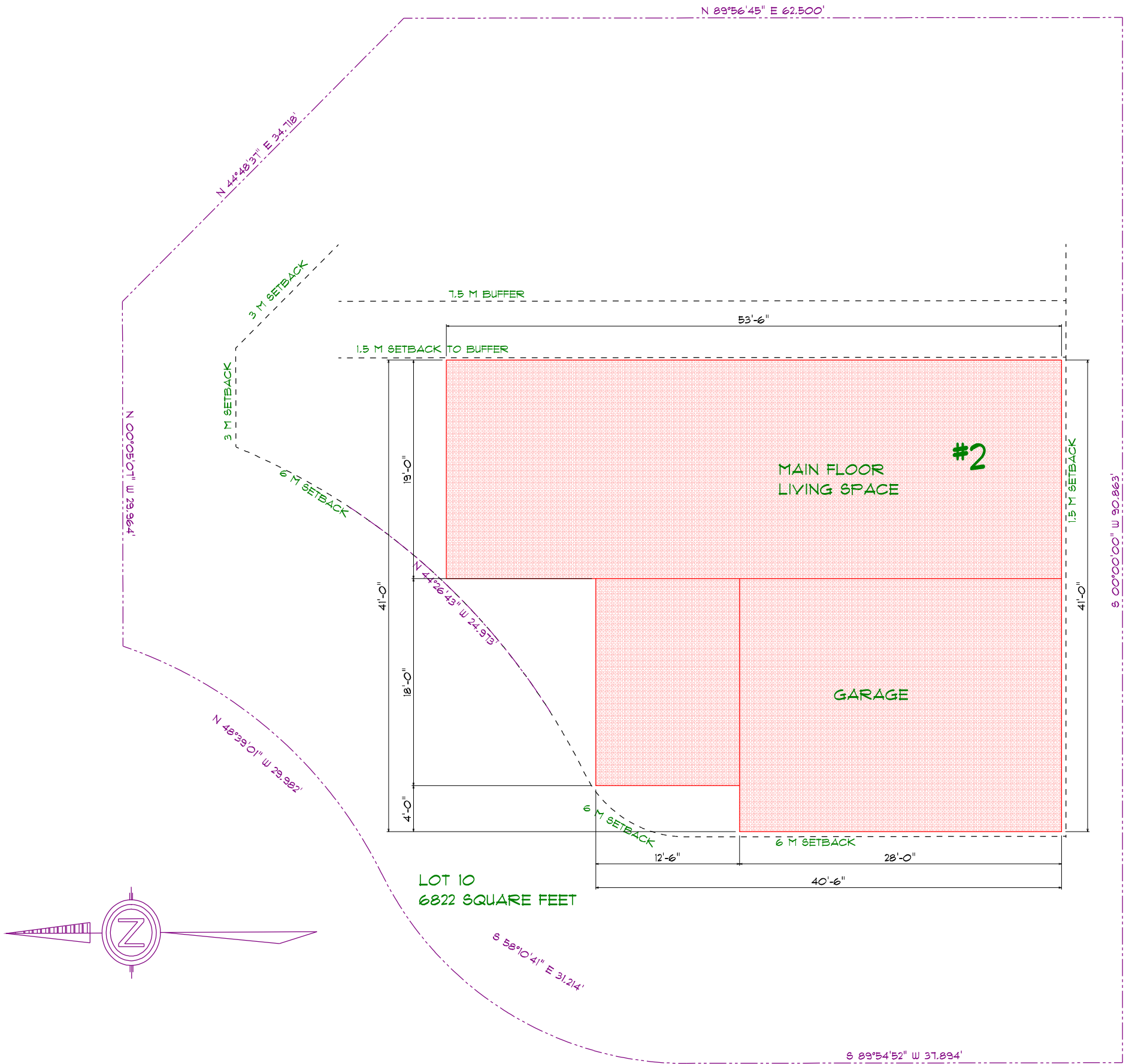
Proposed Variance Request (blue building footprint)
vs.
Previous Variance Request (bold outline)



SITE PLAN

SCALE: 1" = 10'-0"

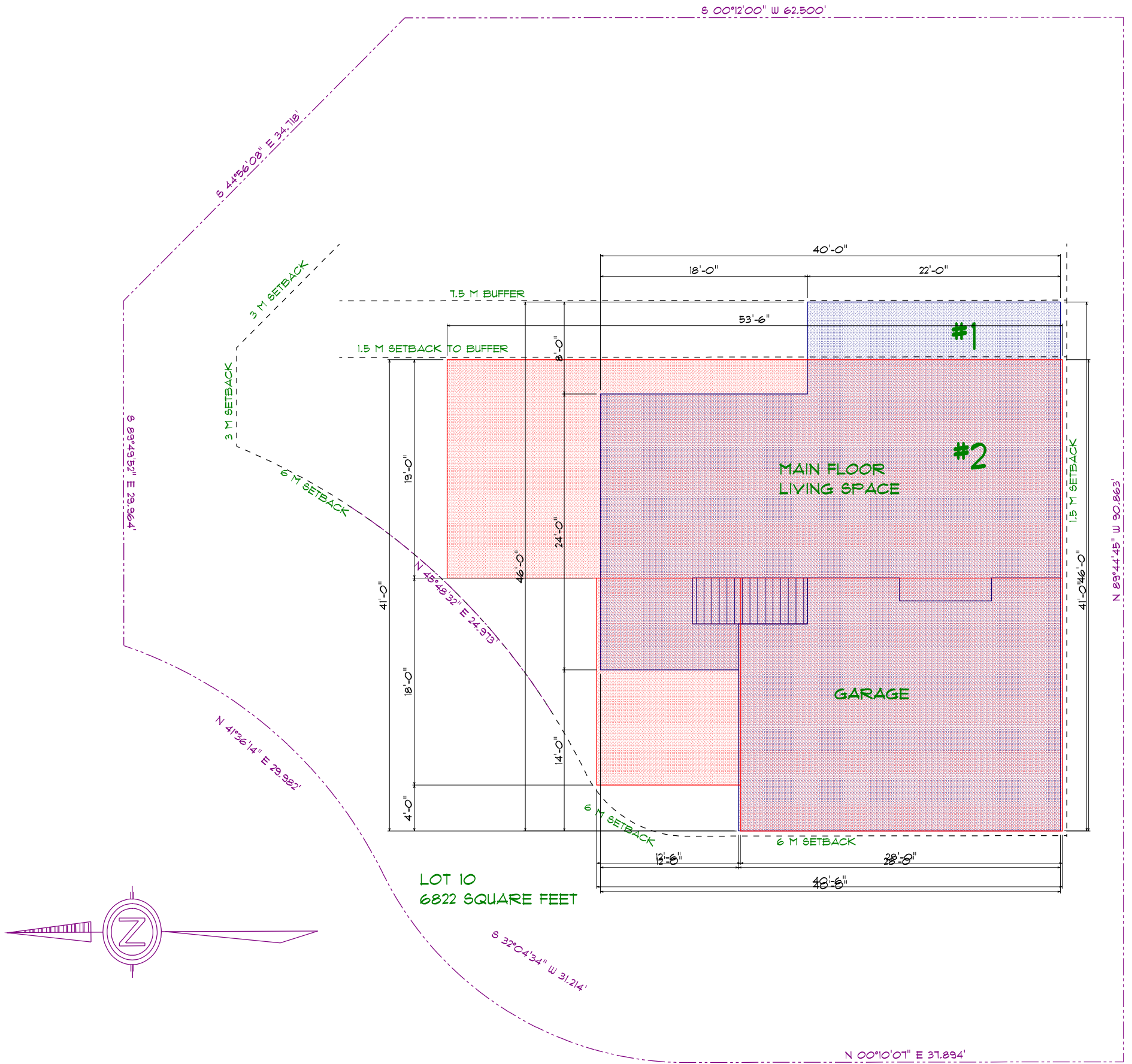
Potential Building Footprint without Variance



SITE PLAN

SCALE: 1" = 10'-0"

Potential Footprint without Variance (red)
vs.
Proposed Building Footprint with Variance (blue)



SITE PLAN

SCALE: 1" = 10'-0"

15. Section 5.7 (4) of bylaw 2524 – Setbacks:

Type of Parcel Line	Principal and Accessory Use
Front	6.0 m
Interior Side	1.5 m one side; 3.0 meters opposite side
Exterior Side	6.0 m
Rear	6.0 m
Setback from Required Landscaped Buffer	1.5 m

Our request is to have the 1.5 meter setback from required 7.5 meter landscaped buffer removed, as highlighted in blue above.

We appreciate being given the opportunity to present a revised request for variance. In preparing this submission we have ensured we have listened to the community’s concerns and have respected the 7.5 meter buffer. As you will see in the attachments to this application, our revised request is very modest and substantially reduced from the initial request.

We need to preface this variance request with some details regarding our building envelope. As is evidenced by the site plan, our building envelope has an unusual shape because it is adjacent to the keyhole strata road. As a result, the northern most aspect of our building envelope, once the buffer and setbacks are accounted for, is about 8 feet in depth graduating on the curve southward. Obviously this renders a portion of our building envelope as non-buildable space. We estimate that to be approximately 18 feet. If you take into account space for a two-car attached garage street-side, our building envelope is now limited to a 19 x 54 foot space on which to build our home. While it strongly resembles a space to accommodate a mobile home, ironically, it is much smaller than any standard mobile home available on the market. But let’s be honest, our intention is not to have a mobile home, nor is it in CVRD’s long term development plans to want mobile homes in Saltair. So the real issue is that it does not afford us the space we need to have a living room, dining room, kitchen, bath and stairs in a pleasing floorplan representing a conventional home. We are basically left with a mobile home floorplan on our main floor – a row of rooms.

Justification:

Building, for lack of better words, an ‘upside down’ house - one that does not have a level entry main living space would not only mean we must build a home we do not want, it more importantly will create a hardship for us. Without disclosing too much personal health information, suffice it to say, as we age we will be faced with mobility issues. We cannot build a home where we would be required to go up and down a set of stairs multiples times a day – to bring in groceries and other necessities, to take out garbage, to quietly enjoy our outdoor living space, to leave our home for activities and to return to our home following activities. A main living area upstairs would be both inaccessible and create a safety hazard. Accessibility within our home and within our community is the primary reason we require the variance.

If we are to understand the submission by the delegation at the electoral committee hearing for our first submission, there was also a concern regarding the safety of the lot we own. While we would expect that the CVRD would not and did not approve any lot within this development that is geotechnically unstable, we submit that approval of the variance would result in our not having to build our home as far north into our lot, thus decreasing any risk with respect to the delegation’s concern.

Thank you for allowing us to re-submit a revised a request. We appreciate your thoughtful consideration of this compromised proposal

ATTACHMENT C
(14 pages)

R1

From: Leanne Bryski
Sent: October-06-17 5:24 PM
To: Planning and Development <ds@cvrld.bc.ca>
Subject: 01-G-17DVP

We are sick to death of the constant concessions awarded to this subject property since the original owner, and then the Ryans, sold this property! It has been non stop for years. Some more underhanded than others. We are not confrontational people; we are good neighbours who abide by all the bylaws. But this is ridiculous!

We have received letter after letter from the CVRD, and signed petition after petition, all to no avail. Each time the result has favoured the property owner, developer, and now, a lot owner is wanting more, more, more! If the bylaws were not to their liking, why did they buy the property? Did they hear about all the other 'pushovers' that had come before them?

We don't appreciate our tax dollars being spent administrating these requests concerning this property! We built according to all regulations and were happy to do so. Its an amazing place to be fortunate enough to live. Each concession creates a potentially dangerous precedent. Give it a rest, and appreciate what you have is our message.

Rick and Leanne Bryski
11243 Chemainus Road

From: Tim Fenton
Sent: October-08-17 11:23 PM
To: Planning and Development <ds@cvrd.bc.ca>
Subject: File No. 01-G-17DVP

Dear Sirs:

RE: Lot 20 Skye Road (PID:029-445-990), Strata Lot 10, District Lot 41, Oyster District, Strata Plan EPS1847, Together With an interest in teh Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V.

As property owners of Lot 11 (adjacent to Lot 10 owned by Joanne Allin and Raymond Moschuk) we hereby support the application for a revision to the Development Variance Permit, **SUBJECT TO** the same conditions of the revised variance be applied to our property, Lot 11.

We believe the 1.5m setback from the required landscape buffer of 7.5m is excessive for the existing property dimensions; and we require a maximum setback of 7.5m in the back yard (rather than the current requirement of 9.0m) for our home design.

If Lot 10 is successful in obtaining this variance, and Lot 11 is not successful, then the view scape of Lot 11 would be reduced. This would be unacceptable; and therefore request you accept our support on the condition the resulting variance will also apply to Lot 11.

I thank you for your letter dated Oct 4, 2017, informing of us our opportunity to comment, and hope that you will take our feedback into account to remove the additional 1.5m setback from the required landscape buffer.

Regards,

Tim & Vicki Fenton

October 13, 2017

4211 Solmie Road,
Ladysmith, B.C.
V9G 1Y4

Cowichan Valley Regional District
Electoral Area Service Committee
Delivered by email

Dear Directors,

Subject: lot 10, Skye Road, Saltair Oceanfront Estates, VARIANCE APPLICATION
File 01-G-17DVP

This letter is to advise you that, as an adjoining property owner of the development, we consider that any relaxation of the covenant to maintain a rear property boundary setback or landscape buffer from that specified in the zoning regulations is unacceptable. We were given assurances by your Mr. Conway throughout this long, drawn out, painful process of changing a manufactured home park to a densely packed subdivision that the landscape buffer and the rear property setback would be maintained.

We wonder when the process ends. We were told before your June hearing that the decision made at that meeting would be binding. Of course, that didn't happen because interested parties didn't achieve what they wanted. Beside being very unfair in the way that you are applying the zoning rules, should this variance be approved, it results in increased density on an already too densely populated site. While most directors are not likely familiar with the site, it is on a private sewer system and is perched on the edge of Saltair Bluffs with the lot in question overhanging a portion of the area that the engineering firm of Lewkowich Engineering established as being unsafe to build on.

A 2007 Golder and Associates report which profiled the hydraulic conductivity of the subject property raised concern that, with 7 homes, strata road, driveways, and walkways, the percent imperviousness was 25.7%. Given the site, it should not exceed 10% impervious materials. This report was buried as the developer found more suitable engineering services to meet their needs. It should also be noted that this property is within the Ocean Shoreline Development permit area. "A vegetated buffer can filter pollutants out of runoff from roads, yards, septic systems before they reach the ocean. Conversely, hard surfaces and reduced vegetation increase runoff and erosion potential and decrease absorption by the soil."

We were led to understand that the proponents wanted to build a pool in that area. We cannot express enough to you our disappointment that our Area Director has advocated hard for these people to bend the rules when he wouldn't even return the calls of previous residents on the site when they were losing their homes. We hope that he has not approached electoral area directors individually to

affect a changed vote. We also hope that electoral area directors review the site features and various studies conducted on the site before considering this variance.

Your Board Chair had even expressed surprise when we showed him the density of the site development and mentioned that District of North Cowichan engineers have strongly advised against having private sewer systems as they require a lot of maintenance and are prone to failure. Previously, the CVRD had allowed 11 small manufactured homes and 2 small houses, mostly occupied by single residents. Now, you have approved a total of 17 houses on the same property.

The proponents which Mr. Dorey has told us are “nice people” so they should get to bend the rules have been rude and even tantrum like in their behaviour to neighbours. They purchased the lot, knowing full well what was permitted and that it was zoned manufactured home park. Allowing this variance simply means that the CVRD does not hold by their own rules and will change zoning to accommodate people without concern to safety, neighbourhood aesthetics, or infrastructure capacity.

The proponents show significant sophistication in understanding various zoning and setback terms and should have been well aware of the restrictive covenants on the property due to its substantially greater density than if it were zoned residential. Due diligence is required when purchasing a property and they should think about how they can work within the framework, not try to change it. I don't believe that municipal authorities should change their requirements because someone professes ignorance.

Most importantly, the reason that I implore you not to approve this covenant relaxation is that it sets a precedent for all other lots on the property as well as on other lots throughout Saltair. We, as long term CVRD taxpayers should have some rights too such as a right to quiet enjoyment of our property. When over 40 neighbours have signed a petition, I don't know what more Director Dorey needs to establish that this variance application is unacceptable. This variance would also affect view corridors for neighbouring homes. Zoning bylaws are supposed to protect us from over densification. This development variance application is not at all suitable to our community's needs or wishes. Please adhere to the covenant as provided in the Zoning bylaw. Thank you.

Yours truly,

Sherry Durnford

Richard and Evelia Graham
11245 Chemainus Road
Ladysmith BC V9G 1Y5

October 16, 2017

Cowichan Valley Regional District
Electoral Area Service Committee
Delivered by email

Dear Sir/ Madam,

Subject: Lot 10, Skye Road, Saltair Oceanfront Estates, Development Variance Permit application.

File No. 01-G-17DVP

Thank you for the information regarding the revised variance application. We are opposed to this variance application which is requesting a variance to Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the "Setback from Required Landscape Buffer" which requires a 1.5 metre setback. This variance would result in the principal dwelling being setback 7.5 metres from the rear (east) property line, rather than 9.0 metres as currently required by the zoning regulations. The purpose of the regulations which are required for MP-1 Zoned properties apply especially to this property because of the number of lots in the development.

The 7.5 metre landscaped buffer plus the 1.5 metre setback from the required landscaped buffer are very important to the controlled development of this property for the following main reasons:

- 1) The required regulations give the rear property owners privacy and the right to quiet enjoyment of their property in the form of a 9 metre space between their property line and the point at which the new homes will be built.
- 2) There are homes that are already being built on a number of lots in this development which I believe are in compliance with the regulations of the MP-1 Zone. I do not think that any lot owner who has not started building should be given an unfair advantage in the form of a variance over those who have already started building. In addition the 9.0 metres gives a standard view corridor to all the lots in the development.

We sent a letter to the CVRD on June 2, 2017 stating our reasons for opposing the initial variance application. We think that the revised variance application should be denied because we do not see any valid reason for it.

All the homes that are being built in this development should comply with the requirements of the MP-1 Zone regulations.

Yours truly,

Richard Graham. Evelia Graham

Richard and Evelia Graham

File No. 01-G-17DVP

Dear Sheila,

Regarding the revised application for variance at Lot 10 Skye Road. I cannot believe we are going through this once again. An application for variance regarding setbacks, has already been denied for this property. I personally do not see the difference between the applicants original request and this new one. It is still a variance regarding setbacks. It does not matter how much of a setback variance is being asked for. This is a brand new subdivision. Everyone who purchased lots, knew the zoning and setback requirements for these properties. It is unreasonable for someone to ask for changes. There is no valid reason for granting this variance. While this particular property does not affect me directly, I do believe that if this variance is granted, the other properties which do border my property, will be expecting, rightfully so, to be granted the same set back requirements. I know the company line is to say that each variance is granted based on its own merit, however, the CVRD would be hard pressed to deny others the same setbacks if this one is granted. In addition, there are already 4 houses being constructed in this subdivision, and the builder is adhering to the original setback requirements, and building houses that fit the lots. Granting this variance, I believe would be doing a dis-service to this builder. My personal view, is that granting of variances on property in a new subdivision is not in the spirit of what the variance process should be. I would also like to mention that this is not personal. I am sincerely concerned that granting a single variance, could open the door for further variance requests. Thank you for your time Sheila.

Randy Martin

4202 Solmie Road, Ladysmith BC. V9G-1Y4

Attn: - Land Use Services Dept.
Cowichan Valley Regional District
175, Ingram St, Duncan B.C.
250-746-2620



Tuesday Oct 17 / 2017

Regarding Subject Property
PID: 029-445-990 (SKYE Road) Saltair.

I understand the owners of said property are requesting a change in the setback from the rear property line of 9m to 7.5 m for their proposed dwelling .
They have previously requested a similar change to allow a larger dwelling and were denied. Why is this request being allowed again?
I object strongly to this change , there is no logical reason for a larger dwelling , change the rules for one , the others will request changes also.
I would like it to be known that the density in this sub-division exceeds what is allowed in the city of Vancouver .
We are a rural community and to remain so limits must be upheld .

Gillian Dolling

11306, Greenhill Drive,
Ladysmith
BC, V9G 1Y4

250-245-8493

Sheila Herrera

From: Planning and Development
Sent: October-19-17 8:48 AM
To: Sheila Herrera
Subject: FW: 01-G-17DVP

From: arthur self
Sent: October-19-17 8:45 AM
To: Planning and Development <ds@cvrld.bc.ca>
Subject: Re: 01-G-17DVP

Dear Ms. Herrera,

Thank you for your letter dated 4 October 2017.
We have discussed this with Lot10 owners and have no objection to this variance request.

Many thanks,

Arthur Self & Sandra Di Menna
Lot 7

From: N. Smith
To: [Sheila Herrera](#)
Subject: Fw: 01-G-17DVP Lot 10 Skye Rd. (PID 029-445-990)
Date: October-22-17 1:11:08 PM
Attachments: [image001.png](#)
[20 meters away from building.JPG](#)
[30 meters way from building corner.JPG](#)

Good Day Sheila,

I have revised my submission and have made some changes to the original below and added 2 photos. Can you please use my new submission below your email.

Thank you.

Regards,
Lynne

From: N. Smith [mailto:4smithnl@telus.net]
Sent: October-17-17 6:00 PM
To: Sheila Herrera <SHerrera@cvrld.bc.ca>
Cc: Rob Conway <rconway@cvrld.bc.ca>
Subject: 01-G-17DVP Lot 10 Skye Rd. (PID 029-445-990)

Good Day Sheila,

Re: 01-G-17DVP Lot 10 Skye Rd. (PID 029-445-990)

I understand that Joanne Allin & Raymond Moschuk have filed a Revised Application of 01-G-17DVP for Lot 10 Skye Rd. (PID 029-445-990)

I ask that the Revised Application be denied based on the following.

Only 3 years ago in Apr 2014 the CVRD Board approved the changes to the Area G –MP-1 Manufactured Home Zone to include on site built homes. The CVRD Manufactured Parks Bylaw 275 was removed. All the changes to the MP-1 Manufactured Home Zoning Bylaw allowed this development to remain under the MP-1 Manufactured Home designation and not be rezoned.

The 2014 zoning changes to the MP-1 Manufactured Home Zone in Apr 2014 were contingent upon the developer/land owner encumbering the property with setbacks for the protection of the adjacent R3 property owners. These setbacks are specific to this property as it is the only MP-1 zone in Area G – Saltair. Allowing a high density housing development in a semi-rural CVRD Electoral Area.

Concerns by the CVRD staff which led to these specific setbacks have not diminished or extinguished in the 3 intervening years. The setbacks speak very clearly about ensuring the property is used consistently with community needs and the public good.

The R3 adjacent neighbours derive a practical benefit from these setbacks. A variance on the setbacks injures 3rd parties adjacent R3 zoned property owners, home values, views, increased noise, privacy, a wall of large/2 storey homes towering even closer over their private property. If the MP1 property was zoned R3 only 1 or 2 homes would be allowed on this property. Having 5 or more 2 storey homes only 4.5M apart (not including the overhangs allowed in those areas) towering over the adjacent private properties compared with only 1 if property zoned R3 is quite a difference. Allowing this wall of homes closer to the adjacent properties not only devalues the adjacent properties but also devalues the Saltair OCP as a rural area. Any changes to the setbacks would change the setbacks restrictions in the MP-1 Manufactured Home Zone for all 16 lots.

Adjacent property owners should not be injured as 3rd parties by a variance on the MP1 setbacks that were adopted only 3 years ago by the CVRD Board on the 9 Apr 2014. The concerns that led to the setbacks have not diminished or extinguished in the 3 intervening years. The 2014 changes to the MP1 Zone were contingent upon the developer/owner encumbering the property with the these setbacks.

This strata lot is in a MP1 Manufactured Home Zone. Lots in a MP1 Manufactured Home Zone have setbacks that reflect the high density that is allowed in this zone and the impact of this high density on the R3 Zoned adjacent neighbours and all the other strata lots in this strata development. The MP1 setbacks also allows the other strata lots in the MP1 Manufactured Home Zone to capture their own ocean view. The variance on the setbacks injures 3rd parties of the other strata lots in the MP1

Manufactured Home Zone property owners, home values, views and privacy. A two storey home on Lot 10 without the 1.5M setback from the Landscape Buffer Zone will have a huge impact on all the lots in this strata subdivision and the R3 adjacent properties.

This variance if approved will be adding additional impervious areas to this development. With Climate Change and more frequent rain events this brings into question if the limited open soil areas will be able to handle the additional water from these rain events. Causing damage to the properties in the development, waterfront banks, waterfront slopes and adjacent properties. The water would flow down the hill and have an additional 1.5M wall stopping the flow causing the water to back up into the adjacent strata lot or divert around the back of the house on Lot 10 at a rapid rate causing damage the the property of Lot 10.

The CVRD staff worked with the developers of the Saltair Oceanfront Estates to allow on site built home and still qualify as a Manufactured Home Zone. Setbacks and covenants were what kept this development under the MP1 Manufactured Home Zone and did not force the developer to re-zone the property to a new zone that would most likely have not been allowed in the semi-rural Saltair community.

Only 3 years ago Area G Director Mel Dorey worked with the developers and the CVRD Planning staff to assist the developers to allow this development to remain under the MP1 Manufactured Home Zone with many relaxations to the previous MP1 Manufactured Home Zone regulations. Area Director Mel Dorey is aware of all these concessions that the developer received for this development only 3 years ago. Without these concessions that the Area Director assisted in obtaining for these developers this development would not qualify as a Manufactured Home Zone in Area G. The regulations for the MP1 are minimal for a MP1 Zone. Allowing variances to these minimal regulations would reflect poorly on all the work the Area G Director Mel Dorey put into ensuring this development remains under the MP1 Zone.

I ask that the CVRD staff recommend that the Revised Application for 01-G-17DVP – Lot 10 Skye Rd be denied. Any variance to the MP1 Manufactured Home Zone setbacks brings into question if this strata subdivision qualifies as a MP1 Manufactured Home Zone in Area G. All the other strata lots in the development and the R3 adjacent property owners should not be injured as 3rd parties by this variance application on the MP1 setbacks that were adopted only 3 years ago by the CVRD Board on the 9 Apr 2014. The Area G Director Mel Dorey has only 3 years ago worked with the CVRD Planning Dept and the developers to relax the previous MP Manufactured Home Zone regulations to allow this development to remain under the MP1 zoning in Area G and not require rezoning that would most likely not have been approved.

Attached photos 1- single home taken 20 meters away from building, 2 – 2 buildings taken 30 meters away from the closest building corner

Regards,
Lynne Smith
Saltair Taxpayer

Attachment from Lynne Smith Submission



-----Original Message-----

From: Stuart Rempel

Sent: October-23-17 1:46 PM

To: Planning and Development <ds@cvrd.bc.ca>

Subject: File 01-G-17DVP

To whom it may concern:

My name is Stuart Rempel, I live at 11249 Chemainus rd.

This letter is in reference to File : 01-G-17DVP. The variance application to change the rear/East property building setback from 9M to 7.5 M.

I must object to this application for the following reasons:

1. Being that there are (3) Three houses being built in compliance to the MP-1 zoning and 12 lots with no buildings it is a good possibility that one variance will lead to more applications and more displeased constituents
2. Being that lot 10 is one of the larger building lots there should be no need to move the placement of the building
3. With the enevitability of (6) six houses being built on that property line it is unreasonable and an invasion of privacy given the fact that the variance applicant will be encroaching toward a property that was bought with the understanding of that 9 Meter setback.
4. I can imagine the noise that will bounce off of these 6 houses towards Mr. and Mrs. Grahams property. Moving any house closer to the rear property line will only increase the amount of noise that will deflected. This will effect the Grahams negitavley

In closing I would like to point out how discouraging it is to write this letter after a similar variance on the same property has been denied. Also to have an Area Director refer the matter back to the planning Dept after that denial along with a large majority of the surrounding property owners objecting to that variance is very dissapointing.

With Utmost Respect
Stuart Rempel



COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT VARIANCE PERMIT

FILE NO: 01-G-17DVP

DATE: _____

REGISTERED PROPERTY OWNER(S):

JOANNE ALLIN

RAYMOND MOSCHUK

1. This Development Variance Permit is issued and is subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Regional District described below:

STRATA LOT 10, DISTRICT LOT 41, OYSTER DISTRICT, STRATA PLAN EPS1847 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V
3. Authorization is hereby given to vary Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the 1.5 metre *Setback from Required Landscape Buffer*.
4. The following plans and specifications are attached to and form a part of this permit.

Schedule A – Location Plan
 Schedule B – Site Plan
5. The land described herein shall be developed in substantial compliance with the terms and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.
6. This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Planning & Development Department.
AUTHORIZING RESOLUTION XXXX PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE X DAY OF MONTH, 2017. Subject to the terms of this Permit, if the holder of this Permit does not substantially start any construction within 2 years of its issuance, this Permit will lapse.

I HEREBY CERTIFY that I have read the terms of the Development Variance Permit contained herein. I understand and agree that the Cowichan Valley Regional District has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with JOANNE ALLIN AND RAYMOND MOSCHUK (owners) other than those contained in this Permit.

Owner/Agent (signature)

Witness (signature)

Print Name

Print Name

Date

Date

DRAFT



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 20, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Development Services Division
 Land Use Services Department
SUBJECT: Development Variance Permit Application for 2700 Worthington Road
FILE: 03-B-17DVP

PURPOSE/INTRODUCTION

The purpose of this report is to present a Development Variance Permit application that would increase the maximum height of an accessory building from 7.5 metres to 8.5 metres.

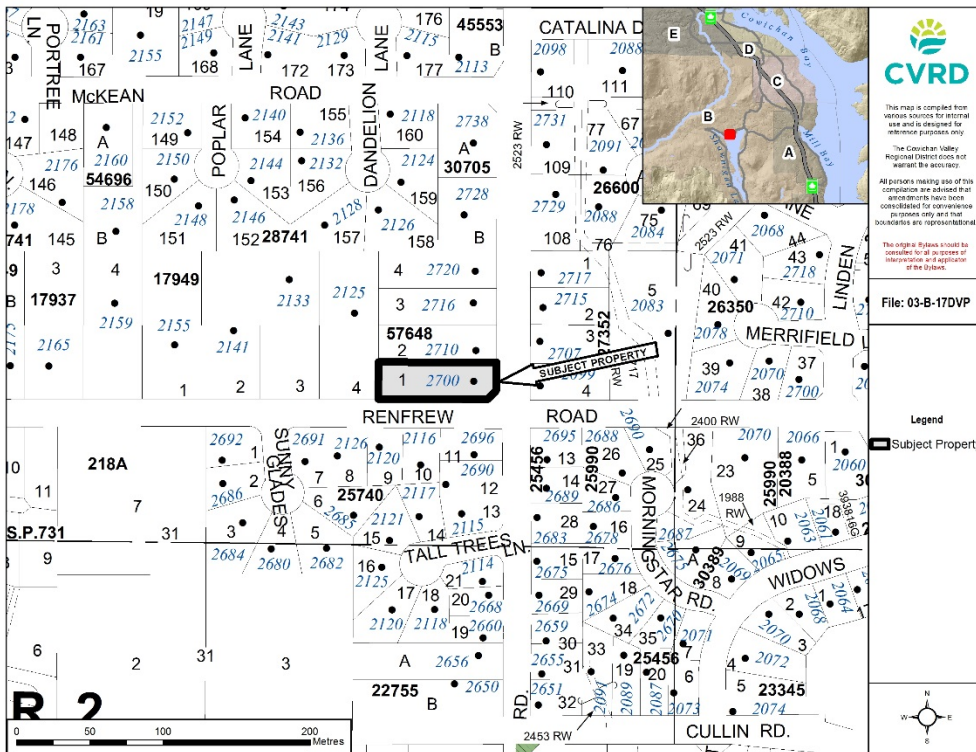
RECOMMENDED RESOLUTION

That it be recommended to the Board that Development Variance Permit Application No. 03-B-17DVP (2700 Worthington Road) to vary Section 8.6(b)(2) of Zoning Bylaw No. 985 be denied.

BACKGROUND

<u>Location:</u>	2700 Worthington Road	
<u>Size of Parcel:</u>	0.201 hectare	
<u>OCP Designation:</u>	Village Residential	
<u>Zoning:</u>	R-3 (Urban Residential)	
<u>Use of Property:</u>	Residential	
<u>Use of Surrounding Properties:</u>	North:	Residential (R-3)
	East:	Residential (R-3)
	South:	Residential (R-3)
	West:	Residential (R-3)
<u>Road Access:</u>	Worthington Road and unauthorized access on Renfrew Road	
<u>Water:</u>	CVRD – Shawnigan Lake North Water System	
<u>Sewage Disposal:</u>	Septic	
<u>Environmentally Sensitive Areas:</u>	None identified	
<u>Archaeological Site:</u>	None identified	

LOCATION MAP



APPLICATION SUMMARY

This application proposes to increase the maximum permitted height of an accessory building from 7.5 metres to 8.5 metres.

The original building permit drawings proposed a 7.5 metres maximum height, however during the course of building inspections, the Building Inspector identified that the building exceeded the maximum permitted height. The building permit plans show the building cut into the bank, whereas the building as constructed was done so level with the grade.

A survey was required, which identified that the height of the building at 8.5 metres exceeds the permitted height by 1.0 metre.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

Surrounding Property Owner Notification and Response:

A total of 26 letters were mailed-out or hand delivered as required pursuant to CVRD Development Application and Procedures and Fees Bylaw No. 3275. The notification letter described the purpose of this application and requested comments regarding this variance within a recommended time frame. To date, two letters have been received, and several telephone inquiries have been fielded regarding the use of the building as a marihuana production facility.

For reference, please see Attachment E – Adjacent Property Owner Responses.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

In Electoral Area B – Shawnigan Lake, maximum height is measured from the average finished grade at the perimeter of the building to the highest point of the building. Section 8.6 – The R-3 (Urban Residential) Zone, specifies a maximum height of 7.5 metres for accessory buildings.

PLANNING ANALYSIS

The subject property does not have topographical or environmental constraints that would hamper compliance with the height restriction of the Zoning Bylaw. The building is a two-storey structure with high visibility from both road frontages thereby making its appearance and size more prominent, and which exceeds the size and scale of a typical accessory building in this area

The building is located on the high point of the property, and as a result is higher than the adjacent Renfrew Road, and the dwelling on this property.

While there are no negative impacts to views from adjacent properties, the size of the building, its location elevated above the adjacent road, and its design and massing is not in keeping with the neighbourhood nor the regulatory provisions set to maintain neighbourhood character specified in the Zoning Bylaw.

The rationale for the variance as described in Attachment F does not provide a sufficient rationale as to why the zoning requirements could not be complied with and there are no obvious constraints with the property to suggest that compliance with the permitted height limit would create a hardship.

Staff recommend denial of the application (Option 1).

OPTIONSOption 1:

That it be recommended to the Board that Development Variance Permit Application No. 03-B-17DVP (2700 Worthington Road) to vary Section 8.6(b)(2) of Zoning Bylaw No. 985 be denied.

Option 2:


That it be recommended to the Board that Development Variance Permit Application No. 03-B-17DVP (2700 Worthington Road) to vary Section 8.6(b)(2) of Zoning Bylaw No. 985 be approved.

Prepared by:

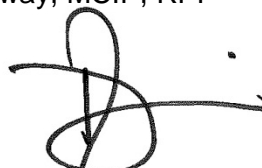


Rachelle Rondeau, MCIP, RPP
Planner II

Reviewed by:



Rob Conway, MCIP, RPP
Manager



Ross Blackwell, MCIP, RPP, A. Ag.
General Manager

ATTACHMENTS:

- Attachment A – Zoning Map
- Attachment B – Orthophoto Map
- Attachment C – Survey
- Attachment D – R-3 Zone
- Attachment E – Adjacent Property Owner Responses
- Attachment F – Letter of Rationale



ATTACHMENT A

This map is compiled from various sources for internal use and is designed for reference purposes only.

The Cowichan Valley Regional District does not warrant the accuracy.

All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

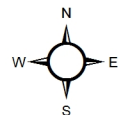
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 03-B-17DVP

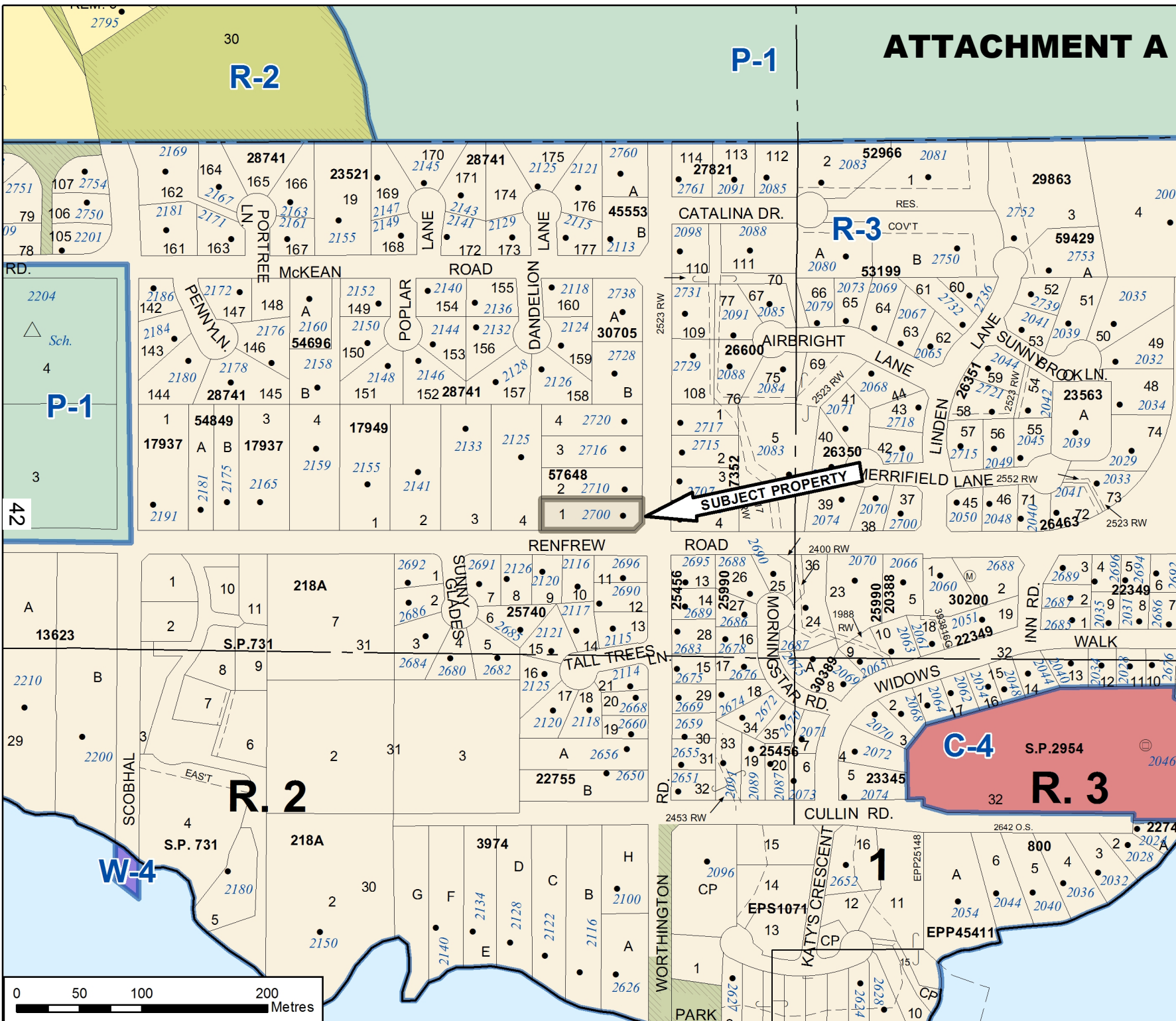
ZONING

Legend

- Subject Property
- Zoning B



R2





43

ISLAND LAND SURVEYING LTD.

B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION OF ACCESSORY BUILDING ON

LOT 1, SECTION 2, RANGE 2,
SHAWNIGAN DISTRICT, PLAN EPP57648.

PID: 029-845-386

I have examined the accessory building shown and hereby certify that the said structure is situate with respect to nearby boundaries as shown. This document is prepared for building inspection or mortgage purposes only and is for the exclusive use of our client. This document is not valid unless originally signed and sealed. This document shall not be used to define property lines or property corners. Unregistered interests have not been included or considered.

Jason Kozina
H88DFU

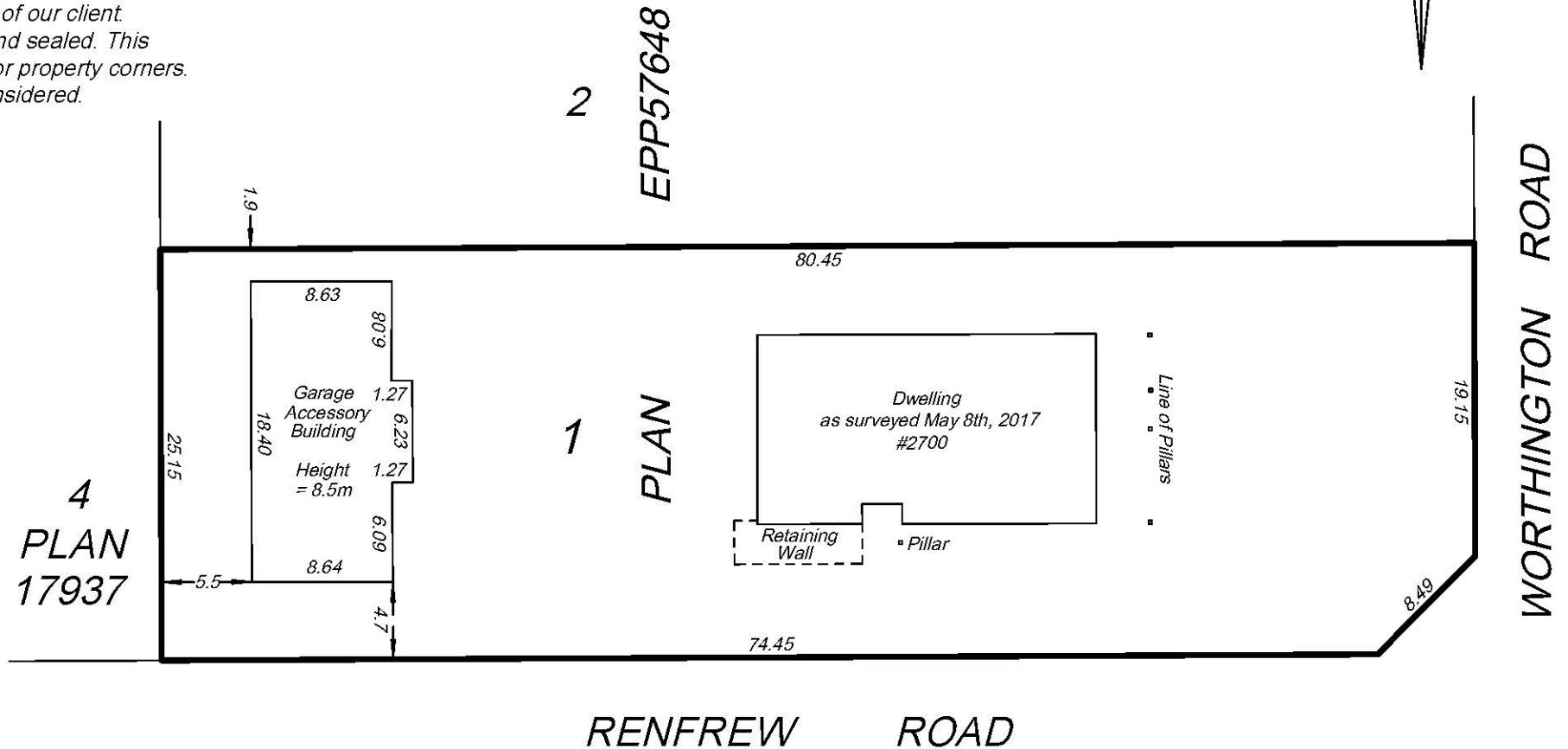
Digitally signed by Jason Kozina H88DFU
DN: c=CA, cn=Jason Kozina H88DFU, o=BC
Land Surveyor, email=Verify.ID at
www.juricert.com/LKU Pcfm?id=H88DFU
Date: 2017.08.08 12:35:18 -0700

Jason C. Kozina, BCLS
© 2017 Island Land Surveying Ltd.

Field survey dated this 24th day of July, 2017.
SCALE=1:400. All distances are in metres.

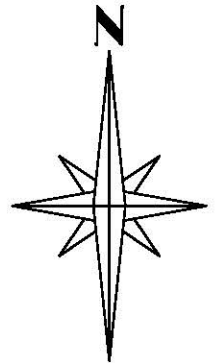
NOTE:

A comprehensive legal survey may reveal offsets to boundaries that differ from those shown.



ATTACHMENT C

#117-693 HOFFMAN AVENUE
VICTORIA, B.C. V9B 4X1
Tel 250.475.1515 Fax 250.475.1516
www.islandsurveying.ca
OUR FILE: SD-HABANERO-CO2LOT1



44

R2

8.6 R-3 ZONE - URBAN RESIDENTIAL

(a) Permitted Uses

The following uses and no others are permitted in an R-3 Zone:

- (1) single family residential dwelling;
- (2) horticulture;
- (3) home based business;
- (4) bed and breakfast accommodation;
- (5) daycare nursery school accessory to a residence; and
- (6) small suite or secondary suite

(b) Conditions of Use

For any parcel in an R-3 Zone:

- (1) the parcel coverage shall not exceed 30 percent for all buildings and structures;
- (2) the height of all buildings and structures shall not exceed 10 metres except for accessory buildings which shall not exceed a height of 7.5 metres;
- (3) the setbacks for the types of parcel lines set out in Column I of this section are set out for all structures in Column II:

COLUMN I Type of Parcel Line	COLUMN II Residential Use	COLUMN III Accessory Residential Use
Front Side (Interior)	7.5 metres 10% of the parcel width or 3 metres whichever is less	7.5 metres 10% of the parcel width or 3.0 metres whichever is less or 1.0 metres if the building is located in a rear yard
Side (Exterior)	4.5 metres	4.5 metres
Rear	4.5 metres	4.5 metres

Rachelle Rondeau
 Development Services Division
 Land Use Services Department
 CVRD, Duncan, BC



August 23rd 2017

File No: 03-B-17DVP

Dear Rachelle Rondeau,

I am writing this letter as a landowner that has been affected by the accessory building erected at
 2700 Worthington Road
 Lot 1, Section 2, Range 2, Shawnigan District, Plan EPP57648

According to the letter I received, Preston Partridge has applied for a Development Variance Permit for the accessory building on the property which is 1 meter over height and in contravention of the R-3 zoning for this property.

I wish to state that I am against granting this variance for the following reasons:

- The building is not on a slope, or near a stream which are reasonable reasons for granting a variance. I can see no extenuating circumstances which would need to be accommodated to make the building this tall.
- The builder has openly flouted his planning agreement and had every intention of contravening the zoning by laws from the start of construction. My understanding is that this is a pattern of his in construction –“ do what I want and ask for a variance a later.”
- When there is no sound reason for a variance, a builder should be held to the zoning regulations as other local builders do.
- From the very beginning this building was described as a storage unit. It is not. It is a personal medical marijuana grow operation, which has been enhanced by the addition of a second story, which may not have been possible if it conformed to the zoning and was lower.
- From Renfrew Road, this building is totally incongruous and obviously too high. The local population all ask – what is that place?

I would also like to ask why the driveway was concreted over, as it is my understanding that homeowners are now required to use a porous surface on sloping driveways.

Yours

Name and address withheld,
 See accompanying information.

Planning and Development

From: [REDACTED]
Sent: September-07-17 9:33 PM
To: Planning and Development
Subject: File No. 03-B-17DVP

We are responding to the application for a variance permit for Preston Partridge for the 2700 Worthington Rd. property in Shawnigan Lake. File No. 03-B-17DVP

We are strongly against this variance request. In our opinion this variance should have been applied for before building. This was not an accident it was intentional. It needed to be that high so that he could have the space above the shop for an illegal rental unit. If you allow people to apply for variances and grant them variances afterwards why would anyone follow restrictions?

This is an experienced builder who is well aware of restrictions. We believe he even built on two properties on this development so he clearly should have and would have looked into the restrictions, as that is his job. We are also aware that he has applied for variances in the past. Why would he follow rules if he is able to vary them after? Oops sorry gets him what he wanted in the first place. Please have him tear it down to the restricted height so he can't later put in an illegal suite. He already has two rentals on the property, he doesn't need a third along with his Medicinal Grow Operation in the shop.

Thank you for your consideration

[REDACTED]
[REDACTED]
Shawnigan Lake, B.C.
V0R 2W1

Dear Rachelle Rondeau, RPP, Planner 11

**Re: Letter of Rationale for Development Variance Permit Application No. 03-B-17DVP, 2700
Worthington Road PID: 029-845-386, Lot 1, Section 2, Range 2, Shawnigan District, Plan EPP57648**

Thank you for taking the time to review my application for the above noted property. This letter is to outline the sequence of events that led to this development variance request.

The designer drew up the plans for this property and what he failed to recognize was that the surrounding elevations of the road and neighbouring houses, did not allow for the building to be properly placed within the bank, to abide by the height restriction of R-3 zoning.

As a result the garage, which is the accessory building, is over the permitted height of 7.5 metres and is in fact, 8.5 metres. The possible over height was brought to my attention by a CVRD inspector, at this time a height survey was requested. I did not think the accessory building was in contravention of the height restriction. By this time the garage was finished.

The small height difference will in no way affect any neighbouring properties with respect to impeding views.

I respectfully request that the variance be granted.



Preston Partridge



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 16, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Development Services Division
Land Use Services Department

SUBJECT: Development Permit Application No. 06-E-17DP (4994 Polkey Road)

FILE: 06-E-17DP

PURPOSE/INTRODUCTION

The purpose of this report is to present a Development Permit application to allow the removal of native vegetation and construction of a vehicle parking/storage area pursuant to the Riparian Areas Regulation Development Permit Area and the Koksilah Development Permit Area guidelines of Electoral Area E and Part of F – Cowichan/Koksilah Official Community Plan Bylaw No. 1490.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That Development Permit Application No. 06-E-17DP (4994 Polkey Road) for the extension of a gravel parking area and removal of vegetation be authorized; and
2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.1490.

BACKGROUND

<u>Location of Subject Property:</u>	4994 Polkey Road, Duncan
<u>Legal Description:</u>	Lot B, Section 12, Range 7, Quamichan District, Plan 48728
<u>Size of Parcel:</u>	1.7 Hectares (4.2 Acres)
<u>Zoning:</u>	I-1 (Light Industrial)
<u>OCP Designation:</u>	Industrial
<u>Use of Property:</u>	Storage depot and offices associated with drilling company
<u>Use of Surrounding Properties:</u>	North – Industrial South – Multiple dwellings on Cowichan First Nations Reserve No. 1 land East – Busy Place Creek Park (Dense Vegetation) West – Industrial
<u>Road Access:</u>	Polkey Road
<u>Water:</u>	Duncan Water System
<u>Sewage Disposal:</u>	Eagle Heights Sewerage system
<u>Fire Protection:</u>	Eagle Heights FSA
<u>Wildfire Hazard Rating:</u>	Moderate

LOCATION MAP



APPLICATION SUMMARY

The subject land is on the south side of Polkey Road at the eastern corner of the Koksilah Industrial Park, between Busy Place Creek to the North and the Cowichan First Nations Reserve No. 1 land to the South. The site is currently used as a base of operations for Drillwell Enterprises. Approximately 75% of the 1.7 hectare area is open gravel used for the storage of vehicles and drilling equipment, with a large office building located in the south-west corner of the land. The north-eastern boundary of the land contains a vegetated buffer zone along Busy Place Creek.

The Eastern-most corner of the land, towards the rear of the site, is currently undeveloped, with undulating, moist terrain covered with vegetation. A development permit is sought to allow the clearance of the existing vegetated area and to extend the compacted gravel surface a further 60 metres eastwards towards Busy Place Creek. The new area would add an additional 1,800 m² (approx.) for the storage of trucks, spare materials and equipment associated with the ongoing use of the site as a storage depot. Proposed construction materials are drain rock and crushed gravel. A perimeter berm is proposed to be constructed around the new storage area, with a chain-link fence and native plantings to also be incorporated into the overall site layout.

No further modifications to the subject land are proposed.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONSAdvisory Planning Commission

The application was considered at an Area E – Cowichan Station/Sahtlam/Glenora Advisory Planning Commission (APC) meeting that took place on September 26, 2017, (Attachment B). The APC recommended approval to the application subject to the following conditions:

1. Development of a system of drainage control and containment of potential contaminants for the site;
2. Development of a landscaping plan prepared by a qualified professional for the riparian boundary of the property, which will improve the aesthetics of the site, enhance the riparian area, and provide for drainage control.

The application was not referred to any additional parties.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

The subject land falls within three separate Development Permit Areas, discussed below:

Riparian Areas Regulation Development Permit Area

Clause 14.7 of the Official Community Plan for Electoral Area E (Cowichan/Koksilah ref. 1490) states:

“No person shall subdivide or alter land (including the removal of trees) or construct a building or structure on land that is in the Riparian Areas Regulation Development Permit Area, prior to the owner receiving a development permit from the CVRD”.

The Guidelines associated with the Development Permit Area require a Qualified Environment Professional (QEP) to prepare a report prepared pursuant to Section 4 of the Riparian Areas regulation.

A Riparian Assessment Report (Attachment C) has been prepared by Robert Crandall and submitted as part of this application. The report identifies the extent of a Streamside Protection and Enhancement Area (SPEA) and specifies a number of damage mitigating measures that will be employed both during and post construction). A supplementary drainage and landscaping plan (Attachment D) also detail a number of additional actions, including but not limited to:

- Removal of pest species within the SPEA area
- Re-establishment of 110 native plants along the SPEA boundary
- Construction of a 750mm berm and chain-link fencing along the perimeter of the site.

With the above precautionary measures in place, the guidelines listed at Section 14.7.6 of the Area E OCP have been met.

Koksilah Development Permit Area

Clause 14.10.4 of the Official Community Plan for Electoral Area E (Cowichan/Koksilah ref. 1490) states:

“Within the Koksilah Development Permit Area, no person will:

- *Subdivide land;*
- *Alter land, including the removal of trees or vegetation and removal/deposit of soil;*

- Construct a road, bridge or driveway; or
- Construct a building or structure

Prior to the owner of the land applying for and receiving a development permit from the CVRD.”

The purpose of the Development Permit Area is:

“For the protection of the environment, its ecosystems and biodiversity, and establishment of objectives for the form and character of commercial, industrial, and multi-family residential development.”

Application requirements that are relevant to this application have been addressed within the submitted Riparian Areas Regulation Assessment Report and supplementary documents. The proposed development area, being towards the rear of the site, is largely away from any public viewpoints, with proposed native plantings and a small berm to further remove any visual impacts emanating from the site. This will ensure that the relevant guidelines listed at Section 14.10.04 are met in full. Guidelines relating to form and character, vehicle access, lighting and signage are not considered relevant to this application.

PLANNING ANALYSIS

Environmental

The merit of clearing an area of native vegetation for the purposes of the extension of a gravel storage area needs to be considered as part of this assessment, particularly given the work that CVRD’s Environmental Services Division and others are currently undertaking on the Busy Place Creek Watershed; however the existing Area E OCP is largely silent on applications involving the removal of native vegetation where the requirements of the Riparian Areas Regulation have been met. As the land is zoned appropriately for the consolidation of existing industrial uses, it is considered that on balance, the intent of the OCP and Zoning of the land supports the proposal.

Drainage:

At the recommendation of the Advisory Planning Commission, a drainage and landscaping plan (Attachment D) has been submitted in support of the application. The plan details that a 750mm high berm will be constructed around the perimeter of the gravel area to prevent any potential contaminants from running directly into the nearby Busy Place Creek. Whilst the berm may prevent the direct flow of potential contaminated surface water into Busy Place Creek, it does not fully protect against contamination in the way that source controls such as oil/water separators and spill containment pads would. Measures such as these are not specified in the applicable Development Permit Guidelines and may not be warranted in this case. The applicant has offered to provide the berm to address the APC’s concern about contamination potential, but given the site is pervious and no collection devices are proposed the berm is expected to be of limited effectiveness should a contamination spill occur.

Summary

The application is considered to generally meet the requirements of all relevant Official Community Plan policies and guidelines. The development does not encroach within the SPEA and the protective measures outlined in the submitted Riparian Areas Regulation Assessment are intended to prevent undue environmental consequences will occur as a result of an approval. The proposal seeks to expand a light-industrial land use within an existing industrial park, which is compliant with the purpose and intent of the industrial zoning applicable to the site.

For the above reasons, Option 1 is recommended.

OPTIONS

Option 1:


That it be recommended to the Board:

1. That Development Permit Application No. 06-E-17DP (4994 Polkey Road) for the extension of a gravel parking area and removal of vegetation be authorized; and
2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.1490.

Option 2:

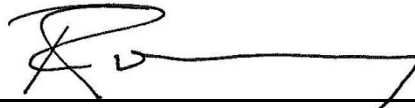
1. That it be recommended to the Board that Development Permit Application No. 06-E-17DP (4994 Polkey Road) be denied based on stated inconsistency with the guidelines of the Riparian Area Regulation and/or the Koksilah Development Permit Area.

Prepared by:

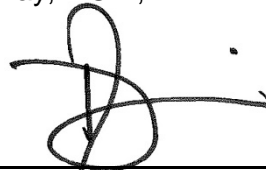


Alex Duncan
Planner I

Reviewed by:



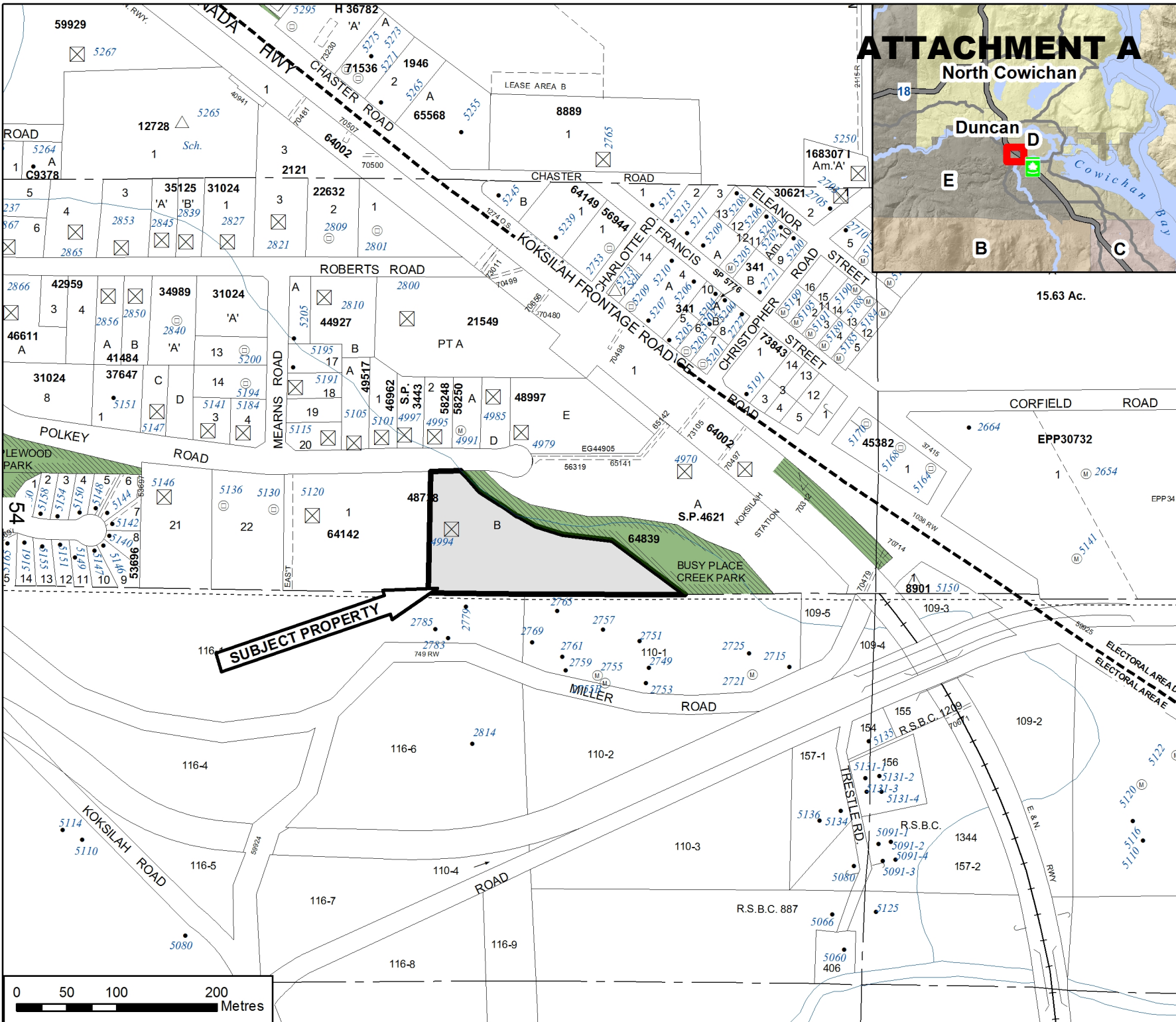
Rob Conway, MCIP, RPP
Manager



Ross Blackwell, MCIP, RPP, A. Ag.
General Manager

ATTACHMENTS:

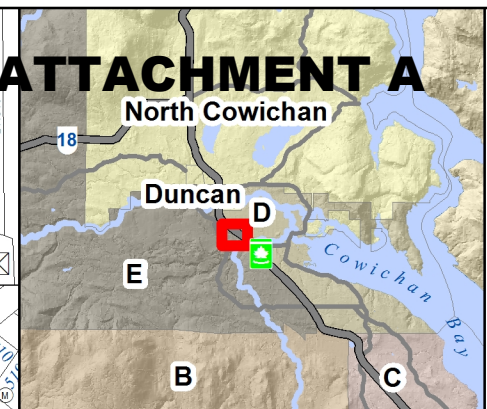
- Attachment A – Site Location Map
- Attachment B – Minutes of Area E Advisory Planning Commission Meeting
- Attachment C – RAR QEP Report
- Attachment D – Supplementary Drainage and Landscaping Plan
- Attachment E – OCP 1490 Policy Guidelines
- Attachment F – Site Plan Indicating Extent of Development



ATTACHMENT A

North Cowichan

Duncan



This map is compiled from various sources for internal use and is designed for reference purposes only.

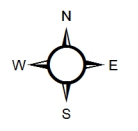
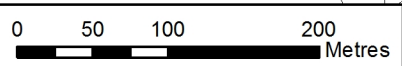
The Cowichan Valley Regional District does not warrant the accuracy.

All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 06-E-17DP

Legend
 Subject Property



R3



DATE: Tuesday, September 26, 2017
TIME: 19:00-21:00

MINUTES of the Electoral Area E Advisory Planning Commission held on the above noted date and time at 175 Ingram Street, Duncan, B.C., CVRD Boardroom.

PRESENT:

Chairperson: Susan Kaufmann
Secretary:
Members: David Coulson
Sarah Davies-Long
Michelle Geneau
Celina Gold
Patrick Jackson
Parker Jefferson
Julia Rylands
John Salmen
Ken Smith
Marianna Terauds
REGRETS: Justin Straker

ALSO present:

Director: Alison Nicholson
Staff: Bev Suderman and Rob Conway, CVRD Planners; Kate Miller, Manager, Environmental Services, CVRD
Applicant: Paul Slade, Drillwell Enterprises

Meeting called to order at 7:05 pm.

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

It was moved and seconded that the minutes of the Area E APC meeting of September 12, 2017 be accepted as amended, with the removal of the information about the member of the public who attended the meeting.

MOTION CARRIED

DELEGATIONS

1. **Kate Miller: Busy Place Creek Watershed**
 - Busy Place Creek is a sub-basin of the co-joined flood plain of the Cowichan and Koksilah Rivers, which are very different types of river systems.

- Because it is small and compact, yet represents a variety of types of land uses, presents a variety development issues, and is governed by a diverse range of agencies, it makes a good case study.
- With the development of the Trans Canada Highway, the watershed now (essentially) terminates at the highway. Historically it would have extended to the Cowichan Bay estuary.
- Hampered by the absence of a regulatory framework to date including updated flood control bylaws the division is exploring a number of policy options and additional background studies to inform further work. Climate change projections indicate that major events are going to be more extreme than they have been to date, so there is a strong need to be able to adapt in a way that builds community resilience, and reduces risk for the most vulnerable residents of the Cowichan region. There are no easy solutions.
- Three projects are underway within the watershed, at different scales and different stages:
 - 1. Watershed level - Developing run-off targets, using a natural capital approach, which should be completed by the end of 2017. Builds on the work started with the Water Balance Model.
 - 2. Mid section - Developing a drainage and stormwater management strategy in the industrial area. With a focus on developing both infrastructure solutions as well as guidance documents for future land use policy.
 - 3. Systems and cross community integrations - Developing overall flood solutions, with a particular focus on properties between Polkey Road and the Koksilah River who are substantially affected by both upstream and downstream inputs. The people at the Trestle Village are particularly vulnerable, and are impacted by water management practices within the industrial properties and Eagle Heights upland areas. Trying to find solutions that will slow water down.

APC Discussion points:

- Look at reinventing the Koksilah Industrial Park as a model “fish-friendly” industrial area. The CVRD’s Environmental Services has explored a standardized certification program in the past and will likely be reexamining it as part of our community based consultations on multiple solutions.
 - Important area for groundwater protection; importance of isolating potential contaminants on industrial properties
- 2. Paul Slade, Drillwell Enterprises: Development Permit Application 06-E-17DP**
- Rob Conway provided some context information for the APC regarding Development Permits as a tool to manage development, and the APC’s role in the process.
 - Paul Slade identified:
 - Some internal contradictions in the RAR report, based on an assumption that the site would be paved. The site will not be paved. A corrected RAR report was circulated late in the day.
 - Invasive plants to be managed on-site: Himalayan blackberry and Daphne laurel
 - Bob Crandall, Qualified Environmental Professional, will be working with Drillwell during the clearing, staking, and land preparation phases to ensure integrity of the riparian area and management of invasive species.
 - APC Discussion points included:
 - Flood levels
 - Permeability of the property, and implications for groundwater
 - Containment measures to be put in place to prevent sheeting of water off the site
 - Whether or not any contaminants are on-site:
 - Trucks are cleaned immediately, and are generally clean when returning to the property
 - Not bringing contaminated soils or other materials to the site
 - No fuel storage on site
 - Clarification re location of parking on-site

- Use of silt fencing pre and post construction, and monitoring throughout – fine silts of concern, need to prevent them from getting into the stream
- Landscaping to improve the functioning of the site, as well as the aesthetics. Suggestion: Dave Polster as a local resource
- Need for clearer, more specific guidelines in the Development Permit Area designations within the OCP

Recommendation:

It was moved and seconded that the Area E Advisory Planning Commission recommends approval of the Development Permit application 06-E-17DP, subject to the following conditions:

1. Development of a system of drainage control and containment of potential contaminants for the site;
2. Development of a landscaping plan prepared by a qualified professional for the riparian boundary of the property, which will improve the aesthetics of the site, enhance the riparian area, and provide for drainage control.

MOTION CARRIED

INFORMATION

- Hols Application – A survey is underway; more information is needed before moving to the EASC.
- Bruce Fraser's book called "Saving Place: Land Stewardship in the Age of Limits" was an excellent read. The APC will send a note of thanks for his generous gift.
- Ross Blackwell unable to attend; Alison will talk with him and bring back a report to a future meeting.
- The Tim Horton's application for a Development Permit for the TCH and Bench Road site is now before the APC. A date will be found soon to consider this application.

ADJOURNMENT

It was moved that the meeting be adjourned at 9:02 pm.

MOTION CARRIED

NEXT MEETING: October meeting scheduled for 3rd Tuesday, October 17, 2017.

Secretary

Chair

Riparian Areas Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date April 26th 2017

I. Primary QEP Information

First Name	Robert	Middle Name		
Last Name	Crandall			
Designation	Technologist	Company		
Registration #	27767	Email rcrandall007@yahoo.com		
Address	PO Box 1354			
City	Lake Cowichan	Postal/Zip	V0R 2G0	Phone # 250-715-7074
Prov/state	BC	Country	Canada	

II. Secondary QEP Information (use Form 2 for other QEPs)

First Name		Middle Name		
Last Name				
		Company		
Registration #		Email		
Address				
City		Postal/Zip		Phone #
Prov/state		Country		

III. Developer Information

First Name	David	Middle Name		
Last Name	Slade			
Company				
Phone #	250-746-5268	Email david@drillwell.com dslade@telus.net		
	4994 Polkey Road			
City	Duncan	Postal/Zip	V9L 6W3	
Prov/state	BC	Country	CANADA	

IV. Development Information

Development Type	Parking lot			
Area of Development (ha)	0.18	Riparian Length (m)	249.86	
Lot Area (ha)	1.43	Nature of Development	Expand existing parking	
Proposed Start Date	May 15 th , 2017	Proposed End Date	September 30 th , 2017	

V. Location of Proposed Development

Street Address (or nearest town)	4994 Polkey Road						
Local Government	CVRD			City	Duncan		
Stream Name	Cowichan River						
Legal Description (PID)	014-317-818			Region	Vancouver Island		
Stream/River Type	Stream			DFO Area	South Coast		
Watershed Code	9202577023						
Latitude	48	45	32	Longitude	124	41	17

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed. Insert that form immediately after this page.

Table of Contents for Assessment Report

	Page Number
1. Description of Fisheries Resources Values	3-5
2. Results of Riparian Assessment (SPEA width)	6-9
3. Site Plan	10
4. Measures to Protect and Maintain the SPEA (detailed methodology only).	
1. Danger Trees.....	11
2. Windthrow.....	11
3. Slope Stability.....	11
4. Protection of Trees.....	11
5. Encroachment	11
6. Sediment and Erosion Control.....	12
7. Floodplain.....	12
8. Stormwater Management.....	12
5. Environmental Monitoring	13
6. Photos	14-16
7. Assessment Report Professional Opinion	17

Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

(Provide as a minimum: Species present, type of fish habitat present, description of current riparian vegetation condition, connectivity to downstream habitats, nature of development, specific activities proposed, timelines)

Fisheries Resources

“Busy Place Creek originates in a residential area, passes through an agricultural area, then finds its way through another residential area before exiting into an industrial park located in a floodplain,” (CVRD). Busy Place Creek was once known as “Trestle Road Creek” now named Sh-Hwuykwselu in local First Nation language (Busy Place Creek). It has changed its course several times since the time of early mapping in the 1880’s. In 2008 the Cowichan Valley Regional District proceeded with development of a master drainage plan for Busy Place Creek. The plan is serving as a pilot process to inform a water-centric approach to land use planning. Furthermore, the process will also inform a regional policy framework for rainwater management and green infrastructure that protects stream health. The stream was redesigned and actual stream banks were constructed and the creek is now defined and has native species plants lining its banks. Chum salmon run this creek and Coho salmon also utilize it for spawning and rearing. The proposed project is located adjacent to reach 2. This creek is a tributary of the Koksilah River. The property is well vegetated with Black Cottonwood, Red Alder, Grand Fir, Big Leaf Maples, Western Red Cedar, Salmonberry, Red Osier, Snowberry, Nootka Rose, Willow, Pacific Crabapple and Indian Plum.

Stream Code: 9202577023 This BIO was prepared at a time previous to the redesign effort by local government and stream keepers with the local school. However it does contain relevant information other than stream widths which are now changed and recorded in Results of detailed riparian assessment section 2.

Sidechannel I. D. 20r INDUSTRIAL PARK RELIC CHANNEL (Old Koksilah Village Channel and sometimes called Trestle Creek). A naming ceremony occurred June 1, 2005. On the advice of Simon Charlie, the creek has been named Sh – hwuykwselu or Busy Place Creek.

REACH 1

Ave. channel width	70	% pool	
Min. wetted width	0	% riffle	
Min. flow	0	% run	
Channel length	1000	% glide	
Gradient	.01	% slough	100 in winter. Pools and riffles form
Substrate	9100		in spring as area drains.
Min. wetted area	0		
Debris	20		
Compaction	H		

REACH 2

Ave. channel width	3	% pool
Min. wetted width	0	% riffle
Min. flow	0	% run
Channel length	777	% glide
Gradient	.1	% slough
Substrate	8200	
Min. wetted area	0	
Debris	0	
Compaction	M	

Note: From the top end of Reach 1 to Boal Road is 777 m. There are usually 2 reaches within this zone. The first extends from the top of R1 to the upstream end of the culvert at the Windsor Plywood drive. The channel is summer dry below that point but wetted above. Source of the water is Eagle Heights Creek which enters the channel 123 m above the Windsor Plywood Drive. Summer flow in the creek is very minimal to nil (it was flowing .125 LPS at the Koksilah Road culvert on 8/30/02 but no water was reaching the channel. Earlier summer flow from this creek is captured in the channel by a gravel plug that extends downstream from the confluence of the creek and the channel and by a sediment wedge below it. The water was 21.5 degrees on August 30, 02 with oxygen levels of 2 – 3 mg/L. A few sticklebacks were present.

Site location: R1 - E&N tracks, Miller Rd. and Upper Melgaard property
R2 Polkey Rd.

Dates: 10/22/87 - 5/2/96

Crew: TB

Air Photos: BCC 394 160, 161

Access: Polkey Rd., Miller Rd., E&N tracks

Fish Utilization

Wintering coho and cutthroat juveniles are sometimes abundant. Coho occasionally spawn near the 380 m point of R2 just below the confluence of Eagle Heights Creek where patchy gravel is present. Two redds and 100 fry were noted there in May 1996.

This complex channel is wetted by the winter water table, Eagle Heights Creek, a small tributary at the 200 m point in R2 (west side of Windsor Plywood), seepage and runoff above the Eagle Heights confluence, water comes in from the ditch along Boal Road where a perimeter drain behind the recycling depot picks up seepage, the continued ditch along Polkey Road, the ditch along Allenby Road for at least 200 m above the junction with Koksilah Road and along the Koksilah Road ditch for some 700 m. Phillips Road ditch also contributes flow to the Koksilah Road ditch and back-flooding from the main-stem. There is

also local runoff from hard surfaces of commercial developments along Polkey Road. A culvert from the north at the 182 m point of R2 drains the GroWell Property where hog fuel/bark mulch is sometimes stored and black liquor runoff occasionally enters the channel at this point. According to Cowichan elders, at one time this channel was connected to the Cowichan River and was a very important fish producer including chum salmon.

Nature of Development

Parking area expansion of 1,800 sq. meters. Drain rock and crushed gravel will form the base and compaction will take place. The dimensions for the parking lot expansion will be 60 m x 30 m. The extended parking area will have a chain link fence around the perimeter for security reasons. This will effectively and permanently protect the SPEA also.

Section 2. Results of Riparian Assessment (SPEA width)

Attach or insert the Form 3 or Form 4 assessment form(s). Use enough duplicates of the form to produce a complete riparian area assessment for the proposed development

2. Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: April 26, 2017

Description of Water bodies involved (number, type)	1 stream
Stream	<input checked="" type="checkbox"/>
Wetland	<input type="checkbox"/>
Lake	<input type="checkbox"/>
Ditch	<input type="checkbox"/>
Number of reaches	2
Reach #	2

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)	
starting point	8	.01	I, <u>(Robert Crandall)</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream	8	.01	
	8 del		
	9		
	10		
downstream	10		
	11		
	13del		
	11		
	10		
	13		
Total: minus high /low	90	.02	
mean	10.0	.01	
	R/P	C/P	
Channel Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes
	I, <u>(Robert Crandall)</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.		
Polygon No:	1		Method employed if other than TR
SPVT Type	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	30						
Litter fall and insect drop ZOS (m)	15						
1 Shade ZOS (m) max	30	South bank	Yes	x	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report		
SPEA maximum	30	(For ditch use table3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes		No		
SPEA maximum		(For ditch use table3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes		No		
SPEA maximum		(For ditch use table3-7)					

I, Robert Crandall, hereby certify that:

- I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- I am qualified to carry out this part of the assessment of the development proposal made by the developer David Slade;
- I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Comments

Invasive species plants in the SPEA need removal. Collected perimeter drain for storm water management is required. Infiltration pits made from basin collars with perforated pipe need to be installed for storm water.

2. Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: April 26/2017

Description of Water bodies involved (number, type) 1 wetland

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Stream	
Wetland	x
Lake	
Ditch	
Number of reaches	1
Reach #	1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)
starting point upstream		
downstream		
Total: minus high /low mean		
Channel Type	R/P	C/P
		S/P

I, (Robert Crandall), hereby certify that:

e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;

f) I am qualified to carry out this part of the assessment of the development proposal made by the developer (David Slade) ;

g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and

h) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		x	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes
			I, <u>(Robert Crandall)</u> , hereby certify that: e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; f) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ; g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and h) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
Polygon No:			Method employed if other than TR
SPVT Type	LC	SH	TR
			x
Polygon No:			Method employed if other than TR
SPVT Type	LC	SH	TR
Polygon No:			Method employed if other than TR
SPVT Type			

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	15						
Litter fall and insect drop ZOS (m)	15						
Shade ZOS (m) max	15	South bank	Yes		No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report		
SPEA maximum	15	(For ditch use table3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes		No		
SPEA maximum		(For ditch use table3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes		No		
SPEA maximum		(For ditch use table3-7)					

I, Robert Crandall, hereby certify that:

e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;

f) I am qualified to carry out this part of the assessment of the development proposal made by the developer David Slade;

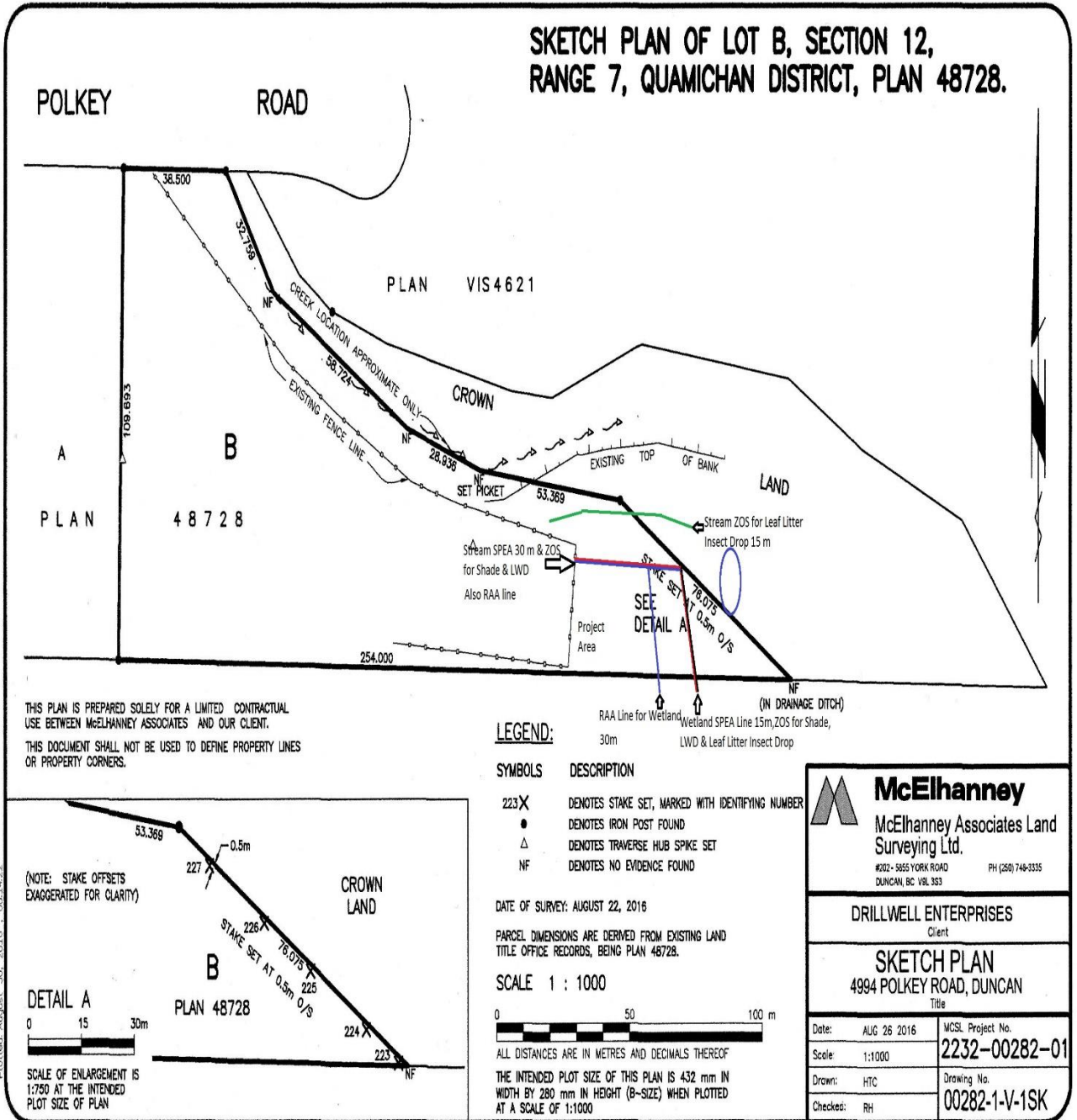
g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and

h) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Comments

This mini wetland does flow into Busy Place Creek at a location off the subject property. The little wetland is fed from seep springs in the local area.

Site Plan (next page)



Section 4. Measures to Protect and Maintain the SPEA

This section is required for detailed assessments. Attach text or document files, as need, for each element discussed in chapter 1.1.3 of Assessment Methodology. It is suggested that documents be converted to PDF *before* inserting into the assessment report. Use your "return" button on your keyboard after each line. You must address and sign off each measure. If a specific measure is not being recommended a justification must be provided.

1. Danger Trees	The Grand Fir Balsam, Big Leaf Maple and Cottonwood trees are healthy. One Cottonwood and one Cedar were felled by beavers last winter. Currently there are no danger trees on site.
<p>I, <u>(Robert Crandall)</u>, hereby certify that:</p> <p>i) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>j) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ;</p> <p>k) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
2. Windthrow	There have been no trees removed for many years (except the one Cottonwood and one Cedar felled by beavers) and existing trees are firm and well rooted with no root rot visible.
<p>I, <u>(Robert Crandall)</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
3. Slope Stability	The land where the parking area extension is inundated with humps and dips and will be brought to level and remain stable.
<p>I, <u>(Robert Crandall)</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
4. Protection of Trees	The trees in the SPEA will be not part of this parking lot construction site. A perimeter chain link fence will be installed to permanently protect the trees in the SPEA.
<p>I, <u>(Robert Crandall)</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
5. Encroachment	A temporary barrier fence along the SPEA lines will be installed until the permanent fencing is installed.
<p>I, <u>(Robert Crandall)</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p>	

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

<p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>6. Sediment and Erosion Control</p>	<p>The Creek has a spoil pile of earth 1m in height along its banks. This comes from the stream enhancement project by the local government and will serve as a barrier between works and stream. Between the works and the wetland a sedimentation/silt fence will be installed.</p>
<p>I, <u>(Robert Crandall)</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>7. Stormwater Management</p>	<p>Storm water from the expanded parking lot will absorb into the ground water table as the surface will be permeable.</p>
<p>I, <u>(Robert Crandall)</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>8. Floodplain Concerns (highly mobile channel)</p>	<p>This reach of the creek has large spoil piles lining the banks as part of a government drainage project and those high banks contain the stream so as not to flood.</p>
<p>I, <u>(Robert Crandall)</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>(David Slade)</u> ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	

Section 5. Environmental Monitoring

Attach text or document files explaining the monitoring regimen Use your "return" button on your keyboard after each line. It is suggested that all document be converted to PDF *before* inserting into the PDF version of the assessment report. Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

Pre-Construction

A pre-construction meeting will be held with the contractor and land owner to finalize construction plans and ensure that no impacts will occur to protected areas. BMPs will be discussed. Installation of SPEA line fence will take place.

Plans to permanently denote SPEA line with a live fence, rock wall or split rail fence will be established. Periodic visits and mandatory visits following precipitation events will take place in order to assess storm water concerns.

Construction

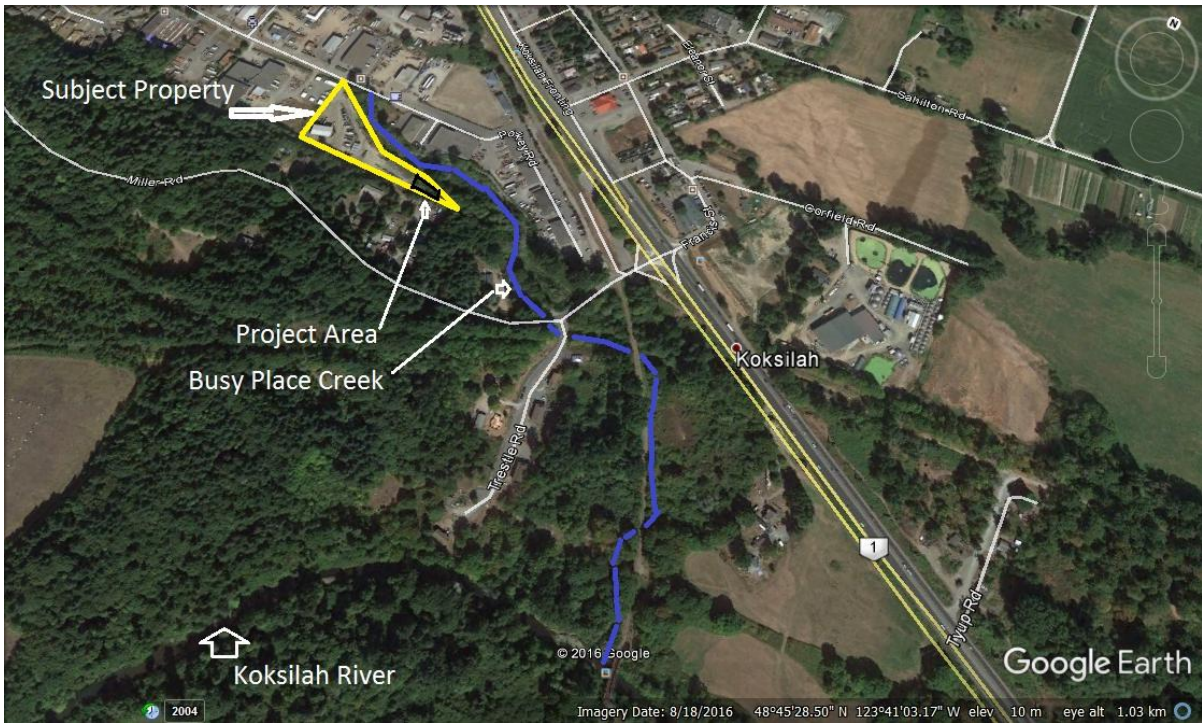
The site will be monitored at least twice during construction. A silt fence construction barrier will be installed prior to construction and maintained during construction. . During construction no vehicles will be allowed in the SPEA.

Post Construction

A post construction report that describes SPEA protection compliance status following build out and makes recommendations for future action s will be prepared. It is at this time that a permanent fence will be completed at SPEA line and temporary snow fence will be removed.

Section 6. Photos (Next Pages)

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Aerial View



Signage was part of the local government stream enhancement drainage project.

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Looking south over Busy Place Creek from Polkey Road during dry season. Drillwell Enterprises shop and offices in background. This is an industrial park.



A trail was established along the north side of creek as part of the government drainage project.

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



This is the little wetland at east end of property.



Looking east over existing parking lot. The project will extend this parking further eastward.



Measuring back from high water mark for stream SPEA.

Section 7. Professional Opinion

Assessment Report Professional Opinion on the Development Proposal's riparian area.Date

1. I/We Robert Crandall

Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.)

hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Regulation made under the *Fish Protection Act*,
- b) I am/We are qualified to carry out the assessment of the proposal made by the developer (David Slade) , which proposal is described in section 3 of this Assessment Report (the "development proposal"),
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

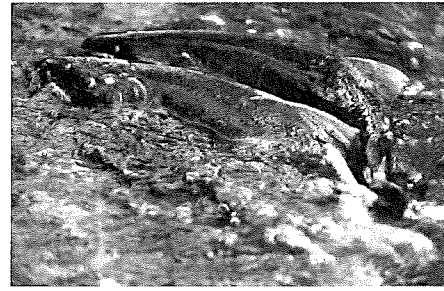
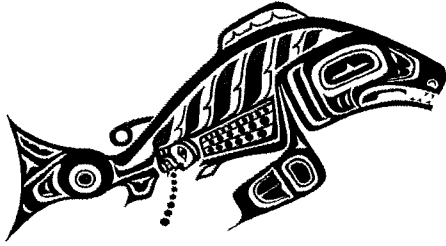
- a) if the development is implemented as proposed by the development proposal there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed, **OR**

(Note: include local government flex letter, DFO Letter of Advice, or description of how DFO local variance protocol is being addressed)

- b) if the streamside protection and enhancement areas identified in this Assessment Report are protected from the development proposed by the development proposal and the measures identified in this Assessment Report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed.

[NOTE: "qualified environmental professional" means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if

- (a) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association,
- (b) the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and
- (c) the individual is acting within that individual's area of expertise.]



Drainage Control - Containment Plan

&

Landscaping Plan

For

Parking Lot Expansion Area

At

Drillwell Enterprises on Pokey Road (#4994) Duncan, B.C.

CVRD DPA 06-E-17DP

By

Bob Crandall Environmental C-TECH ASTTBC – QEP

October 2017

Nature of Development

Parking area expansion of 1,800 sq. meters. Drain rock and crushed gravel will form the base and compaction will take place. The dimensions for the parking lot expansion will be 60 m x 30 m. The extended parking area will have a chain link fence around the perimeter for security reasons. This will effectively and permanently protect the stream protection enhancement area (SPEA) also.

From CVRD Land Use Planning Department:

It was moved and seconded that the Area E Advisory Planning Commission recommends approval of the Development Permit application 06-E-17DP, subject to the following conditions:

1. Development of a system of drainage control and containment of potential contaminants for the site;
2. Development of a landscaping plan prepared by a qualified professional for the riparian boundary of the property, which will improve the aesthetics of the site, enhance the riparian area, and provide for drainage control.

MOTION CARRIED

System of Drainage Control and Containment of Potential Contaminates

The 1,800 square meter parking area expansion will have a perimeter berm constructed to a height of 0.75 meters and width base of 1.25 meters. This berm will extend along all sides of the parking area expansion. The purpose of the berm is to contain storm water and any potential contaminants related to the vehicles and equipment for which the parking area is intended. Containment for potential contaminants by rule must be 75% of the volume of potential contaminants on site. The volume of containment area as proposed above exceeds the 75% minimum rule. In addition to this the Busy Place Creek south bank along the north property line of the subject property has a 1.2 meter high berm that was created when the Creek was dredged many years ago. This berm represents a line of secondary containment should it be required in a contingency situation. The containment area will also hold storm water from running off the expanded parking area and allow it to infiltrate into the permeable gravel surface. The new perimeter berms will be constructed at and on the SPEA line. A chain link fence will be installed along the inside edge of the berm. Native species plantings will take place along the berm top and sides to stabilize the berms and enhance the SPEA.

**A Planting Plan for the SPEA Perimeter at Parking Area
Expansion**

at

Drillwell Enterprises on Pokey Road (#4994) Duncan, B.C.

CVRD DPA 06-E-17DP

By

Bob Crandall Environmental C-TECH ASTTBC – QEP

October 2017

BACKGROUND

The subject property owners have plans construct perimeter containment berms around the parking area expansion. This, to address concerns of storm water and potential contaminates containment.

PLAN AND SCHEDULE

The plan is to plant streamside native species along the top and sides of the berms.

The purpose of planting is to enhance the SPEA and stabilize the berms.

1. Preparing the area for planting by carefully removing invasive species that are attempting to colonize the SPEA. In this instance, the invasive plants are Himalayan Blackberry and some Scottish Broom and Daphne Laurel.
2. Planting native species suitable for the site in appropriate initial densities leaving room for natural re-colonization between planted plants.
3. Monitoring on at least three times per year to:
 1. Remove invasive plants as soon as they appear.
 2. Check survival of planted plants and volunteers.
 3. Prepare a plan for next year's invasive species control. Table 1 below:

Area	Timing	Plants	Density	Comments
SPEA Berm, Land area 220 sq. m	Oct- Feb 2017/18	Native Grasses, Red Osier, Salmonberry, Snowberry, Willow stakes, Nootka Rose, and Indian Plum.	1 plant per 2m ²	Willow stakes will be spot planted on the SPEA side of the berms.
SPEA	2018 April – Sept.	Invasive species control. Replace any plants that die.	1 plant per 2m ² minus volunteers.	Any plants that die will be replaced

The blackberry and broom will be cut back this year 2017. The 2017/18 invasive control plan is to continue removing invasive plants as they sprout. The plan and schedule for 2017/18 is given in Table 1.

ANTICIPATED BUDGET FOR 2017/18

Removal of invasive Scottish Broom, Daphne and H. Blackberry 15 hrs @ 25.00
p/hr.....375.00

110 plants in 1 gallon pots @ 14.75 each.....1,622.50

QEP Guidance in plant selection and planting 2 hrs @
\$85.00.....160.00

Planting labour 10 hours @ 30.00.....300.00

Monitoring and reporting

2 hours @ 85/hr. 165.00

Subtotal (tax not included) \$2,622.50

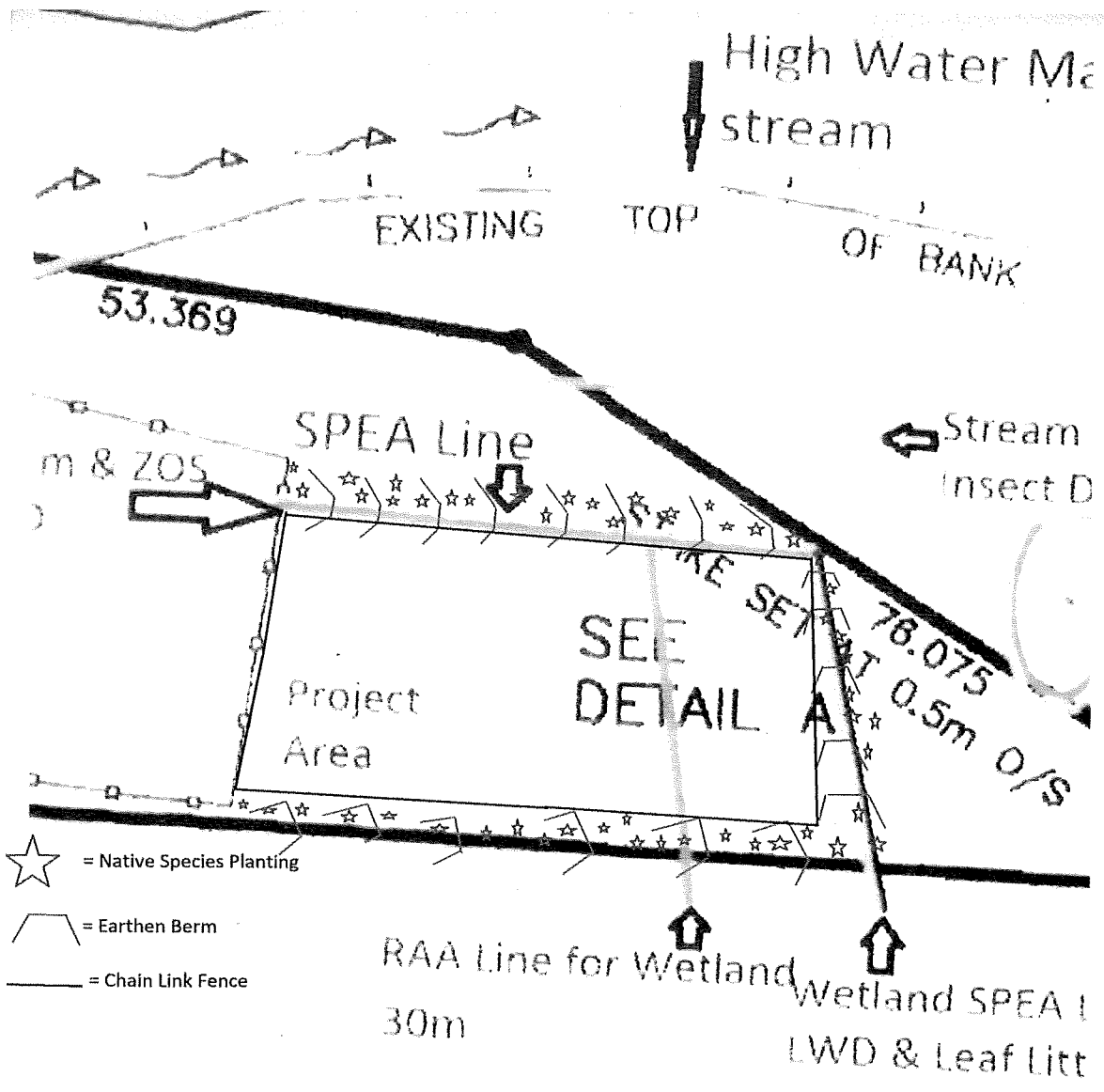
COST SUMMARY

2017/18: \$2,622.50

Total 2 year program:

Note: These totals do not include Tax

Planting Plan Sketch Next page:



- ☆ = Native Species Planting
- ▤ = Earthen Berm
- = Chain Link Fence

14.7 **RIPARIAN AREAS REGULATION DEVELOPMENT PERMIT AREA**

No person shall subdivide or alter land (including the removal of trees) or construct a building or structure on land that is in the Riparian Areas Regulation Development Permit Area, prior to the owner receiving a development permit from the CVRD.

14.7.1 **CATEGORY**

This development permit area is designated pursuant to Section 919.1(1)(a) of the *Local Government Act* – protection of the natural environment, its ecosystems and biological diversity.

14.7.2 **DEFINITIONS**

For the purposes of this Development Permit Area, the terms used herein have the same meaning that they do under the *Riparian Areas Regulation* (BC Reg. 376/2004).

14.7.3 **JUSTIFICATION**

The province of British Columbia's *Riparian Areas Regulation (RAR)*, under the *Fish Protection Act*, aims to protect fish habitat. This regulation requires that residential, commercial or industrial development as defined in the *RAR*, in a Riparian Assessment Area near freshwater features, be subject to an environmental review by a Qualified Environmental Professional (QEP).

14.7.4 **RIPARIAN ASSESSMENT AREA**

The Riparian Area Regulation Development Permit Area is coincidental with the Riparian Assessment Area as defined in the *Riparian Areas Regulation*. It is indicated in general terms on Figure 14 (see *RAR Bylaw No 2749*). Notwithstanding the areas indicated on Figure 14 (see *RAR Bylaw No 2749*), the actual Riparian Areas Regulation Development Permit Area will in every case be measured on the ground, and it will be:

- a) For a stream, the 30 metre strip on both sides of the stream measured from the high water mark;
- b) or a 3:1 (vertical/horizontal) ravine less than 60 metres wide, a strip on both sides of the stream measured from high water mark to a point that is 30 metres beyond the top of the ravine bank, and
- c) or a 3:1 (vertical/horizontal) ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.

14.7.5 **APPLICABILITY**

A development permit must be applied for, and issued by the Cowichan Valley Regional District, prior to any of the following activities occurring in the Riparian Areas Regulation Development Permit Area, where such activities are directly or indirectly related to existing or proposed residential, commercial or industrial land uses in any Zone or Land Use Designation:

- a) removal, alteration, disruption or destruction of vegetation;
- b) disturbance of soils;
- c) construction or erection of buildings and structures;
- d) creation of nonstructural impervious or semi-impervious surfaces;
- e) flood protection works;
- f) construction of roads, trails, docks, wharves and bridges;
- g) provision and maintenance of sewer and water services;
- h) development of drainage systems;
- i) development of utility corridors;
- j) subdivision as defined in section 872 of the *Local Government Act*.

14.7.6 GUIDELINES

Prior to undertaking any of the development activities listed in Section 13.7.5 above, an owner of property within the Riparian Areas Regulation Development Permit Area shall apply to the CVRD for a development permit, and the application shall meet the following guidelines:

- a) A qualified environmental professional (QEP) will be retained at the expense of the applicant, for the purpose of preparing a report pursuant to Section 4 of the *Riparian Areas Regulation*. The QEP must certify that the assessment report follows the assessment methodology described in the regulations, that the QEP is qualified to carry out the assessment and provides the professional opinion of the QEP that:
 - i) if the development is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian area; and
 - ii) the streamside protection and enhancement area (SPEA) that is identified in the report is protected from the development and there are measures identified to protect the integrity of those areas from the effects of development; and
 - iii) the QEP has notified the Ministry of Environment and Fisheries and Oceans Canada, both of whom have confirmed that a report has been received for the CVRD; or
 - iv) confirmation is received from Fisheries and Oceans Canada that a harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian area has been authorised in relation to the development proposal.
- b) Where the QEP report describes an area designated as Streamside Protection and Enhancement Area (SPEA), the development permit will not allow any development activities to take place therein, and the owner will be required to implement a plan for protecting the SPEA over the long term through measures to be implemented as a condition of the development permit, such as:
 - a dedication back to the Crown Provincial,
 - gifting to a nature protection organisation (tax receipts may be issued),
 - the registration of a restrictive covenant or conservation covenant over the SPEA confirming its long-term availability as a riparian buffer to remain free of development;
 - management/windthrow of hazard trees;
 - drip zone analysis;
 - erosion and stormwater runoff control measures;
 - slope stability enhancement.
- c) Where the QEP report describes an area as suitable for development with special mitigating measures, the development permit will only allow the development to occur in strict compliance with the measures described in the report. Monitoring and regular reporting by professionals paid for by the applicant may be required, as specified in a development permit;
- d) information or some other change, a QEP will be required to submit an amendment report, to be filed on the notification system;
- e) Wherever possible, QEPs are encouraged to exceed the minimum standards set out in the *RAR* in their reports;

- f) The CVRD Board requires the QEP report to have regard for "Develop With Care – Environmental Guidelines for Urban and Rural Land Development in British Columbia", published by the Ministry of Environment.

14.7.7 EXEMPTIONS

In the following circumstances, a development permit will not be required:

- a) Renovations, repairs and maintenance to existing buildings that are protected by Section 911 of the *Local Government Act*;
- b) Minor interior and exterior renovations to existing buildings, excluding any additions or increases in building volume;
- c) Removal of invasive non-native vegetation such as Gorse, Scotch Broom, and its immediate replacement with native vegetation.

14.7.8 VIOLATION

Every person who:

- a) violates any provision of this Development Permit Area;
 - b) causes or permits any act or thing to be done in contravention or violation of any provision of this Development Permit Area;
 - c) neglects to do or refrains from doing any act or thing required under this Development Permit Area;
 - d) carries out, causes or permits to be carried out any development in a manner prohibited by or contrary to this Development Permit Area;
 - e) fails to comply with an order, direction or notice given under this Development Permit Area; or
 - f) prevents or obstructs or attempts to prevent or obstruct the authorised entry of the Administrator, or person designated to act in the place of the Administrator;
- commits an offence under this Bylaw. Each day's continuance of an offence constitutes a new and distinct offence.

14.7.9 CONCURRENT DEVELOPMENT PERMIT AREAS

Where more than one development permit area applies to land in the Riparian Areas Regulation Development Permit Area (RARDPA), a single development permit may be issued. Where other DPA guidelines would conflict with those of the RARDPA, the latter shall prevail.

14.10 **KOKSILAH DEVELOPMENT PERMIT AREA**

14.10.1 **CATEGORY**

The **Koksilah Development Permit Area** is designated pursuant to Section 919(1)(a) and (f) of the *Local Government Act*, for the protection of the environment, its ecosystems and biodiversity, and establishment of objectives for the form and character of commercial, industrial, and multi-family residential development.

14.10.2 **AREA OF APPLICATION**

The **Koksilah Development Permit Area** applies to all commercially and industrially-designated lands within the OCP area, including: Lot 1, Section 13, Range 6, Quamichan District, Plan 9381, as shown on **Figure 15: Koksilah Development Permit Area**.

14.10.3 **JUSTIFICATION**

- a) The OCP aims to ensure that the design of any commercial and industrial development is in keeping with the community's expectations for visual quality, and that it is functionally compatible with surrounding land uses.
- b) The OCP aims to ensure that future commercial and industrial developments offer safety and accessibility, and are adequately landscaped.
- c) The OCP aims to ensure that the integrity of surface water and groundwater is protected from inappropriate development, in areas where land uses within the development permit area may directly impact surface and groundwater resources.

14.10.4 **GUIDELINES**

Within the **Koksilah Development Permit Area**, no person will:

- subdivide land;
- alter land, including the removal of trees or vegetation and removal/deposit of soil;
- construct a road, bridge or driveway; or
- construct a building or structure

prior to the owner of land applying for and receiving a development permit from the CVRD, which will sufficiently address the following guidelines:

Environmental Protection

- a) Runoff from the development will be limited in order to prevent storm flows from damaging riparian areas during normal rainfall events. Preferably, on larger sites, natural wetland protection and enhancement should be incorporated, along with measures to limit impervious surfaces. Parking areas should contain oil/water separators, and – where feasible – use pervious landscaping that can absorb runoff. Applicants should submit figures for total site imperviousness. The Board may specify maximum site imperviousness in a development permit;

-110-

- b) The latest Best Management Practices for land development of the Ministry of Environment and Fisheries and Oceans Canada, should be respected;
- c) The entire Koksilah Development Permit Area sits upon a valuable aquifer that supplies drinking water to local residents. Applicants will submit a plan describing how they will protect this community resource on their site;

Landscaping

- d) Landscaping will be provided around the periphery of the parcel. Particular attention will be paid to landscaping measures along road frontages and parcel boundaries that may abut other uses such as residential. A combination of low shrubbery, ornamental trees and flowering perennials is recommended.
- e) The use of landscaped berms and raised planter berms as a visual and noise barrier between commercial/industrial uses and the Trans-Canada Highway is strongly encouraged. Such raised features need not exceed 1.5 metres in height, but should be at least 0.75 metres in height;
- f) Owner-designed landscape plans may be reviewed in accordance with the Landscape Standard developed jointly by the British Columbia Society of Landscape Architects (BCSLA) and the British Columbia Nursery Trades Association (BCNTA);

Form and Character of Buildings and Structures

- g) Buildings and structures will be designed in consideration of improving upon the aesthetics of the surrounding area, with finishes that are attractive, such as tinted concrete, some natural materials and natural colours;

Vehicle Access, Pedestrian Access and Parking

- h) Where two or more commercial or industrial facilities adjoin one another, vehicle access points, pedestrian pathways and parking and circulation patterns should be linked and possibly shared in order to encourage as safe a flow of pedestrian and vehicle traffic as possible. This can be accomplished by reciprocal easements and or rights of way. Unnecessary duplication of access points is strongly discouraged;
- i) Parking areas will be designed to physically separate pedestrian and motorized traffic, for example, through the use of raised pedestrian routes;
- j) Parking surfaces will be paved in a suitable material, whether pervious or impervious, and will not be located within 3 metres from any major road network route and the Trans-Canada Highway;
- k) Where required, pedestrian routes across, within and between sites should be clearly delineated by means of separate, raised walkways, sidewalks or paths;

Signs

- l) Signs should be designed to reflect the site's architecture and landscaping and should be limited to not more than 5 metres in height and also of limited area;

-111-

- m) Translucent "can" or panel signs that are wholly illuminated from behind are not permissible whether free-standing or mounted on a building fascia; however, the Board may consider permitting backlit signs if only the lettering and logos are illuminated at a low intensity. Fluorescent lighting projected towards a sign is very strongly discouraged, and low intensity incandescent lighting is preferred for that purpose.
- n) If multiple signs are required, they should be grouped and shared, and moving signs or signs with moving images or text will not be supported;

Wiring

- o) Underground wiring is encouraged in preference to overhead wiring;

Lighting

- p) Parking areas and pedestrian routes should be well lit, without glare to other lands and roads;

14.10.5 EXEMPTIONS

The following is exempted from the requirement of obtaining a development permit in the **Koksilah Development Permit Area**:

- a) construction or renovations of singlefamily dwellings and residential accessory uses;
- b) interior renovations to existing buildings; or
- c) changes to the text or message on an existing sign allowed by a previous development permit, provided the net illuminated area is at most equal to what was previously approved.

14.10.6 APPLICATION REQUIREMENTS

- (a) Before the CVRD authorizes the issuance of a development permit for a parcel of land in the **Koksilah Development Permit Area**, the applicant must submit a development permit application, which at a minimum includes:
 1. a written description of the proposed project;
 2. reports or information as listed in the relevant Development Permit Guidelines;
 3. information in the form of one or more maps, as follows:
 - location/extent of proposed work;
 - location of watercourses/waterbodies, including top of bank;
 - percentage of existing and proposed impervious surfaces;
 - existing tree cover and proposed areas to be cleared;
 - building elevation drawings for both existing and proposed structures complete with architectural details and a landscaping plan with drawings;
 - existing and proposed property parcel lines;
 - existing and proposed vehicular access points, roads and driveways;
 - existing and proposed pedestrian walkways and bike paths;
 - existing and proposed drainage ditches, septic tanks/fields;
 - existing and proposed water lines and well sites;
 - existing and proposed erosion mitigation measures and bank alterations;
 - location of slopes exceeding 25 percent grade;

-112-

- location of lands subject to periodic flooding;
 - areas of sensitive native plant communities;
 - topographical contours;
 - existing and proposed parking and loading areas;
 - existing and proposed outdoor illumination points/areas;
 - existing and proposed sign design and location.
- (b) In addition to the requirements listed above, the applicant may be required to furnish, at the applicant's expense: a report certified by a professional engineer with experience in geotechnical engineering which includes:
1. a hydrogeological report, certified by a professional engineer with experience in geotechnical engineering, which includes an assessment of the suitability and stability of the soil for the proposed project, including information on soil depths, textures, and composition;
 2. a report certified by a professional engineer with experience in geotechnical engineering, on the safety of the proposed use and structures on-site and off-site, indicating that the land may be used safely for the use intended; and
 3. an environmental impact assessment, certified by a registered professional biologist, assessing any environmental impacts of the project.

EG44905

ATTACHMENT F

4979

4970

56319

65141



3728

A

S.P.46

B



64839

68

4994



Area of Extension

2765

2757

785

2779

2760

R3



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 18, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Development Services Division
Land Use Services Department

SUBJECT: Development Permit with Variance Application No. 03-C-17DP/VAR
(1480 Heigh Street)

FILE: 03-C-17DP/VAR

PURPOSE/INTRODUCTION

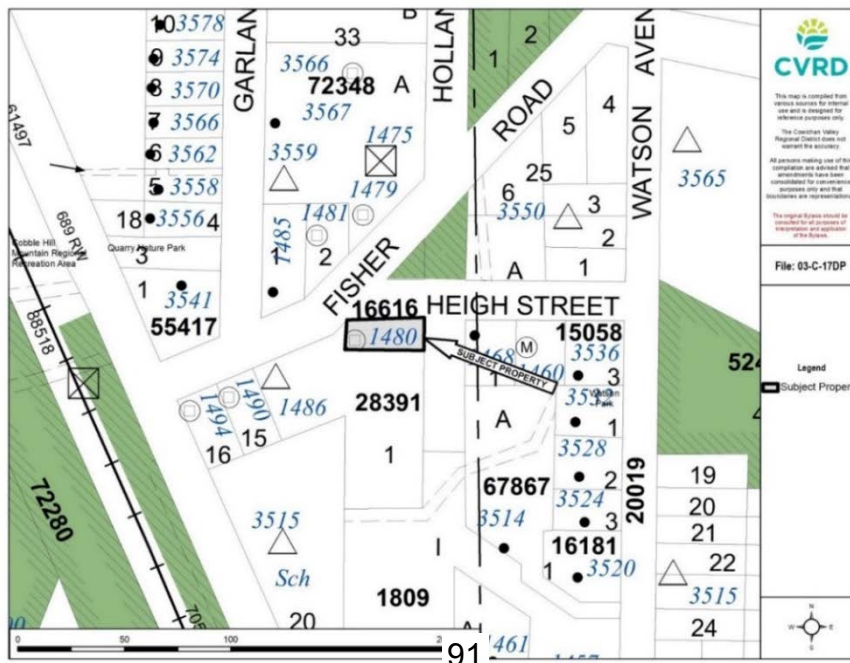
The purpose of this report is to set out a Development Permit Application with Variance for a roof extension and a new front canopy at 1480 Heigh Street. A Development Permit is required pursuant to the Cobble Hill Village Development Permit Area (OCP Bylaw No. 3510). Two variances to the South Cowichan Zoning Bylaw No. 3520 are requested and relate to the west parcel line setback and a canopy projection into the front setback.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That Zoning Bylaw No. 3520 Section 12.7.4 (Setbacks) be varied for the west parcel line from 6 m to 0.3 m; and that Section 5.3.1.c.ii (Setback Exceptions) be varied to allow a canopy projection from 1 m to 1.91 m;
2. That Development Permit with Variance Application No. 03-C-17DP/VAR (1480 Heigh Street) be approved; and
3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.3510.

LOCATION MAP



BACKGROUND

<u>Location:</u>	1480 Heigh Street, Cobble Hill
<u>Legal Description:</u>	Lot 1, Section 12, Range 5, Shawnigan Lake District, Plan 16616 (PID: 004-001-907)
<u>Owner:</u>	Keith Barry
<u>Applicant:</u>	Ian Tait
<u>Size of Parcel:</u>	0.05 ha (0.13 ac)
<u>Existing Use of Property:</u>	Automobile Service Shop
<u>Use of Surrounding Properties:</u>	<u>North:</u> Park & commercial buildings (across the street) <u>East:</u> Treed unbuilt road right-of-way <u>South:</u> Treed area of vet clinic and office <u>West:</u> Parking area of vet clinic and office
<u>Road Access:</u>	Heigh Street
<u>Existing Water:</u>	Community System - Cobble Hill Water System
<u>Existing Sewage Disposal:</u>	Private – Septic system
<u>Existing Drainage:</u>	Private – Responsibility of owner
<u>Environmentally Sensitive Areas:</u>	None identified
<u>Archaeological Site:</u>	None identified
<u>Official Community Plan Designation:</u>	Village Commercial (C)
<u>Zoning:</u>	Village Service Commercial (C-7)

Site and Surrounding Properties

The subject property is approximately 0.05 hectares (0.13 acres) and is located on Heigh Street in Cobble Hill. The site is occupied by 'Ian Tait Mechanical Service'. Although the site is designated Village Commercial (C), it is zoned Village Service Commercial (C-7) in order to recognize the existing automobile service use. Most of the surrounding properties are zoned Village Commercial (C-5), with the exception of the Ministry of Transportation and Infrastructure road right-of-way land that abuts the subject property to the east, which is unbuilt and currently treed. Park land is also located across the street from the property. The one lot abutting the subject property is an irregular-shaped parcel containing a parking lot, a large treed area, and a commercial building that is occupied by a veterinary clinic and accountant office.

- **See Attachment A – Site Photos**

APPLICATION SUMMARY

There are two parts to the application: a roof extension and the replacement of the front canopy.

Roof Extension

The applicant proposes to extend the roof of the building towards the west parcel boundary to allow for a covered outdoor service bay. The existing building was recently renovated and the roof extension is proposed to match the new material and colour scheme, which includes red and white fascia and new red steel posts. A concrete slab will also be poured for the outdoor service bay. The proposed roof overhang will be setback 0.3 m (1 ft.) from the west parcel boundary, which requires a setback variance.

Front Canopy

The building currently has a canopy off the front facade of the building measuring 4.9 m x 5.2 m

(16 ft. x 17 ft.). The applicant proposes to replace this canopy with a longer one of the same depth. The proposed canopy is 4.9 m x 12.7 m (16 ft. x 41.6 ft.), which covers the majority of the front building façade, including the two service bay doors and office door. The canopy will match the rest of the building with red and white fascia trim details and red steel posts. Canopies are permitted to project 1 m into the required building setback. Since the proposed canopy will project 1.91 m into the setback, a variance is required.

- **See Attachment B - Site Plan**
- **See Attachment C - Elevations**

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

Advisory Planning Commission (APC)

The Electoral Area “C” Advisory Planning Commission (APC) did not review the application and is forwarded directly to the EASC at the request of the Area C Director, M.Clement.

Surrounding Property Owner Notification and Response:

Letters to adjacent property owners were mailed or hand delivered, and a development application sign posted along the subject property’s road frontage, in accordance with Development Application and Procedures Bylaw No. 3275. The purpose was to notify the surrounding community of the application for variance. To date, 2 letters from the public have been received regarding the application.

- **See Attachment D – Public Submissions**

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

Official Community Plan (OCP)

The Cobble Hill Village Plan (OCP Bylaw No. 3510) designates the subject property as “Village Commercial”. This designation applies to the core retail commercial area of the village. Policy 6.1.6 specifically acknowledges the subject property as being designated Village Commercial, yet zoned for service commercial to accommodate the existing service station. The subject property also falls within the Cobble Hill Village Development Permit Area (DPA) of the OCP.

Cobble Hill Village Development Permit Area (DPA):

As the subject property is within the Cobble Hill Village DPA, a Development Permit is required prior to any construction of commercial buildings and structures. The DPA Guidelines considered with this application are listed below. Full details can be found in the attached guidelines.

- **See Attachment E – DPA Guidelines**

10.4.1A – General Guidelines

- These guidelines are not considered to apply to the proposed development as they include issues around invasive plants and geotechnical hazards not relevant to this application.

10.4.3A – Building Design Guidelines

- The proposed changes to the building are limited to the roof extension and front canopy.
- The guidelines mention garbage/recycling storage. Currently, the bins for the mechanical shop are located on the adjacent property, which the neighbour allows. However, as the location is essentially on the street edge, the bins will be relocated towards the rear of the subject property, which is shown on the site plan. The applicant will roll the bins out on pick up days.
- The proposal is considered to meet the intent of the guidelines.

10.4.5A – Landscaping, Rainwater Management and Environmental Protection Guidelines

- A professional landscape plan was provided and includes several site improvements meant to bring the site more in-line with the guidelines.
- Improvements include:
 - Garden stone curb along a portion of the site frontage, helping to define the existing property lines.
 - Planting within new curb garden bed to include 3 dogwood trees and low shrubs, helps provide separation and some screening to parking area.
 - Removal of existing maple tree along eastern property line and installation of a new boulder retaining wall.
 - Defined and organized parking area for temporary storage/parking of vehicles.
 - Removal of old patchy asphalt surface.
 - New concrete under proposed roof and canopy and extending to the front property line, also helps define the edge of the front property.
 - New gravel in parking area and around existing telephone pole.
 - Oil/water separator drain to tie into existing down spouts.
- **See Attachment F – Landscape Plan**

10.4.6A – Outdoor Lighting Guidelines

- New lighting under the proposed canopy and roof will be installed, but is required more for operational purposes to light the areas underneath the structures and will not create any light pollution.
- Existing lighting shines on the business sign, which is located on the side of the building.
- The proposal is considered to meet the intent of the guidelines.

10.4.7A – Parking, Vehicular Access, and Pedestrian Guidelines

- While parking tends to dominate the site currently, the proposed site improvements will help to address the site organization and provide for a more orderly arrangement of vehicles, as well as provide some screening of the area from the street.
- As mentioned above, an oil/water separator will be installed as encouraged in the guidelines.
- A total of 9 vehicles can be accommodated in the main parking area.
- The proposal is considered to meet the intent of the guidelines.

Zoning Bylaw

South Cowichan Zoning Bylaw No. 3520 provides the zoning and land use regulations for Electoral Area C – Cobble Hill. The subject property is zoned Village Service Commercial (C-7), which contains the specific regulations that apply to the property, such as permitted uses, impervious surfaces and parcel coverage, height, and setbacks. The proposed development will increase the parcel coverage on the property from 21.5% to 34%, which is within the permitted 50% limit of the C-7 zone. The zone requires a minimum building setback of 6 m from all property lines. The rear (south) property line was previously varied from 6 m to 0.2 m, which had also been an existing legal non-conforming situation. For the current DP application, in order to construct the roof extension the side parcel line requires a setback variance, as the proposed roof would be 0.3 m (1 ft) from the west parcel line.

Within Section 5.3 (Setback Exceptions) there are regulations that allow for some parts of buildings and structures to project into the required setbacks, including canopies. A canopy is allowed to project 1 m into a front or side setback. The proposed canopy will project beyond 1 m, therefore a variance is required.

- **See Attachment G – Bylaw Regulations**

Proposed Variances

As noted above, variances are needed for the proposed roof extension and new canopy. The following variances to Zoning Bylaw No. 3520 are requested:

Section 12.7.4 - Setbacks

Roof Extension – to vary the minimum setback for the west parcel line from 6 m to 0.3 m

Section 5.3.1.c.ii – Setback Exceptions

Front Canopy – to vary the projection allowance for the front parcel line from 1 m to 1.91 m

The applicant has submitted a rationale for the proposed variances.

- **See Attachment H – Applicant Rationale**

PLANNING ANALYSIS

The Cobble Hill Village Development Permit Area contains a wide variety of guidelines to help provide for good site planning and building design, which are applied to all new applications. This can be challenging for a site like an existing mechanic shop which is not typically a desirable use in a village core where the focus is more on small scale, pedestrian oriented, commercial uses and public spaces. However, the mechanic shop has been part of the community for decades and the use is fully entrenched within the existing zoning which allows for a variety of vehicle oriented uses. At the encouragement of staff, the applicant provided a landscape plan that attempts to deal with some of the DPA guidelines around landscaping, parking, and environment. While the site will continue to be used as a mechanic shop, the applicant has agreed to various site improvements that help to meet the basic intent of the guidelines.

The main building was recently renovated by raising the roof of the shop to increase the height of the building. This subsequent DP essentially addresses the remainder of the building (roof extension and front canopy), and as mentioned above, addresses other applicable guidelines by including several site improvements.

The proposed roof extension will allow for an outdoor vehicle bay on the east side of the building. The space is already utilized by the business for vehicle storage and for triage/servicing vehicles (weather permitting). Formalizing the space and providing a sheltered vehicle bay will accommodate more customers, which is positive from a community economic perspective. Any increase in noise disturbance due to outdoor activity should be minimal as the mechanic shop has been in existence in the community for many years and typically has their garage doors open, and already uses outdoor areas for various triage/servicing of vehicles. All of the commercial buildings within close proximity to the shop are at least 30 m away, and the neighbouring vet/office building also benefits from having a treed buffer on their site. The nearest residential dwelling is located over 50 m from the proposed outdoor service bay. The proposed roof extension will match the existing building and will be a relatively seamless transition with the existing roof.

The new canopy along the front of the building will replace an existing canopy that is smaller and aging. The proposed canopy is longer and will provide for cover over the existing vehicle bay doorways. The underside of the canopy will be less visible as the new canopy will be attached to the building in a less angled fashion than the current canopy. This will ensure light projects downward and will not interfere with the new look of the raised roof. The canopy will also have a fascia trim detailing to match the roof and will tie-in well with the existing building.

The site improvements and landscaping will help to provide more site organization and definition along the property frontage, improving the curb appeal of the site. Currently, vehicles are parked all over and there are no visual clues as to where the property edge lies with respect to the road right-of-way. The new curb and planting of trees and shrubs will provide for partial screening and will indicate the edge of the property along the western corner/frontage. The proposed trees are dogwood trees which should have a positive impact on the visual aesthetic of the site.

The new concrete and gravel will also help delineate the actual property edge and provide a fresh surface compared to the patchy failing asphalt currently in some areas of the site frontage. The telephone pole out front of this site is actually on the subject property and creates an additional challenge for organizing and installing landscaping or edge treatments in the eastern corner of the lot frontage. The proposed plan includes adding new gravel around the base of the pole.

The boulder retaining wall to be installed along the western property line will help to extend a level area needed for parking, which is currently an underutilized space. With the curb and trees to be planted along the frontage acting like a barrier, the parking area will be more defined and should result in cars being parked in a more orderly fashion. Having a more defined edge will help people to park cars on the road in a more organized way as well. A new oil/water separator will serve the parking area to the west and the service area to the east for cleaner rain water runoff from the site. Currently, there is no oil/water separator on the subject property.

At the moment, the applicant has an arrangement with the neighbour to locate their garbage/recycle bin on the adjacent property, which is in a location abutting the street edge and very noticeable to passersby. However, the applicant has agreed to relocate the bin onto the subject property at the rear of the proposed outdoor service bay, which is a more appropriate location away from pedestrians and cyclists, and less visible from the street.

The building and site improvements help to create a more functional, orderly, and fresh appearance for the existing mechanic shop. While further improvements could be undertaken, a balance was needed between the scale of the proposed project and the extent to which site improvements were necessary and impactful. Together the proposed roof extension, new canopy and the site improvements and landscaping are considered to meet the intent of the DPA guidelines. In addition, the variances are supported on the basis of the existing mechanic shop being part of the community for several decades, outdoor service work already occurring at the site, and the closest buildings being 30-50 metres away from the new outdoor bay. Any noise due to the outdoor service bay should be minimal when compared to the existing situation. The existing zoning allows for the mechanic shop and the ability to further serve local residents in the area should contribute to the economic vibrancy of the community. Once this renovation is complete it not likely that further expansion of the mechanic shop could be achieved as the lot seems to have reached its threshold for accommodating the use on the site. Lastly, while the front canopy will project into the front setback, a separation of 4 metres will be maintained between the edge of the canopy and the property line.

A copy of the draft Development Permit (DP) is attached.

- **See Attachment I – Draft DP with Variances**

Option 1 is recommended.

OPTIONSOption 1:

That it be recommended to the Board:

1. That Zoning Bylaw No. 3520 Section 12.7.4 (Setbacks) be varied for the west parcel line from 6 m to 0.3 m; and that Section 5.3.1.c.ii (Setback Exceptions) be varied to allow a canopy projection from 1 m to 1.91 m.;
2. That Development Permit with Variance Application No. 03-C-17DP/VAR (1480 Heigh Street) be approved; and
3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.3510.

Option 2:

That it be recommended to the Board that Development Permit No. 03-C-17DP/VAR (1480 Heigh Street) be denied.

Prepared by:

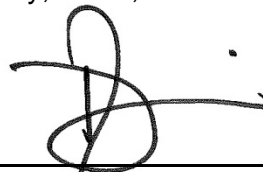


Sheila Herrera, MCIP, RPP
Planner II

Reviewed by:



Rob Conway, MCIP, RPP
Manager



Ross Blackwell, MCIP, RPP, A. Ag.
General Manager

ATTACHMENTS:

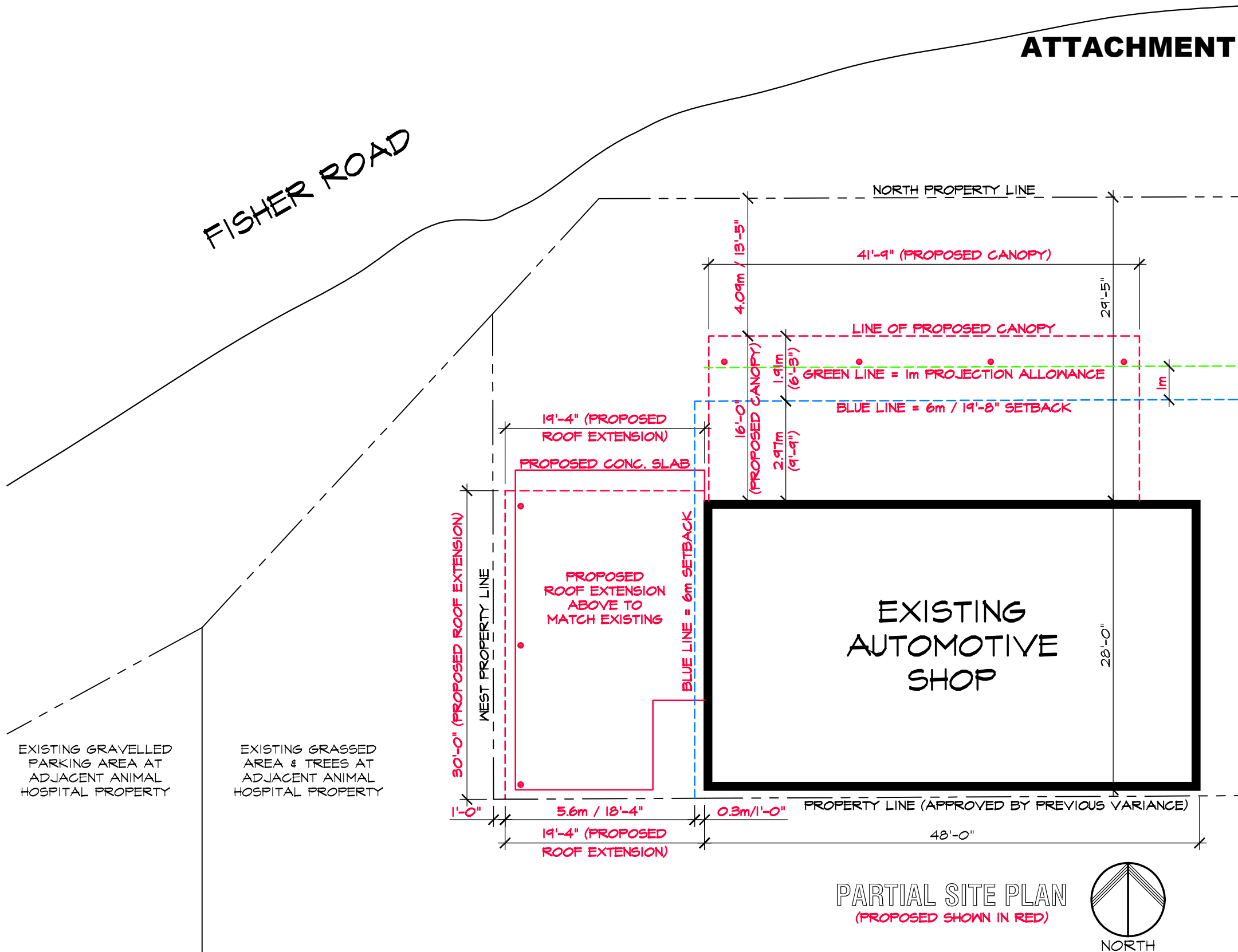
- Attachment A – Site Photos
- Attachment B – Site Plan
- Attachment C – Elevations
- Attachment D – Public Submissions
- Attachment E – DPA Guidelines
- Attachment F – Landscape Plan
- Attachment G – Bylaw Regulations
- Attachment H – Applicant Rationale
- Attachment I – Draft DP with Variances





ATTACHMENT B

100



EXTERIOR COLOR SCHEME:

(COLOR SWATCHES ARE APPROXIMATE: SEE PICTURES)

- MASONRY WALLS: FOREST GREEN
- PLYWOOD PONY WALLS: OFF-WHITE
- 1X6 TRIM: RED
- VINYL SOFFITS: CREAM
- METAL FLASHING: RED
- METAL FASCIAS: OFF-WHITE
- STEEL COLUMNS: RED
- EXTERIOR WOOD BEAMS: OFF-WHITE



SITE COVERAGE:

SITE AREA: 6,913 SQ.FT. / 642 m²
 ALLOWABLE SITE COVERAGE: 50%
 EXISTING SITE COVERAGE: 21.4%
 PROPOSED SITE COVERAGE: 33.9%

PROPOSED VARIANCES:

NORTH CANOPY: TO VARY THE PROJECTION ALLOWANCE FROM 1m / 3'-3" TO 1.91m / 6'-3"
WEST ROOF EXTENSION: TO VARY THE MINIMUM SETBACK FROM 6m / 19'-8" TO 0.3m / 1'-0"

PROPOSED CANOPIES AT EXISTING AUTOMOTIVE SHOP

FOR IAN TAIT MECHANICAL SERVICES, 1480 HEIGH STREET, COBBLE HILL, BC

R4

ATTACHMENT C



PRE-2016 RENOVATION
(LOOKING SOUTHWEST)

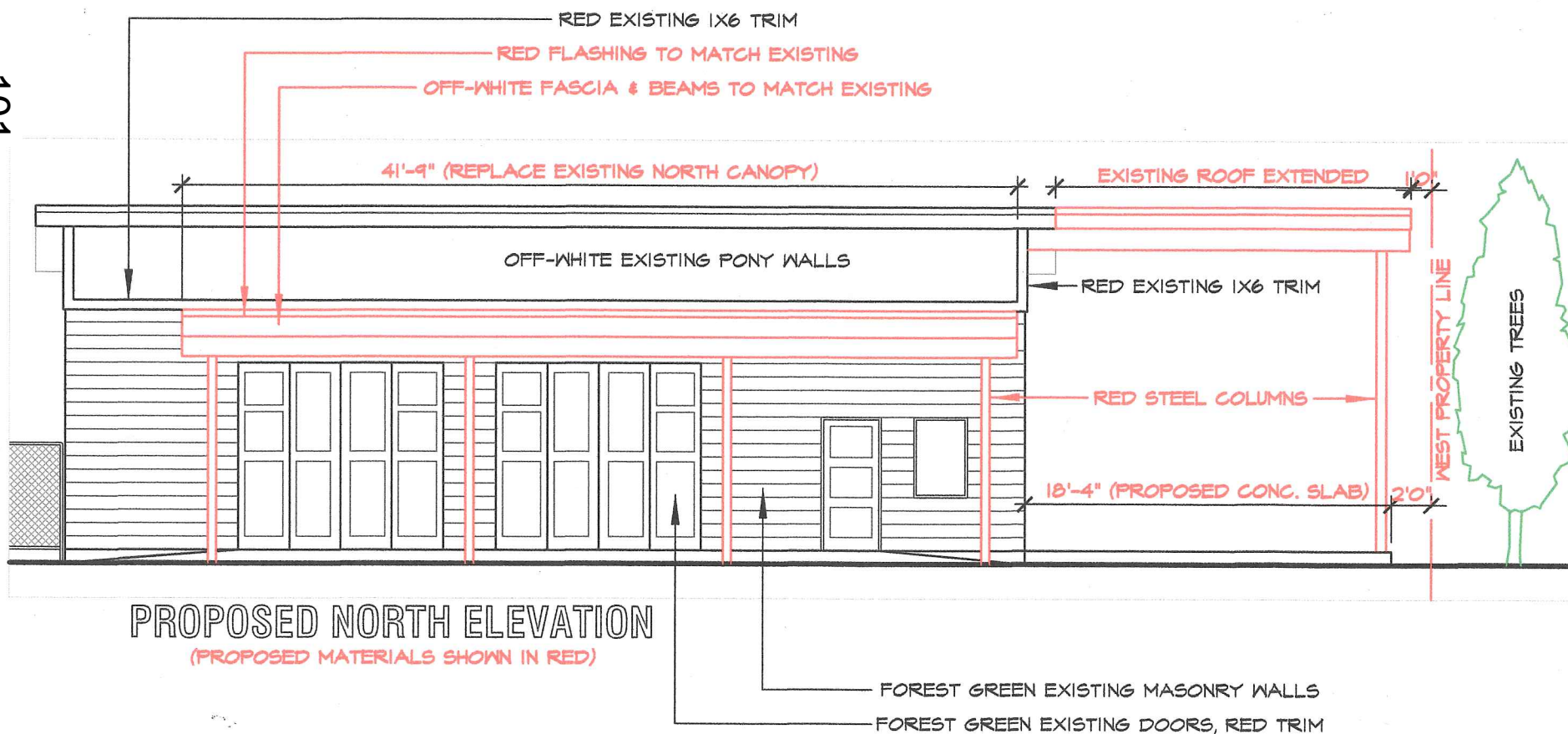


DURING 2016 RENOVATION
(LOOKING SOUTHWEST)

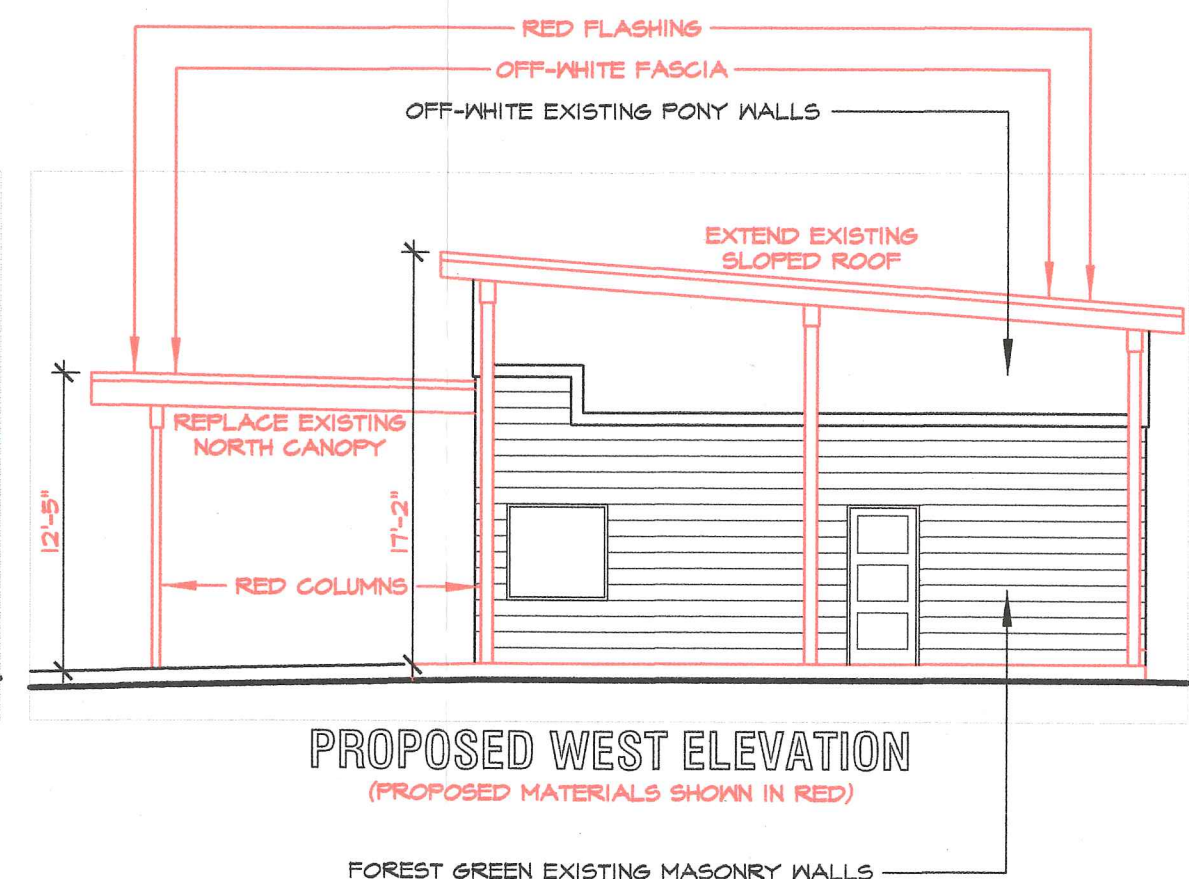


COMPLETED 2016 RENOVATION
(LOOKING SOUTH, SHOWING PROPOSED WEST BAY AREA)

101



PROPOSED NORTH ELEVATION
(PROPOSED MATERIALS SHOWN IN RED)



PROPOSED WEST ELEVATION
(PROPOSED MATERIALS SHOWN IN RED)

FOREST GREEN EXISTING MASONRY WALLS
FOREST GREEN EXISTING DOORS, RED TRIM

FOREST GREEN EXISTING MASONRY WALLS

PROPOSED CANOPIES AT EXISTING AUTOMOTIVE SHOP

FOR IAN TAIT MECHANICAL SERVICES, 1480 HEIGH STREET, COBBLE HILL, BC

R4



Shawnigan Cobble Hill Farmers Institute & Agricultural Society
PO Box 148
Cobble Hill, BC V0R 1L0

April 27, 2017

Cowichan Valley Regional District
175 Ingram Street
Duncan, B. C.
V9L 1N8

Via Email to: ds@cvrld.bc.ca

File No. 03-C-17DP-VAR

Re: Lot 1, Section 12, Range 5, Shawnigan District, Plan 16616 (PID: 004-001-907).

Please be advised the Board of Directors of the Shawnigan Cobble Hill Farmers Institute and Agricultural Society have no objection to the above noted Development Permit with Variance application being issued for 1480 Heigh Street.

Yours truly,

Gerry Giles, Secretary

cc SCHFIAS Board

May 3, 2017

TO: CVRD, File 03-C-17DP-VAR,
175 Ingram Street,
Duncan, B.C.
V9L 1N8

FROM: David Darvill,
P.O. Box 236,
Cobble Hill, B.C.,
VOR ILO



MAY - 4 2017

Re: 1468 Heigh Street

Dear Ms Herrera:

Thank you for your letter of April 20, 2017, inviting my comments about a Development with Variance application concerning 1480 Heigh Street (site of Ian Tait's automobile repair shop). As you can see from your enclosed "Subject Property Map", my residential property at 1468 Heigh Street (Lot 1 of Plan 15058) lies adjacently East of an unused right-of-way, being the southerly extention of Holland Road, which terminates some 90 meters south of my northerly boundary (Heigh St.). The northerly portion of this unused right-of-way lies exactly between my property and Mr. Tait's (a distance of some 75 ft.).

At present, my property is screened from Mr. Tait's automobile repair shop by a thick and tall group of trees, which has been growing for many years on the northerly portion of the unused right-of-way. These trees afford my residence some protection from the noise of activities associated with repair and parking of many vehicles.

During past communication with the CVRD about the use of the Holland Road right-of-way, I was informed that it would have to remain a right-of-way in order to afford access to other lots South of my residential lot. Thus, when the right-of-way is inevitably developed, the present screen of trees will have to be cut down and my residence (and others) will have become completely open to activities from the adjacent industrial area, including the automobile repair shop. Therefore, without firm assurance that the right-of-way will not be developed, I am unable to support Mr. Tait's present application for variance as well as for any further variance or development at 1480 Heigh Street.

. 2

It is obvious that any improvements to the repair shop will result in an expansion of vehicle business, thus further increasing the necessity for retaining a protective screen. While I greatly sympathize with Mr. Tait's desire to improve the situation of his repair business, I must insist on the importance of protecting my own, and other residential properties, from further industrial encroachment.

Recently, I have invested a considerable amount of money in improvements to my property, including a new septic system and a new roof. I have done so in the expectation that quiet enjoyment of this residence will not be compromised by adjacent industrial activity.

Thank you. I would appreciate receiving a written reply shortly.

Yours sincerely,


David Darvill



10.4 COBBLE HILL VILLAGE DEVELOPMENT PERMIT AREA: GUIDELINES AND EXEMPTIONS

Prior to commencing any development, including subdivision, construction or land clearing, on lands within the Cobble Hill Village Development Permit Area, the owner will submit information that demonstrates how the proposed development meets the guidelines in the following sections.

10.4.1A General Guidelines

1. In all cases where a development permit is required, the eradication of invasive weeds, such as English Ivy, Scotch Broom, Gorse, Himalayan Blackberry, Morning Glory and Purple Loosestrife, and other non-native invasive weeds listed by the Coastal Invasive Plant Committee and the BC Landscape and Nursery Association, will be a requirement of the development permit.
2. In all cases where a development permit is required, the best management practices within the Ministry of Environment's *Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia* will be encouraged.
3. Where the Regional District considers that construction would be on land that is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrent, erosion, landslide, rock falls, subsidence or avalanche, the applicant may be required to provide a report certified by a professional engineer with experience in geo-technical engineering indicating that the development will not result in property damage or the loss of life on the site or in the surrounding area.

10.4.1B General Guideline Exemptions

The General Guidelines do not apply to development that does not require a develop permit under Sections 10.4.2 through 10.4.11.

10.4.3 A Building Design Guidelines

The Building Design Guidelines apply to commercial, industrial, mixed use and multiple family residential development and their accessory buildings and structures.



1. Commercial, industrial, mixed use and multiple family residential buildings should demonstrate a range of architectural features and designs that reflect the unique heritage of Cobble Hill Village. These features may include bay windows; corner accents such as turrets or protruding balconies, gabled rooflines, canopies and overhangs; masonry treatments such as ceramic tile inlays, paving stones, brick patterns; artwork, trellises or arbours.
2. A mix of natural exterior finish materials will be required. Examples are board and battens, clapboard, shingles, shakes, stonework and wood finishes. Buildings will be designed in keeping with the west coast climate with particular attention given to rain related design with overhangs to protect walls and windows.
3. The design of buildings should acknowledge the influence of sunlight during the day and seasonally, and take advantage of natural light as well as acknowledging architectural, design and heritage features.
4. Buildings should be sited and oriented to reduce overshadowing effects on surrounding buildings and open spaces.
5. Buildings should not dominate or overpower a neighbourhood but should be located on parcels in such a way as to minimize impacts upon the privacy of any adjacent residential areas.
6. The visual mass of large buildings should be reduced by creating variation, for example by separation into smaller groups or clusters of units. Monolithic structures and long expanses of blank walls, or bare walls facing a street, will be avoided.
7. Commercial and mixed use buildings should be located as close to the street line as possible to take advantage of the street frontage making the use and the street an active and dynamic place.
8. Shop fronts should have prominent entrances, narrow frontages, and largely transparent store fronts, where internal uses are visible from the street. These shops may, where appropriate, extend onto a terrace or public area.
9. Residential uses located in commercial buildings will only be permitted on the upper floors of the building.



10. Where both residential uses and commercial uses are permitted, entrances should be differentiated architecturally, with residential entrances being less prominent. Side access should primarily be for residential uses above commercial, except where a lot is situated on a corner, where residential access will be encouraged to be from the rear.

11. Multiple family residential and mixed use developments should be sited and oriented for residential units to overlook public streets, parks, walkways and green spaces while ensuring the security and privacy of building residents.



12. Where new construction of industrial, multiple family, mixed use or commercial development could potentially block an attractive view from an existing development, proposed buildings should be oriented and of such a scale that some view around or over the proposed buildings would exist. Further, the portions of buildings visible from roads or neighbouring properties must be designed in a similar manner to the main façade. Building height should not be varied upward from the zoning regulation, where it would interfere with a view or the solar access of a neighbouring building.



13. Green building features should be incorporated into the building design, to minimize environmental impacts and promote sustainability. This should include energy efficiency and water conservation measures.

14. New buildings and the sites they are built on should be arranged in such a way as to prioritize pedestrian activity over motor vehicles.

15. Streetscape design should be a top priority, with the buildings being oriented towards streets rather than inwardly. Architectural and landscaping treatments should enhance the pedestrian experience and enhance community identity.



16. All plans and building designs should promote personal and public safety, consistent with the principles of Crime Prevention through Environmental Design (CPTED), and be accessible for disabled persons.

17. Commercial, mixed use, industrial, and multiple family residential developments must provide space to store and transfer solid waste, recyclables and compostable materials. This space must be screened from neighbouring properties and roads, and animal-proofed.

18. Underground wiring on development sites is very strongly encouraged.

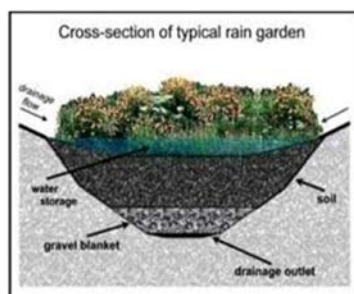
10.4.3 B Building Design Guideline Exemptions

The Building Design Guidelines do not apply to:

- a. Interior renovations to existing buildings;
- b. Minor exterior alterations to existing buildings;
- c. Single family dwellings.

10.4.5A Landscaping, Rainwater Management, and Environmental Protection Guidelines

The Landscaping/Rainwater Management/Environmental Protection Guidelines apply to the subdivision of land, and to commercial, industrial, multiple family and intensive residential development and their accessory uses.



1. Preparation of a landscaping plan by a British Columbia Society of Landscape Architects (BCSLA) or BC Landscape and Nursery Association (BCNTA)-certified landscape architect is preferred. Any landscaping plan submitted with an application for a development permit, whether professionally prepared or not, will be assessed by the CVRD according to BCSLA/BCNTA guidelines.
2. All required landscaping plans should be integrated with a rainwater management plan, which should favour natural solutions to drainage such as rain gardens and bio-swales, and should contain measures to limit impervious surfaces. The rainwater management plan must be prepared by a professional engineer with experience in drainage and submitted with the application for any commercial, industrial, mixed use or multiple family residential development proposal. The aim of the plan is to eliminate the potential for runoff into adjacent areas and encourage replenishment of the aquifer.
3. Runoff from the development must be strictly limited to prevent rainwater flows from damaging roads and surrounding properties. Pervious surfaces should predominate, to encourage infiltration of water. The removal of trees should only be allowed where necessary and where alternate vegetation and water retention measures can be achieved.
4. All public areas should be landscaped, including entrances, building peripheries, parking and pedestrian areas, and open space areas, in a way that is complementary to both the site and surrounding lands.
5. Streetscape design should incorporate treatments that enhance the pedestrian experience and create a sense of local identity. Public streetscape amenities including benches, planters, and bike racks should have a high quality of design.
6. The appearance of large buildings should be enhanced using plants, shrubs and trees, and where necessary, hard landscaping treatments such as terraced retaining walls, planters, gardens, courtyards or fountains, outdoor seating and decorative paving and lighting.
7. Where appropriate, trees should be planted along street frontages to create a mature treed "boulevard" streetscape. Tree species that provide high quality bird habitat and do not



grow to a size that would detract from the architecture are preferred.

8. Developments should incorporate and emphasize native landscape materials, and use drought resistant plants to reduce irrigation needs.
9. The provision of public meeting rooms, open space areas, pedestrian oriented street furniture and, for multiple family developments, the allocation of space for residents to garden and grow edible plants is encouraged, where feasible.
10. Industrial, commercial and multiple family developments visible from the Trans Canada Highway or major network roads should be screened and landscaped, including entrances, building peripheries, parking and pedestrian areas, and open space areas. The landscaping should consist of a mix of coniferous and deciduous vegetation, with low plantings and taller tree species at intervals.
11. Sites should not be dominated by areas of bark mulch, gravel or other similar materials.
12. Walkways or trails must be developed to encourage walking and cycling and to connect the development with surrounding commercial, mixed use, industrial and residential areas.
13. A landscape buffer should be provided on industrial lands that adjoin a parcel within a residential land use designation. For industrial parcels with a potential for noise, smell or sight impacts, the minimum width of the landscape buffer should be 20 metres.

10.4.5 B Landscaping, Rainwater Management, and Environmental Protection Guideline Exemptions

The Landscaping, Rainwater Management, and Environmental Protection Guidelines do not apply to the construction of single family residential dwellings, or to single family residential subdivision where it is located within a drainage control area.

10.4.6 A Outdoor Lighting Guidelines

The Outdoor Lighting Guidelines apply to commercial, industrial, multiple family, and intensive residential development.



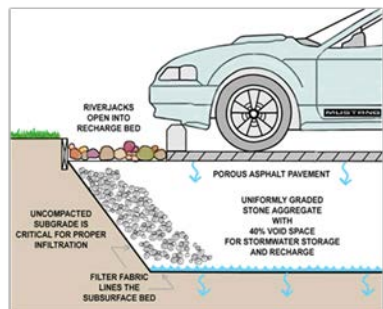
1. An illumination plan will be submitted with the application, indicating how building entrances, parking areas and pedestrian routes on a site will be lit. This will preferably be accomplished with lighting that is designed to illuminate the surface of the site, for pedestrian comfort and safety, without glare spill-over to adjacent parcels or roads.
2. Lighting must reflect the mass, character, shape and form of existing buildings and uses within the village. Attention shall be given to the historic, architectural and design features of the development.
3. All development must use low-impact lighting to provide for safety and security as well as to reduce glare and spillage onto adjacent areas.
4. Fluorescent lighting of building exteriors will be prohibited.
5. To minimize light pollution and impacts on motorists, outdoor lighting should be shielded so that all light is directed below the horizontal plane towards the ground.

10.4.6 B Outdoor Lighting Guideline Exemptions

The Outdoor Lighting Guidelines do not apply for interior renovations and minor exterior alterations to existing buildings.

10.4.7 A: Parking, Vehicular Access, and Pedestrian Guidelines

The Parking, Vehicular Access and Pedestrian Guidelines apply to commercial, industrial, multiple family and intensive residential development.



1. Parking areas should not be covered only with hard impervious surfacing such as asphalt or poured-in-place concrete, or gravel and dirt. Rather, dust free forms of pervious surfacing that allow for groundwater infiltration of water are preferred. Where impervious surfaces are necessary, the separation of oil and water will be encouraged.
2. Convenient, safe and attractive parking entrances should be provided, without unnecessary duplication of access points, and without parking access points or parking facilities dominating a site.
3. Access and egress to major network roads should be provided from local roads in locations which are safe and approved by the Ministry of Transportation and Infrastructure. Direct access from a major network road should be avoided, where possible.
4. Rain gardens, bioswales, and permeable materials are strongly encouraged to absorb runoff.
5. Parking lots should be heavily landscaped with trees that will not damage paint finishes, for comfort, shade and visual interest and to minimize heat gain caused by large contiguous paved surfaces.
6. Parking lot design will incorporate designated pedestrian walkways for people to exit their automobiles and access buildings and surrounding areas safely, and these will be separated from the parking area by raised or landscaped features. Physical separation between well-marked pedestrian and vehicular traffic is required, and where the two share space, design features will clearly indicate that pedestrians have priority. All pedestrian areas should be level, smooth, and non-slip surfaced so as to accommodate people with accessibility challenges such as mobility, sensory, or cognitive disabilities.
7. Where outdoor café tables are provided near pathways within commercial areas, safe passage for pedestrians and emergency access must be maintained. To maintain the unique character of the development, parking standards may be modified where development has regard for alternative transportation modes or other amenities.
8. Where appropriate, aesthetically appealing and distinctive bus shelters and pullouts may be incorporated into the site

design to facilitate pedestrian traffic and provide space for landscaping, seating and public art.



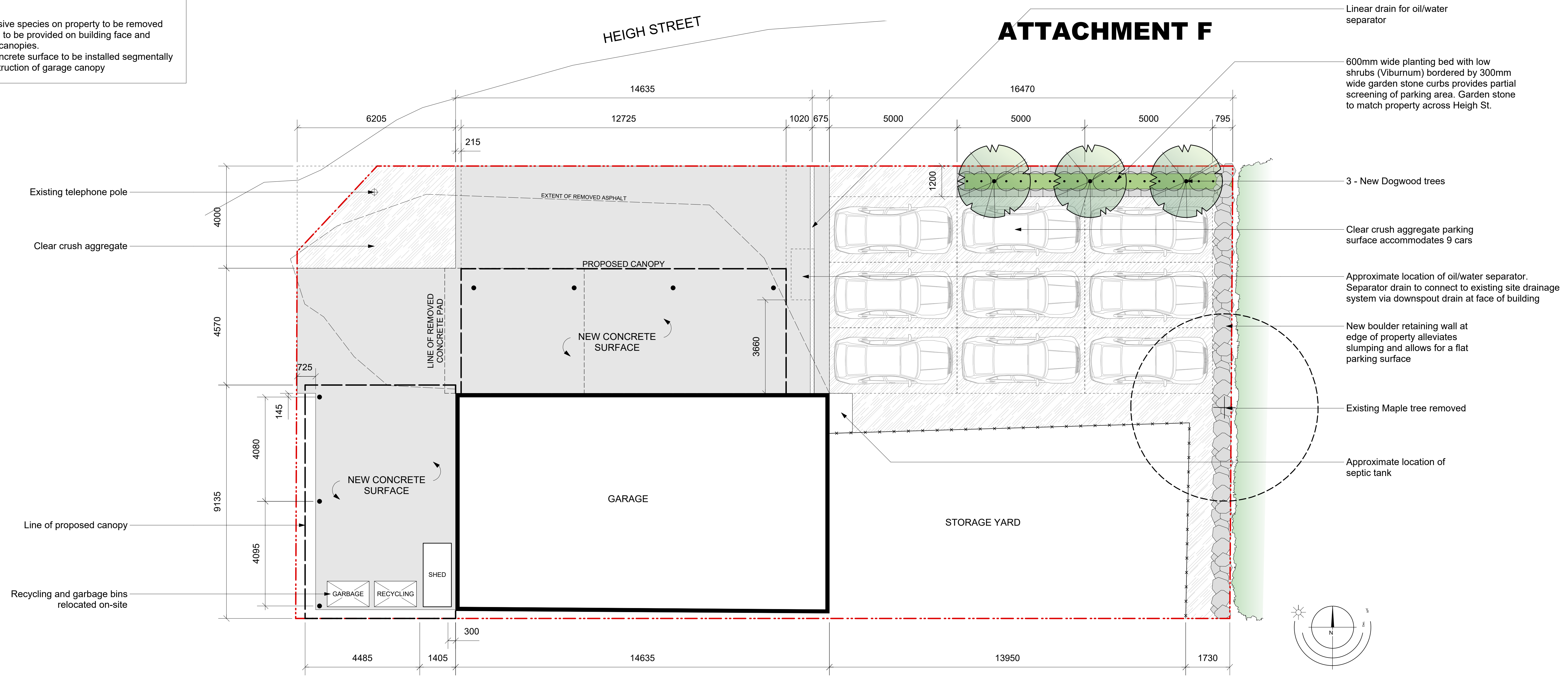
9. Parking and loading areas are to be screened with adequate landscaping. The use of ramps are preferred over stairs and steps, to provide for barrier-free access.
10. Parking requirements within the implementing Zoning Bylaw may be varied where provisions are made for alternative transportation amenities.

10.4.7 B Parking, Vehicular Access and Pedestrian Guideline Exemptions

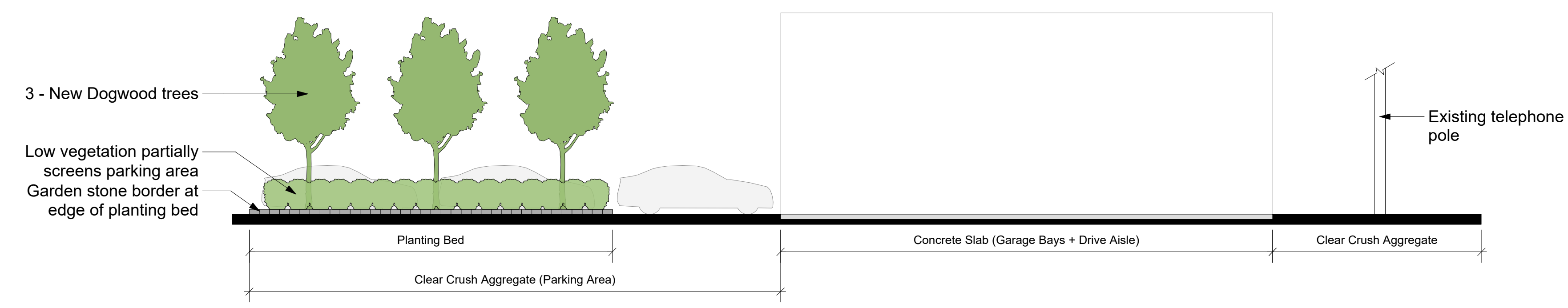
The Parking, Vehicular Access and Pedestrian Guidelines do not apply to parking areas designed for less than 5 vehicles.

Notes:
 1. All invasive species on property to be removed
 2. Lighting to be provided on building face and proposed canopies.
 3. New concrete surface to be installed segmentally after construction of garage canopy

ATTACHMENT F



1 Landscape Concept Plan
 L1 1:75



2 View from Heigh Street - Elevation
 L1 1:100

Recommended Nursery Stock

Trees				
ID	Quantity	Botanical Name	Common Name	Size
CoEWW	3	Cornus 'Eddie's White Wonder'	Eddie's White Wonder Dogwood	6cm cal.
Medium Shrubs				
ID	Quantity	Botanical Name	Common Name	Size
ViDa	16	Viburnum davidii	Davidii Viburnum	#5 pot

Notes:
 1. All work to be completed to current BCSLA Landscape Standards
 2. All soft landscape to be irrigated with an automatic irrigation system

1480 Heigh Street | Landscape Concept Plan

12.7 C-7 VILLAGE SERVICE COMMERCIAL 7 ZONE

Subject to compliance with the general regulations set out in Parts 4, 5, 6 and 7 of this Bylaw, the following regulations apply in the C-7 Zone:

1. Permitted Uses

The following principal uses and no others are permitted in the C-7 Zone:

- a. Automobile service shop, auto parts and accessories sales;
- b. Car wash;
- c. Laundromat;
- d. Motor vehicle sales;
- e. Parking lot, bus depot;
- f. Restaurant, café, catering;
- g. Retail sales of building, camping and gardening supplies;
- h. Service station;
- i. Office use;
- j. Personal services use;

The following accessory uses are permitted in the C-7 Zone:

- k. Single family dwelling;
- l. Wholesaling and warehousing.

2. Impervious Surfaces and Parcel Coverage Limit

Impervious surface coverage of a parcel in the C-7 Zone shall not exceed 65%, of which not more than 50% may be parcel coverage.

3. Height

The height of all buildings and structures in the C-7 Zone shall not exceed 10 metres, except for accessory buildings and structures which shall not exceed a height of 7.5 metres.

4. Setbacks

The minimum setback for all buildings and structures in the C-7 Zone is 6 metres.

5. Minimum Parcel Size

The minimum parcel size in the C-7 zone is:

- a. 1000 m² for parcels serviced by a community water system and a community sewer system;
- b. 3000 m² for parcels serviced by a community water system;
- c. 1 hectare for parcels serviced by neither a community water system nor a community sewer system.

6. The use of barbed wire for fencing within a residential, institutional and commercial zone is prohibited, except along a parcel boundary that is within or adjoins land in the ALR.
7. The use of barbed wire for fencing is permitted in zones within which agriculture is listed as a principal permitted use.

5.3 Setback Exceptions

1. Except as otherwise provided in particular zones, the setback requirements of this Bylaw do not apply to:
 - a. A pump house;
 - b. Bay windows; chimneys; exterior building finishes; heating, ventilation and air conditioning equipment, sills; sunlight control projections including sunshades; unenclosed stairwells, if the projections do not exceed 1 m measured horizontally into the setback area and are not within 1 metre of a parcel boundary;
 - c. Eaves, canopies, cornices, gutters, sunshades, and unenclosed stairwells and above-ground stairways if the projections, measured horizontally, do not exceed:
 - i. 2 m in the case of a setback from a rear parcel line;
 - ii. 1 m in the case of a setback from a front or side parcel line;
 - d. Signs;
 - e. Open fences; and
 - f. Closed fences and landscape screens that are less than 2 metres in height.
2. Notwithstanding any other provision of this Bylaw, the consent of the Ministry of Transportation and Infrastructure is required to place any building or structure closer than 4.5 m to a property line adjacent to a highway.
3. Features not specifically mentioned in Section 5.3.1 shall not project into a required setback area.

5.4 Setbacks from a Watercourse – Flood Protection and Environmental Protection

1. Notwithstanding any other provision of this Bylaw, and except where a larger setback may be specified in an Assessment Report prepared under the *Riparian Areas Regulation*, no building or structure shall be located:
 - a. within 30 metres of the natural boundary of the Koksilah River;
 - b. within 15 metres of the natural boundary of any watercourse, lake or the sea;

And further, all buildings and structures shall be elevated at least:

- a. 3 metres above the natural boundary of the Koksilah River;
- b. 1.5 metres above the natural boundary of any watercourse, lake or the sea.

5.5 Natural Hazard Management Requirements

In addition to compliance with Section 5.4 above, all buildings and structures shall conform to a Floodplain Management Bylaw, if one is in effect, and any potential natural hazards that the Building Official believes may be present shall be dealt with in accordance with Section 56 of the *Community Charter*.

Variance Rationale

Sheila Herrera, RPP, Planner II
Development Services Division
Planning and Development Department
Cowichan Valley Regional District
175 Ingram Street, Duncan BC

The long history of my automotive shop began in 1921 when Pat Barry built a wooden structure. In 1962, it was destroyed by fire; but it was quickly replaced with a masonry building. It remained as such until 2015 when I made the decision to obtain a variance in order to renovate the structure in which I, and my staff of five automotive mechanics, could better serve the community.

When the building was built, it was situated rather close to the south property line so a variance was proposed and obtained in 2015 for the renovation. Servicing vehicles larger than a pickup truck implied taller hoists which, in turn, implied raising the existing roof 4 ft. As shown in the middle picture, this was achieved – in large part – via the expertise of a local, experienced building moving company.

The aesthetic aspects of the existing small canopy (see pictures 1 and 2) became the subject of discussion and concern, since it does not visually match or relate that well to the building's red-forest green-white color scheme. Nor does its awkward form.

The reasons for pursuing the replacement of the north canopy, however, are more than aesthetic: they are functional. In recent years, the need for a local registered vehicle inspection facility became very evident, so in 2014 I applied for, and obtained registered status for such a service.

A second reason for the canopy's replacement is that, in order to perform "automotive triage" on vehicles along the exterior of the north wall, and in order to protect my automotive staff from rain and snow during this process, a longer canopy is vital.

The reasons for pursuing the west extension of the building's roof is similarly functional. In recent years, I have had to turn down numerous automotive assignments simply because – even with the newly raised roof – the building does not physically accommodate larger vehicles (eg. motorhomes and delivery trucks).

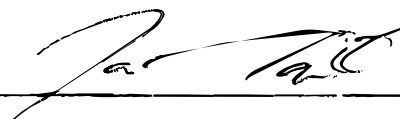
The 21 ft. wide graveled area to the west of my building has always been used for vehicular storage and automotive triage; the line of large trees along the property line provides a physical, aesthetic, and acoustic barrier from the adjacent property – the *Cobble Hill Animal Hospital* (see picture 3). The Animal Hospital building itself is approximately 105 ft. from my automotive shop. Complaints of noise and other concerns have never been received.

Late in 2016, I obtained verbal assurance from Darren McCormack, owner of the adjacent *Cobble Hill Animal Hospital* that he has no objection to the construction of the proposed roof extension as detailed on the attached DPVAR drawings.

My goal is to provide the widest range of automotive services possible – and necessary – to the community.

To achieve this, I hereby request, and apply for, a variance, as described under 03-C-17DP-VAR, file no. 03-C-17DP.

Ian Tait



Dated:

April 3/17

- **Ian Tait**, owner of *Ian Tait Mechanical Services* (and authorized agent for the Owners, see Keith and Donna Barry, below)
- **Keith and Donna Barry**, owners of the property



**COWICHAN VALLEY REGIONAL DISTRICT
DEVELOPMENT PERMIT WITH VARIANCE**

FILE NO: 03-C-17DP/VAR
DATE: _____

REGISTERED PROPERTY OWNER(S):
KEITH & DONNA BARRY

1. This Development Permit with Variance is issued and is subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit with Variance applies to and only to those lands within the Regional District described below:

*LOT 1, SECTION 12, RANGE 5, SHAWNIGAN DISTRICT, PLAN 16616
(PID: 004-001-907)*

3. **Authorization is hereby given for the extension of the roof, a new front canopy, and site improvements in accordance with the following requirements:**
 - **Development shall occur in accordance with the attached Schedules;**
 - **Section 12.7.4 (Setbacks) of Zoning Bylaw No. 3520 is varied for the west parcel line from 6 m to 0.3 m.**
 - **Section 5.3.1.c.ii (Setback Exceptions) of Zoning Bylaw No. 3520 is varied to allow a canopy projection from 1 m to 1.91 m within the front setback.**
4. **The following plans and specifications are attached to and form a part of this permit.**
 - Schedule A – Location Plan**
 - Schedule B – Site Plan**
 - Schedule C – Elevations**
 - Schedule D – Landscape Plan**
5. The land described herein shall be developed in substantial compliance with the terms and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof.
6. This Permit is not a Building Permit. No certificate of final completion shall be issued until all items of this Development Permit with Variance have been complied with to the satisfaction of the Land Use Services Department.

AUTHORIZING RESOLUTION XXXX PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE XX DAY OF MONTH, 2017.

Subject to the terms of this Permit, if the holder of this Permit does not substantially start any construction within 2 years of its issuance, this Permit will lapse.

I HEREBY CERTIFY that I have read the terms of the Development Permit with Variance contained herein. I understand and agree that the Cowichan Valley Regional District has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with IAN TAIT (agent) on behalf of KEITH & DONNA BARRY (owners) other than those contained in this Permit.

Owner/Agent (signature)

Witness (signature)

Print Name

Print Name

Date

Date

DRAFT



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 17, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Development Services Division
Land Use Services Department

SUBJECT: Development Permit Application No. 07-B-17DP
(PID: 027-606-554, 562, 571, 589, 597, 678, 176, 732)

FILE: 07-B-17DP

PURPOSE/INTRODUCTION

The purpose of this report is to consider a Development Permit Application for subdivision in Goldstream Heights.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That Development Permit Application No. 07-B-17DP (PID: 027-606-554, 562, 571, 589, 597, 678, 176, 732) be approved; and
2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

BACKGROUND

Location of Subject Property: Goldstream Heights Drive

Legal Description: Lots A-E, Blocks 201, 361 and 791, Malahat District, Plan VIP85496 and
Lots 1-3, Blocks 361 and 791, Malahat District, Plan VIP85497

Owner: Earth Corporation, Inc. No. A0081362

Applicant: Angie Bay Holdings Ltd.

Existing Zoning: RR-2 (Rural Residential 2)

Minimum Lot Size of Zone: 2 ha with cash amenity contribution, 4 ha without

Existing Use of Property: Vacant land

Existing Use of Surrounding Properties:

North: Rural Residential (RR-2)

South: Rural Residential (RR-2)

East: Rural Residential (RR-2)

West: CD-1A (Elkington Forest)

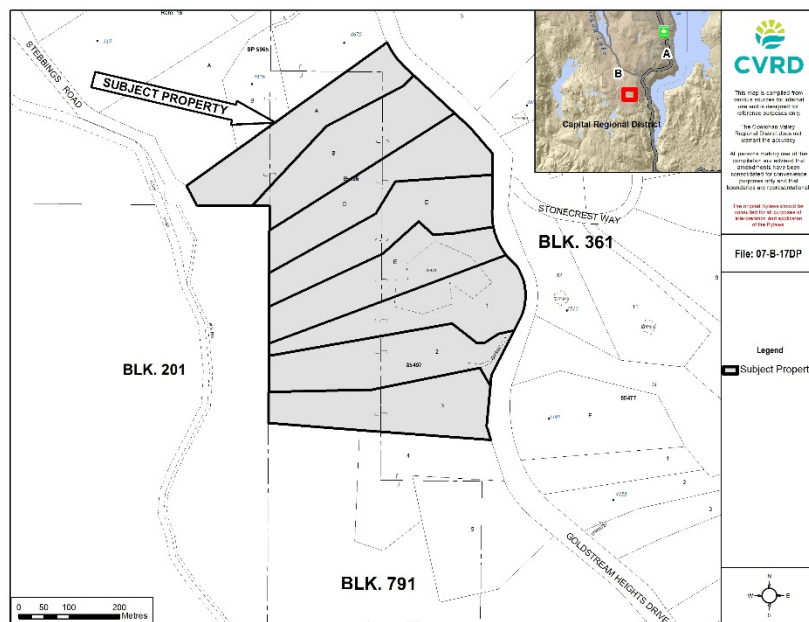
Road Access: Goldstream Heights Drive

Fire Protection: Currently outside any fire protection service area

Environmentally Sensitive Areas: The Sensitive Ecosystems Inventory identifies a wetland and terrestrial herbaceous environmentally sensitive areas

Archaeological Site: None identified

LOCATION MAP



APPLICATION SUMMARY

This application proposes to adjust the boundaries between eight existing subject properties and to create one new lot resulting in nine parcels. Eight of the parcels will be greater than 2 ha ranging in size from 2.01 ha – 2.46 ha, with the remainder parcel being 15.4 ha. The rear lot boundaries of the lots will be drawn closer to Goldstream Heights Drive, with the remainder lot including all lands at the rear of the parcels. As this parcel is 15.4 ha, it would be capable of further subdivision in the future.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

This application was not referred to the Shawnigan Lake Advisory Planning Commission (APC), as the CVRD Fees and Procedures Bylaw does not require applications for fewer than three new lots to be referred to the APC.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

The property is designated Rural Residential and zoned RR-2.

Section 7.3C(g) of Zoning Bylaw No. 985 states that for any parcels in the RR-2 zone that are located within the area commonly known as Goldstream Heights, the minimum parcel size may be decreased from 4 hectares to 2 hectares if a cash amenity contribution of \$10,000 per new parcel is made, at the sole discretion of the Board, in any proportion that the CVRD deems to be appropriate, to either of the following public amenities: Community Parks Capital Reserve Fund (Area B- Shawnigan Lake) or Shawnigan Lake Recreation Specified Area Capital Projects Reserve Fund, prior to registration of the new parcels. As one new lot is being proposed, the cash amenity contribution is \$10,000.

There is no requirement to dedicate parkland in accordance with Section 510 of the *Local Government Act*, as the parcels exceed 2 hectares.

South Cowichan Rural Development Permit Area Guidelines

The South Cowichan Rural Development Permit Area (Section 24.4 of the Official Community Plan) specifies guidelines within the following sections that apply to the development:

- General Guidelines
- Landscaping, Rainwater Management and Environmental Protection
- Riparian Protection Guidelines (Freshwater)
- Subdivision Guidelines

In support of the application, a geotechnical report and biologist's report have been submitted describing the conditions of the site and making recommendations for development.

Geotechnical

The geotechnical report has mapped the areas of low hazard terrain, where it is recommended that the buildings be located. If development is proposed outside these areas, the geotechnical reports recommends more detailed geotechnical hazard assessment. There is an existing geotechnical covenant on the subject properties, however this will be replaced by a new covenant appended with the updated geotechnical report.

The base of the driveways have been constructed for each lot, and approved by the Ministry of Transportation and Infrastructure.

Environmentally Sensitive Areas

There is a sensitive wetland habitat located on lots 5, 6, and 7 which is the subject of a restrictive covenant prohibiting disturbance to the wetland and associated riparian area. No other environmentally sensitive areas have been identified by the biologist.

Invasive Plant Species

The land was logged in approximately 2003, and is in the early stages of succession with sapling alder trees, pacific willow, pine and fir trees with under-storey plants consisting of salal, fox glove and others. Mature fir and occasional arbutus trees are present in the unlogged portions. No tree removal is anticipated for the subdivision to proceed.

The biologist recommends that Scotch Broom be removed where it exists along the driveways off Goldstream Heights Drive.

PLANNING ANALYSIS

The proposed 2 hectare lots are consistent with the Zoning Bylaw (subject to fulfillment of the amenity contribution), and the application addresses the South Cowichan Rural Development Permit Area guidelines. Staff recommend approval of the application, subject to compliance with the recommendations contained within the professional reports.

Staff recommend Option 1, approval of the application.

OPTIONS

Option 1:

1. That Development Permit Application No. 07-B-17DP (PID: 027-606-554, 562, 571, 589, 597, 678, 176, 732) be approved; and
2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.

Option 2:

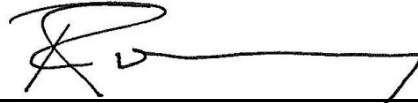
That Development Permit Application No. 07-B-17DP (PID: 027-606-554, 562, 571, 589, 597, 678, 176, 732) be denied based on stated inconsistency with specific guidelines.

Prepared by:

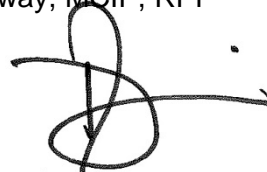


Rachelle Rondeau, MCIP, RPP
Planner II

Reviewed by:



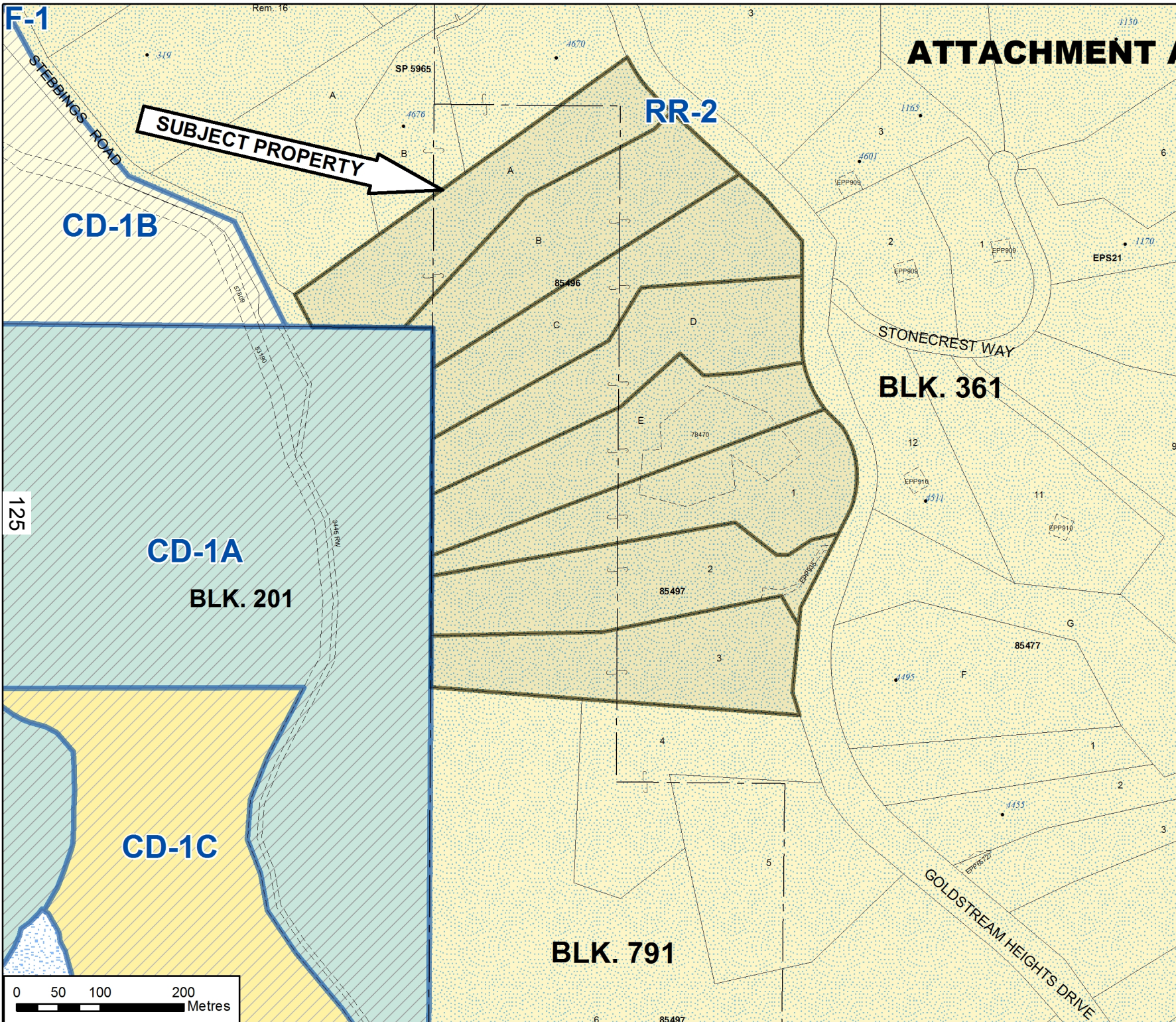
Rob Conway, MCIP, RPP
Manager



Ross Blackwell, MCIP, RPP, A. Ag.
General Manager

ATTACHMENTS:

- Attachment A – Zoning Map
- Attachment B – Orthophoto Map
- Attachment C – Subdivision Plan
- Attachment D – Thurber Engineering Ltd. Geotechnical Report
- Attachment E – P.A Harder and Associates Ltd. Environmental Report
- Attachment F – Draft Development Permit



ATTACHMENT A



This map is compiled from various sources for internal use and is designed for reference purposes only.



The Cowichan Valley Regional District does not warrant the accuracy.

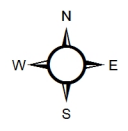
All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

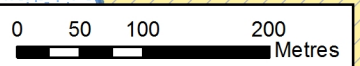
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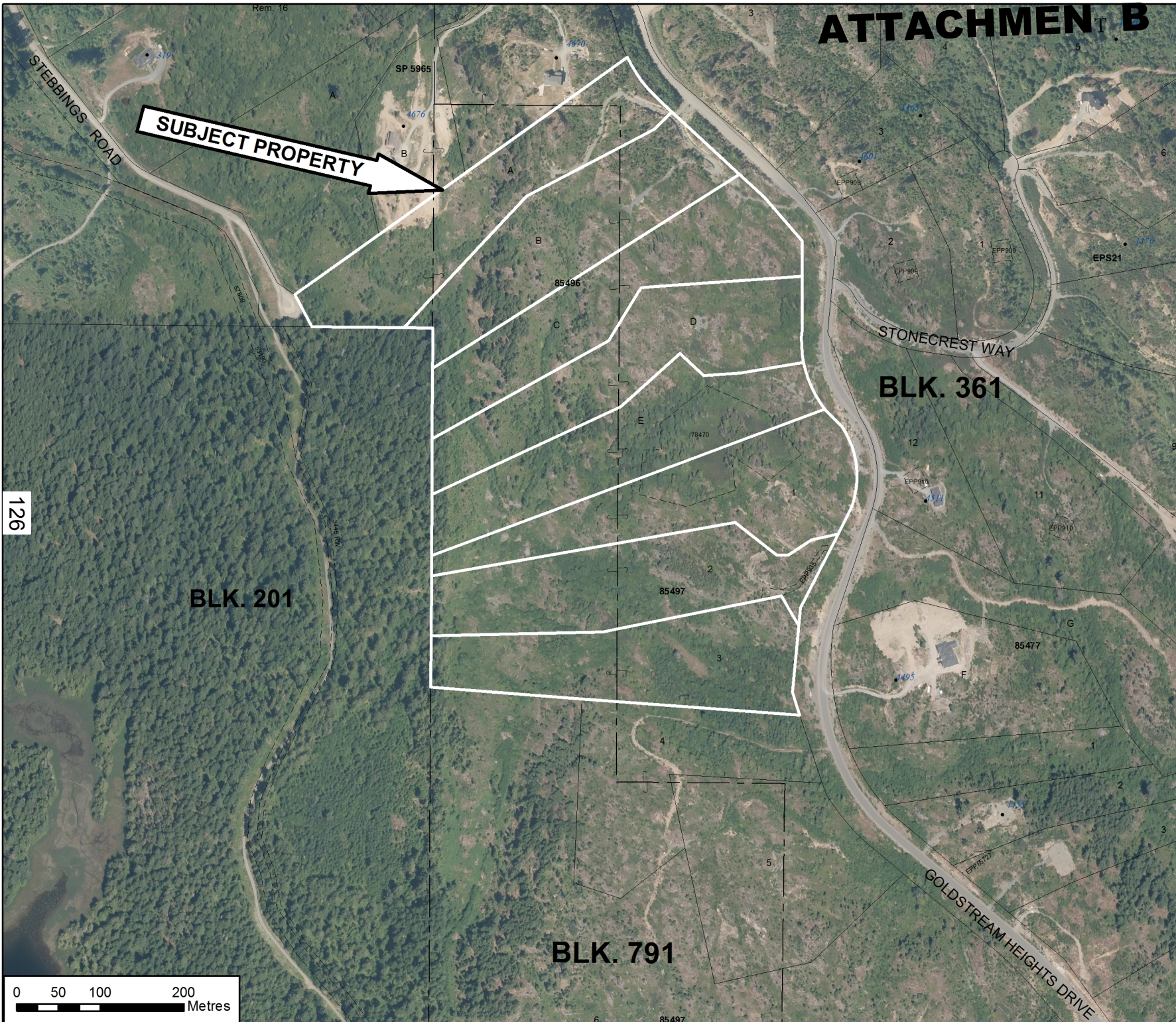
ZONING

- Legend
-  Subject Property
 -  Zoning B



R5





ATTACHMENT B

SUBJECT PROPERTY



This map is compiled from various sources for internal use and is designed for reference purposes only.

The Cowichan Valley Regional District does not warrant the accuracy.

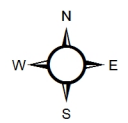
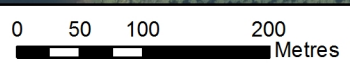
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The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 07-B-17DP

**TRIM
Orthophoto
(2014)**

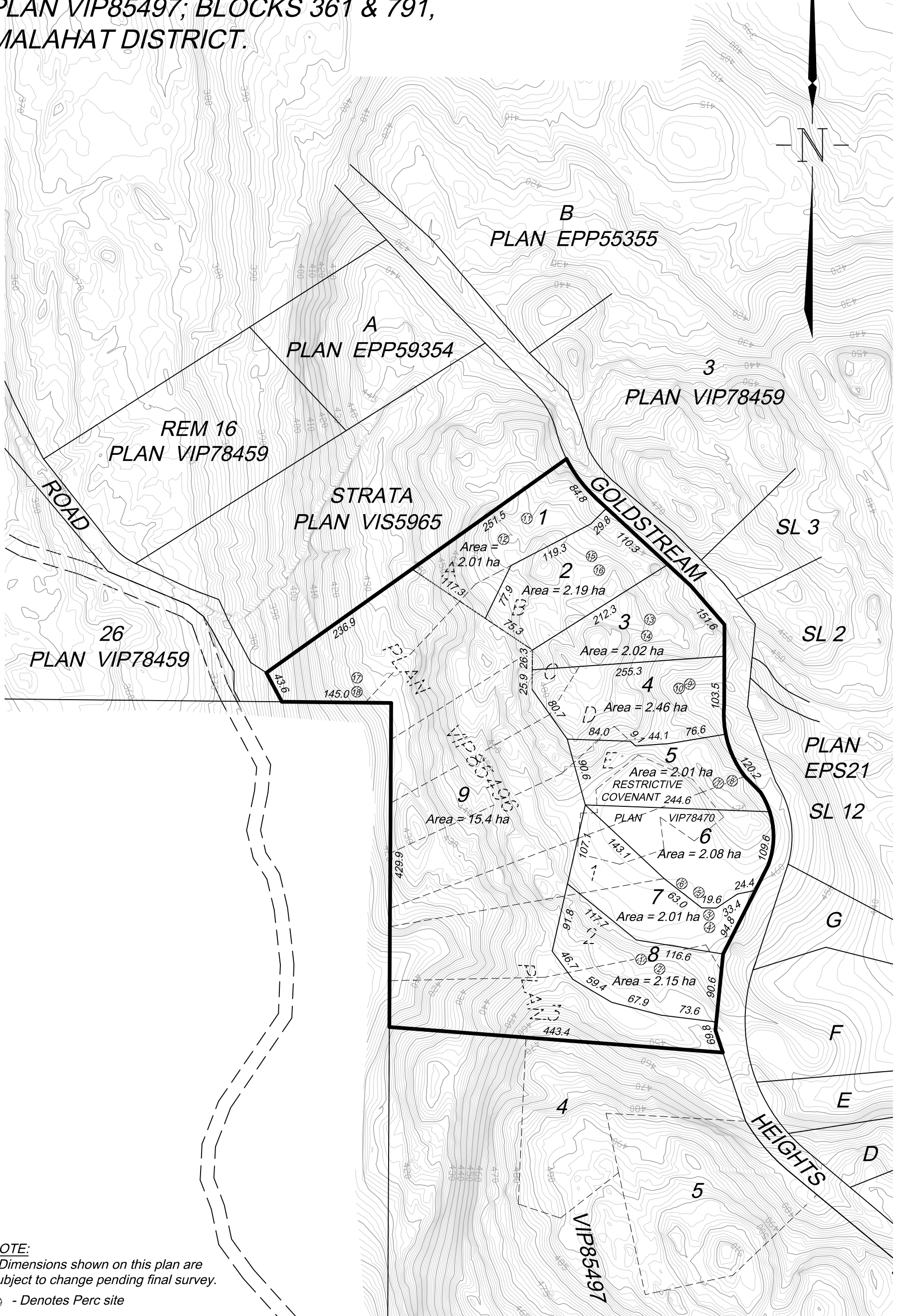
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R5

ATTACHMENT C

PLAN OF PROPOSED SUBDIVISION OF
LOTS A - E PLAN VIP85496 AND LOTS 1 - 3
PLAN VIP85497; BLOCKS 361 & 791,
MALAHAT DISTRICT.



NOTE:
 - Dimensions shown on this plan are subject to change pending final survey.
 ⊙ - Denotes Perc site





THURBER ENGINEERING LTD.



June 29, 2017

File: 19566

Earth Corporation
c/o Devin Hawes
1-3179 Barons Road
Nanaimo, BC V9T 5W5

Attention: Mr. Devin Hawes

**PRELIMINARY GEOLOGICAL HAZARD ASSESSMENT
PROPOSED SUBDIVISION OF LOTS A TO E, PLAN VIP85496
AND LOTS 1 TO 3, PLAN VIP85497
BLOCKS 361 AND 791, MALAHAT DISTRICT**

Dear Mr. Hawes:

This letter presents the results of a preliminary geological hazard assessment carried out for the proposed subdivision (Lots 1 through 9) of existing Lots A through E (Plan VIP85496) and Lots 1 to 3 (Plan VIP85497), Blocks 361 and 791, Malahat District. The letter summarizes the work carried out and presents a plan (Drawing 19566-1) showing the distribution of terrain identified as having a low potential for the occurrence of geological hazards. In our opinion, future residential building sites located within the low hazard areas identified within this report do not require additional terrain stability hazard assessment.

It is a condition of this letter report that Thurber's performance of its professional services is subject to the attached Statement of Limitations and Conditions.

1. SITE DESCRIPTION

The subject property currently consists of eight lots approximately 4 ha in size that are proposed for subdivision into eight lots approximately 2 ha in size (labelled 1 through 8) and a 15.4 ha remainder lot (labelled lot 9) as shown on the attached Drawing 19566-1. The site currently has the following legal descriptions:

- Lots A through E, Blocks 361 and 791, Malahat District, Plan VIP85496
- Lots 1 through 3, Blocks 361 and 791, Malahat District, Plan VIP85497

The property is located within the Cowichan Valley Regional District (CVRD) near the height of land on the west side of Goldstream Heights Drive within the central portion of Phase I of the Goldstream Heights Subdivision. The area's timber was harvested some time between about 2001 and 2003. The only known existing infrastructure on the proposed properties are rough blast rock and soil covered driveways that access potential building sites within each lot.



2. STUDY PROCEDURE

This assessment was conducted to identify areas on each lot that have a low likelihood of the occurrence of potentially damaging geological hazards (i.e. landslide or rockfall) and would thus be potentially suitable for use as safe residential building sites without the completion of more detailed geological hazard assessments.

This study consisted of a review of existing mapping and a site visit that was conducted by Paul Wilson, M.Sc., P.Geo. of Thurber Engineering Ltd. in the company of Devin Hawes. This assessment is qualitative in nature and the preliminary hazard assessment and mapping are based on professional judgement using the assessor's qualifications and experience working within the general study area. Mr. Wilson is a Professional Geoscientist with a M.Sc. degree based on the study of Quaternary (surficial) geology, and over 20 years' experience conducting terrain and geological hazard assessments within British Columbia.

The information reviewed prior to the field assessment included:

- Muller, J.E. 1980. Geology Victoria, British Columbia. GSC Map 1553A. Scale 1:100,000.
- Bazett Land Surveying map showing surface features, 1 m contours, roads and perc testing areas.
- Thurber Engineering Ltd. Geological Hazard Assessment reports dated January 29, 2007.
- Thurber Engineering Ltd. Geologic Hazard Map for Phase 1 of the Goldstream Heights Subdivision. Scale 1:5,000. dated November 17, 2003.

The field assessment was conducted on foot on June 23, 2017 and focused on potential building sites on each of the proposed lots (1 through 9). Areas of exposed bedrock were noted and surficial geology was observed along existing road cuts and within observed existing perc test pits. Slope angles, drainage characteristics and evidence of past or potential slope failures were also noted. On this basis, terrain having a low potential for the occurrence of significant geological hazards was identified and mapped by hand. Locations in the field were determined using detailed topographic maps and hand held GPS.

For this assessment, a "low potential for the occurrence of significant geological hazards" is defined as the probability of occurrence of a potentially damaging landslide or significant rockfall of less than 1:475 (i.e. <10% probability of occurrence in 50 years).

If buildings are proposed for construction outside of the mapped areas of low geological hazard identified on the attached Drawing 19566-1, then additional or more detailed geological hazard assessments would be required to be completed.



3. TERRAIN CONDITIONS

The bedrock within the study area is mapped as consisting of Wark Gneiss, which is in agreement with observations of bedrock type made within the study area.

The terrain within the eight proposed ~2 ha lots that front Goldstream Heights Drive (proposed Lots 1 to 8) and the eastern portions of much of Lot 9 consists of an irregular, bedrock-controlled ridge of undulating to intermittently hummocky and rolling terrain with many areas of slope inclined at between 10% and 30%. The surficial materials within the study area generally consist of well and moderately-well drained sandy morainal veneers and blankets (of variable thickness) however, bedrock outcrops are common. The hummocks almost exclusively consist of rounded bedrock outcrops however, short (3 m to 10 m long) sections of steep (>60%), irregular rocky terrain are present on the south and western sides of many of the rocky outcrops. Steeper, potentially unstable soil slopes inclined at 45% to 65% consisting of morainal and colluvial veneers and blankets were observed over short distances in some areas including portions of Lot 8 and within the southern and central portions of Lot 9. Lower gradient terrain, consisting of undulating morainal veneers and blankets is present within much of the western, lower elevation portion of Lot 9.

A localized depression consisting of poorly-drained low-gradient organic veneers and blankets overlying morainal soil and bedrock is present within portions of proposed Lots 5, 6 and 7. We understand that a restrictive covenant has been placed by others around the poorly-drained terrain intended to prevent the disturbance of the area.

No evidence of past landslides was noted within the study area and thus it is likely that the most potentially significant geological hazard within the study area is rockfall. However, debris slides are possible on moderately-steep terrain (i.e. >45%) consisting of morainal or colluvial blanket, especially in areas of future concentrated drainage or soil disturbance. As noted above, terrain with these characteristics was generally only observed within portions of Lots 8 and within the southern and central portions of proposed Lot 9. However, these proposed lots, along with all the others, include one or more potentially suitable building sites consisting of terrain with a low likelihood of the occurrence of geological hazards.

4. RECOMMENDATIONS AND LIMITATIONS OF THIS ASSESSEMENT

This report summarizes the findings of a preliminary geological hazard assessment to identify areas of terrain with a low potential for the occurrence of geological hazards. It is our opinion that the likelihood of a landslide or rockfall affecting areas identified as low hazard terrain is less than 10% in 50 years (i.e. <1:475). It is our opinion that each of the proposed lots has a developable building area and therefore may be used safely for the use intended (i.e. single family residential development).

It is recommended that if building sites are proposed to be located outside of the mapped areas of low hazard terrain shown on Drawing 19566-1, then additional or more detailed geological hazard assessment would be required to be conducted by a qualified professional prior to the



initiation of construction. Other areas of low hazard rated terrain may be present outside of the areas identified.

This assessment did not include a review of non-terrain related hazards such as the presence of poor foundation soil materials, flooding, interface fire or hazard trees etc.

5. CLOSING

We trust the information provided herein is of assistance with your planning requirements for this subdivision. If you have any questions concerning the assessment or our recommendations, please do not hesitate to contact us.

Yours truly;
 Thurber Engineering Ltd.
 Stephen Bean, M.Eng., P. Eng.
 Review Principal

Paul Wilson, M.Sc., P. Geo.
 Project Geoscientist

Attachments

Statement of Limitations and Conditions
 Drawing 19566-1 – Site Plan

STATEMENT OF LIMITATIONS AND CONDITIONS

1. STANDARD OF CARE

This Report has been prepared in accordance with generally accepted engineering or environmental consulting practices in the applicable jurisdiction. No other warranty, expressed or implied, is intended or made.

2. COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report, which is of a summary nature and is not intended to stand alone without reference to the instructions given to Thurber by the Client, communications between Thurber and the Client, and any other reports, proposals or documents prepared by Thurber for the Client relative to the specific site described herein, all of which together constitute the Report.

IN ORDER TO PROPERLY UNDERSTAND THE SUGGESTIONS, RECOMMENDATIONS AND OPINIONS EXPRESSED HEREIN, REFERENCE MUST BE MADE TO THE WHOLE OF THE REPORT. THURBER IS NOT RESPONSIBLE FOR USE BY ANY PARTY OF PORTIONS OF THE REPORT WITHOUT REFERENCE TO THE WHOLE REPORT.

3. BASIS OF REPORT

The Report has been prepared for the specific site, development, design objectives and purposes that were described to Thurber by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the Report, subject to the limitations provided herein, are only valid to the extent that the Report expressly addresses proposed development, design objectives and purposes, and then only to the extent that there has been no material alteration to or variation from any of the said descriptions provided to Thurber, unless Thurber is specifically requested by the Client to review and revise the Report in light of such alteration or variation.

4. USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming part of the Report, are for the sole benefit of the Client. NO OTHER PARTY MAY USE OR RELY UPON THE REPORT OR ANY PORTION THEREOF WITHOUT THURBER'S WRITTEN CONSENT AND SUCH USE SHALL BE ON SUCH TERMS AND CONDITIONS AS THURBER MAY EXPRESSLY APPROVE. Ownership in and copyright for the contents of the Report belong to Thurber. Any use which a third party makes of the Report, is the sole responsibility of such third party. Thurber accepts no responsibility whatsoever for damages suffered by any third party resulting from use of the Report without Thurber's express written permission.

5. INTERPRETATION OF THE REPORT

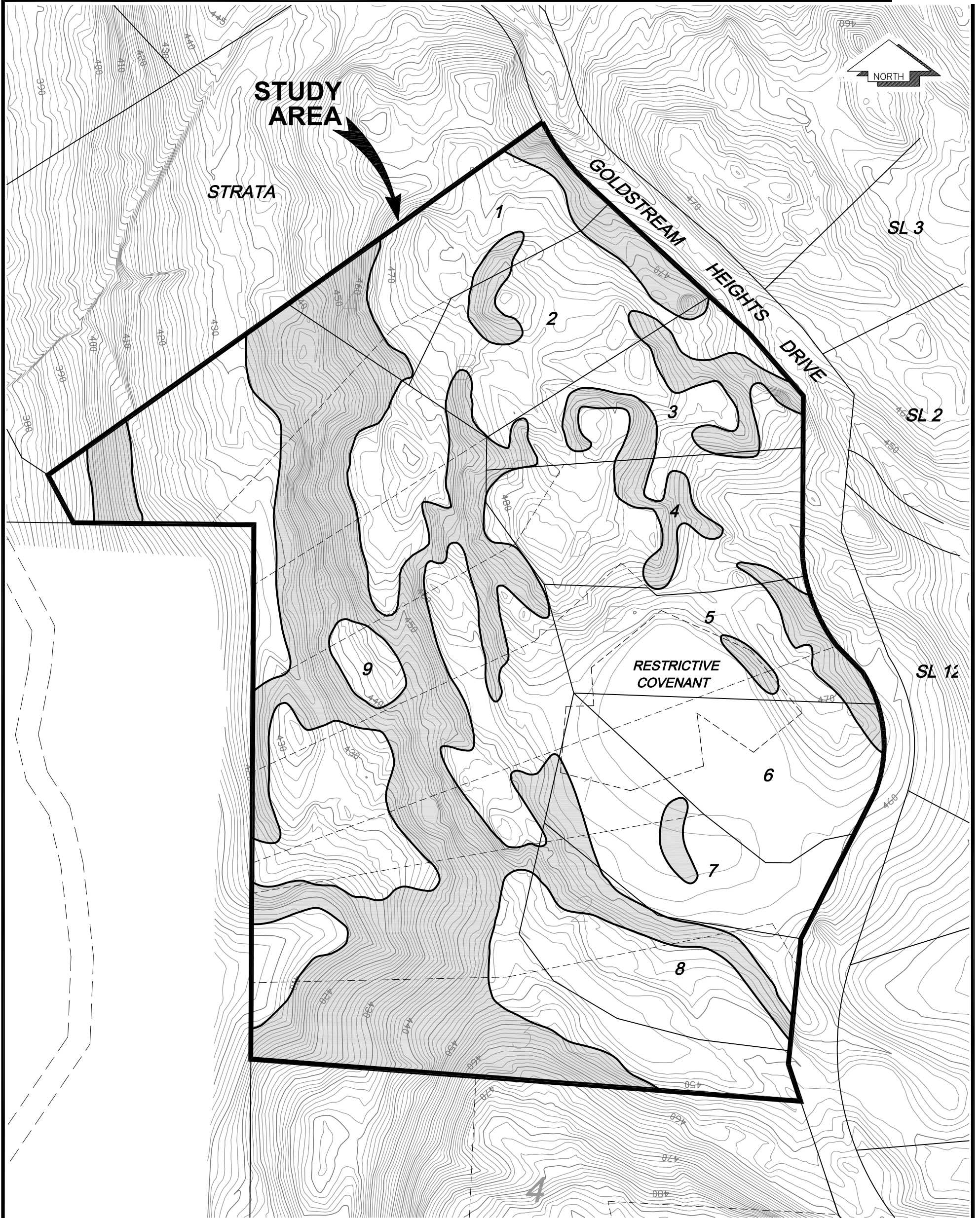
- a) Nature and Exactness of Soil and Contaminant Description: Classification and identification of soils, rocks, geological units, contaminant materials and quantities have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature. Comprehensive sampling and testing programs implemented with the appropriate equipment by experienced personnel may fail to locate some conditions. All investigations utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and the Client and all other persons making use of such documents or records with our express written consent should be aware of this risk and the Report is delivered subject to the express condition that such risk is accepted by the Client and such other persons. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. If special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.
- b) Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to Thurber. Thurber has relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, Thurber does not accept responsibility for any deficiency, misstatement or inaccuracy contained in the Report as a result of misstatements, omissions, misrepresentations, or fraudulent acts of the Client or other persons providing information relied on by Thurber. Thurber is entitled to rely on such representations, information and instructions and is not required to carry out investigations to determine the truth or accuracy of such representations, information and instructions.
- c) Design Services: The Report may form part of design and construction documents for information purposes even though it may have been issued prior to final design being completed. Thurber should be retained to review final design, project plans and related documents prior to construction to confirm that they are consistent with the intent of the Report. Any differences that may exist between the Report's recommendations and the final design detailed in the contract documents should be reported to Thurber immediately so that Thurber can address potential conflicts.
- d) Construction Services: During construction Thurber should be retained to provide field reviews. Field reviews consist of performing sufficient and timely observations of encountered conditions in order to confirm and document that the site conditions do not materially differ from those interpreted conditions considered in the preparation of the report. Adequate field reviews are necessary for Thurber to provide letters of assurance, in accordance with the requirements of many regulatory authorities.

6. RELEASE OF POLLUTANTS OR HAZARDOUS SUBSTANCES

Geotechnical engineering and environmental consulting projects often have the potential to encounter pollutants or hazardous substances and the potential to cause the escape, release or dispersal of those substances. Thurber shall have no liability to the Client under any circumstances, for the escape, release or dispersal of pollutants or hazardous substances, unless such pollutants or hazardous substances have been specifically and accurately identified to Thurber by the Client prior to the commencement of Thurber's professional services.

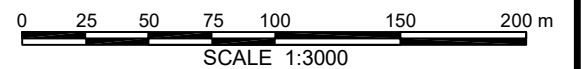
7. INDEPENDENT JUDGEMENTS OF CLIENT

The information, interpretations and conclusions in the Report are based on Thurber's interpretation of conditions revealed through limited investigation conducted within a defined scope of services. Thurber does not accept responsibility for independent conclusions, interpretations, interpolations and/or decisions of the Client, or others who may come into possession of the Report, or any part thereof, which may be based on information contained in the Report. This restriction of liability includes but is not limited to decisions made to develop, purchase or sell land.




LEGEND:

- TERRAIN WITH A LOW GEOLOGICAL HAZARD RATING
- TERRAIN WITH A MODERATE TO HIGH GEOLOGICAL HAZARD RATING
- PROPOSED LOT BOUNDARIES
- EXISTING LOT BOUNDARIES



NOTES:

1. This plan to be read in conjunction with Thurber report dated June 29, 2017.
2. Digital base plan provided by Bazett Land Surveying Inc.

 THURBER ENGINEERING LTD.		EARTH CORPORATION c/o DEVIN HAWES	
		SITE PLAN	
PROPOSED LOTS 1 TO 9 PRELIMINARY GEOLOGICAL HAZARD ASSESSMENT		GOLDSTREAM HEIGHTS VICTORIA, B.C.	
DESIGNED PJW	DRAWN RRS	APPROVED <i>Bw</i> 133 JUNE 29, 2017	SCALE 1:3000
		PROJECT No. 19566 - 1	DWG. NO. 19566 - 1
		REV. -	

P.A. Harder and Associates Ltd.

Environmental Consultants

612 Downey Road, North Saanich, BC V8L 5 M6

(250) 656-7783

June 30, 2017

Ms. Rachelle Rondeau
Cowichan Valley Regional District
175 Ingram Street
Duncan BC
V9L 1N8

Dear Ms. Rondeau:

Earth Corporation has retained my services to evaluate any environmental implications related to their proposed subdivision application within CVRD for Lots A to E, Plan VIP85496 and Lots 1 to 3, Plan VIP 85497, Blocks 361 and 791, Malahat District.

The subject property is currently zoned for eight 4 ha lots and the new proposal is to subdivide the area into eight 2.0 ha lots (16.9 ha) fronting Goldstream Heights Drive with one larger lot (15.4 ha) remaining on the west side of the property (Lot 9).

Background

A previous environmental assessment identified a sensitive wetland habitat in the central portions of proposed Lots 5, 6 and 7. This wetland is protected under a restrictive covenant established by the CVRD in 2006/07. Driveway access from Goldstream Heights Drive to each of the proposed 8 Lots has been developed. Septic and proposed building sites have also been identified on each of these properties. The proposed development plans for these eight lots will not impact the established wetland covenant (Lots 5 and 6) or any other sensitive environmental area on the property.

CVRD identified two additional areas of potential environmental concern located on the western portion of the property corresponding to former Lot Designations A, B, C and E now contained within proposed Lot 9.

1) Site Conditions

The 32.33 ha property is located on the west side of Goldstream Heights Drive just south of the access road to Stonecrest Estates. The property is characterized by undulating

terrain with moderate steep side slopes and a north south ridge than runs through the centre of the property parallel to Goldstream Heights Drive. There are occasional rocky bluffs on the high elevation sections of the property. There are no signs of slope instability on the property. The property has been previously logged (circa 2003) with approximately 60% of the tree growth removed.

Vegetation Characteristics

The dominant vegetation on the unlogged portions of the property include Douglas fir and pine. Some young arbutus trees are occasionally present in association with rock bluff habitats.

Dominant vegetation growth on the previously logged sections of the property include sappling alder trees, Pacific willow, pine and fir trees. There are sections of the property along the western boundary and along the ridge at the height of land that were not logged, and mature firs are predominant species in these areas. The under storey is vegetated with a predominance of salal, fox glove, bracken fern, pearly everlasting, grasses and some ocean spray. Scotch broom is present along Goldstream Heights Drive and along some of the former logging access roads. Scotch Broom is moderately abundant along Goldstream Heights Drive and along the roughed in driveways servicing proposed Lots 1 to 8. Scotch broom is less abundant in the remainder lot. Other invasive plant species, including English Ivy, morning glory, purple loosestrife, Himalayan blackberry and Gorse, were not identified on the property.

Drainage Conditions

There are no water courses on the property. There is a sensitive wetland habitat located on the eastern side of the property that straddles proposed Lots 5, 6 and 7. This wetland was evaluated in a previous environmental study and has been designated as a protected habitat with a registered covenant. There are no defined inlet and outlet channels to this wetland.

Existing Development

Existing development on the property is limited to a network of former logging access roads. Each of the 8 Lots fronting onto Goldstream Heights Drive have existing driveways that were developed from previous logging access roads. There is an old unserviceable logging road that connects Goldstream Heights Drive with the proposed Remainder Lot 9 on the western boundary of the property.

2) Proposed Development Plan

The proposed subdivision application is seeking to subdivide from an existing eight large lot subdivision (10 acre lots) to eight 5 acre lots fronting onto Goldstream Heights Drive plus one large lot with the remaining acreage on the west side of the property (Lot 9). The eight lots fronting Goldstream Heights Drive will be sold for single family residential development. There are no development plans for the large Remainder Lot at this time.

3. Environmental Sensitivity

In our assessment, we concluded the site has low environmental sensitivity and no significant potential for environmental impact in relation to the proposed subdivision development plans. The previously identified sensitive ecosystem has been protected by a Restrictive Covenant. The proposed subdivision will not affect this area.

A June 2017 field survey of the two areas of potential concern identified by CVRD indicated that there were no areas of environmental sensitivity at these locations. Both areas were characterized by low relief topography vegetated with a mixture of alder, Pacific Willow and an understory of bracken fern, fox glove, pearly everlasting and purple lupin. There were no drainage courses or wetland habitats present in the two locations identified by CVRD. Both areas appeared to have been used as log landing sites during previous logging operations.

4. Environmental Impact Potential

Sewage Treatment

Septic locations have been identified for each of the nine lots proposed. The identified septic sites do not conflict with any sensitive environmental areas on the property.

Surface Water Drainage

The lot sizes and topography for the proposed lots are such that drainage and run off from the building sites can be easily discharged to upland disposal fields without environmental impact or adverse effects on adjoining properties.

Invasive Plant Species

Scotch broom is well established along Goldstream Heights Drive and the driveways. It is recommended that existing broom plants that have become established adjacent to driveways accessing Lots 1 to 8 and along Goldstream Heights Drive be cut and removed while the plant is in bloom during June and July (reference: “Broom Busters” Qualicum, BC). Additional soil disturbance during the plant control efforts needs to be avoided.

5) Closing Comments

The proposed subdivision plan and change in the existing lot layouts on the subject property will not have any adverse environmental effects on the site. Previously established environmentally sensitive areas are adequately protected by existing restrictive covenants. There are no other environmentally sensitive habitats on the subject property.

The landscape is well suited for the disposal of surface waters originating from single family residential development. Suitable septic sites have been identified, tested and verified for each of the proposed lots.

The recommended Scotch broom control measures will assist with invasive plant species control in area.

Please contact the undersigned if you have any questions about our assessment or require additional information.

Sincerely,

P.A. Harder and Associates Ltd.

Paul Harder

Paul Harder, R.P. Bio
Consulting Biologist



COWICHAN VALLEY REGIONAL DISTRICT

DEVELOPMENT PERMITFILE NO: 07-B-17DP

DATE: _____

REGISTERED PROPERTY OWNER(S):EARTH CORPORATION, INC.

1. This Development Permit is issued and is subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit applies to and only to those lands within the Regional District described below (legal description):

Lot A, Blocks 201, 361 and 791, Malahat District, Plan VIP85496 (PID: 027-606-554)

Lot B, Blocks 201, 361 and 791, Malahat District, Plan VIP85496 (PID: 027-606-562)

Lot C, Blocks 201, 361 and 791, Malahat District, Plan VIP85496 (PID: 027-606-571)

Lot D, Blocks 201, 361 and 791, Malahat District, Plan VIP85496 (PID: 027-606-589)

Lot E, Blocks 201, 361 and 791, Malahat District, Plan VIP85496 (PID: 027-606-597)

Lot 1, Blocks 361 and 791, Malahat District, Plan VIP85497 (PID: 027-606-678)

Lot 2, Blocks 361 and 791, Malahat District, Plan VIP85497 (PID: 027-606-716)

Lot 3, Blocks 361 and 791, Malahat District, Plan VIP85497 (PID: 027-606-732)

3. Authorization is hereby given for subdivision (creating one new lot) in accordance with the requirements listed in Section 4, below, and in accordance with the attached schedules.
4. The land described herein shall be developed in substantial compliance with the terms and provisions of this Permit and any plans and specifications attached to this Permit shall form a part thereof:
 - Registration of a restrictive covenant (geotechnical) with the appended Thurber Engineering Report, dated June 29, 2017 (Schedule B);
 - Removal of Scotch Broom in accordance with Schedule C.
5. The following Schedules are attached:

Schedule A – Plan of Proposed Subdivision

Schedule B – Thurber Engineering Ltd. Geological Hazard Assessment Report, dated June 29, 2017

Schedule C – P.A Harder and Associates Ltd. Biologist's Report, dated June 30, 2017

This Permit is not a building permit or subdivision approval. No certificate of final completion or recommendation of subdivision approval by the Cowichan Valley Regional District shall be issued until all items of this Development Permit have been complied with to the satisfaction of the Land Use Services Department.

ISSUANCE OF THIS PERMIT HAS BEEN AUTHORIZED BY RESOLUTION NO. XXXX PASSED BY THE BOARD OF THE COWICHAN VALLEY REGIONAL DISTRICT THE XTH DAY OF MONTH 2017.

NOTE: Subject to the terms of this Permit, if the holder of this Permit does not substantially start any construction within 2 years of its issuance, this Permit will lapse.

I HEREBY CERTIFY that I have read the terms and requirements of the Development Permit contained herein. I understand and agree that the Cowichan Valley Regional District has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with ANGIE BAY HOLDINGS (DEVIN HAWES, agent), on behalf of EARTH CORPORATION, INC. NO. A0081362, other than those contained in this Permit.

Owner/Agent (signature)

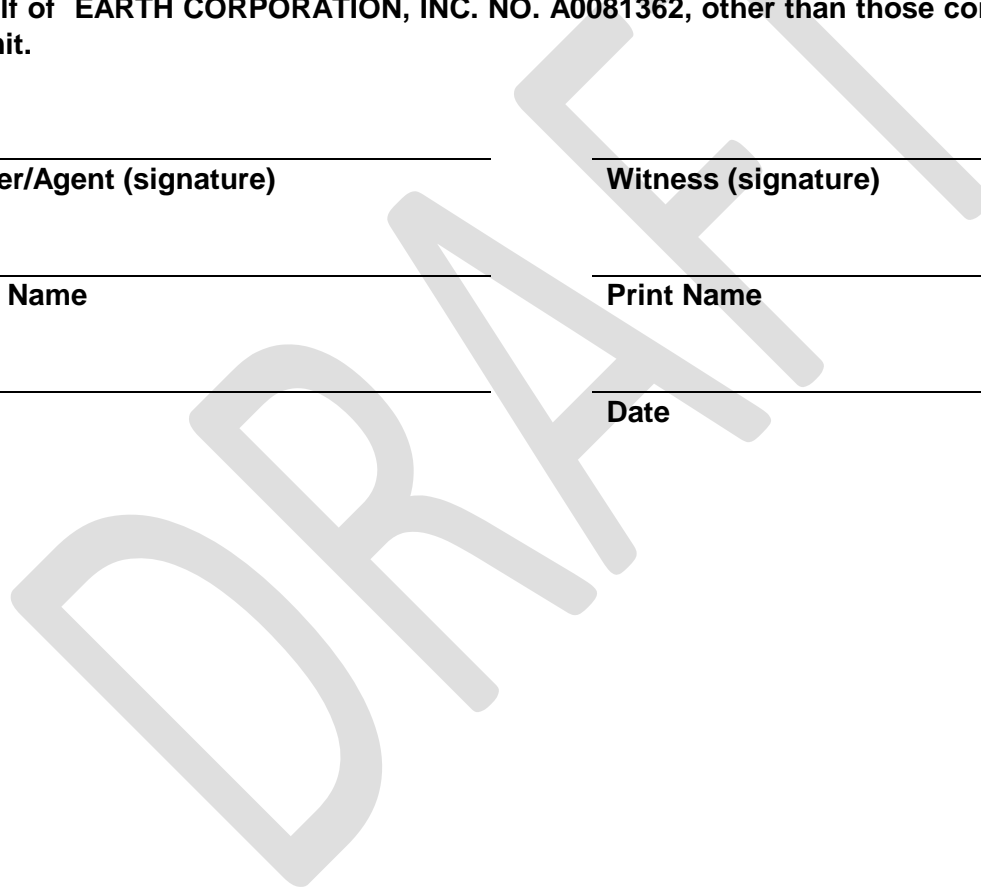
Witness (signature)

Print Name

Print Name

Date

Date





STAFF REPORT TO COMMITTEE

DATE OF REPORT October 12, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Development Services Division
Land Use Services Department

SUBJECT: Rezoning Application No. 01-I-16RS (Official Community Plan and Zoning Amendment Application for PID: 000-222-348)

FILE: 01-I-16RS

PURPOSE/INTRODUCTION

The purpose of this report is to consider an Official Community Plan and Zoning Amendment application to permit subdivision of a property on Cowichan Lake into ten 1.0 ha parcels.

RECOMMENDED RESOLUTION

That it be recommended to the Board that Application No. 01-I-16RS (PID: 000-222-348) be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

BACKGROUND

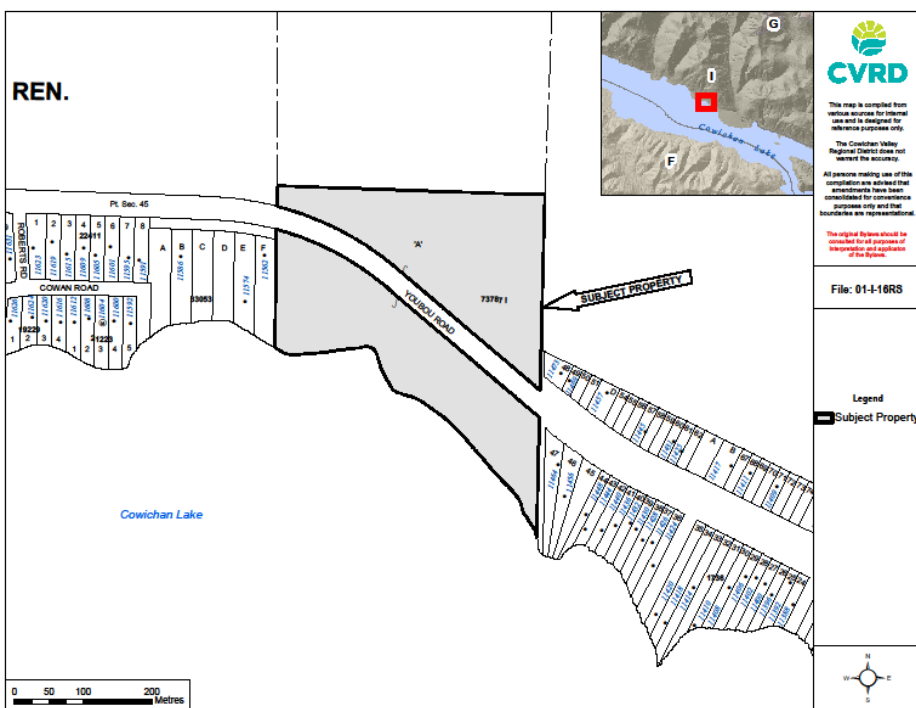
At the June 21, 2017, the following resolution was made upon the applicant's request:

That Item R6, Application No. 01-I-16RS – Report from Development Services Division, be deferred to a future Electoral Area Services Committee meeting.

Since that time, the applicants have conducted additional research with regards to the proposed areas for septic disposal (Attachment C), and have committed to implementing a setback from Cowichan Lake for buildings of 20 metres, which would provide a five metre buffer from the 15 metre Streamside Protection and Enhancement Area (SPEA) established for the property. This is included in the new supplemental information provided by the applicants (Attachment B).

For additional background information, please see Attachment A – Staff Report to June 21, 2017 Electoral Area Services Committee (EASC).

LOCATION MAP



APPLICATION SUMMARY

Proposal Summary:

The applicants propose to subdivide the property into ten 1.0 ha lots that can be used either residentially or recreationally for camping.

In support of their application, they propose the following:

- Payment of \$50,000 at the time of subdivision. Their preference is that these funds be provided to the Electoral Area I Parks Capital Fund, although any funding distribution as determined appropriate by the Board is also acceptable;
- Dedication of a 20 metre wide road allowance at the west end of the parcel pursuant to the subdivision requirements of the *Land Title Act* – the applicants intend to work with the Ministry of Transportation and Infrastructure (BC MoT) and CVRD so that this land can instead be dedicated to the CVRD as parkland;
- Registration of a restrictive covenant protecting the 15 metre Streamside Protection and Enhancement Area (SPEA). The owners propose to remove any currently encroaching structures at the time of subsequent building permit;
- Establishment of a building setback of 20 metres from the high water mark of Cowichan Lake;
- Restrict number of driveway accesses to southern portion of the lot to the current six driveways;
- Locate septic systems on the northern side of the road in order to reduce the concentration of development from the waterfront portions of the proposed parcels. Section 3.10(3) of Zoning Bylaw No. 2465 prohibits these proposed lots from being subdivided along the road as they were not in existence at the time of adoption of the Zoning Bylaw, and they would not be 1 ha on each side (the total area for each proposed lot is 1 ha);
- All docks to be constructed in accordance with most recent Best Management Practices and limit dock size to 400 sq. ft.;
- No fencing, which would allow continued movement of wildlife through the site.

If the application proceeds through the subdivision stage, the applicants propose payment of 5% cash-in-lieu of parkland contribution to satisfy the requirements of Section 510 of the *Local Government Act*.

Prior to adoption of any amendment bylaws, a covenant must be registered on the title securing the amenities and the above-noted development restrictions.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

Cowichan Tribes has expressed concern that their revised referral response was misinterpreted in the June 21, 2017 staff report and have provided a follow-up email. Please see Attachment D for reference.

Additionally, the applicants have presented concerns that the Park Referral Response was not adequately presented in the original staff report. Please see Attachment E for reference.

The other referral responses are included in Attachment A – Staff Report to June 21, 2017, Electoral Area Services Committee.

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

For reference, please see Attachment A – Staff Report to June 21, 2017, Electoral Area Services Committee.

PLANNING ANALYSIS

A thorough analysis of the Official Community Plan policies, Zoning Bylaw and servicing considerations are presented in Attachment A.

In 2007, the CVRD increased the minimum parcel size of forestry zoned parcels from 20 ha (49 acres) to 80 ha (198 acres) in an effort to maintain large parcels of land for forestry and control the expansion of rural residential uses into forestry areas. Adjacent parcels to the east and west located on the south side (waterside) of the road comprise of historic subdivisions dating from 1918 and 1979 respectively. The subject property on the north side of the road is adjacent to large (approximately 20+ hectares and 80+ hectares) forestry blocks.

In the most recent OCP update for the area in 2004, no allowances were provided to infill forestry-designated parcels with residential development, and an urban containment boundary was established around the more densely populated areas of Youbou as well as the Youbou lands proposed development (Attachment F).

Policy 3.12 states that residential growth will not be encouraged west of the Cottonwood Creek future development area.

Policy 4.1 specifies that *“In order to keep the residential areas as compact as possible, and to maintain rural areas and working resource lands, lands within any residential or tourist recreational commercial designation, including any future residential designations intended to accommodate principal residential uses, are required to be within the Urban Containment Boundary”*

Further, Policy 4.3 *“The Urban Containment Boundary will only be amended through a comprehensive plan review, and not through an amendment application process.”*

For these reasons, it is staff’s opinion, that the Plan policies clearly discourage any form of residential development in the forestry areas outside the urban containment boundary.

Option "1" is recommended.

OPTIONS

Option 1:

That it be recommended to the Board that Application No. 01-I-16RS (PID: 000-222-348) be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

Option 2:

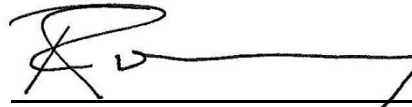
- 1. That it be recommended to the Board that Zoning and Official Community Plan Amendment Bylaws be drafted for Application No. 01-I-16RS (PID: 000-222-348); and
- 2. That the draft Amendment Bylaws be referred to the Electoral Area Services Committee for consideration.

Prepared by:

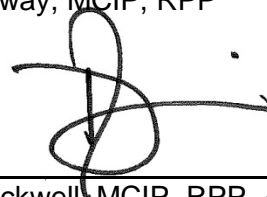
Reviewed by:



Rachelle Rondeau, MCIP, RPP
Planner II



Rob Conway, MCIP, RPP
Manager



Ross Blackwell, MCIP, RPP, A. Ag.
General Manager

ATTACHMENTS:

- Attachment A – Staff Report to June 21, 2017, Electoral Area Services Committee
- Attachment B – Applicant Supplementary Information
- Attachment C – Assessment for Onsite Wastewater Systems
- Attachment D – Cowichan Tribes’ Referral Response
- Attachment E – Parks’ Referral Response
- Attachment F – Youbou Urban Containment Boundary



STAFF REPORT TO COMMITTEE

DATE OF REPORT June 12, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of June 21, 2017

FROM: Development Services Division
Land Use Services Department

SUBJECT: Official Community Plan and Zoning Amendment Application for
PID: 000-222-348

FILE: 01-I-16RS

PURPOSE/INTRODUCTION

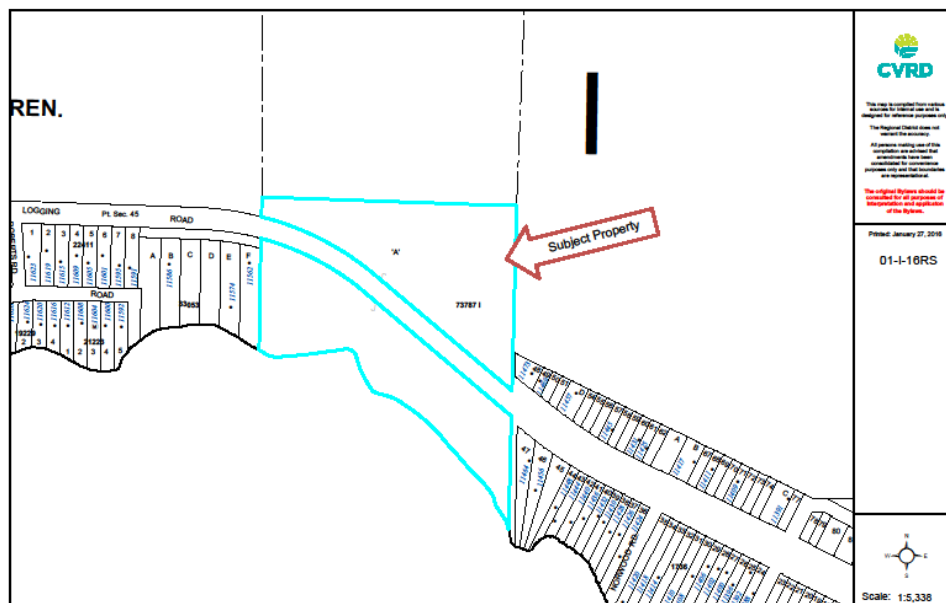
The purpose of this report is to consider an Official Community Plan and Zoning Amendment application to permit subdivision of the property into ten 1.0 ha parcels on Cowichan Lake.

RECOMMENDED RESOLUTION

That it be recommended to the Board that Application No. 01-I-16RS (PID: 000-222-348) be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

BACKGROUND

<u>Location:</u>	Approximately 5 km west of Youbou, this section of road is known as North Shore Road and is privately owned
<u>Subject Parcel:</u>	Parcel A (DD 73787 ¹), of Section 45, Renfrew District (PID: 000-222-348)
<u>Owner:</u>	17 owners divided into 10 ownership interests
<u>Size of Land:</u>	Approximately 10 ha (30 acres)
<u>Use of Property:</u>	Recreational - camping
<u>Water:</u>	Proposed onsite
<u>Sewage Disposal:</u>	No approved septic system. On-site disposal consists of pit privies, composting toilet and RV holding tanks. Proposed septic systems
<u>Agricultural Land Reserve:</u>	N/A
<u>Fire Protection:</u>	Youbou Volunteer Fire Department
<u>Existing Plan Designation:</u>	Forestry/Natural Resource
<u>Proposed Plan Designation:</u>	Recreational, Residential
<u>Existing Zoning:</u>	F-1 (Forest Resource)
<u>Proposed Zoning:</u>	Recreational Residential
<u>Environmentally Sensitive Areas:</u>	Cowichan Lake shoreline, two wetlands and stream Declaration Signed – No Schedule 2 uses identified
<u>Contaminated Sites:</u>	None identified
<u>Archaeological Sites:</u>	

LOCATION MAP**APPLICATION SUMMARY****Property Context:**

The subject property is being used recreationally with some of the original owners having used the property since 1963. Over time, new owners have bought interests in the property for camping either in recreational vehicles (RVs) or small cabins.

Currently, ownership of the property is divided into 10 interests operating in a cooperative agreement for use and entitlement to the property. There is concern among the owners that this model of joint ownership is not sustainable in the long-term.

The applicant indicates that in the late 1920's, a former owner cleared portions of the property for farming, and the property has been in various states of residential or recreational use since then. (See Attachment F).

Currently, portions of the property are cleared areas where camping occurs, and there are some forested areas. The shoreline has been modified as a result of the recreational use, and there are multiple access points to the lake. Sections of the shoreline have intact riparian vegetation.

Adjacent properties on the west are full-time residences or recreational properties, to the east are privately owned properties and the Pine Point Recreation Site/Campground, and to the north are forestry lands. There are currently six driveways onto the property from North Shore Road, which is a private road.

A Riparian Areas Regulation Assessment has been prepared which identifies Streamside Protection and Enhancement Areas (SPEAs) for the two wetlands, streams/ditches and the lakeshore. The portion of the property north of North Shore Road is forested.

Proposal Summary:

The applicants propose to subdivide the property into ten 1.0 ha lots that can be used either residentially or recreationally for camping.

In support of their application, they propose the following:

- Payment of \$50,000 at the time of subdivision to the Electoral Area I Nature and Habitat Trust Fund or Electoral Area I Parks Capital Fund (funding distribution to be determined by the Regional Board);
- Dedication of a 20 metre wide road allowance at the west end of the parcel pursuant to the subdivision requirements of the *Land Title Act* – the applicants intend to work with the Ministry of Transportation and Infrastructure (BC MoT) so that this land can instead be dedicated to the CVRD as parkland;
- Compliance with the 15 metre Streamside Protection and Enhancement Area (SPEA). The owners propose to remove any encroaching structures at the time of subsequent building permit;
- Restrict number of driveway accesses to southern portion of the lot to the current six driveways;
- All docks to be constructed in accordance with most recent Best Management Practices and limit dock size to 400 sq ft;
- No fencing, which would allow continued movement of wildlife through the site.

If the application proceeds through the subdivision stage, the applicants propose payment of 5% cash-in-lieu of parkland contribution to satisfy the requirements of Section 510 of the *Local Government Act*.

Prior to adoption of any amendment bylaws, a covenant must be registered on the title securing the amenities, the above-noted development restrictions, and outlining acceptance of cash-in-lieu of parkland for Section 510 of the *Local Government Act*.

COMMISSION / AGENCY / DEPARTMENTAL CONSIDERATIONS

The Electoral Area I Advisory Planning Commission recommends approval of the application (see Attachment G).

Additionally, this application has been referred to the following agencies for comment:

- Island Health – *See attached*
- Ministry of Transportation & Infrastructure – *See attached*
- School District 79 – *No comments*
- Ministry of Forests Lands & Natural Resource Operations – *No comments*
- Cowichan Tribes – *Originally opposed the proposal, subsequently met with the applicants and resolved a list of conditions if development is to proceed.*
- Town of Lake Cowichan – *No comments*
- RCMP (Lake Cowichan Detachment) – *As attached. Concerns that unofficial access is over a private road and official access is via water access only, which could prevent timely access to emergencies.*
- Lake Cowichan First Nation – *No comments*
- Ditidaht First Nation – *No comments*
- Youbou Volunteer Fire Department – *No comments*
- CVRD Parks & Trails Division – *The protection of the riparian zone is imperative; at least one lot should be set aside for park dedication; in addition there should be a funding contribution to the Area I Nature and Habitat Fund established for Cowichan Lake.*
- CVRD Public Safety Division – *See attached. Concerns regarding timely delivery of*

emergency services. All accesses must be designed and constructed to allow access to emergency vehicles.

- CVRD Facilities & Transit Division – *No opportunity for transit given the density and remote location.*
- CVRD Engineering Services Department – *No comments*

OFFICIAL COMMUNITY PLAN/POLICY CONSIDERATIONS

An excerpt from the Official Community Plan (OCP) is attached outlining policies that pertain to lands designated as Forestry/Natural Resource, and the Residential land use policies.

On the south side of North Shore Road, the subject property is bound on the west and east by two historic subdivisions created in 1964-1979 and 1918 respectively. To the north of the road, the property is contiguous with large forestry blocks owned by the Crown (northwest of the subject property) and privately held (on the northeast of the subject property).

The policies of the plan intend to support a long-term land base for resource extraction activities such as logging. The policies also encourage conservation, protection of environmentally sensitive areas, and outdoor wilderness recreation.

Despite the historic subdivisions in the area that pre-date the CVRD and land use bylaws, Policy 3.12 of the OCP strongly discourages residential development west of Cottonwood Creek (near the Youbou Lands development at the western edge of Youbou), citing such potential impacts as:

- green space fragmentation;
- impacts to wildlife habitat;
- reduction of the working land base for resource extraction;
- increased vehicle traffic on a private road;
- increased development pressures on the shoreline and Cowichan Lake; and
- negative effects on the forestry-residential interface.

In this case, large forestry operations would not be well-suited to the southern portion of the property because of its connection with the Cowichan Lake shoreline, and the adjacent subdivisions. However, the north side of the road being contiguous with large blocks of forestry land is also not suited to residential/recreational development. A decision was made in developing the OCP to designate even the smaller adjacent subdivisions as “Forestry” to acknowledge that they are not within the area generally prescribed for residential use, and not accessible by public road.

Residential objectives of the Plan are found in Section 4 of the Plan, and these include:

- Locating residential development away from environmentally sensitive areas and forestry lands;
- Avoiding urban sprawl by locating residential development in and adjacent to Youbou and existing residential lands;
- Reducing auto dependency;
- Establishing/maintaining buffers between residential and forestry lands;
- Locating residential development within the urban containment boundary.

Furthermore, the Plan dictates that any land designated residential will not be located outside the urban containment boundary, and that only through a comprehensive plan revision will the urban containment boundary be modified – not on an individual application basis.

In considering further designation of lands for residential purposes, Policy 4.4 of the OCP states that the Regional Board will give preference to the following:

- (a) *The proposed residential development will be located within the Urban Containment Boundary;*
- (b) *Residential development will be encouraged to provide for buffering between the residence and the Cowichan Lake shoreline;*
- (c) *Lands designated for residential use will be required to locate adjacent to existing residential subdivisions;*
- (d) *Lands designated for residential uses will be required to locate in close proximity to community amenities and services; and*
- (e) *Lands designated for residential use will be encouraged to connect to existing community water systems and community sewer systems.*

Zoning and Use of the Property:

The current zoning of the subject lands is F-1 (Forest Resource), which permits the following principal and accessory uses:

Principal	Accessory
Agriculture	Bed and Breakfast accommodation
Silviculture	Accessory buildings
Single family dwelling	Home-based business

Under existing zoning, one dwelling is permitted on the subject property. Camping and seasonal dwellings are not permitted, although there may be a claim of legal non-conforming status for some degree of recreational use given the historic use of the property.

Servicing

Policy 11.16 of the Official Community Plan states that new subdivisions should not be permitted in areas rated as high or extreme for interface wildfire hazard. The subject property is rated as “Extreme” for fire hazard.

Fire protection is provided by the Youbou Volunteer Fire Department.

The majority of the road to the subject property is owned by TimberWest; therefore, there is no access to a public road, and legal access to the subdivision would be via water access only.

As outlined in the referral response provided by the RCMP, responding to emergencies in this area is extremely challenging, and the addition of increased summer population will only exacerbate the problem. As the road to the site is privately owned, access could be restricted at any time, and the RCMP has concerns that “water access only” will restrict timely access for emergencies.

PLANNING ANALYSIS

Under the current proposal, the most likely scenario is that the intensive uses of land will occur on the waterfront portion of the lots, with the property on the north side of North Shore Road remaining unused.

If this application proceeds, having the properties hooked across the road is not ideal, and there could be other configurations that provide better protection for the lake. These have been explored with the applicants, but the attached site plan illustrates their preferred lot configuration, which would see the ten individual interests in the property divided equally among the membership.

There is growing demand for recreational properties and lake access which has prompted an increase in development in certain areas along Cowichan Lake. Changes in the forestry sector have resulted in sales of large tracts of land to owners for non-forestry uses.

In 2007, the CVRD increased the minimum parcel size of forestry zoned parcels from 20 ha (49 acres) to 80 ha (198 acres) in an effort to maintain large parcels of land for forestry and control the expansion of rural residential uses into forestry areas.

The *Cowichan Lake Shoreline Habitat Assessment: Foreshore Inventory and Mapping Project*¹ identified the primary land use around the lake at 48% as forestry followed by single family development at 30.5%. However, the report notes that 64% of the disturbance to the shoreline of Cowichan Lake is in areas where single family development predominates.

The direction in the OCP is that residential development should not occur beyond Cottonwood Creek, that subdivision should not occur in areas rated “High” or “Extreme” for fire hazard, and that lands designated residential should be in close proximity to community amenities and services and away from environmentally sensitive areas and forestry areas.

Until such time as public road access is provided for these properties, they should remain in a forestry designation, and further subdivision should not be permitted.

Strictly speaking, Policy 3.12 and 4.4 of the OCP apply to residential development. The applicants have indicated that the proposed subdivision would be primarily recreational in the near future, but also request zoning that would allow permanent single family homes. Despite whether it is recreationally used or residential, many of the same impacts and issues arise. For example, both residential and the proposed recreational development involve the construction of sewer and water infrastructure, roads, and permanent structures.

If the Committee is inclined to approve this application, OCP amendments to Policy 3.12 and Section 4 (Residential designations) are required. The Committee should also consider whether this application justifies amending Policy 4.3 “*The Urban Containment Boundary will only be amended through a comprehensive plan review, and not through an amendment application process.*”

In staff’s opinion, the Policies within the Plan clearly discourage any form of residential development in the forestry areas beyond Youbou lands.

Option “1” is recommended.

OPTIONS

Option 1:

That it be recommended to the Board that Application No. 01-I-16RS (PID: 000-222-348) be denied, and a partial refund of fees be given in accordance with CVRD Fees and Procedures Bylaw No. 3275.

Option 2:

1. That it be recommended to the Board that Zoning and Official Community Plan Amendment Bylaws be drafted for Application No. 01-1-16RS (PID: 000-222-348).
2. That the draft Amendment Bylaws be referred to the Electoral Area Services Committee for consideration.

¹ British Columbia Conservation Foundation prepared for Fisheries and Oceans Canada. “Cowichan Lake Shoreline Habitat Assessment: Foreshore Inventory and Mapping P 150 Volume I – Report”. October 2012.

Prepared by:

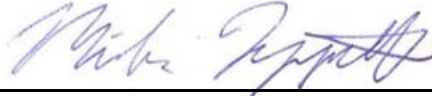


Rachelle Rondeau, MCIP, RPP
Planner II

Reviewed by:



Rob Conway, MCIP, RPP
Manager



Mike Tippett, MCIP, RPP
A/General Manager

ATTACHMENTS:

- Attachment A – Zoning Map
- Attachment B – Orthophoto Map
- Attachment C – Wildfire Hazard Map
- Attachment D – Revised Site Plan
- Attachment E – Riparian Areas Regulation Assessment
- Attachment F – Applicant’s History on Carley Cove Property
- Attachment G – Advisory Planning Commission Minutes
- Attachment H – Referral Agency Comments
- Attachment I – OCP Excerpt, Bylaw No. 2650
- Attachment J – Zoning Excerpt, Bylaw No. 2465

REN.

F-1

ATTACHMENT A



This map is compiled from various sources for internal use and is designed for reference purposes only.

The Cowichan Valley Regional District does not warrant the accuracy.

All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

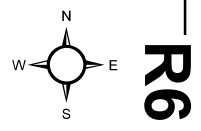
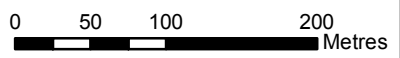
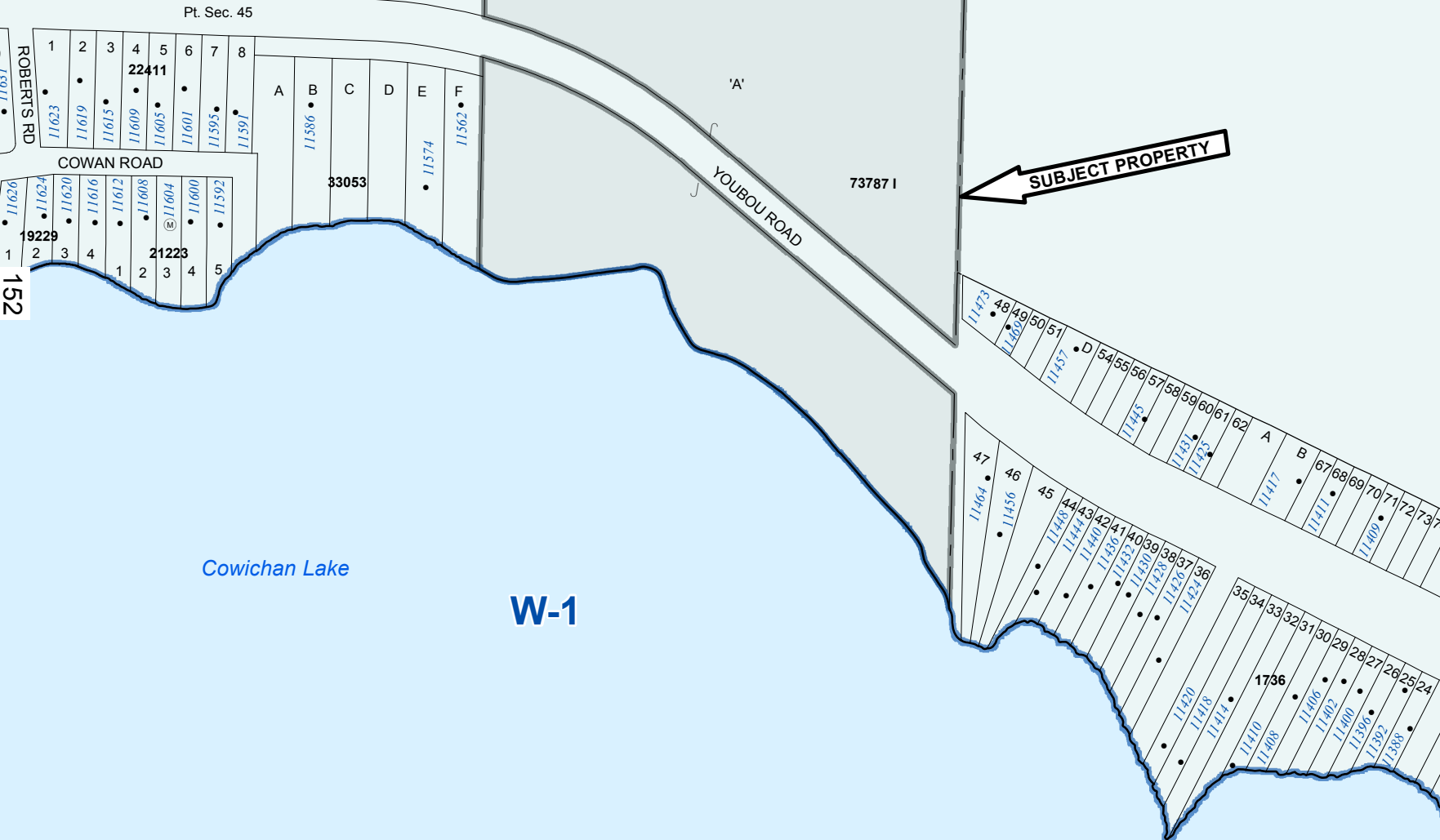
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 01-I-16RS

ZONING

Legend

- Subject Property
- Zoning I





This map is compiled from various sources for internal use and is designed for reference purposes only.

The Cowichan Valley Regional District does not warrant the accuracy.

All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

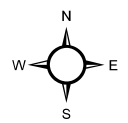
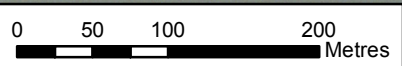
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 01-I-16RS

**Orthophoto
(2008)**



153



R6



This map is compiled from various sources for internal use and is designed for reference purposes only.

The Cowichan Valley Regional District does not warrant the accuracy.

All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

File: 01-I-16RS

Urban Wildfire Hazard Interface

Legend

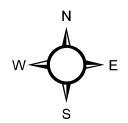
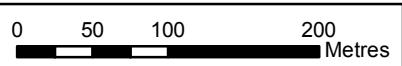
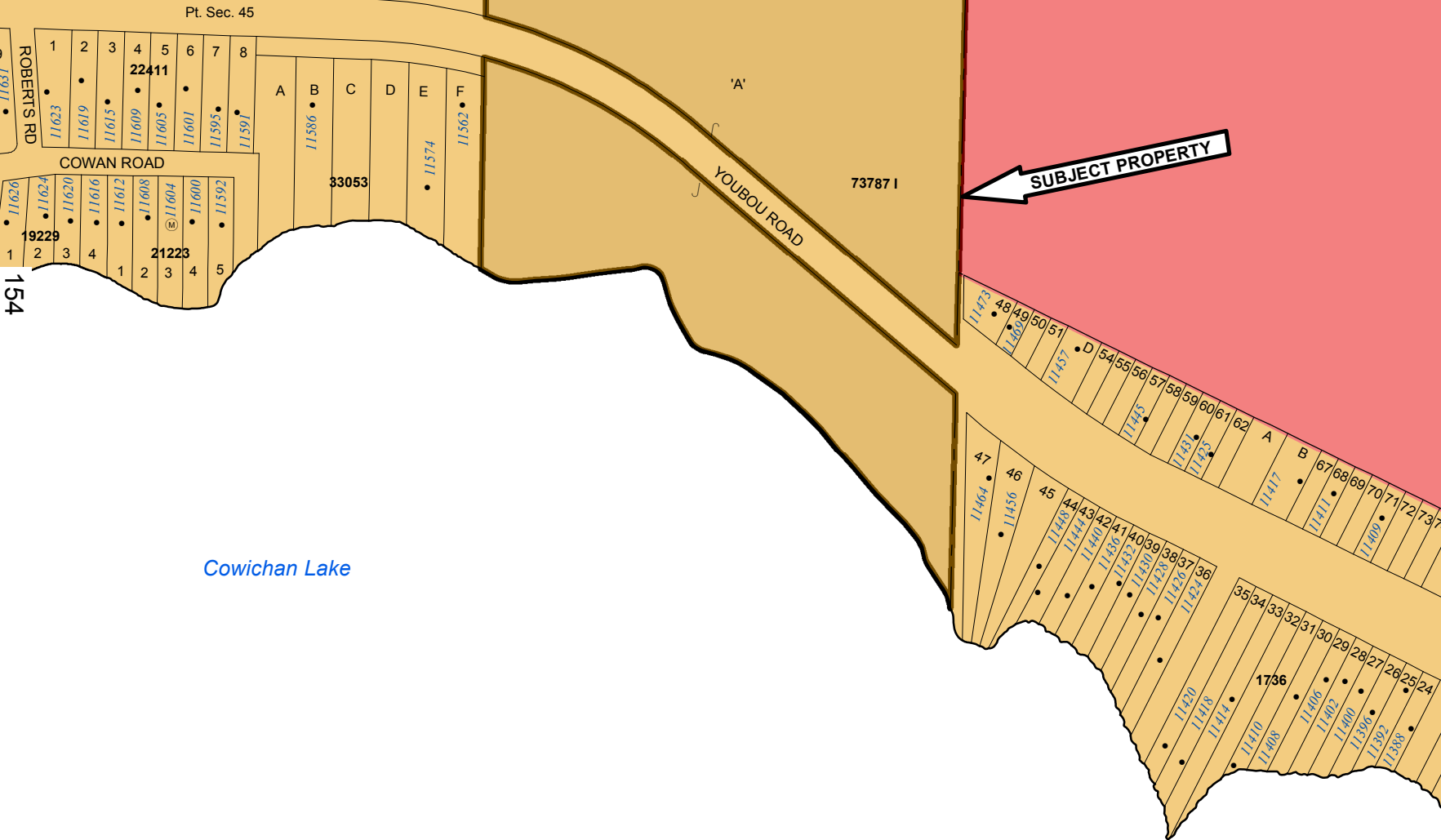
Subject Property

Hazard Level

High

Extreme

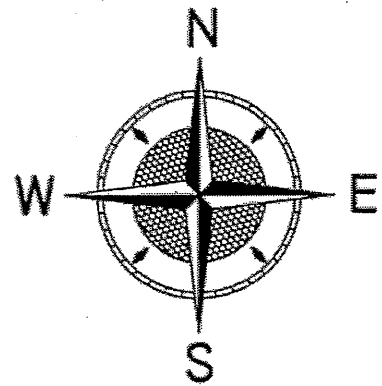
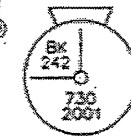
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R6

SECTION 45

BLOCK 242



CNR R/W PLAN 1210 O.S.

PLAN 33053

BLOCK 1394

AREAS:

LOTS A TO E	11.053 HA
ROAD DEDICATION	0.603 HA
CNR RAILROAD	1.415 HA
TOTAL	13.071 HA

PLAN OF PROPOSED SUBDIVISION

OF PARCEL A (DD 73787-I), SECTION 45,
 RENFREW DISTRICT, LOCATED IN COWICHAN LAKE DISTRICT,
 EXCEPT CNR RIGHT OF WAY PLAN 1210 O.S.



LEGEND

Bearings are astronomic and were derived from plan 33053.

- OIPipe denotes iron pipe found
- OIP denotes iron post found
- ⊙ PP denotes standard pipe post found
- denotes 1/4" rebar set
- ⊙ denotes 8" spike set

HWM surveyed June 18, 2002

CARLEY COVE

COWICHAN LAKE

R6

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Riparian Areas Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date 2015-09-03

I. Primary QEP Information

First Name	Justin	Middle Name		
Last Name	Lange			
Designation	R.P.Bio.	Company	Madrone Environmental Services Ltd.	
Registration #	2406	Email	Justin.lange@madrone.ca	
Address	1081 Canada Avenue			
City	Duncan	Postal/Zip	V9L 1V2	Phone # 250 746 5545
Prov/state	BC	Country	Canada	

II. Secondary QEP Information (use Form 2 for other QEPs)

First Name		Middle Name		
Last Name				
Designation		Company		
Registration #		Email		
Address				
City		Postal/Zip		Phone #
Prov/state		Country		

III. Developer Information

First Name	Craig	Middle Name		
Last Name	Gibson			
Company				
Phone #	(250) 709-1888	Email:	craiggibsondesign@telus.net	
Address	P.O. Box 98			
City	Westholme	Postal/Zip	V0R 3C0	
Prov/state	BC	Country	Canada	

IV. Development Information

Development Type	Subdivision			
Area of Development (ha)	11.29	Riparian Length (m)	1061	
Lot Area (ha)	11.29	Nature of Development	New	
Proposed Start Date	2015-08-015	Proposed End Date	2016-08-15	

V. Location of Proposed Development

Street Address (or nearest town)	Parcel A – North Shore Road			
Local Government	Cowichan Valley Regional District	City	Youbou	
Stream Name	Cowichan Lake			
Legal Description (PID)	000-222-348, Parcel A, Section 45, Renfrew District, located in Cowichan Lake District	Region	1	
Stream/River Type	Lake	DFO Area	South Island	
Watershed Code	920-257700			
Latitude	48	53	30.96	Longitude 124 16 23.61

Table of Contents for Assessment Report

	Page Number
1. Description of Fisheries Resources Values	3
2. Results of Riparian Assessment (SPEA width	8
3. Site Plan	24
4. Measures to Protect and Maintain the SPEA (detailed methodology only).	
1. Danger Trees	25
2. Windthrow	25
3. Slope Stability	26
4. Protection of Trees	26
5. Encroachment	27
6. Sediment and Erosion Control	27
7. Stormwater Management	28
8. Floodplain Concerns (Highly Mobile Channel)	28
5. Environmental Monitoring	29
6. Photos	30
7. Assessment Report Professional Opinion	38

Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

(Provide as a minimum: Species present, type of fish habitat present, description of current riparian vegetation condition, connectivity to downstream habitats, nature of development, specific activities proposed, timelines)

Nature of Development/Specific Activities:

A proposal to rezone and subdivide Parcel A, North Shore Road, has been developed by the multiple landowners. Under the provincial Riparian Areas Regulation (RAR) process, subdivision is considered to be a form of “development” and in this case is the trigger for an assessment. An assessment is necessary as a portion of the subject property is encompassed within the 30 m Riparian Assessment Area (RAA) of Cowichan Lake. Also, portions of the the property are encompassed within the 30 m RAAs of two wetlands, one stream and three ditches (refer to site plan). The first phase of the proposal is to rezone the property from the current Forestry (F-1) designation to a Residential (R) type zoning designation. The second phase involves subdividing the 11.29 ha property into 9 single family lots, ranging in size from 1.05 ha to 1.20 ha. The assessment area is located approximately 5 km northwest of the Town of Youbou, on the northern shore of Cowichan Lake.

Currently, several families use the property recreationally from the period of May – October. During this time, travel trailers are transported to the site to provide accommodation. In addition, there are several construction footprints on site including sheds, gravel access roads and floating docks.

Fisheries Resource Values in Cowichan Lake:

Prior to conducting the field portion of the assessment, background research was conducted to gain a better understanding of fish distribution within and adjacent to the assessment area. Review of the Habitat Wizard (<http://maps.gov.bc.ca/ess/sv/habwiz/>) database determined that the subject ditches, streams and wetlands are un-gazetted and have no known fish occurrences. However, these waterbodies are tributaries of Cowichan Lake, which represents a significant fishery resource value.

Anadromous salmonids known to occur in Cowichan Lake include Steelhead (*Oncorhynchus mykiss*), Chinook Salmon (*Oncorhynchus tshawytscha*), Coho Salmon (*Oncorhynchus kisutch*) and Chum Salmon (*Oncorhynchus keta*). These salmonids migrate from the ocean, up the Cowichan River and into Cowichan Lake, at which point they enter various tributary streams of the lake in order to spawn. Resident forms of both Rainbow Trout (*Oncorhynchus mykiss*) and Cutthroat Trout (*Oncorhynchus clarkii clarkii*) also exist in the lake and tributary streams. Brown Trout (*Salmo trutta*), Dolly Varden Char (*Salvelinus malma*) and Lake Lamprey (*Lampetra macrostoma*) also exist in Cowichan Lake. Protected under the *Species at Risk Act* (SARA), the

Cowichan Lake Lamprey is completely endemic to Cowichan and Mesachie Lakes. Cowichan Lake Lamprey spawn in shallow water where creeks flow out into the lakes, where the substrate is suitable (small gravel).

Description of Riparian Area and Fish Habitat Attributes:

Cowichan Lake Riparian Zone

The topography of the property within 30 m of Cowichan lake is relatively subdued, with a gradient of 2-5%. Due to historical anthropogenic use, limited functioning riparian vegetation exists in several areas within the 30 m RAA. The areas lacking riparian vegetation coincide with the portions of the property that have been historically used for camping. The camp sites are composed mainly of manicured lawn. Beyond the limits of the campsites, riparian vegetation is abundant and contributing to the overall health of the riparian zone by providing bank stability and nutrient input (*i.e.*, litter fall and insect drop).

Along the immediate foreshore of the lake, hydrophytic vegetation is abundant. However, due to the drought conditions that persisted in the months prior to the assessment, water levels in the lake were extremely low and vegetation along the foreshore was exposed. When the water levels within the lake are higher, the foreshore of the subject property represents ideal rearing habitat for juvenile salmonids. The vegetation provides refuge habitat from predators and the shallow shoal provides an abundant source of feeding opportunities for fish as it is likely a breeding ground for insects.

For a list of vegetation within the 30 m RAA and along the foreshore of Cowichan Lake, refer to Table 1.

Table 1. Foreshore Riparian Area Native Vegetation Species List

Common Name	Scientific Name
Trees	
Red alder	<i>Alnus rubra</i>
Shrubs	
Hardhack	<i>Spiraea douglasii</i>
Sweet gale	<i>Myrica gale</i>
Willows	<i>Salix spp.</i>
Salmonberry	<i>Rubus spectabilis</i>
Trailing blackberry	<i>Rubus ursinus</i>
Pacific ninebark	<i>Physocarpus capitatus</i>
Herbs	
Sedges	<i>Carex spp.</i>
Common rush	<i>Juncus effusus</i>
Sword fern	<i>Poystichum munitum</i>

The portion of the property from the 164 m elevational contour (high water mark – HWM), up to North Shore Road possesses topography that is subdued. The gradient

of this portion of property ranges between 4% and 8%, but short slopes in excess of 10% were also noted. Throughout this portion of the property, mature forested ecosystems dominate, but 2 wetlands, 3 ditches and 1 stream were also noted to occur within proposed Lot C, Lot D and Lot E (refer to site plan).

Wetland 1

Wetland 1, which is consistent with a seasonally flooded/fluctuating water table site, occurs in the southwest portion of the property and is approximately 25 m wide and 40 m long. A gravel access road runs in a north-south direction adjacent to the wetland. At the time of the assessment there was no water observed within the fluctuating water table site, likely a result of the persisting drought conditions. Throughout the wetland, the substrate is composed entirely of organic soil (decomposing leaf litter and woody debris). The tree layer adjacent to and within the fluctuating water table site is composed entirely of red alder (*Alnus rubra*). Shrub growth in and around Wetland 1 is composed mainly of salmonberry (*Rubus spectabilis*) and trailing blackberry (*Rubus ursinus*). Herb growth was observed as being abundant, and composed of common horsetail (*Equisetum arvense*), slough sedge (*Carex obnupta*), common rush (*Juncus effuses*) and sword fern (*Polystichum munitum*).

Stream 1

During the assessment, it was determined that Wetland 1 connects to Cowichan Lake by a drainage (Stream 1) that emerges from the western end of the wetland. At the outlet of the wetland, the stream flows under the gravel access road that leads to proposed Lot D and Lot E. Over its length, Stream 1 ranges between 0.40 m and 1.10 m and possesses an average gradient of 2%. The stream bed is composed mainly of organic material, however small alluvium in the form of sand and pea gravel was observed. Based on the channel morphology, Stream 1 is most consistent with that of a riffle-pool system. At the time of the assessment water was observed flowing in sections of the drainage, albeit minimal. Based on the lack of precipitation prior to the assessment, it is most likely that the area possesses an abundant source of groundwater.

Based on the dominance of organic substrate, lack of flow during the summer months and the fact that a portion of the stream flows subsurface, under a large root system it is unlikely fish inhabit the stream. The stream does, however, connect by surface flow to Cowichan Lake and contributes to the lake ecosystem by providing nutrient input.

Ditch 1

Ditch 1 flows adjacent to a gravel access road for approximately 40 m and enters Wetland 1 in the northwest corner. At the time of the assessment, it was difficult to discern the channel as it was overgrown with common horsetail. Over the assessed length, the stream bed is composed entirely of organic material and the bankfull width ranges between 0.40 m and 0.70 m. The gradient of the ditch is on average 3%.

Wetland 2

Wetland 2 is located in the western-most portion of proposed Lot C and is approximately 15 m wide by 20 m long. This feature is representative of a seasonally wetted/fluctuating water table site. Given this, no water was observed in Wetland 2 during the assessment. Throughout this area the substrate is composed of organic materials. Within the wetland common horsetail and common rush growth is dense. Adjacent to Wetland 2, tree growth is lacking due to clearing and logging that has occurred in the past, but several young regenerating red alder saplings were observed while traversing the area.

Ditch 2

Ditch 2 represents an outlet drainage, and flows from of the southern end of Wetland 2. The ditch flows adjacent to a gravel access road for approximately 20 m at which point it turns to a southerly direction of flow, under the gravel road and into Cowichan Lake. The ditch was excavated adjacent to a gravel access road to alleviate any potential issues related to stormwater runoff. Over the assessed area, the gradient of the ditch is on average 2%. The bankfull width of the ditch ranges between 0.30 m and 0.70 m. The upper portion of the ditch is fully vegetated with grasses (*Poa spp.*) and common rush. At the point where the ditch flows into Cowichan Lake, the riparian zone is overgrown with Himalayan blackberry (*Rubus discolor*). Ditch 2 possesses an ephemeral flow regime and it is likely that it only contains water after periods of prolonged rain. Due to the channel morphology and seasonal flow regime, Ditch 2 does not support any fish life processes. The ditch does, however, contribute water flow and nutrients to the lake ecosystem.

Ditch 3

Ditch 3 represents a man-made drainage that was constructed to direct stormwater runoff into Cowichan Lake. The ditch originates in the west-central portion of proposed Lot C and runs in a southerly direction, parallel to a gravel access road and into Cowichan Lake. On average, the gradient of the ditch is approximately 4% and the bankfull width between 0.80 m and 1.50 m. Ditch 3 possesses an ephemeral flow regime and based on the fact leaves had accumulated and vegetation was observed growing in the ditch at the time of the assessment, the drainage has not contained water for a prolonged period of time. Vegetation growth in the ditch is mainly represented by herb species such as sword fern, vanilla-leaf and grasses. Shrub species noted in the ditch at the time of the assessment included trailing blackberry and salmonberry. Ditch 3 does not represent fish habitat due to the fact it possesses a seasonal flow regime and lacks channel characteristics to support the life processes of fish. Given this the ditch does connect to Cowichan Lake via surface flow and contributes nutrients and water flow to the lake ecosystem.

Non-classified Drainage

This drainage originates from the roadside ditch adjacent to North Shore Road. Runoff is directed under North Shore Road and onto proposed Lot E. In the north-central portion of the lot, surface flow ceases and the drainage takes on a subsurface flow regime. Channel definition south of North Shore Road is lacking. It appeared as though the channel had been altered as drain rock was applied to an area immediately south of the road. The drain rock likely encourages subsurface flow. This drainage does not connect to fish habitat by surface flow and therefore the RAR does not apply.

The portion of the property north of the road did not appear to contain any RAR classified drainages. The topography steepens and in some areas the gradient was noted to be between 20% and 30%. Throughout this portion of the property mature forested ecosystems dominate, but it should be noted that young regenerating deciduous tree species were noted as being abundant. Table 2 represents a list of vegetation associated with the riparian zones of Stream 1, Ditch 1, Ditch 2, Ditch 3, Wetland 1 and Wetland 2. In addition, the following list of vegetation takes into account the dominate species observed north of North Shore Road.

Table 2. Upland Riparian Area Vegetation Species List

Common Name	Scientific Name
Trees	
Bigleaf maple	<i>Acer macrophyllum</i>
Red alder	<i>Alnus rubra</i>
Western hemlock	<i>Tsuga heterophylla</i>
Western redcedar	<i>Thuja plicata</i>
Shrubs	
Oceanspray	<i>Holodiscus discolor</i>
Salal	<i>Gaultheria shallon</i>
Trailing blackberry	<i>Rubus ursinus</i>
Salmonberry	<i>Rubus spectabilis</i>
Herbs	
Sedges	<i>Carex spp.</i>
Sword fern	<i>Polystichum munitum</i>
Bracken fern	<i>Pteridium aquilinum</i>
Vanilla-leaf	<i>Achlys triphylla</i>
Common rush	<i>Juncus effusus</i>
Common horsetail	<i>Equisetum arvense</i>
Herb-Robert	<i>Geranium robertianum</i>
False lily-of-the-valley	<i>Maianthemum dilatatum</i>

Section 2. Results of Riparian Assessment (SPEA width)

Attach or insert the Form 3 or Form 4 assessment form(s). Use enough duplicates of the form to produce a complete riparian area assessment for the proposed development

Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: 2015-09-03

Description of Water bodies involved (number, type)

Cowichan Lake

Stream	
Wetland	
Lake	X
Ditch	
Number of reaches	n/a
Reach #	n/a

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)	
starting point			I, Justin Lange, hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream			
downstream			
Total: minus high /low mean			
Channel Type	R/P	C/P	

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes I, <u>Justin Lange</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; c) I have carried out an assessment of the development proposal and

my assessment is set out in this Assessment Report; and
 d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Polygon No:

SPVT Type

LC	SH	TR
<input type="text"/>	<input type="text"/>	X

Method employed if other than TR

Polygon No:

SPVT Type

LC	SH	TR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Method employed if other than TR

Polygon No:

SPVT Type

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Method employed if other than TR

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	15						
Litter fall and insect drop ZOS (m)	15						
Shade ZOS (m) max	30	South bank	Yes	<input type="text"/>	No	X	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	<input type="text"/>	No	<input type="text"/>	If non-fish bearing insert no fish bearing status report		
SPEA maximum	15 m	(For ditch use table3-7)					

I, Justin Lange, hereby certify that:

- I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;
- I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: 2015-09-03

Description of Water bodies involved (number, type)

Wetland 1

Stream	
Wetland	X
Lake	
Ditch	
Number of reaches	n/a
Reach #	n/a

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)	
starting point			I, Justin Lange, hereby certify that: e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; f) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and h) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream			
downstream			
Total: minus high /low mean			
Channel Type	R/P	C/P	

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes I, <u>Justin Lange</u> , hereby certify that: e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; f) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and h) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
Polygon No:			Method employed if other than TR

SPVT Type	LC	SH	TR	
			X	
Polygon No:		Method employed if other than TR		
SPVT Type	LC	SH	TR	
Polygon No:		Method employed if other than TR		
SPVT Type				

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	15					
Litter fall and insect drop ZOS (m)	15					
Shade ZOS (m) max	30	South bank	Yes	X	No	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report			
SPEA maximum	30 m	(For ditch use table3-7)				

I, Justin Lange, hereby certify that:

- e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- f) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;
- g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- h) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology	Date:	2015-09-03
Description of Water bodies involved (number, type)	Wetland 2	
Stream		
Wetland	X	

Lake	<input type="text"/>
Ditch	<input type="text"/>
Number of reaches	n/a
Reach #	n/a

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)	
starting point	<input type="text"/>	<input type="text"/>	I, Justin Lange, hereby certify that: i) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; j) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; k) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and l) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
downstream	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Total: minus high /low	<input type="text"/>	<input type="text"/>	
mean	<input type="text"/>	<input type="text"/>	
	R/P	C/P	S/P
Channel Type	<input type="text"/>	<input type="text"/>	<input type="text"/>

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	<input type="text"/>	X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes I, <u>Justin Lange</u> , hereby certify that: i) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; j) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; k) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and l) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
Polygon No:	<input type="text"/>		Method employed if other than TR
SPVT Type	LC	SH	TR
	<input type="text"/>	<input type="text"/>	X
Polygon No:	<input type="text"/>		Method employed if other than TR

SPVT Type	LC	SH	TR	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Polygon No:	<input type="checkbox"/>			Method employed if other than TR
SPVT Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	15						
Litter fall and insect drop ZOS (m)	15						
Shade ZOS (m) max	30	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report		
SPEA maximum	30 m	(For ditch use table3-7)					

I, Justin Lange, hereby certify that:

- i) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- j) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;
- k) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- l) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: 2015-09-03

Description of Water bodies involved (number, type)

Stream 1

Stream	X
Wetland	
Lake	
Ditch	
Number of reaches	1
Reach #	1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

Channel Width(m)		Gradient (%)	
starting point	0.60	1	I, Justin Lange, hereby certify that: m) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; n) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; o) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and p) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
upstream	0.90		
	0.40		
	0.80		
	1.10		
downstream	0.60	3	
	0.40		
Total: minus high /low mean	0.69	2	
	R/P	C/P	S/P
Channel Type	X		

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes I, <u>Justin Lange</u> , hereby certify that: m) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; n) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; o) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and p) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
Polygon No:	<input type="text"/>		Method employed if other than TR
SPVT Type	LC	SH	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Polygon No:	<input type="text"/>		Method employed if other than TR
SPVT Type	LC	SH	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polygon No:	<input type="text"/>		Method employed if other than TR
SPVT Type	LC	SH	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPVT Type				

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	10					
Litter fall and insect drop ZOS (m)	10					
Shade ZOS (m) max	2.07	South bank	Yes	X	No	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report			
SPEA maximum	10 m	(For ditch use table3-7)				

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	10					
Litter fall and insect drop ZOS (m)	10					
Shade ZOS (m) max	2.07	South bank	Yes		No X	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report			
SPEA maximum	10 m	(For ditch use table3-7)				

I, Justin Lange, hereby certify that:

- m) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- n) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;
- o) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- p) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: 2015-09-03

Description of Water bodies involved (number, type)

Ditch 1

Stream	
Wetland	
Lake	
Ditch	X
Number of reaches	1
Reach #	1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)		
starting point	0.40	2	I, Justin Lange, hereby certify that: q) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; r) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; s) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and t) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.	
upstream	0.70			
	0.60			
	0.50			
downstream		4		
Total: minus high /low mean	0.55	3		
	R/P	C/P		S/P
Channel Type				

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes I, <u>Justin Lange</u> , hereby certify that: q) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; r) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; s) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and t) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
Polygon No:			Method employed if other than TR

SPVT Type	LC	SH	TR	
			X	
Polygon No:		Method employed if other than TR		
SPVT Type	LC	SH	TR	
Polygon No:		Method employed if other than TR		
SPVT Type				

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	5					
Litter fall and insect drop ZOS (m)	5					
Shade ZOS (m) max	0.65	South bank	Yes		No	X
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report	
SPEA maximum	5 m	(For ditch use table3-7)				

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	5					
Litter fall and insect drop ZOS (m)	5					
Shade ZOS (m) max	0.65	South bank	Yes		No	X
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report	
SPEA maximum	5 m	(For ditch use table3-7)				

I, Justin Lange, hereby certify that:

- q) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- r) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;
- s) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- t) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: 2015-09-03

Description of Water bodies involved (number, type)

Ditch 2

Stream	
Wetland	
Lake	
Ditch	X
Number of reaches	1
Reach #	1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

Channel Width(m)		Gradient (%)	I, Justin Lange, hereby certify that: u) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; v) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; w) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and x) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
starting point	0.30	1	
upstream	0.40		
	0.40		
	0.70		
	0.60		
downstream		3	
Total: minus high /low mean	0.48	2	
	R/P	C/P	S/P
Channel Type			

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

I, Justin Lange, hereby certify that:

- u) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- v) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;
- w) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- x) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Polygon No:

SPVT Type

LC	SH	TR
<input type="text"/>	<input type="text"/>	X

Method employed if other than TR

Polygon No:

SPVT Type

LC	SH	TR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Method employed if other than TR

Polygon No:

SPVT Type

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Method employed if other than TR

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	5						
Litter fall and insect drop ZOS (m)	5						
Shade ZOS (m) max	1.44	South bank	Yes	<input type="text"/>	No	X	<input type="text"/>
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	<input type="text"/>	No	<input type="text"/>	If non-fish bearing insert no fish bearing status report		
SPEA maximum	5 m	(For ditch use table3-7)					

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel	5						

Stability ZOS (m)		
Litter fall and insect drop ZOS (m)	5	
Shade ZOS (m) max	1.44	South bank
	Yes	No
		X
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)	
Ditch Fish Bearing	Yes	No
		If non-fish bearing insert no fish bearing status report
SPEA maximum	5 m	(For ditch use table3-7)

I, Justin Lange, hereby certify that:

- u) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- v) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;
- w) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- x) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: 2015-09-03

Description of Water bodies involved (number, type)

Ditch 3

Stream	
Wetland	
Lake	
Ditch	X
Number of reaches	1
Reach #	1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)
starting point	0.90
upstream	1.20
	1.10
	0.80
downstream	1.30
	1.20
	1.00
	1.10
	1.40

	Gradient (%)
	6
	2

I, Justin Lange, hereby certify that:

- y) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act;
- z) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;
- aa) I have carried out an assessment of the development proposal and my assessment is set

Total: minus high /low mean	1.20		out in this Assessment Report; and bb) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
	4.50		
	10.4		
	1.16	4	
Channel Type	R/P	C/P	S/P

Site Potential Vegetation Type (SPVT)

	Yes	No		
SPVT Polygons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes	
Polygon No:	<input type="checkbox"/>		I, <u>Justin Lange</u> , hereby certify that: y) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; z) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson; aa) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and bb) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.	
SPVT Type	LC	SH		TR
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Method employed if other than TR
Polygon No:	<input type="checkbox"/>		Method employed if other than TR	
SPVT Type	LC	SH		TR
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Polygon No:	<input type="checkbox"/>		Method employed if other than TR	
SPVT Type	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	5					
Litter fall and insect drop ZOS (m)	5					
Shade ZOS (m) max	3.48	South bank	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Ditch	Justification description for classifying as a ditch (manmade, <input type="checkbox"/>					

no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report
SPEA maximum	5 m	(For ditch use table3-7)			

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	5					
Litter fall and insect drop ZOS (m)	5					
Shade ZOS (m) max	3.48	South bank	Yes		No	X
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report	
SPEA maximum	5 m	(For ditch use table3-7)				

I, Justin Lange, hereby certify that:

- y) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- z) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;
- aa) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- bb) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

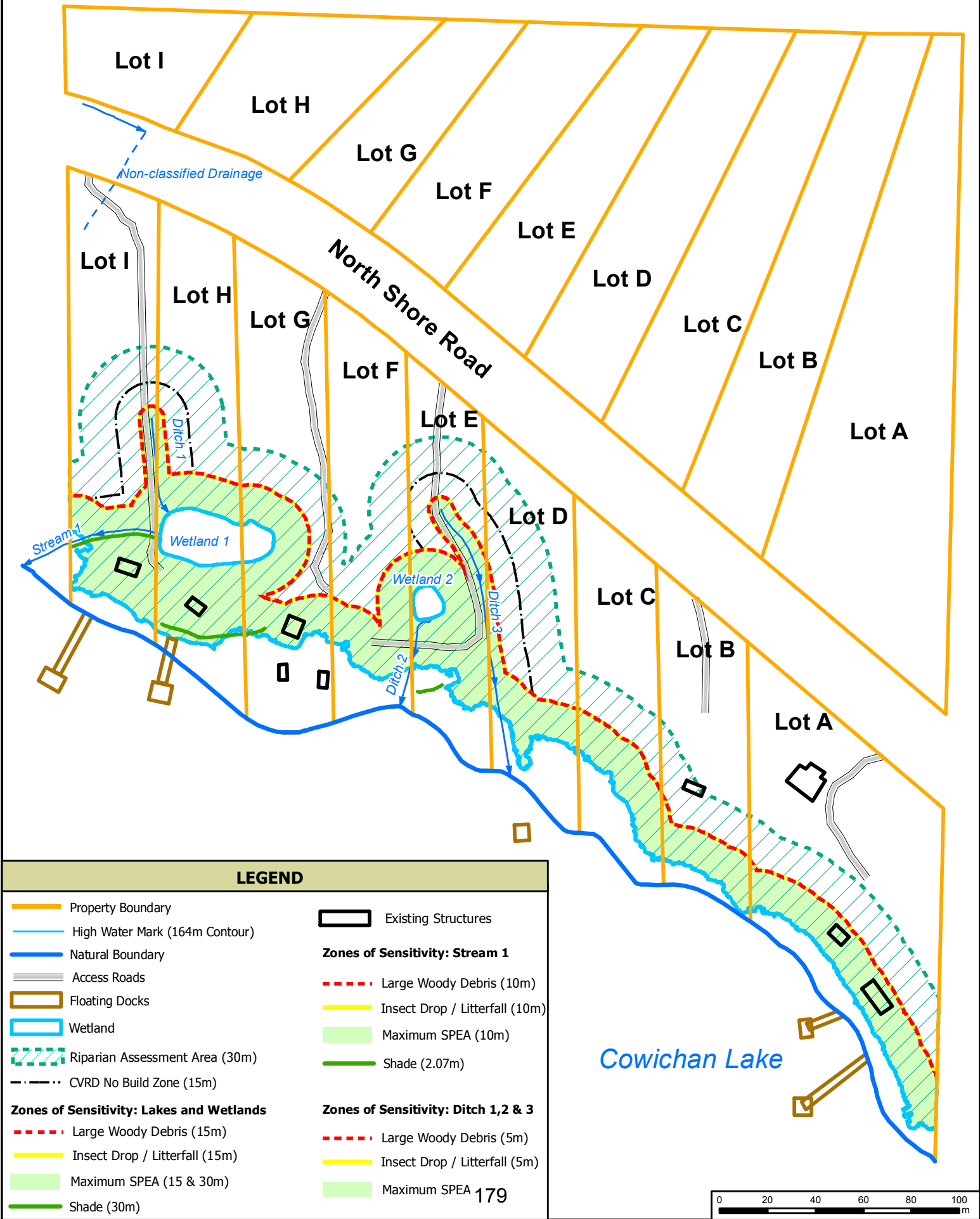
Comments

This RAR assessment was triggered by a proposal to subdivide a property that is within the 30 m RAA of Cowichan Lake. Due to the fact the proposal is only at the subdivision stage, no plans have yet been finalized for future land development. It is important to note that there are several families invested in the property. The subdivision will result in each family obtaining approximately a 1 ha piece of land. Once the requirements of the zoning and subdivision application have been met, it is likely that the owner of each property will formulate plans to construct a cabin on their property.

Due to the fact the HWM coincides with the 164 m elevational contour adjacent to Cowichan Lake, it was not possible to delineate the HWM in the field at the time of the assessment. For the

purposes of this assessment, the 164 m contour was obtained from CVRD mapping products. In the future when plans to construct cabins proceed, more detailed RAR assessments will be required. At that time a British Columbia Land Surveyor (BCLS) must be retained to measure and delineate the HWM on site. As part of the assessment, a full set of 11 measurements could not be obtained for Stream 1, Ditch 1 and Ditch 2. This is based on the relatively short length and morphology of these drainages. Portions of each drainage lack channel definition, therefore, measurements were obtained from portions of the drainages that possessed channel definition.

In addition, CVRD Electoral Area I Bylaws state that no dwelling or structure shall be constructed within 15 m of a watercourse. This setback will be respected when construction is initiated in the future, particularly within Lot H, Lot I (Ditch 1), Lot D and Lot E (Ditch 3) where the setback exceeds the SPEA (5 m) for these watercourses. .



LEGEND

- Property Boundary
- High Water Mark (164m Contour)
- Natural Boundary
- Access Roads
- Floating Docks
- Wetland
- ▨ Riparian Assessment Area (30m)
- - - CVRD No Build Zone (15m)
- Existing Structures
- Zones of Sensitivity: Stream 1**
- - - Large Woody Debris (10m)
- Insect Drop / Litterfall (10m)
- ▨ Maximum SPEA (10m)
- Shade (2.07m)
- Zones of Sensitivity: Lakes and Wetlands**
- - - Large Woody Debris (15m)
- Insect Drop / Litterfall (15m)
- ▨ Maximum SPEA (15 & 30m)
- Shade (30m)
- Zones of Sensitivity: Ditch 1,2 & 3**
- - - Large Woody Debris (5m)
- Insect Drop / Litterfall (5m)
- ▨ Maximum SPEA 179



Section 4. Measures to Protect and Maintain the SPEA

This section is required for detailed assessments. Attach text or document files, as need, for each element discussed in chapter 1.1.3 of Assessment Methodology. It is suggested that documents be converted to PDF *before* inserting into the assessment report. Use your “return” button on your keyboard after each line. You must address and sign off each measure. If a specific measure is not being recommended a justification must be provided.

<p>1. Danger Trees</p>	<p>At the time of the assessment, it was noted that most of the property is composed of mature second growth coniferous forest, but deciduous trees were also noted as being relatively abundant. While traversing the property during the site visit there were no obvious indications of hazard trees. All of the trees, particularly the mature conifers, appeared to be in good health. There is currently no requirement to have a danger tree assessment completed by a professional certified in assessing danger trees.</p> <p>As the trees (particularly deciduous species) continue to mature, there may be a requirement to limb, top or completely remove a tree(s). By doing so, unhealthy trees can be managed properly to prevent harm to people or damage to structures. If in the future the property owners consider any trees to be a hazard, a suitably qualified QEP must be retained to assess the tree(s) in question and provide recommendations. All Coarse Woody Debris (CWD) resulting from tree management measures should be positioned within the SPEA as it will provide a benefit to wildlife.</p>
<p>I, <u>Justin Lange</u>, hereby certify that:</p> <p>cc) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>dd) I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;</p> <p>ee) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>2. Windthrow</p>	<p>There are presently no concerns related to windthrow on site as this assessment was triggered by a subdivision proposal. Once the property has been subdivided and individual property owners finalize plans for cabin construction, there will likely be a requirement to remove trees. Given this, it is not anticipated that windthrow will be of concern as trees will not be removed from large areas. Any new forest edges that are created will not be expansive; therefore, the likelihood of increased susceptibility to high wind velocities is very low.</p>
<p>I, <u>Justin Lange</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made</p>	

<p>under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
3. Slope Stability	<p>There are no concerns related to slope stability in the assessment area. Overall, the topography of the site is relatively subdued. At the time of the assessment It did not appear that any portion of the property within the SPEAs possessed a gradient of more than 10-12%.</p>
<p>I, <u>Justin Lange</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
4. Protection of Trees	<p>Currently subdivision is the only form of “development” occurring at Parcel A, North Shore Road. At this time, no tree protection measures are required to be implemented. Once the subdivision is complete and individual property owners finalize plans for construction of their cabins, tree protection measures will be developed based on placement of the cabins. In cases where cabins are positioned beyond the 30 m RAA, there will be no requirement to develop tree protection measures. If development plans involve construction within the 30 m RAA, tree protection measures must be implemented. Development of measures should be based on the following list, which represents common sources of damage to trees:</p> <ul style="list-style-type: none"> - Trenching through the root zone of trees during excavation activities; - Direct damage to tree limbs and stems from heavy machinery; - Changing the ground level around trees; - Allowing pollutants to contaminate the soil around trees; - Allowing machinery to travel near or park adjacent to trees; or - Storing construction materials around trees. <p>By eliminating these sources, it is unlikely there would be any damage to trees within the SPEA when construction does occur in the future.</p>
<p>I, <u>Justin Lange</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have</p>	

followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
5. Encroachment	<p>Currently, there are numerous land uses and structures within the 30 m RAA. Under RAR methodology existing land uses and structures are legally non-conforming and the client can, therefore, continue to use the property as in the past. At the time of the field visit, the client was made aware that additional encroachment or new “development” activities are prohibited within the SPEA. “Development” includes activities such as:</p> <ul style="list-style-type: none"> - Removal, alteration, disruption or destruction of vegetation; - Disturbance of soils; - Construction of temporary or permanent structures; - Creation of non-structural impervious or semi impervious surfaces; - Flood protection works; - Construction of roads and trails; - Provision and maintenance of sewer/water services; - Development of drainage systems; and - Development of utility corridors. <p>Encroachment of the SPEA is not of concern at this time as the proposal is currently in the subdivision phase. When the construction phase is initiated, all development will occur beyond the SPEA boundaries of each waterbody. Also, future construction will occur beyond the CVRD 15 m no-build zone.</p>
I, <u>Justin Lange</u> , hereby certify that:	
<p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
6. Sediment and Erosion Control	<p>Under the Federal Fisheries Act, sediment is regarded as being a deleterious substance and introducing sediment into waterbodies can damage fish habitat. Of particular concern is suffocation of spawning beds. As this assessment is related to an application for rezoning and subdivision, there are currently no concerns related to sediment transport into Cowichan Lake. As a result, there is no recommendation for a detailed erosion and sediment control (ESC) plan at this time.</p> <p>When construction does occur in the future, each property owner will be required to have a more in depth RAR assessment completed. At that time detailed ESC measures will be developed by the Qualified Environmental Professional (QEP).</p>
I, <u>Justin Lange</u> , hereby certify that:	

<p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>7. Stormwater Management</p>	<p>Stormwater management measures are recommended to deal with a net increase of surface run-off as a result of constructing impervious surfaces, such as rooftops and asphalt driveways. There are no recommendations related to stormwater management as this assessment was completed for a rezoning/subdivision application. Stormwater management measures will be developed when construction plans are finalized and each property owner has a more detailed RAR completed.</p>
<p>I, <u>Justin Lange</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.</p>	
<p>8. Floodplain Concerns (highly mobile channel)</p>	<p>Cowichan Lake represents a dynamic system that experiences natural (sometimes extreme) seasonal variations in water level. Presently there are no concerns related to flooding or highly mobile channels as subdivision is currently the only form of “development”. When construction occurs in the future, local government legislation regarding construction adjacent to the lake must be followed. In this particular case, consideration must be given to maximum flood levels as represented by the 200 year flood height.</p>
<p>I, <u>Justin Lange</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Craig Gibson;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.</p>	

Section 5. Environmental Monitoring

Attach text or document files explaining the monitoring regimen Use your “return” button on your keyboard after each line. It is suggested that all document be converted to PDF *before* inserting into the PDF version of the assessment report.

Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

Environmental monitoring is required when construction activities take place within the 30 m RAA. The purpose of monitoring during the construction phase is to ensure that the recommended measures put in place to protect the functionality of the SPEA are followed.

Currently, subdivision is the only proposed form of “development”. If subdivision is approved and development plans are established at a later date to include construction activities inside the RAA, a more detailed assessment must be completed. The SPEAs and RAA have now been identified, allowing the local government to assess any new development applications proposed on the properties under the RAR. Future property owners must be made aware of the RAA and SPEA dimensions and also the requirement for the completion of a focused RAR assessment, should development be proposed inside the RAA.

When plans for development proceed and specific measures have been developed, it will be the responsibility of each property owner to contact the QEP. It will be necessary to carry out a brief site inspection at the beginning, middle and end of construction activities to ensure that the SPEA has been respected. Also, the completion and submission of a post-construction monitoring report via the RAR notification system will be required.

Section 6. Photos

Photo 1. Looking northwest along the natural boundary of Cowichan Lake. This is a representative photo of the foreshore habitat adjacent to proposed Lot H and Lot I.



Photo 2. The SPEA of proposed Lot H. Note the dense hydrophytic shrub growth.



Photo 3. Looking southeast at the current beach/foreshore access for proposed Lot G.



Photo 4. A representative photo of the upslope forested ecosystem beyond the 30 m RAA.

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Photo 5. A representative photo of the seasonally wet areas that exist on the subject property. Note that rushes and horsetails are the dominant species of vegetation.



Photo 6. Himalayan blackberry growth on proposed Lot G. Nearly all of the invasive plant growth is confined to the areas immediately adjacent to the lake where human activity is prevalent. Ditch 2 flows through this area into Cowichan Lake.

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Photo 7. Looking south at proposed Lot E. Note only the recreational areas are void of vegetation and are surrounded by functioning riparian vegetation.



Photo 8. Looking west at the foreshore of proposed Lot E.

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Photo 9. The eastern portion of the foreshore of proposed Lot C. Note the abundance of intact hydrophytic, native vegetation, an indication that this area remains relatively undisturbed.



Photo 10. The ditch network (Ditch 3) adjacent to the access road for proposed Lot D. Note the vegetation growth, which is an indication water has not flowed through the ditch in a prolonged period of time.

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Photo 11. Looking east along North Shore Road, which bisects the northern and southern portions of the property.



Photo 12. A representative photo of the northern portion of the property. The abundance of young deciduous tree species is indicative of the past logging activities in the area.



Photo 13. Looking southeast along the gravel driveway that provides access to proposed Lot H and Lot I.



Photo 14. Looking east at Wetland 1 from the gravel access road.

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report



Photo 15. A representative photo of Stream 1 as it flows immediately west of the gravel access road.



Photo 16. Stream 1 where it emerges from a sub-surface flow regime.

Section 7. Professional Opinion

Assessment Report Professional Opinion on the Development Proposal's riparian area.

Date

1. I Justin Lange, B.Sc., R.P.Bio.

Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.)

hereby certify that:

- a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*,
 - b) I am qualified to carry out the assessment of the proposal made by the developer Craig Gibson, which proposal is described in section 3 of this Assessment Report (the "development proposal"),
 - c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
 - d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation; AND
2. As a qualified environmental professional, I hereby provide my professional opinion that:
- a) if the development is implemented as proposed by the development proposal there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed, **OR**
(Note: include local government flex letter, DFO Letter of Advice, or description of how DFO local variance protocol is being addressed)
 - b) if the streamside protection and enhancement areas identified in this Assessment Report are protected from the development proposed by the development proposal and the measures identified in this Assessment Report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed.

[NOTE: "qualified environmental professional" means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if

- (a) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association,
- (b) the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and
- (c) the individual is acting within that individual's area of expertise.]

History on "Carley Cove" Property-Lake Cowichan

Current Use of Existing Property:

The subject property of thirty acres is divided almost equally by North Shore Road. It is owned by eleven owners each having an undivided interest ranging from 1/10th to 2/10ths, including some where the interest is held in joint tenancy with a partner or spouse or other owners. The owners have a co-owners agreement (cooperative association) governing the management of the property. There are some very restrictive clauses in this agreement which limit the current owners in disposing of their interest either through a will or the open market place, which in turn affects market value. The owners, some who have been on title since 1963, are seeking to divide the subject property into nine lots so that each would have a clear and separate title. Currently each owner utilizes their share of the property as seasonal recreation, some have campers, or trailers driven and stored on their area on a seasonal basis, some have more permanent arrangements in seasonal cabins or r/v's left on site. Weather shelters have been built to allow r/v's to be placed under them. Five foreshore structures have been built in such a manner as to respect the natural shore line and several rocky beach areas have been created for lake access for swimming. The natural vegetation has been maintained for the most part while in some areas lawn has been created to the shore line. Tree removal has taken place as a number of alders/maples and some coniferous trees have died and needed removal. The upland area of the land between the seasonal recreation and North Shore road is undisturbed for the most part. As there is no fencing between the individual owners areas Elk roam freely both on lakefront area as well as the upland above the road. Also the owners do not utilize the area north of the road other than taking the occasional windfall for fire wood. They sometimes hike in the area but there is no active seasonal recreation use through occupancy either in cabins or r/v's as there is on the lake front areas.

History on “Carley Cove” Property-Lake Cowichan

1928-property sold by Cowichan Lumber Company to Hjalmer Erikson

1963-Holm family purchased property-1100 sq ft home, cabin and outbuildings-house occupied seasonally by owners and by hunters

1964-Plan of subdivision created (31 lots-as shown on plan on display) there were subdivisions on both sides of this property
1913/ early 60's

1965-Holm family lived full time on property

Late 60's/early 70's-squatters occupied house-became damaged
-boarded up

Late 70's/80's-zoning changed from residential to Forestry-more adjacent lands subdivided

1985-Kathy Holm became sole owner of her share

1986-Old family home burned by Youbou Fire Department-family returned to camp year after year

1990-Kathy Holm bought out other owners-before doing had assurance from CVRD to be able to divide into three lots-never did complete

1990's?-discussions with Gerard LeBlanc-showed him 1964 plan of subdivision-he said this could be grandfathered?

2002-created “**Carley Cove**” co-operative.

2005-OCP allocated residential uptake on lake to Youbou Lands

2005-September-owners proposed to rezone to Lakefront Residential LR1-9 lots-owners withdrew request

2008-March-Owners apply to rezone for 5 lots (each lot to be strata titled for 2 lots)APC preferred 10 lot strata-went to Electoral Area Services Committee (EASC) put on hold pending major review of OCP to be done in 2009 (not done yet!)

2009-April-Owners informed major OCP review would not happen until 2013 (not done yet nor as reported by staff not part of any planning reports for the next number of years-not on the list of projects to be completed)

2009-June-CVRD Board officially denied application

“Carley Cove” Property-Lake Cowichan

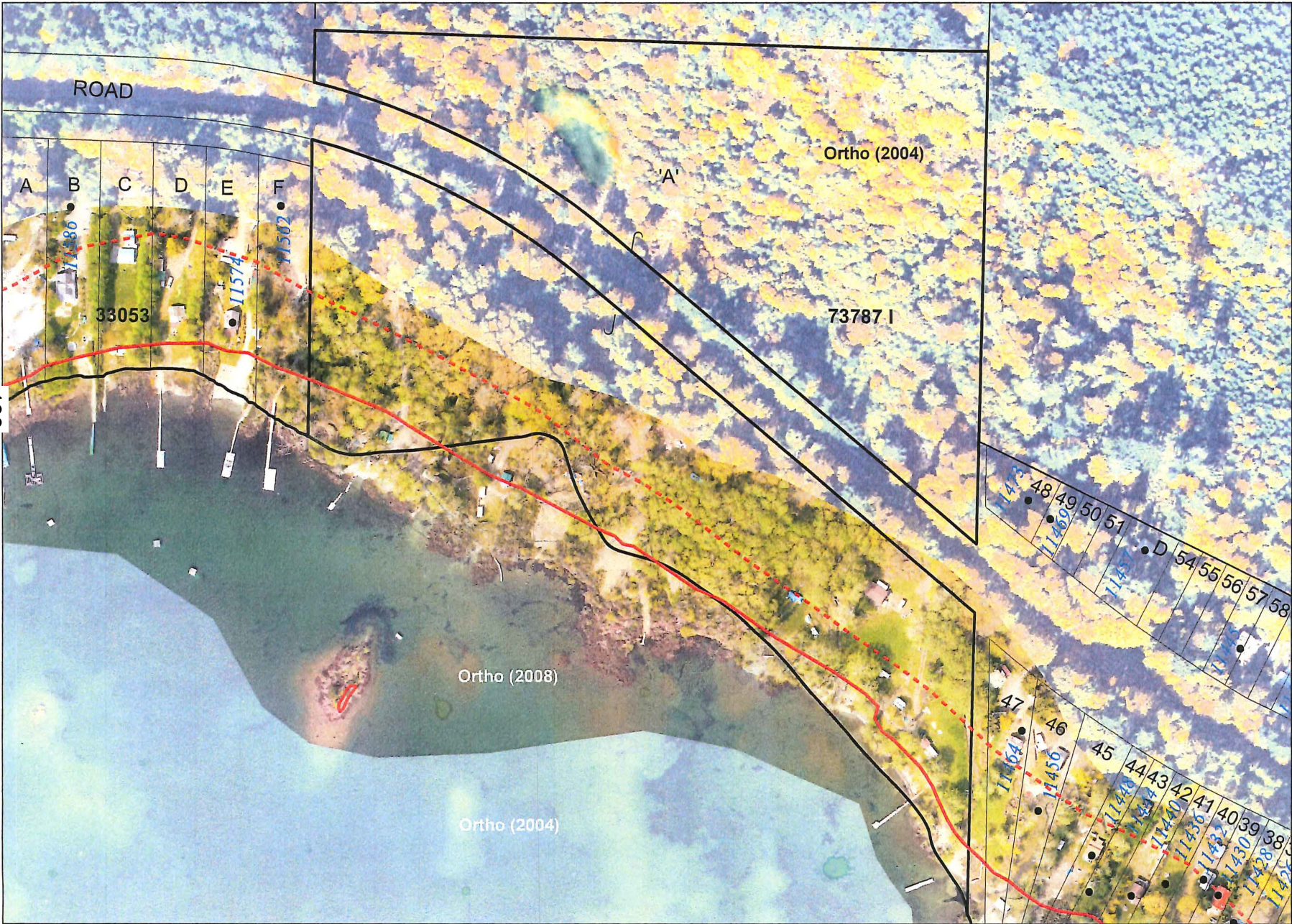
Advantages to the Community-

- lots will have limits imposed upon them through the rezoning and subdivision approval process including but not limited to such things as building footprint, setbacks, density of use, building height etc
- public access to the lake is provided on the west side of the property and enhanced on the east side through the subdivision process
- lake shore disruption minimized through rezoning and subdivision approval process as well as riparian protection along lake shore and other environmental protection areas on subject property
- the owners will, in all likelihood, be required to pay compensation in lieu of parkland dedication-5%
- this property was not, in recent times, held by a forestry company and sold to owners for speculation (has been owned by current owners since 1963 -previously held privately since 1928)
- all of the current rules regarding domestic water supply and sewage disposal via septic system, including setbacks will be met prior to final subdivision approval
- the initial proposal has been reviewed by a Registered Professional Biologist (RPBio) with those results in turn being reviewed by the Ministry of Environment and CVRD Staff, and include include recommendations for future subdivision
- access is water only and therefore no need to dedicate private road as public road
- no hydro, nor community water/sewer needed
- through this public information meeting the community gets an opportunity to make early comment pro or con on the proposal and will continue to have input through the process as to what happens with the property
- no impact on the uptake of lots designated for the Youbou Lands project
- other agencies ie Ministry of Environment, Ministry of Transportation, First Nations, CVRD Departments, and Electoral Area APC all have input into proposal
- only the lake side of this property will have buildings placed upon the lots, the north side of the property above the road will remain in its natural state
- the residents will not just be weekenders but will be owners and will be another set of ears and eyes on what is happening generally in this area of the Youbou Community-as such they will act as caretakers of not only their lots but the community
- property taxes paid to the CVRD will increase

“Carley Cove” Property-Lake Cowichan

Advantages to the Owners-

- the form and type of occupancy does not lessen from what owners are currently doing but would add an opportunity for flexibility in future use-rules around density, building footprint, setback etc will be applicable on each lot
- the Registered Professional Biologist(RPBio) report will provide very helpful information to the owners regarding environmental protection and enhancement going forward into the subdivision process
- other agencies will review the proposal and accompanying reports, ie RB Bio
- property not previously held by major forestry company and then sold for speculation
- lots will be water access only and therefore will not require the dedication of the private forestry road
- the grandfathered uses of the property get regularized through the rezoning and subdivision processes
- each owner gets a fee simple title over which they can raise a mortgage, sell, transfer, leave to an estate and use in accordance to permitted uses of zone without the complication of cooperative sign offs by other owners
- the ancient subdivision contemplated in 1964 by the Holm family (31 lots proposed) gets completed (now 9 lots)
- all current rules regarding domestic water supply and sewage disposal via septic system, including setbacks will be required as a condition of subdivision approval
- get to live on the property year round and protect it from vandalism



This map is compiled from various sources for internal use and is designed for reference purposes only.

The Regional District does not warrant the accuracy.

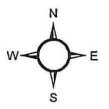
All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

Printed: May 7, 2015

Elevation Levels

- 164m HWM
- - - 167m 200 year flood level



Scale: 1:2,000

R6

**Electoral Area I Planning Commission Minutes
June 7, 2016****Meeting Started at 7:00 pm****Members Present:**

Judy Reynolds
Larry Leischner
Jeff Abbott
Orest Smycniuk

Others:

Director Klaus Kuhn
Alternate Director Joe Tatham
Rachelle Rondeau, CVRD Planner

Applicants:

Jim Dias (agent), Craig Gibson, Wayne Friesen (1-I-16 RS)
Don and Sharon Fern (2-I-16 DP VAR)

1-I-16 RS (Carly Cove):

Jim Dias presented the application on behalf of the owners, and distributed a summary of the proposal and history:

- There is a complicated ownership agreement resulting in 10 ownership interests, and the applicants would like to subdivide in order to separate their interests. 10 fee simple lots are proposed;
- The lots would be approximately 2.5 acres each, with approximately even distribution of waterfront;
- Applied to rezone to allow seasonal or permanent residence and camping;
- Would be willing to register a covenant limiting the footprint of the dwellings;
- Held a public meeting, only one resident from the area attended;
- Long history of ownership, not bought as a speculative venture, 5 shared docks;
- The owners formerly applied to rezone, and were ultimately denied;
- A review of the Official Community Plan (OCP) was supposed to occur, but this never happened;
- Owners do not intend to install fencing, therefore elk will continue to roam as they do, no increase in traffic, unlikely the property would ever return to the “working land base”; subdivisions on either side of the property already;
- Intend to contribute amenity to the nature and habitat fund;
- Do not expect residential/recreational conflicts as the subdivisions next door do not present conflicts; many examples of recreational/residential zoning around different lakes e.g. Sproat, Shuswap.

The applicant responded to questions from the APC.

Recommendation:

- *That the APC recommends approval of the application.*



MEMORANDUM

DATE: November 21, 2016 **FILE NO.** 01-I-16RS
TO: Rachelle Rondeau, Planner II
FROM: Tanya Soroka, Parks & Trails Planner
SUBJECT: Proposed Rezoning of Carly Cove Property on Cowichan Lake Approximately 5 km West of Youbou—Amenity Contributions

Parks & Trails staff, along with the Electoral Area I Parks Commission, has reviewed this proposed subdivision application and the Parks Commission passed the following motion at their meeting held on September 13, 2016:

- " - The protection of the Riparian Zone is imperative
 - At least one lot should be set aside for park dedication
 - In addition, there should be a funding contribution to the Area I Nature and Habitat Fund established for Cowichan Lake."***

Two site visits were conducted in July and September 2016. It was determined that as an amenity contribution some land should be dedicated to the CVRD as parkland as well as providing a monetary contribution towards the Area I Nature and Habitat Fund for Cowichan Lake. CVRD Parks & Trails staff is supportive of this motion.

Once the applicants are ready to move forward, CVRD staff (Parks and Planning) should meet with the applicants to discuss the details of the amenity contributions. Once the details are worked out then a Section 219 covenant will be prepared to secure the public amenity commitments to ensure that the transfer occurs at the time of subdivision. A formal survey plan should be prepared at the time of subdivision.

Once a preliminary site plan is completed as part of the rezoning package, it will be attached to the covenant to identify the general location of the park. A draft of the park covenant will be prepared prior to public hearing. As part of the subdivision, this park land will be transferred in fee simple to the CVRD as a separately titled lot and the financial contribution will be deposited into the Area I Nature and Habitat Fund for Cowichan Lake.

Sincerely,

Tanya Soroka, MCIP, RPP
 Parks & Trails Planner, Parks & Trails Division
 Planning & Development Department

TS/dsb

pc: Director K. Kuhn, Electoral Area I – Youbou/Meade Creek
 Jim Dias, applicant

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Cowichan Tribes

5760 Allenby Road Duncan, BC V9L 5J1
 Telephone (250) 748-3196 Fax: (250) 748-1233

Tuesday, November 15, 2016

Rachelle Rondeau
 Planner, Cowichan Valley Regional District
 175 Ingram Street
 Duncan, BC V9L 1N8

Our file RTS: 873131
 Your file: 01-I-16RS

BY ELECTRONIC MAIL: rrondeau@cvrld.bc.ca

Dear Rachelle Rondeau;

Re: Proposed rezoning of forestry resource lands to recreational/residential uses at Carly Cove, near Youbou

I would like to thank you for meeting with my staff on November 3, 2016. Cowichan Tribes staff, Candace Charlie and Tracy Fleming, as well as our Cultural Consultant Luschiim Arvid Charlie, met on site with Jim Dias and Wayne Friesen at Carly Cove on October 12, 2016. Luschiim informed us that this area is known by Cowichan Elders as *Xwaaqw'um* (roughly pronounced Quaquam in English), named after the female mergansers that were known to congregate there.

In general, Cowichan Tribes has concerns with development along the foreshore of Cowichan Lake. In too many instances riparian integrity is lost to development interests, resulting in loss of freshwater spawning habitat, as well as safe lake access points for the provincially blue-listed Cowichan Elk herd. Both fish and elk are important food sources for the Cowichan people and are essential to the continued health of our community. These pressing concerns cannot be secondary to development pressures if the CVRD wishes to honour their government-to-government relationship with Cowichan Tribes. Another prominent concern to Cowichan Tribes is that the upland of this property is directly adjacent to Crown lands selected by Cowichan Tribes for treaty land selection. Future Cowichan member access to the lake and to elk hunting grounds is compromised by any future development of the adjacent lands to this Crown land piece.

Cowichan Tribes' response to Carly Cove, Cowichan Lake referral, November 15, 2016

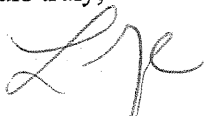
Cowichan Tribes have developed the following list of conditions we believe are necessary to sustain the ecological functions of this area, and therefore essential to a binding agreement with the proponents:

- No development or other alteration (including native vegetation removal) within riparian areas (maximum SPEA of 15 m) associated with streams, ditches, wetlands or lake shore identified in the RAR report by Madrone Environmental Ltd. in 2015.
- No development of public trail system on the foreshore of Cowichan Lake. This action would severely diminish remaining riparian vegetation.
- No additional private docks construction. The land owners of this property can designate one or two existing docks for shared access and enjoyment by the Carly Cove land owners. Each additional dock along Cowichan Lake adds to the cumulative impact on riparian and shore spawning habitat. Docks preclude healthy aquatic vegetation resulting in higher predation rates to juvenile salmonids. Additionally, trails developed to access docks result in removal or trampling of riparian vegetation, further impacting the health of the lake shoreline.
- No additional driveways constructed. The land owners to need to agree to continue to share vehicle access roads onto the property.
- Trees will not be cut on the property except within previously designated future building footprints, and for safety reasons.
- We suggest that the landowners at Carly Cove invest in a community septic treatment facility that will meet the needs of current and future residential uses.
- Cowichan Tribes strongly recommends that no fencing be erected for boundary lines or garden enclosures on the property. The property is used by elk in very high frequency and needs to remain available to them for access to the lake, shelter and food. Fencing limits elk movement, and can be a safety hazard for them if their antlers become ensnared in fencing materials.
- This property is adjacent to Crown Land that has been selected by Cowichan Tribes for treaty purposes; therefore we strongly suggest that the CVRD ensure lake access is obtained for future access by Cowichan members.
- CVRD needs to ensure that beyond the present request, no future subdivision of parcels occurs at Carly Cove, either by parceling off the parts of lots on the north side of the road, or by further subdivision.

Please consider the above points as constituting Cowichan Tribes comments and recommendations to date. If you have any concerns or require clarification, please do not hesitate to contact myself, Candace Charlie at Candace.charlie@cowichantribes.com, or Tracy Fleming

at tracy.fleming@cowichantribes.com. We look forward to more communication about the results of CVRD committee and board decisions on this property.

Yours truly,



Larry George
Smaalthun
Manager, Lands and Governance

LG/af

c. Jim Dias, via email jimdias@shaw.ca



Cowichan Tribes

5760 Allenby Road Duncan, BC V9L 5J1

Telephone (250) 748-3196 Fax: (250) 748-1233

May 26, 2016

Our File: 873131

Your File: 01-I-16RS

Rachelle Rondeau
Planner, Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

BY ELECTRONIC MAIL: rroudeau@cvrld.bc.ca

Re: Rezoning Application – North Shore Road (Section 45, Renfrew District)

Ms. Rondeau,

Cowichan Tribes has received and reviewed your referral package dated April 27, 2016 regarding the above noted application to rezone an approximately 30 acre parcel 5km west of Youbou from F-1 (forestry resource) to a new recreational and residential zone. We understand that there has been recreational use of the property dating back to 1963 and that this activity is presently ongoing.

Cowichan Tribes has inquired about, but not received any supporting documentation or reports from either the CVRD or directly from the proponent relating to the existing environmental baseline conditions of this parcel, and therefore we are unable to properly identify particular areas of concern as they relate to Cowichan Tribes' Aboriginal Interests. We therefore argue that consultation on this referral to date has been wholly inadequate due to the fact that we are made to provide comment on this rezoning proposal without full knowledge of the impact that this proposal would have on our constitutionally-protected Aboriginal Rights and Title. There is a duty on the Crown to ensure that a First Nation is provided with full information on any measure proposed and its effect on the First Nation¹. We would appreciate the CVRD fulfilling its legal obligation by requiring that proponents submit with their application supporting environmental studies where deemed appropriate to do so (i.e., in areas not already subject to intense industrial activity).

That being said, our concerns constitute, but are not limited to, the following:

- The project proposal area contains TWO extremely sensitive wetlands. These important ecosystems are the only ecosystems designated for conservation by international convention². They provide food and essential habitat for many species of fish, shorebirds, waterfowl, and furbearing mammals. They filter sediments and toxic substances, and absorb the impact of hydrologic events (floods). As a result of colonial activity, wetlands have become a scarce resource. They are particularly sensitive to erosion and flooding, and often have very close connections with the groundwater system. Any further development initiated within the vicinity of such important and sensitive fish and wildlife habitats would be environmentally irresponsible.
- The project proposal area has been identified as Roosevelt Elk habitat. This species is blue-listed, and under stress from hunting and habitat loss. Causing habitat fragmentation and disrupting the local migration paths of these animals will result in their further endangerment.

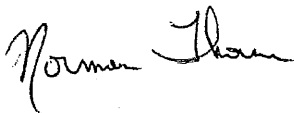
¹ *R. v. Jack* (1995) 16 B.C.L.R. (3d) 201 BCCA

² http://www.ramsar.org/sites/default/files/documents/library/scan_certified_e.pdf

- As cited in the Youbou/Meade Creek OCP Bylaw No. 2650, “[r]ural and urban sprawl promote more wildlife interface areas, where residential neighbourhoods are established in forested areas with extreme or high wildfire ratings” (pg. 8).
- The Crown land parcels surrounding the proposal area that were identified in the CVRD map sent to Cowichan Tribes are parcels which we have included as part of our BC Treaty Crown land selection. These land selection discussions are well underway and Cowichan Tribes opposes any haphazard development in this area.

In the absence of further information provided to Cowichan Tribes regarding the proposal area, these will be considered preliminary comments. If you have any further questions, please do not hesitate to contact my referrals staff at: Candace.charlie@cowichantribes.com

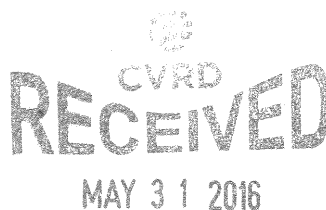
Sincerely,



For Larry George
Smaalhun
Manager, Lands & Governance

LG/cc

Excellent care, for everyone,
everywhere, every time



May 27, 2016

Your File No.: 01-I-16RS (Dias for Carly Cove)

Rachelle Rondeau, Planner
Development Services Division
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Dear Ms. Rondeau:

Re: Rezoning Application from F-1 (Forest Resource 1), to a new Recreational/Residential Zone

Thank you for the opportunity comment on the Carly Cove Bylaw Amendment Referral: 01-I-16RS (Dias for Carly Cove). We would like to provide some insight regarding our regulatory role in reference to this development. We would like to also provide some linkages between Health and Built Environment associated with this proposal. The past few years have seen significant advances in linking land use planning with health outcomes; such as, preserving and protecting the natural environment enhances the ability to mitigate negative health impacts associated with development; clean air, clean water and access to greenspace.

Regulatory Considerations

Drinking Water

I would like to first highlight a few definitions under the drinking water section (excerpt from the *Drinking Water Protection Act*). The applicant will be required to submit an application for a single water system, or for multiple water systems on this property, depending upon the water system design. Where all lots are connected to a single water source, only one water system permit will be issued. However, where there are several independent water sources, several water system permits will be issued in accordance with the legislation.

Definitions within the Act are as follows:

"water supply system" means a domestic water system, other than
(a) a domestic water system that serves only one single-family residence, and
(b) equipment, works or facilities prescribed by regulation as being excluded;

"domestic purposes" means the use of water for
(a) human consumption, food preparation or sanitation,
(b) household purposes not covered by paragraph (a), or
(c) other prescribed purposes;

"domestic water system" means a system by which water is provided or offered for domestic purposes, including
(a) works used to obtain intake water,
(b) equipment, works and facilities used for treatment, diversion, storage, pumping, transmission and distribution,
(c) any other equipment, works or facilities prescribed by regulation as being included,
(d) a tank truck, vehicle water tank or other prescribed means of transporting drinking water, whether or not there are any related works or facilities, and
(e) the intake water and the water in the system,
but excluding equipment, works or facilities prescribed by regulation as being excluded;

(The Act can be found at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_01009_01)

Regardless of the outcome of this amendment proposal, the unapproved water systems in this neighbourhood will be required to comply with the Drinking Water Protection Act. This referral form suggests that multiple users on this site are currently drawing from one or two sources of water. By definition, a water supply system(s) already exists on this site and as such, the water system(s) must be issued construction permits and undergo source approvals with our Public Health Engineer and Environmental Health Officer/Drinking Water Officer respectively (for more information: <http://www.viha.ca/mho/water/>).

Sewerage Systems

Any on-site sewage disposal systems in this neighbourhood must be constructed in compliance with the Sewerage System Regulation. Composting toilets are not an approved treatment method for domestic sewage in the Sewerage System Regulation. Where technical requirements are unavailable in the legislation, Island Health will apply the VIHA Subdivision Standards to this referral application. Island Health will not support any application that does not meet the requirements of the VIHA Subdivision Standards.

VIHA Subdivision Standards

Minimum lot size requirements are essential to the land development process toward the reduction of health hazards caused by sewerage system malfunctions. It is also necessary to maintain clearance distances between lot boundaries, buildings, drinking water sources, surface water etc., and the sewerage system discharge area. The construction of sewerage systems within flood plain boundaries is not consistent with responsible land development.

This referral form indicates that the most likely location for land development at this site will be on the waterfront portion of the lots, which have 0.4 ha (1 acre) of development area. Depending upon the water system design at this site, the required depth of suitable soil for subdivision approval could be altered. Where individual wells are not located on each parcel, the required soil depth and minimum lot size could be reduced to 36" and 0.2 ha (0.5 acre) respectively.

Re: Rezoning Application
May 27, 2016

Page 3 of 3

A current copy of Island Health's Subdivision Standards has been attached for your review or can be found at: <http://www.viha.ca/NR/rdonlyres/67C5EDB3-9439-42B2-8E9D-E84965B62D31/0/VIHASubdivStandardsJuly172013.pdf>.

Features of particular concern in this neighbourhood could be minimum parcel size (depending upon water system design) and the impact of the high water mark and/or floodplain on all types of land use.

Recreational Water

The public beaches in this neighbourhood are not routinely monitored by Island Health for health hazards or bacteriological water quality. However, where on-site sewerage systems are either failing, or else located within the flood plain, a health hazard would likely be created by sewage and sewage effluent contaminating the recreational water area. For more information about recreational water quality and monitoring please follow the following link: <http://www.viha.ca/mho/recreation/>

For more information on the floodplain information and mapping for this particular locality, please refer to: http://www.env.gov.bc.ca/wsd/data_searches/fpm/ or more specifically http://www.env.gov.bc.ca/wsd/data_searches/fpm/reports/region1.html

Power/Energy Source

Most often, water systems and sewerage systems require a consistent power supply in order to function properly. In the absence of BC Hydro service at this property, the applicant will need to consider how such infrastructure will be designed so that it functions and can be maintained appropriately.

Recommendations under Island Health's Healthy Built Environment Initiative

Climate Change

Existing data indicates that climate change may further stress regions that are already water stressed and that regions such as the Cowichan Valley may be more susceptible to flooding in the future.ⁱ Floods are also increasing in frequency and intensity, and the frequency and intensity of extreme precipitation is expected to continue to increase throughout the current centuryⁱⁱ. Floods can contaminate freshwater supplies and heighten the risk of water-borne diseases. They also damage homes and negatively impact the ability of onsite septic systems to work properly/as designed.

ⁱ Provincial Health Services Authority. Agriculture's Connection to Health: A summary of the evidence relevant to British Columbia (2016; pending approval)

ⁱⁱ World Health Organization. Climate Change and Health fact sheet. <http://www.who.int/mediacentre/factsheets/fs266/en/>

Thank you again for offering us the opportunity to comment on this application. I am happy to discuss our commentary further at your convenience, if you would like to.

Sincerely,



Alison Gardner
Environmental Health Officer

cc: Shaun Malakoe, Senior Environmental Health Officer, Nanaimo
Jade Yehia, CPHI(C), Regional Built Environment Consultant



COWICHAN VALLEY REGIONAL DISTRICT
175 Ingram Street, Duncan, B.C. V9L 1N8
Tel: (250) 746-2620 Fax: (250) 746-2621

BYLAW AMENDMENT REFERRAL FORM

Date: April 27, 2016
CVRD File No. 01-I-16RS
(Dias for Carly Cove)

The Cowichan Valley Regional District has received an application to rezone an approximate 10 ha (30 acre) parcel from F-1 (Forest Resource 1), to a new recreational/residential zone.

General Property Location: Approximately 5 km west of Youbou, this section of road is known as North Shore Road and is privately owned.

Legal Descriptions: Parcel A (DD 73787¹), of Section 45, Renfrew District (PID: 000-222-348)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by **Friday, May 27, 2016**. If no response is received within that time, it will be assumed that your agency's interests are unaffected. **If you require more time to respond, please contact Rachelle Rondeau, Planner, Development Services Division, by calling 250-746-2620 or e-mailing rrondeau@cvrld.bc.ca**


Comments: (attach comments if more space required)

Approval recommended for reasons outlined below

Interests unaffected

Approval recommended subject to conditions below

Approval not recommended due to reasons outlined below

Signature  Title Wes OLSEN, Sgt Detachment Commander Contact No. 250-749-6668
(Sign and print)

see e-mail.

This referral has been sent to the following agencies:

- Ministry of Transportation and Infrastructure (Victoria)
- Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- Cowichan Tribes (Larry George, Land & Governance)
- Ditidaht First Nation (Chief & Council)
- Youbou Volunteer Fire Department
- Island Health (Environmental Health/Duncan)
- School District 79
- Ministry of Forest, Lands, & Natural Resource
- RCMP (Lake Cowichan Detachment)
- BC Transit
- CVRD Facilities & Transit Division
- CVRD Parks & Trails Division
- CVRD Engineering Services Department
- CVRD Public Safety Division

Updated

R6

On Jul 12, 2016, at 10:32 AM, Wes Olsen <wes.olsen@rcmp-grc.gc.ca> wrote:

Jim,

I would be agreeable to adding a paragraph at the end of my original submission with the comment that "It is because of the reasons outlined above the Lake Cowichan Detachment, although not against the development as proposed, has concerns about the area being "Water Access Only" at this time".

Wes

Sgt. Wes Olsen

Detachment Commander
Lake Cowichan RCMP / Government of Canada
wes.olsen@rcmp-grc.gc.ca / Tel: 250-749-6668 / Fax: 250-749-6458

Serg. Wes OLSEN

Chef de détachement

1

Rachelle Rondeau

From: Wes Olsen <wes.olsen@rcmp-grc.gc.ca>
Sent: Wednesday, June 01, 2016 9:11 AM
To: Rachelle Rondeau
Subject: RE: CVRD File No. 01-1-16RS (Dias for Carly Cove)
Attachments: CVRD BYLAW Amendment for Carly Cove.pdf

Rachelle,

Please accept this e-mail as the Lake Cowichan Detachment's response to the CVRD Bylaw Referral Form for the above-noted file (Scanned portion of page 1 attached).

The Lake Cowichan Detachment has reservations regarding the approval of a Bylaw amendment to re-zone the noted area from Forestry to a new recreational/residential zone. The detachment has the same concerns that were brought forward for another recent Bylaw amendment for the same general area.

The primary concern is that this area is "water access only" which is an issue for police or emergency services response to a situation that could occur in the prescribed area. The property in question is only accessible by land via a Private Logging Road. The owner of the road can close off road access to this area at any time right at the Town of Youbou as well as at Shaw Creek.

Police or emergency response to this area will already be a challenge for the people that currently utilize this land. The proposal, if approved, would increase the population of the property specifically during the peak seasonal time of the year. Cowichan Lake is a Resort destination and the Lake Cowichan Detachment is much busier during the summer. Based on detachment resource levels and scheduling, responding to a "water access only" area presents many policing challenges. Although the Lake Cowichan Detachment does have a boat that is utilized for patrols and police response on Cowichan Lake it can only be driven by a qualified boat operator. There must also be a second person on board during any scheduled boat patrol or a response to a call for service. Aside from scheduled patrols which are completed with members from a dedicated Marine Unit or members on overtime any police response to a water access only area of Cowichan Lake would be by members who are working in the detachment area during the time the call would be received. The detachment does maintain a minimal number of members on any given shift however a call to respond to a water access only area of Cowichan Lake would severely impact the minimal resources for the shift and the response time to get to the area of the water access only call. For example, if the detachment is operating on a shift minimum of two members and a call for service is received at a water access only area of Cowichan Lake then two members are required to respond on the boat. If neither of the members on duty is qualified to operate the boat, a qualified operator needs to be located and called in to attend. This would obviously cause a delay in response. Depending on other calls for service a second member may need to be called in as well to maintain two members on land to respond to priority calls for service and two members to go on the boat to respond to the water access only call for service. It is impractical to have a minimum of four members on duty during any given shift as the detachment's current resource level does not allow for this consistent level of minimal daily policing (four members per shift).

It is because of the reasons outlined above that the Lake Cowichan Detachment does not recommend approval to re-zone this land to allow for a larger population to inhabit this remote area during the detachment's busiest time of the year.

Respectfully submitted,

Sgt. Wes Olsen

Detachment Commander
Lake Cowichan RCMP / Government of Canada
wes.olsen@rcmp-grc.gc.ca / Tel: 250-749-6668 / Fax: 250-749-6458

Serg. Wes OLSEN

Chef de détachement
GRC de Lake Cowichan / Gouvernement du Canada
wes.olsen@rcmp-grc-gc.ca / Tél. : 250-749-6668 / Téléc.: 250-749-6458



COWICHAN VALLEY REGIONAL DISTRICT
 175 Ingram Street, Duncan, B.C. V9L 1N8
 Tel: (250) 746-2620 Fax: (250) 746-2621

BYLAW AMENDMENT REFERRAL FORM

Date: April 27, 2016
CVRD File No. 01-I-16RS
(Dias for Carly Cove)

The Cowichan Valley Regional District has received an application to rezone an approximate 10 ha (30 acre) parcel from F-1 (Forest Resource 1), to a new recreational/residential zone.

General Property Location: Approximately 5 km west of Youbou, this section of road is known as North Shore Road and is privately owned.

Legal Descriptions: Parcel A (DD 73787¹), of Section 45, Renfrew District (PID: 000-222-348)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by **Friday, May 27, 2016**. If no response is received within that time, it will be assumed that your agency's interests are unaffected. **If you require more time to respond, please contact Rachelle Rondeau, Planner, Development Services Division, by calling 250-746-2620 or e-mailing rrondeau@cvrld.bc.ca**

Comments: (attach comments if more space required)

- | | |
|---|--|
| <input type="checkbox"/> Approval recommended for reasons outlined below | <input type="checkbox"/> Interests unaffected |
| <input type="checkbox"/> Approval recommended subject to conditions below | <input checked="" type="checkbox"/> Approval not recommended due to reasons outlined below |

Signature *M. Dias* (sign and print) Title Transit Analyst Contact No. 250-746-2637

Area is beyond transit service standards for ^{consideration of.} fixed route or custom (handy DART) service access. Does not meet minimum required density standards for transit service.

This referral has been sent to the following agencies:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria) | <input checked="" type="checkbox"/> School District 79 |
| <input checked="" type="checkbox"/> Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone) | <input checked="" type="checkbox"/> Ministry of Forest, Lands, & Natural Resource |
| <input checked="" type="checkbox"/> Cowichan Tribes (Larry George, Land & Governance) | <input checked="" type="checkbox"/> RCMP (Lake Cowichan Detachment) |
| <input checked="" type="checkbox"/> Ditidaht First Nation (Chief & Council) | <input checked="" type="checkbox"/> BC Transit |
| <input checked="" type="checkbox"/> Youbou Volunteer Fire Department | <input checked="" type="checkbox"/> CVRD Facilities & Transit Division |
| <input checked="" type="checkbox"/> Island Health (Environmental Health/Duncan) | <input checked="" type="checkbox"/> CVRD Parks & Trails Division |
| | <input checked="" type="checkbox"/> CVRD Engineering Services Department |
| | <input checked="" type="checkbox"/> CVRD Public Safety Division |

Bylaw Amendment Referral Response

May 26, 2016

Development Location: Youbou Road, approximately 5 km west of Youbou
CVRD File No. 04-I-16RS (Dias for Carly Cove)

Overall Transit Impact:

- The subject parcel does not meet Cowichan Valley transit service standards of providing transit service to areas with a minimum density of 10 persons per hectare over a minimum 10 hectare area;
- The closest available fixed-route transit service to this area ends within the town of Youbou (last bus stop is located near the Youbou Fire Hall on Route #20);
- Custom transit service (i.e. handyDART services) are also limited to areas located within 1.5 kilometres of fixed routes;
- Accordingly the subject property if redeveloped to a new recreational / residential zone would not have access to transit services.

Rachelle Rondeau

From: Erin Annis
Sent: Friday, December 02, 2016 9:15 AM
To: Rachelle Rondeau
Subject: RE: Message from "RNP002673853F77"

Hi Rachelle,

No, the CVRD does not have a mandate that all residential areas be serviced by public transit. We have general service standards that suggest if developments are looking to have access to transit services they must be located within area that meets minimum density parameters of:

- 10 persons per hectare over a minimum 10 hectare area

We just want to make it clear that there should be no expectation of transit services if developing outside of these guidelines. I selected not recommended as from the transit perspective this development is too far removed to support transit services of any kind which may be requested in the future, however, if there is no expectation for that service then interests unaffected is probably appropriate.

I hope that helps clarify. Happy to chat further as needed, 746-2637.

Erin

-----Original Message-----

From: Rachelle Rondeau
Sent: December-02-16 9:06 AM
To: Erin Annis
Subject: FW: Message from "RNP002673853F77"

Hi Erin,

I had a question from the applicant about this referral response - he was wondering if the Facilities and Transit interests would be more accurately reflected as "Interests Unaffected"?

Does the CVRD have a mandate that all residential areas be ultimately serviced by public transit? If that is the case, then it appears your comments appropriately reflect CVRD's position.

Just looking for additional information/clarity so that I can advise the applicant.

Thanks

Rachelle

Rachelle Rondeau, MCIP, RPP
Planner, Development Services Division
Planning and Development Department
Cowichan Valley Regional District
175 Ingram Street, Duncan, BC V9L 1N8
E-mail: rrondeau@cvrld.bc.ca
Tel: 250.746.2620 Toll Free: 1.800.665.3955 Fax: 250.746.2621



Lake Cowichan First Nation

01-I-16RS - Rezoning Application for Dias (Carly Cove co-owners)

Project Summary

Project Name:

Rezoning Application for Dias (Carly Cove co-owners)

FN Consultation ID:

01-I-16RS

Proponent Organization:

[Cowichan Valley Regional District](#) [1]

Project Type:

7831 - CVRD - Bylaws

Project Details

Project Description:

This application proposes to rezone the approximately 10 ha (30 acre) parcel from F-1 (Forest Resource 1), to a new recreational/ residential zone.

Permanent:

0

General Comments and Notes:

Rachelle Rondeau:Planner, Development Services Division; Ph: 250-746-2620; Email: rrondeau@cvrd.bc.ca


Consultation Project Area

Location Description:


Approximately 5 km west of Youbou, this section of road is known as North Shore Road and is privately owned.

Supporting Media

File Attachments:

 [cvrd-file-no-01-i-16rs-dias-carly-cove.pdf](#) [2]

Shapefile Upload:

 [youbou.kmz](#) [3]

Workflow

Date Received:

Tuesday, May 31, 2016

External Contacts

Proponent Contact:

[Rachelle Rondeau](#) [4]

Regulatory Agency:

Cowichan Valley Regional District [1]

Source URL: <https://lcf.knowledgekeeper.ca/consultation/cowichan-valley-regional-district/projects/01-i-16rs-reoning-application-dias-carly>

Links

[1] <https://lcf.knowledgekeeper.ca/consultation/cowichan-valley-regional-district>

[2] <https://lcf.knowledgekeeper.ca/system/files/industry/1053/consultation/1250/attachments/cvrd-file-no-01-i-16r-dias-carly-cove.pdf>

[3] <https://lcf.knowledgekeeper.ca/system/files/industry/1053/consultation/1250/spatial-files/youbou.kmz>

[4] <https://lcf.knowledgekeeper.ca/consultation/cowichan-valley-regional-district/contacts/rachelle-rondeau>



MEMORANDUM

DATE: May 26, 2016 **FILE NO:** 01-I-16RS (Dias for Carly Cove)

TO: Rachelle Rondeau, Planner, Development Services Division

FROM: Jason deJong, Fire Rescue Services Coordinator, Public Safety Division

SUBJECT: Bylaw Amendment Referral Form No. 01-I-16RS (Dias for Carly Cove) – Public Safety Application Review

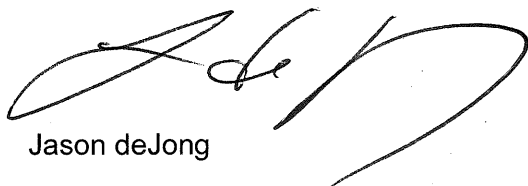
In review of the Bylaw Amendment Referral Form No. 01-I-16RS (Dias for Carly Cove) the following comments are made regarding the proposed amendment:

- ✓ Proposal is within the Lake Cowichan RCMP Detachment area.
- ✓ Proposal is within the British Columbia Ambulance Station 119 (Lake Cowichan) response area.
- ✓ Proposal is within the boundaries of the CVRD Regional Emergency Program.

Public Safety has the following concerns that may affect the delivery of emergency services to the proposed facility:

- ✓ Proposal is within Youbou Fire Protection boundaries area and their input may further affect Public Safety concerns/comments.
- ✓ The Community Wildfire Protection Plan has identified this area as **High risk for wildfire**.
- ✓ FireSmart principles must be adhered to and maintained (see attached information).
- ✓ All private roadways and driveways must be designed to support and allow access to the largest emergency vehicle likely to be operated on the driveway. This includes fire trucks and other emergency vehicles.
- ✓ As per Cowichan Valley Regional District House Numbering, Unsightly Premises and Graffiti Bylaw No. 1341, building numbers assigned are to be displayed in a conspicuous place on the property on which the building is located so that the number is visible from the roadway.

Sincerely,



Jason deJong

Rachelle Rondeau

From: Koch, David TRAN:EX <David.Koch@gov.bc.ca>
Sent: Thursday, May 26, 2016 9:46 AM
To: Rachelle Rondeau
Subject: Bylaw Referral - CVRD File No. 01-I-16RS

Hi Rachelle,

Please accept this email as an official response to your Bylaw Amendment Referral (CVRD File 01-I-16RS), sent on April 27th, 2016, Ministry File 2016-02638.

The Ministry has no objections to the Bylaw Amendment to rezone the 10 ha area in the Youbou area to a new recreational zone. However, it should be noted that as this area is developed further, public road access will need to be addressed through the subdivision process.

If you have any questions or concerns please feel free to contact me.

All the best,

David Koch

Ministry of Transportation and Infrastructure

District Development Technician

Office: (250)952-4489

Saanich Area Office:

240-4460 Chatterton Way | Victoria BC | V8X 5J2

Subdivision Approvals, Permits and Regulations: <http://www.th.gov.bc.ca/permits.htm>



COWICHAN VALLEY REGIONAL DISTRICT
175 Ingram Street, Duncan, B.C. V9L 1N8
Tel: (250) 746-2620 Fax: (250) 746-2621

BYLAW AMENDMENT REFERRAL FORM

Date: April 27, 2016
CVRD File No. 01-I-16RS
(Dias for Carly Cove)

The Cowichan Valley Regional District has received an application to rezone an approximate 10 ha (30 acre) parcel from F-1 (Forest Resource 1), to a new recreational/residential zone.

General Property Location: Approximately 5 km west of Youbou, this section of road is known as North Shore Road and is privately owned.

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You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by **Friday, May 27, 2016**. If no response is received within that time, it will be assumed that your agency's interests are unaffected. **If you require more time to respond, please contact Rachelle Rondeau, Planner, Development Services Division, by calling 250-746-2620 or e-mailing rrondeau@cvrld.bc.ca**

Comments: (attach comments if more space required)

- Approval recommended for reasons outlined below
- Interests unaffected
- Approval recommended subject to conditions below
- Approval not recommended due to reasons outlined below

Signature *[Signature]* Title SR. ENGINEERING Contact No. 250-746-2531
(sign and print) TECHNOLOGIST

As this development does not require CURD water or wastewater services, and is not within any CURD systems, Water Management has no comments.

This referral has been sent to the following agencies:

- Ministry of Transportation and Infrastructure (Victoria)
- Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone)
- Cowichan Tribes (Larry George, Land & Governance)
- Ditidaht First Nation (Chief & Council)
- Youbou Volunteer Fire Department
- Island Health (Environmental Health/Duncan)
- School District 79
- Ministry of Forest, Lands, & Natural Resource
- RCMP (Lake Cowichan Detachment)
- BC Transit
- CVRD Facilities & Transit Division
- CVRD Parks & Trails Division
- CVRD Engineering Services Department
- CVRD Public Safety Division

FORESTRY/NATURAL RESOURCE – POLICIES

POLICY 3.1 Lands considered suitable for wildlife habitat and ecosystem conservation, forest management and other natural resource uses are designated as **Forestry/Natural Resource** on Schedule B – OCP Map.

POLICY 3.2 The **Forestry/Natural Resource Designation** will provide for long term resource extraction uses, water protection and environmental conservation.

POLICY 3.3 Parcels in the **Forestry/Natural Resource Designation** will have a minimum parcel size of not less than 80 hectares.

POLICY 3.4: Senior governments should ensure that landscape management techniques are utilized to minimize impacts of logging on the visual beauty of the Plan area.

POLICY 3.5 The OCP encourages the province and the private forest companies to manage natural resource lands in a manner which minimizes adverse impacts on the community water supply, surface watercourses, groundwater sources, hazard lands, critical wildlife habitat, old growth forests and other sensitive ecosystems as designated in the *Sensitive Habitat Atlas*.

POLICY 3.6: Invasive non-native plant species should be managed and, where possible, eradicated.

POLICY 3.7: The Ministry of Forests and the private forest companies are encouraged to allow access for outdoor wilderness recreation, that exists in the natural woodlands of the Plan area, for continuous use by future generations in conjunction with the management of the forest. This would include the controlled use of private logging roads and areas during non-operation periods for public recreational use, where possible, except during times of high and extreme fire hazard.

POLICY 3.8: No more than one dwelling per parcel will be permitted in the **Forestry/Natural Resource Designation**. Where a dwelling is constructed, the owner of the property is encouraged to address wildfire safety concerns. This may include landscaping, residential structural options, choice of building materials, adequate water storage or access, and on-site emergency planning.

POLICY 3.9 The OCP encourages the province to utilize the precautionary principle, when managing natural resource areas. The province is urged to provide regular monitoring reports to communities, to assure them that the Best Management Practices are achieving the desired results.

POLICY 3.10 The OCP encourages the provincial government to support the communities from which the timber supply originates by ensuring that local employment opportunities are available in primary forestry and value-added wood product processing.

POLICY 3.11 Most lands within the **Forestry/Natural Resource Designation** are within an area of high or extreme wildfire-rating hazard. Any increase in the wildland urban interface, where residential and forested lands are interspersed, will be minimized in the OCP area by designating future urban and suburban settlement in fully-serviced areas adjacent to the existing community.

POLICY 3.12 Residential growth will not be encouraged west of the Cottonwood Creek future development area outlined in this Plan. Among the reasons for this are:

- (a) Allowing haphazard development, sometimes called 'spot-zoning', takes away from the community's ability to create a more complete, livable community with a mix of housing, recreational and commercial opportunities, shared services, healthier lifestyles and a better protected resource base.
- (b) An increase in automobile dependent development west of Youbou would attract still more like development, and would result in additional automobile pollution and less concentration on alternative forms of travel such as walking, cycling and public transit;
- (c) An increase in residential holdings would fragment green space and wildlife habitat, including Roosevelt Elk habitat;
- (d) Increasing day and night road travel west of Youbou would further impact wildlife habitat;
- (e) Residential development can consume the working land base – forestry is a renewable resource;
- (f) Residential development in inappropriate areas can lead to forestry-residential land use conflicts, where complaints arise over logging, truck traffic, dust, noise, safety, etc.;
- (g) Rural and urban sprawl leads to inefficient servicing and higher costs for such servicing as fire protection, policing, school bus services, power, transit, ambulatory care, garbage collection, and transportation, which in turn may lead to higher overall taxes;
- (h) Rural and urban sprawl promotes more wildfire interface areas, where residential neighbourhoods are established in forested areas with extreme or high wildfire ratings; and
- (i) The logging road west of Youbou is a forest industrial road, and there are safety concerns pertaining to the mix of forestry and residential traffic, particularly during all daylight hours.

PART FIVE

ZONE CATEGORIES

5.1 F-1 FOREST RESOURCE 1 ZONE

Subject to compliance with the general regulations detailed in Part 3 of this Bylaw, the following regulations apply in the F-1 Zone:

1. Permitted Uses

The following principal uses and no others are permitted in the F-1 Zone:

- a. Agriculture;
- b. Silviculture;
- c. Single-family dwelling;

The following accessory uses are permitted in the F-1 Zone:

- d. Bed and breakfast accommodation;
- e. Buildings and structures accessory to a principal permitted use;
- f. Home occupation.

2. Minimum Parcel Size

The minimum parcel size in the F-1 Zone is 80 hectares.

3. Number of Dwellings

Not more than one dwelling is permitted on a parcel that is zoned as F-1.

4. Setbacks

The following minimum setbacks apply in the F-1 Zone:

Type of Parcel Line	Forestry and Agricultural Buildings and Structures	Residential Buildings and Structures
Front parcel line	30 metres	7.5 metres
Interior side parcel line	15 metres	3.0 metres
Exterior side parcel line	15 metres	4.5 metres
Rear parcel line	15 metres	7.5 metres

5. Height

In the F-1 Zone, the height of all buildings and structures must not exceed 10 metres, except in accordance with Section 3.8 of this Bylaw.

6. Parcel Coverage

The parcel coverage in the F-1 Zone must not exceed 20 percent for all buildings and structures.

7. Parking and Loading

Off-street parking and loading spaces in the F-1 Zone must be provided in accordance with Sections 3.12 and 3.13 of this Bylaw.

BACKGROUND:

The initial application was prepared for consideration by the EASC for its June 21/17 meeting. The application was withdrawn at the outset of the meeting at the request of the applicants based upon a conversation held the CVRD Planning Department. Our initial question prior to withdrawal was essentially "If we withdraw this application and reconsider some of the issues identified by staff would any changes that the owners agree to result in a more favorable revised report going forward or are we just wasting time?". The response to that question was yes, changes would result in a more favorable report. . We did revisit those areas, sewer and septic as suggested by staff, and the owners have agreed to make some changes which we trust are reflected in a revised staff report. We have highlighted them below for your consideration.

AREAS OF RECONSIDERATION BY OWNERS:**SEWER DISPOSAL**

The owners have now agreed that all sewage disposal fields will be placed on the portions of each lot lying on the north side of the road. This satisfies staff concerns in a couple of ways. Firstly there is concern that having any septic field located as far away from the lake as possible is ultimately beneficial to the lake itself. To that end we have submitted a letter from a professional involved in waste water treatment which essentially states that it his experienced belief that siting of septic fields on the north side of the property is not a problem given soil conditions and slope of land. Secondly staff were concerned about the owners arguing in the future that, because these lots are proposed to be legally hooked across the road, additional subdivision is reasonable given their split. There are many reasons why this additional subdivision could not happen; future rezoning would be required; none of any requested new lots would have access to navigable water or a public road; and now with septic fields for lower lots future subdivision is quite unlikely.

SETBACKS

The owners were requested to look at additional setbacks from the Avg HWM (High Water Mark) 164'. The current setback is 15m and we were asked to consider 20m for building setback. The owners pegged the 15m, 20m and 30m setbacks on all lots and in consideration of the impact of changes can agree to a setback of 20m on all lots as suggested by CVRD Planning staff. This setback will be entrenched in a R/C Document to be registered at the time of subdivision. To that end we met with LeRoy Van Wieren, Chair of the Cowichan River and Lake Stewardship Society who visited the Carly Cove property twice, once before the setbacks were staked and once after. Our property is designated by the Society in one its reports as being in an area of the lake where foreshore disturbance is classified as being 0-19% disturbed. By contrast the village of Youbou is 100% disturbed. He was impressed by what the owners have done to maintain the natural vegetation in this area and agreed that through public education, emphasized with R/C's established through the Riparian Area Assessment report and registered at the time of subdivision will be very beneficial going forward. We asked Mr. Van Wieren, just as we asked CVRD staff regarding a revised report, if we were wasting our time going forward and

he essentially responded that he personally was not opposed to development and while optimally to protect the lake there should be no development at all , that scenario was not practical in any event.

AMENITY CONTRIBUTION

During our initial application we indicated that we would suggest the amenity contribution go to the Nature and Habitat Restoration Fund. We have since learned of the proposal to undertake major redevelopment of Arbutus Park on the lakefront of Youbou. To that end we now suggest that the \$50,000 we are offering as an amenity be contributed to that project. We understand that funding is in place for a new Washroom/Change Room and it will proceed this fall, but there is not enough funding to complete other components of the project. IE: new playground/replacement docks/ replacement boom/wave bumpers etc.

OTHER AREAS OF CONCERN IN STAFF REPORT:

-the CVRD staff report did not support this application due to the containment boundary defined in the current OCP. However, the Area I Advisory Planning Commission, a significant contributor to the OCP had no concerns with this aspect and further support our application.

-during a previous meeting with CVRD Staff we were advised that at the time of preparation of the OCP there was essentially a coin flip to determine whether our property as well as the 100 lot subdivision to the east and the 45+/- subdivision to the west would be designated for residential use versus the current Forestry designation. This discussion on the OCP Designation was confirmed by the area director as well. No mention of this discussion is made in the current staff report. Imagine our surprise when we heard of this!

-the background to this decision we are told is because of “no public road” whereas we were always of the understanding it was because “residential uptake would be assigned to the Youbou Lands” project. No development has taken place on Youbou Lands in the many years it has been on the books (12+/-).

-the initial internal referrals referenced in the staff report do not include the original Parks Department staff comments- “no interest in park dedication as part of this rezoning application and that cash in lieu will most likely be required at the time of **SUBDIVISION** and further the subdivision application will be referred to the Area I Parks Commission at the time of subdivision”. You can also imagine our surprise when the file was referred to the Parks Commission for consideration at the time of rezoning as opposed to subdivision!

-the staff report does not mention that we held a Public Meeting at the Youbou Community Hall in the late fall of 2015 prior to our January 2016 rezoning application. We advised the CVRD staff of that meeting in our cover letter in 2016 and noted no major public issues were identified at that meeting.

-the staff report is absent on any of the “benefits” of having R/C’s on the SPEA areas of property registered on title based upon the recommendations contained within the Riparian Area Assessment(RAR) Report and that further RAR work would be undertaken at the time of building permit through the Development Permit System.

-we have proposed 5% Compensation of Lieu of park land dedication, but have also suggested the requirement to dedicate a proposed 20m public road strip be waived at the time of subdivision as is allowed by the Land Titles Act. Staff are very familiar with this section and have told us that while the ultimate decision is with the Ministry of Transportation they have in the past, IE: Woodland Shores and the Cottages been very supportive of waivers and the Ministry has supported this. We are asking staff to support us in this endeavor and we can then not only will we pay cash in lieu but also dedicate park.

-it is mentioned in the staff report that in areas of high or extreme fire hazard new subdivisions should not be permitted. When we review the Safety Division reply on the internal referral we note we are designated "High" but the report also states FireSmart Principles must be adhered to and maintained. I assume this means if subdivision occurs non combustible building materials, water storage on site or pumps from the lake, clearing combustible vegetation from around homes etc. applies and we would agree to covenant those requirements. The report does not say no subdivision permitted?

-RCMP have stated that responding to emergencies in this area is extremely challenging! When I met with Sgt Wes Olsen in the summer of 2016 to question his original objection based upon no public road access I asked him how many incidents have there been in this area in his two/three years at the detachment and he said "none"?

-the report states "Changes in the forestry sector have resulted in sales of large tracts of land to owners for non-forestry uses". While the statement itself may no doubt be true it does not apply to us as this 30 acres has been in private hands since 1928 and has been used extensively for recreational purposes since 1963.

-The staff report states that until such time as "public road access is provided the property should remain in a forestry designation". The fact that this property is served by a private road is not relevant. The Land Titles Act allows "Access by Water Only" and the face of any approved subdivision plan will note that caveat, as will every title. The property is being utilized in a residential/ recreational way as are the 100 lots to the east and the 45+/- to the west. I am not sure that changing our current cooperative style of ownership to fee simple will significantly change the impact to that road.

Respectfully submitted

Jim Dias, Agent

Carly Cove



Office: (250) 746-4277
Fax: (250) 746-4257

Email: skseptics@shaw.ca
Web: www.skseptics.ca

5881 Howard Ave, Duncan B.C. V9L 3N7

RE Carly Cove

To whom it may concern,

September 17, 2017

On July 5, 2017 I did a site visit to the above address to provide an opinion on possible Onsite waste water systems. I walked the property on the North side of the road with Wayne Friesen and Jim Dias. I looked at a few excavations into the bank near the road. We also walked around up into the treed area.

I have over 25 years experience in the septic industry and I am a qualified Planer and Installer. I am very confident that waste water discharge areas can be installed in this area. Site assessments would be required to confirm costs. Site assessments include observation test pits, perc tests and soil analysis. All critical SPM (Standard practice manual) setbacks are obtainable. The property could have one larger system or individual systems. For individual Systems a two compartment septic tank and a separate single compartment pump tank would be placed near any dwelling to be constructed. Then the effluent would be pumped under the road to discharge area. The tank setback from the lake high water mark is 15m, similar to the dwelling setback from high water mark.

I visited the property again with Jim Dias on September 6, 2017 and can confirm that the 15m setback from Avg. HWM (164m) can be met on each of the new lots to be created.

Please contact me if you have any questions.

250 709 4497

Stewart Krumm, R.O.W.P.
S.K. Septics Ltd.
5881 Howard Ave.
Duncan, B.C.
V9L 3N7
Office Phone: (250)746-4277
Cellular Phone: (250)709-4497



From: Tracy Fleming
To: [Eamon Gaunt](#); [Rachelle Rondeau](#)
Cc: [Larry George](#)
Subject: Carly Cove (Cowichan Lake) rezoning application
Date: Thursday, July 20, 2017 12:25:54 PM

Hi Rachelle,

Thank-you for this. Despite the interpretation given in the attached staff report (of Cowichan Tribes November 2016 letter): "Originally opposed the proposal, subsequently met with the applicants and resolved a list of conditions if development is to proceed." , Cowichan Tribes remains concerned about development along Cowichan Lake, especially new proposals like this beyond Cottonwood Creek. CT is still opposed to this proposal, in principle, although if in future CVRD were to vote to proceed with rezoning (and I am happy to see the many concerns you outline in the staff report also align with ours) then the list of conditions that are presented in the letter would need to apply.

I hope that helps to clarify our position.
Tracy

*Tracy Fleming, M.Sc.
Referrals Coordinator
Cowichan Tribes
5762 Allenby Road
Duncan, BC V9L 5J1
(250) 748-3196 x 358*

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>>> Rachelle Rondeau <rrondeau@cvrld.bc.ca> 7/19/2017 3:40 PM >>>

Hi Tracy,

Please see the attached staff report. This was referred to to the June 21, 2017 Electoral Area Services Committee. However, the applicants have requested, and been granted, that this application be tabled pending their review to address the concerns. At the moment, I do not have a new date for when this might be considered. I will attempt to keep you posted, but please follow up with me in a month and I may know more .



Cowichan Tribes

5760 Allenby Road Duncan, BC V9L 5J1
Telephone (250) 748-3196 Fax: (250) 748-1233

Tuesday, November 15, 2016

Rachelle Rondeau
Planner, Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Our file RTS: 873131
Your file: 01-I-16RS

BY ELECTRONIC MAIL: rondeau@cvrd.bc.ca

Dear Rachelle Rondeau;

Re: Proposed rezoning of forestry resource lands to recreational/residential uses at Carly Cove, near Youbou

I would like to thank you for meeting with my staff on November 3, 2016. Cowichan Tribes staff, Candace Charlie and Tracy Fleming, as well as our Cultural Consultant Luschiim Arvid Charlie, met on site with Jim Dias and Wayne Friesen at Carly Cove on October 12, 2016. Luschiim informed us that this area is known by Cowichan Elders as *Xwaaqw'um* (roughly pronounced Quaquum in English), named after the female mergansers that were known to congregate there.

In general, Cowichan Tribes has concerns with development along the foreshore of Cowichan Lake. In too many instances riparian integrity is lost to development interests, resulting in loss of freshwater spawning habitat, as well as safe lake access points for the provincially blue-listed Cowichan Elk herd. Both fish and elk are important food sources for the Cowichan people and are essential to the continued health of our community. These pressing concerns cannot be secondary to development pressures if the CVRD wishes to honour their government-to-government relationship with Cowichan Tribes. Another prominent concern to Cowichan Tribes is that the upland of this property is directly adjacent to Crown lands selected by Cowichan Tribes for treaty land selection. Future Cowichan member access to the lake and to elk hunting grounds is compromised by any future development of the adjacent lands to this Crown land piece.

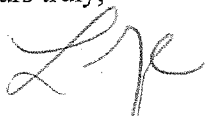
Cowichan Tribes have developed the following list of conditions we believe are necessary to sustain the ecological functions of this area, and therefore essential to a binding agreement with the proponents:

- No development or other alteration (including native vegetation removal) within riparian areas (maximum SPEA of 15 m) associated with streams, ditches, wetlands or lake shore identified in the RAR report by Madrone Environmental Ltd. in 2015.
- No development of public trail system on the foreshore of Cowichan Lake. This action would severely diminish remaining riparian vegetation.
- No additional private docks construction. The land owners of this property can designate one or two existing docks for shared access and enjoyment by the Carly Cove land owners. Each additional dock along Cowichan Lake adds to the cumulative impact on riparian and shore spawning habitat. Docks preclude healthy aquatic vegetation resulting in higher predation rates to juvenile salmonids. Additionally, trails developed to access docks result in removal or trampling of riparian vegetation, further impacting the health of the lake shoreline.
- No additional driveways constructed. The land owners to need to agree to continue to share vehicle access roads onto the property.
- Trees will not be cut on the property except within previously designated future building footprints, and for safety reasons.
- We suggest that the landowners at Carly Cove invest in a community septic treatment facility that will meet the needs of current and future residential uses.
- Cowichan Tribes strongly recommends that no fencing be erected for boundary lines or garden enclosures on the property. The property is used by elk in very high frequency and needs to remain available to them for access to the lake, shelter and food. Fencing limits elk movement, and can be a safety hazard for them if their antlers become ensnared in fencing materials.
- This property is adjacent to Crown Land that has been selected by Cowichan Tribes for treaty purposes; therefore we strongly suggest that the CVRD ensure lake access is obtained for future access by Cowichan members.
- CVRD needs to ensure that beyond the present request, no future subdivision of parcels occurs at Carly Cove, either by parceling off the parts of lots on the north side of the road, or by further subdivision.

Please consider the above points as constituting Cowichan Tribes comments and recommendations to date. If you have any concerns or require clarification, please do not hesitate to contact myself, Candace Charlie at Candace.charlie@cowichantribes.com, or Tracy Fleming

at tracy.fleming@cowichantribes.com. We look forward to more communication about the results of CVRD committee and board decisions on this property.

Yours truly,



Larry George
Smaalthun
Manager, Lands and Governance

LG/af

c. Jim Dias, via email jimdias@shaw.ca



Cowichan Tribes

5760 Allenby Road Duncan, BC V9L 5J1
Telephone (250) 748-3196 Fax: (250) 748-1233

May 26, 2016

Our File: 873131
Your File: 01-I-16RS

Rachelle Rondeau
Planner, Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

BY ELECTRONIC MAIL: rrondeau@cvrld.bc.ca

Re: Rezoning Application – North Shore Road (Section 45, Renfrew District)

Ms. Rondeau,

Cowichan Tribes has received and reviewed your referral package dated April 27, 2016 regarding the above noted application to rezone an approximately 30 acre parcel 5km west of Youbou from F-1 (forestry resource) to a new recreational and residential zone. We understand that there has been recreational use of the property dating back to 1963 and that this activity is presently ongoing.

Cowichan Tribes has inquired about, but not received any supporting documentation or reports from either the CVRD or directly from the proponent relating to the existing environmental baseline conditions of this parcel, and therefore we are unable to properly identify particular areas of concern as they relate to Cowichan Tribes' Aboriginal Interests. We therefore argue that consultation on this referral to date has been wholly inadequate due to the fact that we are made to provide comment on this rezoning proposal without full knowledge of the impact that this proposal would have on our constitutionally-protected Aboriginal Rights and Title. There is a duty on the Crown to ensure that a First Nation is provided with full information on any measure proposed and its effect on the First Nation¹. We would appreciate the CVRD fulfilling its legal obligation by requiring that proponents submit with their application supporting environmental studies where deemed appropriate to do so (i.e., in areas not already subject to intense industrial activity).

That being said, our concerns constitute, but are not limited to, the following:

- The project proposal area contains TWO extremely sensitive wetlands. These important ecosystems are the only ecosystems designated for conservation by international convention². They provide food and essential habitat for many species of fish, shorebirds, waterfowl, and furbearing mammals. They filter sediments and toxic substances, and absorb the impact of hydrologic events (floods). As a result of colonial activity, wetlands have become a scarce resource. They are particularly sensitive to erosion and flooding, and often have very close connections with the groundwater system. Any further development initiated within the vicinity of such important and sensitive fish and wildlife habitats would be environmentally irresponsible.
- The project proposal area has been identified as Roosevelt Elk habitat. This species is blue-listed, and under stress from hunting and habitat loss. Causing habitat fragmentation and disrupting the local migration paths of these animals will result in their further endangerment.

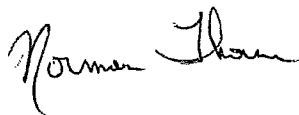
¹ *R. v. Jack* (1995) 16 B.C.L.R. (3d) 201 BCCA

² http://www.ramsar.org/sites/default/files/documents/library/scan_certified_e.pdf

- As cited in the Youbou/Meade Creek OCP Bylaw No. 2650, “[r]ural and urban sprawl promote more wildlife interface areas, where residential neighbourhoods are established in forested areas with extreme or high wildfire ratings” (pg. 8).
- The Crown land parcels surrounding the proposal area that were identified in the CVRD map sent to Cowichan Tribes are parcels which we have included as part of our BC Treaty Crown land selection. These land selection discussions are well underway and Cowichan Tribes opposes any haphazard development in this area.

In the absence of further information provided to Cowichan Tribes regarding the proposal area, these will be considered preliminary comments. If you have any further questions, please do not hesitate to contact my referrals staff at: Candace.charlie@cowichantribes.com

Sincerely,



For Larry George
Smaalthun
Manager, Lands & Governance

LG/cc



COWICHAN VALLEY REGIONAL DISTRICT
 175 Ingram Street, Duncan, B.C. V9L 1N8
 Tel: (250) 746-2620 Fax: (250) 746-2621

BYLAW AMENDMENT REFERRAL FORM

Date: April 27, 2016
 CVRD File No. 01-I-16RS
 (Dias for Carly Cove)

The Cowichan Valley Regional District has received an application to rezone an approximate 10 ha (30 acre) parcel from F-1 (Forest Resource 1), to a new recreational/residential zone.

General Property Location: Approximately 5 km west of Youbou, this section of road is known as North Shore Road and is privately owned.

Legal Descriptions: Parcel A (DD 73787¹), of Section 45, Renfrew District (PID: 000-222-348)

You are requested to comment on this proposal for potential effect on your agency's interests. We would appreciate your response by **Friday, May 27, 2016**. If no response is received within that time, it will be assumed that your agency's interests are unaffected. **If you require more time to respond, please contact Rachelle Rondeau, Planner, Development Services Division, by calling 250-746-2620 or e-mailing rrondeau@cvrld.bc.ca**

Comments: (attach comments if more space required)

- | | |
|---|---|
| <input type="checkbox"/> Approval recommended for reasons outlined below | <input checked="" type="checkbox"/> Interests unaffected |
| <input type="checkbox"/> Approval recommended subject to conditions below | <input type="checkbox"/> Approval not recommended due to reasons outlined below |

Signature *Tanya Sivoka* Title Parks & Trails Planner Contact No. 250-746-2614
 (sign and print)

There is no interest for parkland dedication as part of this rezoning application. Cash in lieu will most likely be required at the time of subdivision. The subdivision application will be referred to the Area I Parks Commissioner at the time of subdivision.

This referral has been sent to the following agencies:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure (Victoria) | <input checked="" type="checkbox"/> School District 79 |
| <input checked="" type="checkbox"/> Lake Cowichan First Nation (Hereditary Chief Cyril Livingstone) | <input checked="" type="checkbox"/> Ministry of Forest, Lands, & Natural Resource |
| <input checked="" type="checkbox"/> Cowichan Tribes (Larry George, Land & Governance) | <input checked="" type="checkbox"/> RCMP (Lake Cowichan Detachment) |
| <input checked="" type="checkbox"/> Ditidaht First Nation (Chief & Council) | <input checked="" type="checkbox"/> BC Transit |
| <input checked="" type="checkbox"/> Youbou Volunteer Fire Department | <input checked="" type="checkbox"/> CVRD Facilities & Transit Division |
| <input checked="" type="checkbox"/> Island Health (Environmental Health/Duncan) | <input checked="" type="checkbox"/> CVRD Parks & Trails Division |
| | <input checked="" type="checkbox"/> CVRD Engineering Services Department |
| | <input checked="" type="checkbox"/> CVRD Public Safety Division |



MEMORANDUM

DATE: November 21, 2016 FILE NO. 01-I-16RS
 TO: Rachelle Rondeau, Planner II
 FROM: Tanya Soroka, Parks & Trails Planner
 SUBJECT: Proposed Rezoning of Carly Cove Property on Cowichan Lake Approximately 5 km West of Youbou—Amenity Contributions

Parks & Trails staff, along with the Electoral Area I Parks Commission, has reviewed this proposed subdivision application and the Parks Commission passed the following motion at their meeting held on September 13, 2016:

- " - The protection of the Riparian Zone is imperative**
- At least one lot should be set aside for park dedication**
- In addition, there should be a funding contribution to the Area I Nature and Habitat Fund established for Cowichan Lake."**

Two site visits were conducted in July and September 2016. It was determined that as an amenity contribution some land should be dedicated to the CVRD as parkland as well as providing a monetary contribution towards the Area I Nature and Habitat Fund for Cowichan Lake. CVRD Parks & Trails staff is supportive of this motion.

Once the applicants are ready to move forward, CVRD staff (Parks and Planning) should meet with the applicants to discuss the details of the amenity contributions. Once the details are worked out then a Section 219 covenant will be prepared to secure the public amenity commitments to ensure that the transfer occurs at the time of subdivision. A formal survey plan should be prepared at the time of subdivision.

Once a preliminary site plan is completed as part of the rezoning package, it will be attached to the covenant to identify the general location of the park. A draft of the park covenant will be prepared prior to public hearing. As part of the subdivision, this park land will be transferred in fee simple to the CVRD as a separately titled lot and the financial contribution will be deposited into the Area I Nature and Habitat Fund for Cowichan Lake.

Sincerely,

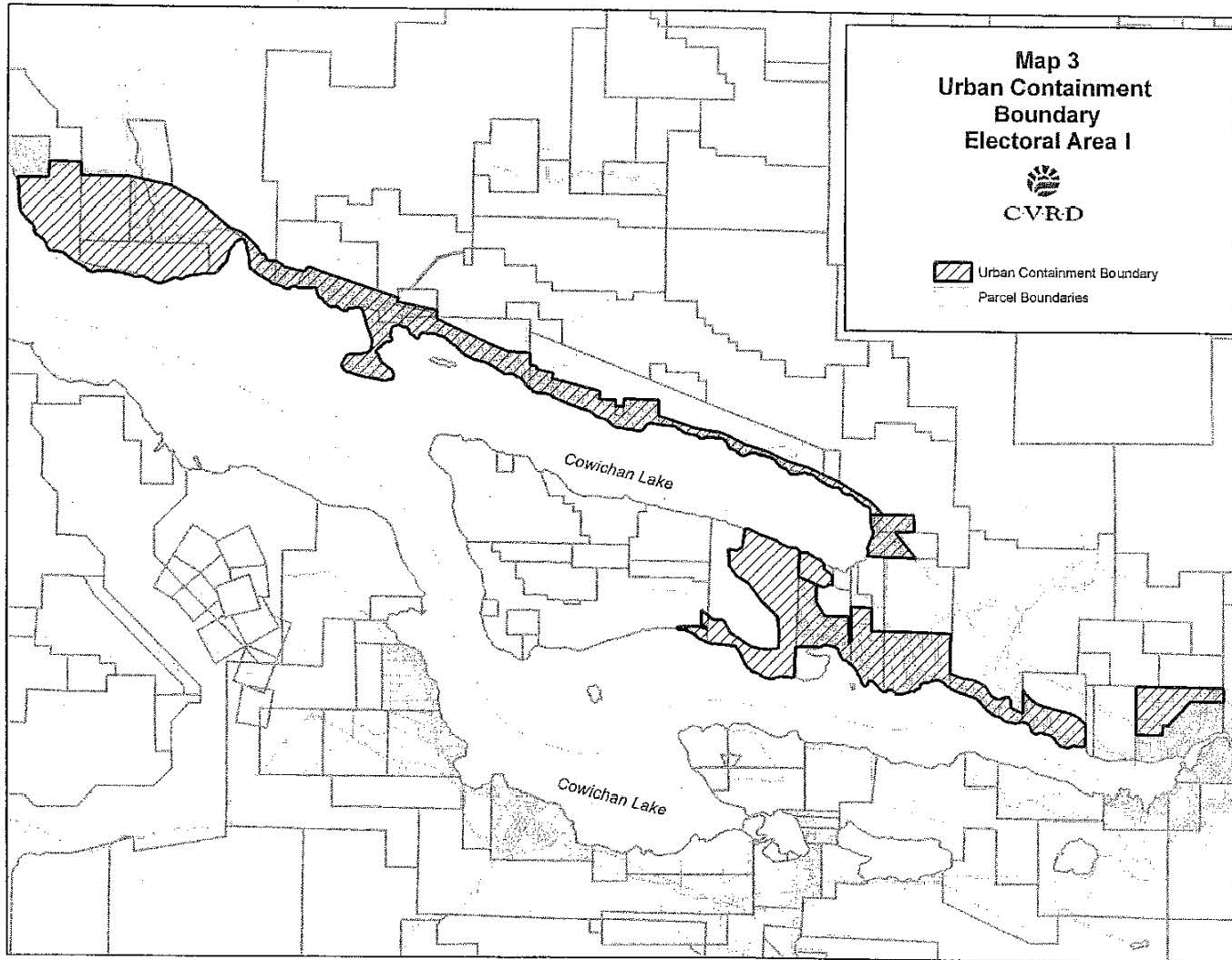
Tanya Soroka, MCIP, RPP
 Parks & Trails Planner, Parks & Trails Division
 Planning & Development Department

TS/dsb

pc: Director K. Kuhn, Electoral Area I – Youbou/Meade Creek
 Jim Dias, applicant

z:\2016 data\parks & trails\planners\nov 18-memo to development services division re carly cove property.docx

ATTACHMENT F





STAFF REPORT TO COMMITTEE

DATE OF REPORT October 18, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Environmental Services Division
Engineering Services Department

SUBJECT: South Cowichan Water Study Update

FILE: 0540-20-EAS/05

PURPOSE/INTRODUCTION

The purpose of this report is to update the committee on the status of the South Cowichan Watershed Management Program and its implications for long term planning and service delivery. And in particular the South Cowichan Water Balance model developed in Partnership with the Ministry of Environment by SLR Consulting. Pat Lapsovic from the Ministry of Environment will attend and provide support to a presentation on the findings.

RECOMMENDED RESOLUTION

That it be recommended to the Board that following approval of the 2018 Budget for Function 531 – South Cowichan Water Study Plan, staff work with other key investigators including provincial and public entities on a strategic planning framework, proposed scope of policy and regulatory recommendations

BACKGROUND

Based on community concern regarding rapidly falling water levels, a Watershed Management Function (531) was created in the South Cowichan Area. In 2009, a Water Management Study Plan by Worley Parsons was completed, which undertook a preliminary assessment of water supply, and needs within the area. The study also laid out a road map for additional information required to effectively understand and manage limited water resources in the future. The following four recommendation where made as *key elements* required prior to a comprehensive water management plan being undertaken, which would provide tangible strategic planning benefits.

1. More detailed understanding of all surface and groundwater withdrawals
2. Development of a comprehensive aquifer by aquifer numerical model that will provide water budgets for each aquifer system and provide relative stress and vulnerability information
3. Comprehensive base line surface water quality monitoring program of the areas key streams, lakes and reservoirs, which would then inform a longer term water quality monitoring program.
4. Potential effects of population trend projections and local climate change impacts.

Each of these four key formative components is now at a stage that it is possible to move forward on the overarching master plan.

The function has received limited funding for a number of years and has resulted in a need to partner with outside agencies to continue building an effective knowledge base upon which to plan. Recent partnership and completion of a critical component of such planning has been the development of a groundwater balance model for the aquifers as well as preliminary mapping of key groundwater/surface water interaction zones. This information is critical to protect vulnerable

groundwater resources and will provide a key information component to land use, resource and subdivision authorities.

ANALYSIS

Climate change predictions provided by the Pacific Climate Impacts Consortium (PCIC, 2017) indicate that whereas the temperatures will climb into the future, increasing the length of the summer season, significantly more precipitation is likely in the winter months. Whereas rainfall intensities will increase, causing higher event and seasonal runoff, the net recharge may still be higher into the future but occurring in the winter months. Conversely, the summer dry periods are expected to grow in length. Anthropogenic use in the hotter summers (and with greater demand due to increasing population) will also increase, further deepening the contrast between seasons. Water storage will become increasingly important.

The water budget for each aquifer area has been assessed for water quantity stress levels by examining the ratio of existing consumptive use to available water. A 100% consumptive use was assigned to all domestic and municipal water supplies to provide a conservative assessment. A water quantity stress level was considered to be low if this ratio was less than 10%, moderate when it lay between 10 and 25%, and a significant water quantity stress threshold was considered to be greater than 25% of the annual consumptive demand. This protocol was applied to the wet/cold, normal and hot/dry conditions, using the available recharge as the available water. Overburden aquifers 0197 and 0206 exhibit an annual high stress level, and aquifers 0198, 0204 and 0205 exhibit a moderate stress level rating. However, it is expected that portions of these aquifers are still highly stressed based on local water supply and high local consumptive uses. In general, the inland areas receive more recharge than the coastal areas and also have less consumptive use, so are less stressed.

aquifer Number	Water Use m ³	Wet / Cold		Average Annual		Hot / Dry	
		Recharge, (m ³)	Stress Factor (%)	Recharge (m ³)	Stress Factor (%)	Recharge, (m ³)	Stress Factor (%)
0197	4,576,600	17,836,700	25.7	10,747,900	42.6	7,230,600	63.3
0198	238,300	618,200*	38.5	618,200*	38.5	618,200*	38.5
0199	295,200	2,243,500	13.2	1,351,900	21.8	909,400	32.4
0200	45,200	23,859,900	0.2	14,377,400	0.3	9,672,200	0.5
0201	44,100	1,405,300	3.1	846,800	5.2	569,700	7.7
0202	191,900	14,606,600	1.3	8,801,600	2.1	5,921,200	3.2
0203	492,900	25,782,200	1.9	15,535,800	3.1	10,451,500	4.7
0204	608,200	6,874,400	8.8	4,142,300	14.7	2,786,700	21.8
0205	132,800	1,710,300	7.7	1,030,600	12.9	693,300	19.2
0206	575,600	1,515,100	38.0	912,900	63.1	614,200	93.7
0207	413,000	16,022,200	2.6	9,654,600	4.2	6,495,000	6.4
Total	7,613,800	112,474,300	6.8	68,020,000	11.2	45,962,000	16.6

Comparison of stress factors between climatic conditions. Explanation of shaded cells: Pink cells denote a high stress level, blue cells denote a moderate stress level, and gray cells denote a low stress level.

There are a number of data gaps and assumptions in the analyses used to prepare these water budgets that should be refined in the future. The hydraulic conductivity values used for groundwater flow calculations are the single most sensitive factor and need to be assessed in more detail than was possible. Water usage figures are generally known, but given the high seasonality of the water resource, they should be recorded for known water users on a frequent basis going forward, to establish actual water use. Streamflow measurements were only available for two gauging stations on the Koksilah River and Shawnigan Creek. The groundwater to surface water interaction is not well known, and a program of baseflow measurements, if even on a spot measurement basis, should be undertaken to better understand this significant water pathway. The geologic model used herein is based on water well records only, yet showed consistent

patterns, particularly in the distribution of overburden materials. A more detailed geologic model should be developed for each aquifer area to better inform the water budget and to identify potentially sustainable water sources. Lastly an effort should be made to refine which water uses are consumptive and by how much, as this greatly influences the stress assessment.

A second mapping program has also recently been completed that identifies areas that are sensitive to surface and groundwater interaction, either as areas in which water is present on the surface or which provides key groundwater recharge zones. The two analysis provide additional insight into long term strategic planning and land use decisions.

The full report can be found here: www.cvrld.bc.ca/DocumentCenter/Home/View/7952, and Appendix 1 provides a summary of the recommendations arising from the SLR report.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

This information should be openly shared to assist in community understanding of the issues as well as long term planning.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This initiative is in support of the Board's strategic focus areas: 4. Protection of Water Resources; 2. Response to Climate Change; and 3. Engaging our Communities.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Kate Miller, MCIP, RPP, LEED AP
Manager

Reviewed by:



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

Attachment A – Appendix 1

Attachment B – PowerPoint Presentation

APPENDIX 1.

The following section summarizes the recommendations made throughout the report.

RECOMMENDATIONS

Many of the objectives of this study may be better met in future should resources be put towards the following recommendations.

1. ***Update and refine aquifer mapping:*** Water budgets developed in this study utilized aquifer mapping completed in 1996. This mapping is outdated as there is substantial hydrogeologic information from hundreds of wells drilled after 1996, and the mapping is incomplete in areas where it is based on surface features rather than geologic or hydrogeologic information. The ENV should update and refine aquifer mapping throughout the study area using three-dimensional (3D) geologic mapping tools to identify patterns in overburden distribution and structural bedrock features. This mapping would advance understanding of the regional hydrogeologic characteristics, improve aquifer delineation and knowledge of groundwater availability and exploration potential, and would support and substantiate water budget analyses and rationale for groundwater allocation targets.
2. ***Expand the observation well network:*** Available data from provincial groundwater observation wells provide an incomplete representation of the study area. The province should expand the observation well network in key areas to establish long-term seasonal and annual patterns of water levels against which the effect of water withdrawal can be related. Recommended areas based on the stress analysis (Section 6.2) are:
 - Two observations in bedrock aquifer 0198, which exhibits high demand as a percentage of recharge;
 - Up to six observation wells in bedrock aquifer 0204, because of its large area, location, unique geometry, and high volume of groundwater demand;
 - Multiple observation wells in overburden aquifer 0206, with consideration of nested wells in the overburden and bedrock aquifers to characterize inter-aquifer fluxes;
 - Up to six observation wells in overburden aquifer 0197, because the aquifer hosts the highest groundwater use of all study area aquifers, it is stratigraphically complex and covers a very large area, and it lies in the driest setting of the study area;
 - Up to four observation wells in overburden aquifer 0199, with two in the valley at either end, paired with wells on the high ground to the north to characterize vertical and horizontal hydraulic gradients;Siting and prioritization of new observation wells would be substantially informed by results from 3D geologic modeling and mapping. The mapping should be completed first, as feasible.
3. ***Collect hydrometric information:*** Hydrometric data are crucial for characterizing groundwater connectivity and interaction with surface streams. However, there is limited hydrometric data in the study area, which constrains water budget analyses and increases uncertainty in water budget results. The province should expand collection of hydrometric information. Specifically the province should undertake a one-time program to collect and inventory width, depth, temperature, and spot baseflow measurements of streams throughout the study area. The province should further collect continuous hydrometric measurements in the following priority areas, either by establishing formal hydrometric stations or by informal temporary stations:

- Upstream and downstream stations on Handysen and Hollings Creeks to characterize losing and gaining reaching and associated fluxes to/from aquifer 206;
 - Two hydrometric stations on Patrolas Creek to establish a rating curve near Duggan Lake and at the downstream end to examine seasonal changes in baseflow and water usage; and
 - Representative streams and creeks throughout aquifer 0197, in areas where surface water/groundwater fluxes are a significant component in the water budget results, or areas where there is a need to better characterize groundwater connectivity with fully allocated streams.
4. **Verify groundwater and surface water use estimates:** Water use records are unavailable with the exception of a few large water utilities, as there are no requirements to measure surface and groundwater use. Consequently, water budget analyses relied on unverified water use estimates. The province should undertake efforts to collect water use information in order to verify estimation methods and to refine the water budget analyses and results. This could include voluntary and collaborative measurements by individual or targeted users, or more general water use surveys of known or licensed users. The province should consider formal policies mandating water use measuring and reporting, similar to other provinces, in order to promote equitable beneficial use and informed management of groundwater resources.
5. **Maintain ongoing collection of meteorological records:** Long-term climate records are essential to water budget analyses and for monitoring climate change. The Shawnigan Lake station is central to the study area and has long-term records that are representative of average conditions for the full study area. Provincial and local officials should support ongoing collection of climate data at this station.
6. **Refine water budgets in priority area:** Aquifer water budgets developed in this study provide initial estimates of aquifer fluxes and groundwater availability based on the available information. The preliminary water budgets also highlight data gaps and priority areas of concern for groundwater allocation. Water budget in the following priority areas should be refined and routinely updated:
- Overburden aquifers 0206, 0197, and 0198;
 - Subareas within aquifer areas with observed groundwater issues of concern, such as downward trending groundwater levels or reduced baseflow in connected streams; and
 - Areas of high groundwater demand or hydrogeologic areas of concern identified through 3D hydrogeologic modelling under recommendation #1.

All aspects of the water budget should be reviewed and refined, including:

- Detailed data compilation of groundwater well records, hydrogeologic records, aquifer testing and parameter estimation, groundwater level data, updated climate and hydrologic records;
- Review and update of groundwater and surface water use information including any new groundwater and surface water licenses;
- Evaluation, update, and refinement of aquifer boundaries to integrate recent well records and geologic understanding, and to more rigorously quantify inflows and outflows;
- Installation of groundwater observation wells to establish long term records of water level changes and seasonality;
- Collection of hydrometric data in key surface water features and assessment groundwater connectivity and associated calculation of groundwater/surface water fluxes. Where relevant, consider and assess groundwater pumping impacts on surface waters

- Update groundwater flux calculations to adjacent aquifers, incorporating updated information on aquifer hydraulic properties and hydraulic gradients;
 - Update aquifer stress analysis and estimates of available groundwater allocation potential, considering recommended safety factors in Section 2.6
7. **Guidance on assessing proposed groundwater extraction:** Groundwater taking licensure should consider the size of the proposed taking, and should consider the proximity of neighbouring wells. The seasonality is also important, and pumping tests should be conducted at the critical time of the year and be long enough in duration to ensure a measure of sustainability. Whether the year is wet or dry should also be considered, as this will affect water availability, and the proponent should do this by examining recent (leading up to and including the test period) meteorological information in comparison to the long term data found in **Error! Reference source not found.** Pumping tests at a minimum should be 72 hours long to determine if an aquifer is unconfined or not. If equilibrium is not achieved, longer tests of a week to a month or more are needed to provide enough data to extrapolate long term effects, and effects on ecologic features and other wells.

With respect to ecologic features, Section **Error! Reference source not found.** suggested preliminary factors of safety to water allocations to protect the natural environment (wetlands, cold-water streams, etc.). Consideration should be given to basing the sustenance of the natural environment more on site specific ecologic conditions at any locale, as a responsibility of the water licence applicant.



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 5, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Water Management Division
Engineering Services Department

SUBJECT: Mill Bay/Malahat Critical Street Lighting Request

FILE: 0540-20-EAS/01

PURPOSE/INTRODUCTION

The purpose of this report is to recommend installation of critical street lighting in Electoral Area B – Mill Bay/Malahat to support local safety and transit services in this area.

RECOMMENDED RESOLUTION

That it be recommended to the Board

- 1) That two streetlights be installed across from 850 and 856 Deloume Road in Mill Bay as part of the Mill Bay/Malahat Critical Street Lighting Service Area; and
- 2) That the operational costs associated with funding these streetlights be reflected in the 2018 budget for Function 557.

BACKGROUND

The Frayne Road Transit Park and Ride lot in Mill Bay is frequently filled to capacity with customers having to find alternative parking arrangements. In 2016, the Ministry of Transportation and Infrastructure (TRAN) approved the Cowichan Valley Regional District's (CVRD) request to install a bus stop on Deloume Road near Lodge Pole Road and allow informal parking along the Deloume Road right of way to deal with these capacity issues (see Attachment A). This location is well used but it remains dark and muddy, particularly during the winter months.

In June 2017, TRAN approved up to \$30,000 in Transit Minor Betterments funding for minor improvements to the Deloume Road right-of way here. Proposed work includes removal of vegetation, minor grading and gravelling, and installation of lighting along the road right of way to create a safe, more accessible parking area. Street lighting along this portion of Deloume Road is also critical to providing better visibility and is a general improvement for residents and pedestrians in this area who are also accessing community mailboxes. With the Mill Bay Fire Hall located around the corner on Lodge Pole Road, this street lighting will also better illuminate the intersection and a potential access route to the TransCanada Highway for emergency vehicles.

ANALYSIS

There are existing hydro poles along the Deloume Road right-of-way and BC Hydro has confirmed that it is feasible to install lights at these locations at no capital cost to the CVRD. BC Hydro advises that installation of lighting here could take 4-6 months. As such, the associated operating costs for this street lighting are not expected to impact the 2017 budget but do need to be accounted for in the 2018 budget.

Notification letters were sent to nearby Deloume Road residents in August, 2017 about the proposal to install two to three streetlight here. No comments or concerns were shared with the CVRD in response to this proposal.

FINANCIAL CONSIDERATIONS

The annual operating cost for two additional lights would be approximately \$460 overall. This cost works out to an incremental \$0.04 in requisition per \$100,000 for each household.

This additional cost was not included in the draft 2018 budget but the requisition limit of \$5,000 is capable of supporting this added expense. Currently \$2,500 is budgeted to be requisitioned in 2018. If approved, the 2018 budget for Function 557 will be updated to include the incremental \$460 annual cost.

COMMUNICATION CONSIDERATIONS

Liaise with BC Hydro regarding installation, if approved.


STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The recommended resolution provides a reliable essential service.

Referred to (upon completion):

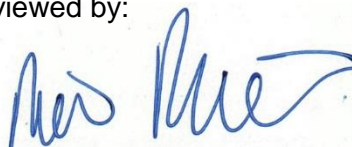
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Louise Knodel-Joy
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

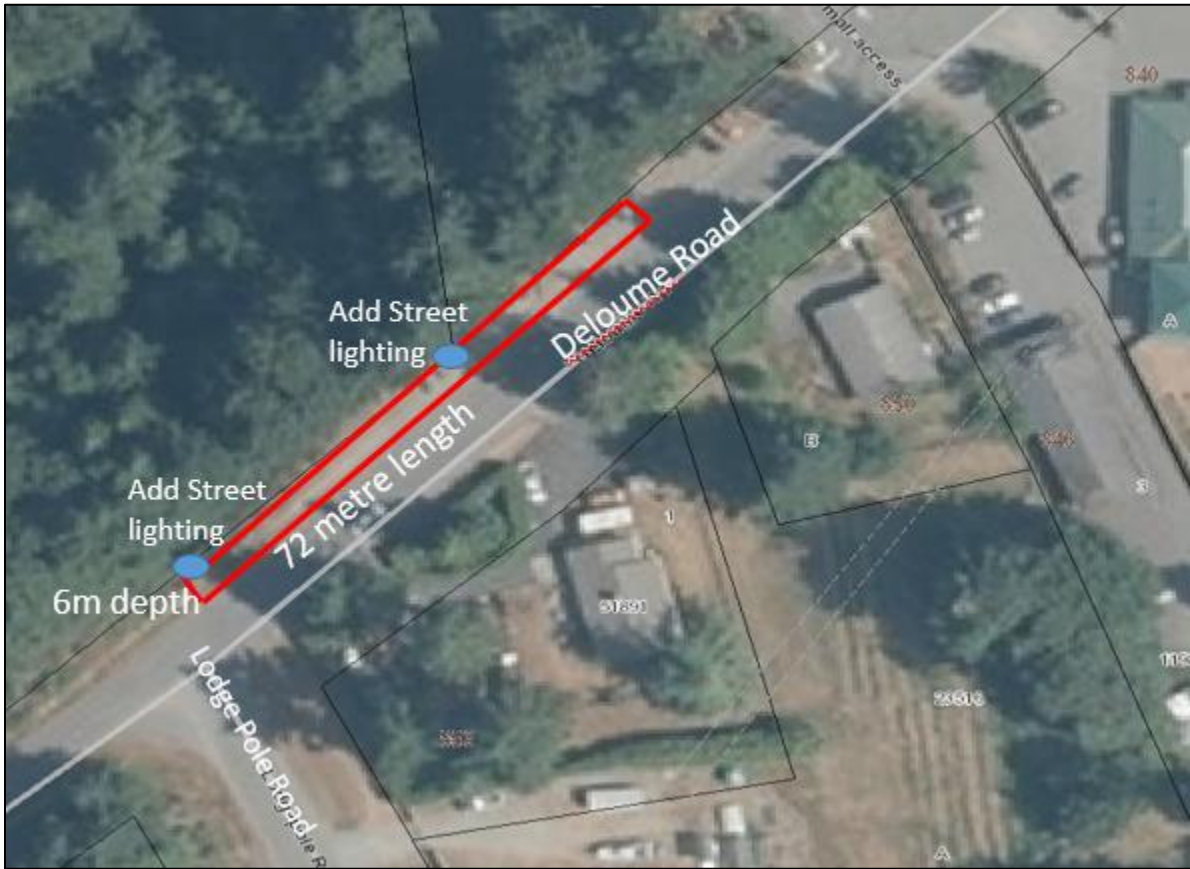
ATTACHMENTS:

Attachment A – Map of Requested Street Light Location

Street Lighting Location Map – Deloume Road, Mill Bay

Interim improvement
area on Deloume Road
right of way







STAFF REPORT TO COMMITTEE

DATE OF REPORT October 4, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Inspection & Enforcement Division
 Land Use Services Department
SUBJECT: 2018 Budget Review – Function 310 Animal Control
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Function 310 - Animal Control.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 310 - Animal Control be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for General Government based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

Overall, the Animal Control function requisition remains the same for the budget for 2018, due to predicted increase in dog license revenue as a result of the 2017/18 licensing drive.

The 2018 draft budget indicates an increase in the following areas;

- Advertising cost increased \$1,000 (+14%) - as a result of the ongoing advertising campaign with Juice FM.
- Animal control contract increased \$2,087 (+2%) as per the agreement with the SPCA.
- Allocations increased \$680 (+6%) as per Board approval of allocation function budgets.
- Increase computer software upgrade \$10,000 for proposed implementation of Citylogic software (online dog license purchasing), allowing online purchase of dog licences and other benefits.
- Increase in dog license sales from \$11,017 (+15%)

The 2018 draft budget indicates an decrease in the following areas;

- Contract for services decreased \$2,000 (-66%)
- Printing decreased \$750 (-43%)

FINANCIAL CONSIDERATIONS

The impact of the draft 2018 budget is:

- 1. Requisition - no impact
- 2. Debt payments - none
- 3. Reserves - The Operating Reserve balance for this function as at May 31, 2017 is \$11,530. There is no Capital Reserve for this function.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS


This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

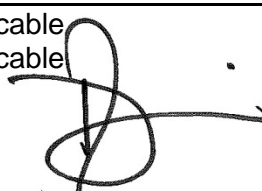
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



 Robert Blackmore, BSc., MSc.
 Manager

Not Applicable
 Not Applicable


 Ross Blackwell, MCIP, RPP, A.Ag.
 General Manager

ATTACHMENTS:

- Attachment A – 310 Vadim Budget
- Attachment B – 310 5 Year Plan
- Attachment C – 310 Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

ATTACHMENT A

	GENERAL REVENUE FUND 310 - ANIMAL CONTROL				
	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
OPERATING REV					
FEDERAL GRANTS IN LIEU	-9	0	-18	0	0
SALE OF DOG TAGS & LICENCES	-67,960	-67,000	-51,338	-69,064	-80,081
REQUISITION	-54,411	-54,411	-55,151	-55,151	-55,151
Total OPERATING REV	-122,381	-121,411	-106,506	-124,215	-135,232
OPERATING EXP					
ADVERTISING	1,097	2,000	7,681	7,000	8,000
CONTRACT FOR SERVICES	286	1,000	214	3,000	1,000
INSURANCE DEDUCTIBLES	66	66	0	0	0
ANIMAL CONTROL CONTRACT	92,072	92,072	78,652	93,913	96,000
COMPUTER SOFTWARE UPGRADE	7,747	8,760	0	0	10,000
ALLOC - GENERAL GOVERNMENT	4,230	4,230	4,453	4,453	5,133
ALL INFORMATION PLANNING	6,000	6,000	6,000	6,000	6,000
PRINTING	919	1,750	813	1,750	1,000
SUPPLIES - OFFICE	5,802	2,000	1,783	4,500	4,500
COMPENSATION COSTS	0	2,000	0	2,000	2,000
BANK CHARGES	133	200	65	200	200
CONTINGENCY	0	1,333	0	1,399	1,399
Total OPERATING EXP	118,352	121,411	101,356	124,215	135,232
Surplus/Deficit	-4,028	-0	-5,150	0	0

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-122,381	-121,411	-106,506	-124,215	-135,232
Summary Total Expenses	118,352	121,411	101,356	124,215	135,232
Summary Surplus/Deficit	-4,028	-0	-5,150	0	0

250

R10

ATTACHMENT B

COWICHAN VALLEY REGIONAL DISTRICT

2017-2021 FINANCIAL EXPENDITURE PROGRAM

Service: Animal Control

Function: 310

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$124,215	\$135,232	\$137,936	\$140,695	\$143,509	\$146,379
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$124,215	\$135,232	\$137,936	\$140,695	\$143,509	\$146,379
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	55,151	\$55,151	56,253	57,379	58,526	59,697
User Fee						
Transfer from Capital Reserve						
Other	69,064	80,081	81,683	83,316	84,983	86,682
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$124,215	\$135,232	\$137,936	\$140,695	\$143,509	\$146,379

Growth Factor

1.02



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 4, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Inspection & Enforcement Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 320 Inspections & Enforcement

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for the Function 320 - Inspections & Enforcement.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 320 - Inspections & Enforcement be approved
2. That the supplemental request for a vehicle replacement be approved.
3. That the supplemental request to increase the building inspector position for 9 months be approved.
4. That the supplemental request for the first floor office renovation be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Inspection and Enforcement based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

Overall, the Inspections & Enforcement requisition increased \$138,249 or 28.11% due to various increases/decreases in the 2018 budget as listed below.

- \$140,000 decrease in Transfer from Operating Reserve that was used to partially fund legal expenses
- Decrease of \$14,197 to Salaries and Benefits
- Loss of internal recovery from Solid Waste Division of \$12,000, due to this Division paying 50% of the cost for the Bylaw Enforcement Officer's wage directly
- Increase in Building permit revenue of \$10,000
- Insurance claims increase \$6,807 (+3526%) as the previous amount was not sufficient to cover the actual value of claims.
- Computer software upgrade increase \$3,000 (+25%) to cover the replacement of 5 PC's and maintain City Reporter software for building inspections.
- Allocations increase \$3,308 (+2%) as per General Government direction
- Bank charges increase \$2,900 (+47%) to cover charges by Visa as increased amounts of building permits are paid via credit card.

- Other various changes resulted in a \$5,569 decrease

Supplemental requests for 2018:

Supplemental requests were presented to the Senior Management Team (SMT). The following requests were ranked as Tier 1 requests:

1. \$38,169 for replacement of a 2007 Toyota bylaw enforcement vehicle. This includes \$25,000 transferred from Capital Reserve and \$13,169 from requisition.
2. Building Inspections is requesting \$68,437 for a full-time **temporary** building inspector level one for 9 month period to be funded by requisition.
3. The first floor office renovation requests additional short term borrowing of \$100,000, of which \$25,000 to be borrowed by Function 320. There would be a \$5,305 debt servicing cost funded by requisition if this borrowing were to be approved.

FINANCIAL CONSIDERATIONS

The impact of the 2018 budget is:

1. Requisition - increase by \$138,249 which is an increase of \$1.57 per \$100,000 household
2. Reserves - The Operating Reserve balance for this function as at May 31, 2017, is \$202,223. The Capital Reserve balance for this function as at May 31, 2017 is \$25,840

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

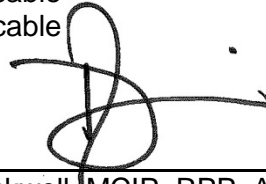
Prepared by:

Reviewed by:



Robert Blackmore, BSc., MSc.
Manager

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 320 Vadim Draft Budget
- Attachment B – 320 5 Year Plan
- Attachment C – 320 Year over Year Comparative Analysis
- Attachment D – 320 Supplementary Requests



Account Code : - - - To : - - -

Function Type : Selective

ATTACHMENT A

	GENERAL REVENUE FUND				
	320 - ENFORCEMENT & INSPECTION				
	2016	2016	2017	2017	2018
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET
OPERATING REV					
FEDERAL GRANTS IN LIEU	-99	0	-109	0	0
GENERAL	-26	0	0	0	0
BUILDING PERMITS	-812,560	-640,000	-759,853	-640,000	-650,000
FILE REVIEW FEES	0	0	-293	0	0
PLANNING TICKETS	0	-500	0	-500	-500
REGULATORY TICKETS	-1,549	-2,000	-2,650	-2,000	-2,000
ENGINEERING TICKETS	0	-3,000	0	-3,000	-3,000
WCB RECOVERIES	-165	0	0	0	0
REQUISITION	-333,288	-333,288	-491,788	-491,788	-630,037
TSF FROM OPERATING RESERVE	0	0	0	-140,000	0
Total OPERATING REV	-1,147,686	-978,788	-1,254,693	-1,277,288	-1,285,537
OPERATING EXP					
SALARIES/FULL TIME REGULAR	588,337	602,209	530,611	676,253	650,000
BENEFITS	158,502	146,024	142,441	169,944	182,000
TRAVEL	6,459	15,000	1,896	15,000	13,000
COURIER & EXPRESS	142	50	54	50	50
TELEPHONE	6,988	7,000	4,737	9,000	7,000
ADVERTISING	2,863	800	569	800	800
SUBSCRIPTIONS	147	350	730	350	800
LAND TITLES EXPENSES	3,816	3,000	2,697	3,000	3,000
CONSULTANTS	7,073	1,000	500	1,000	1,000
CONTRACT FOR SERVICES	0	0	2,661	0	0
TRAINING & DEVELOPMENT	2,278	8,500	6,616	8,500	8,500
REGISTRAR/CONFERENCES/SEMINARS	3,469	8,000	4,962	8,000	8,000
INSURANCE - CASUALTY	225	225	0	225	225
INSURANCE DEDUCTIBLES	576	576	0	0	0
INSURANCE CLAIMS	8,705	193	6,599	193	7,000
MEMBERSHIPS	2,560	3,000	2,241	3,000	3,000
MISCELLANEOUS EQUIPMENT	5,304	8,000	682	8,000	6,000
PURCHASED REPAIRS/OFFICE EQUIP	181	400	0	400	400
COMPUTER SOFTWARE UPGRADE	16,567	3,000	8,688	12,000	15,000
ALLOC - GENERAL GOVERNMENT	37,140	37,140	40,328	40,328	40,874
ALLOC - PHOTOCOPY	2,538	2,538	0	2,538	0
ALLOC - PLANNING	15,000	15,000	15,000	15,000	15,000
ALLOC - FACILITIES & FLEET	0	722	0	722	0
ALLOC - INFO TECHNOLOGY	27,058	27,058	30,301	30,301	34,188
ALLOC - HUMAN RESOURCES	26,314	26,314	30,499	30,499	32,631



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND					
320 - ENFORCEMENT & INSPECTION					
	2016	2016	2017	2017	2018
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET
ALLOC - LIABILITY INSURANCE	45,243	45,245	36,295	44,019	44,022
SUNDRY EXPENSES	451	2,500	855	2,500	1,000
CLOTHING	6,101	1,000	3,051	1,000	1,500
SAFETY SUPPLIES	516	700	282	700	700
SUPPLIES - OFFICE	4,728	3,500	2,470	3,500	3,500
BANK CHARGES	8,739	6,100	6,418	6,100	9,000
CONTINGENCY	0	5,000	0	3,807	3,807
BENEFITS	192	1,200	0	0	0
CONTRACT FOR SERVICES	989	31,718	0	0	0
SUNDRY EXPENSES	0	200	0	0	0
INSURANCE/AUTOMOTIVE EQUIPMENT	1,410	1,350	1,388	1,440	1,440
PURCHASED REPAIRS - VEHICLES	1,969	300	0	300	300
PURCHASED MAINTENANCE/VEHICLES	722	300	137	300	300
FUEL & LUBRICANTS	1,616	1,700	1,092	1,700	1,700
INSURANCE/AUTOMOTIVE EQUIPMENT	1,453	1,476	1,429	1,476	1,476
PURCHASED REPAIRS - VEHICLES	755	300	1,048	732	300
PURCHASED MAINTENANCE/VEHICLES	1,640	300	214	300	300
FUEL & LUBRICANTS	1,259	1,800	1,524	1,800	1,800
INSURANCE/AUTOMOTIVE EQUIPMENT	1,429	1,300	1,405	1,429	1,429
PURCHASED REPAIRS - VEHICLES	0	300	27	300	300
PURCHASED MAINTENANCE/VEHICLES	540	300	177	300	300
FUEL & LUBRICANTS	1,562	2,000	1,372	2,000	2,000
INSURANCE/AUTOMOTIVE EQUIPMENT	937	950	384	950	950
PURCHASED REPAIRS - VEHICLES	85	300	0	300	300
PURCHASED MAINTENANCE/VEHICLES	1,253	300	102	300	300
FUEL & LUBRICANTS	1,489	1,700	969	1,700	1,700
INSURANCE/AUTOMOTIVE EQUIPMENT	1,469	1,300	1,444	1,469	1,469
PURCHASED REPAIRS - VEHICLES	0	300	0	300	300
PURCHASED MAINTENANCE/VEHICLES	303	300	189	300	300
FUEL & LUBRICANTS	1,490	2,000	995	2,000	2,000
INSURANCE	0	0	1,036	0	0
FUEL & LUBRICANTS	0	0	121	0	0
INSURANCE/AUTOMOTIVE EQUIPMENT	1,364	1,250	1,343	1,364	1,364
PURCHASED REPAIRS - VEHICLES	0	300	846	300	300
PURCHASED MAINTENANCE/VEHICLES	322	300	323	300	300
FUEL & LUBRICANTS	1,478	1,600	919	1,600	1,600
LEGAL SERVICES	22,142	35,000	299,188	238,588	240,000
CONTRACT FOR SERVICES	14,630	13,000	0	13,000	13,000
INTEREST	0	0	0	506	846
PRINCIPAL	0	0	0	10,005	9,666

R11



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND					
320 - ENFORCEMENT & INSPECTION					
	2016	2016	2017	2017	2018
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET
ALLOC - PARKS	-12,000	-12,000	-12,000	-12,000	-12,000
ALLOC - PLANNING	-80,000	-80,000	-80,000	-80,000	-80,000
ALLOC - ENFORCEMENT & INSPECT	-500	-500	-500	-500	-500
ALLOC - BYLAW ENFORCEMENT	-12,000	-12,000	-12,000	-12,000	0
Total OPERATING EXP	946,018	978,788	1,095,358	1,277,288	1,285,537
CAPITAL REV					
M.F.A. FUNDING - SHORT TERM	0	0	0	-50,000	0
TSF FROM CAPITAL RESERVE	0	0	0	-30,000	0
Total CAPITAL REV	0	0	0	-80,000	0
CAPITAL EXP					
FURNITURE, FIXTURES, EQUIPMENT	0	0	0	50,000	0
VEHICLES & MACHINERY	0	0	28,405	30,000	0
Total CAPITAL EXP	0	0	28,405	80,000	0
Surplus/Deficit	-201,668	0	-130,933	0	0

258

R11

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-1,147,686	-978,788	-1,254,693	-1,277,288	-1,285,537
Summary Total Expenses	946,018	978,788	1,095,355	1,277,288	1,285,537
Summary Surplus/Deficit	-201,668	0	-130,933	0	0

ATTACHMENT B

5

FORM C-1

Dept Function: Enforcement & Inspection

Function: 320

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$1,128,189	\$1,275,537	\$1,290,536.74	\$1,305,836	\$1,321,442.20	\$1,347,871
Long Term Debt						
Short Term Debt	10511	10511	10511	10511	10511	
Capital	75,000	25,000				
Transfer to Reserve						
TOTAL APPLICATION OF FUNDS	\$1,213,700	\$1,311,048	\$1,301,048	\$1,316,347	\$1,331,953	\$1,347,871
SOURCES OF FUNDS						
Requisition/Parcel Tax	\$493,200	\$630,037	\$645,548	\$660,847	\$651,453	\$692,371
Violation Fines	5,500	5,500	5,500	5,500	5,500	5,500
Transfer from Reserve Fund	25,000	25,000			25,000	
Other	640,000	650,000	650,000	650,000	650,000	650,000
Debt Proceeds	50,000	10,511				
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$1,213,700	\$1,321,048	\$1,301,048	\$1,316,347	\$1,331,953	\$1,347,871

Growth Factor

1.02

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 320 - Enforcement & Inspection

A) Core Budget

		<u>2017</u>	<u>Proposed</u>	<u>Requisition</u>	<u>Requisition</u>
		<u>Requisition</u>	<u>2018</u>	<u>\$ Increase</u>	<u>% Increase</u>
			<u>Requisition</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
		\$491,788	\$630,037	\$138,249	28.11%
Explanation of increase/decrease:	Deceased Wage expense (2017 and 2018 decreases)	676,253	650,000	(26,253)	-5.34%
	Increased Building permit revenue	(640,000)	(650,000)	(10,000)	
	Increased benefit expense due to increase in wages	169,944	182,000	12,056	2.45%
	Increased Allocations	163,407	166,715	3,308	0.67%
	Increased subscriptions	350	800	450	0.09%
	Increased Insurance claims	193	7,000	6,807	1.38%
	Increased Computer software upgrade	12,000	15,000	3,000	0.61%
	Increased Clothing	1,000	1,500	500	0.10%
	Increased Bank Charges	6,100	9,000	2,900	0.59%
	Increased interest	506	846	340	0.07%
	Increased Legal Services	238,588	240,000	1,412	0.29%
	Decreased transfer from operating reserve	(140,000)	0	140,000	28.47%
	Decreased Principal	10,005	9,666	(339)	-0.07%
	Decreased internal recovery allocation	(12,000)	0	12,000	2.44%
	Decreased travel	15,000	13,000	(2,000)	-0.41%
	Decreased telephone	9,000	7,000	(2,000)	-0.41%
	Decreased miscellaneous equipment	8,000	6,000	(2,000)	-0.41%
	Decreased Sundry expenses	2,500	1,000	(1,500)	-0.31%
	Decreased - vehicle repairs	732	300	(432)	-0.09%
			Subtotal section A	\$138,249	30.14%

B) Prior Year One-time Items

			<u>Requisition</u>	<u>Requisition</u>
			<u>\$ Increase</u>	<u>% Increase</u>
			<u>(Decrease)</u>	<u>(Decrease)</u>
	Decreased Capital - Building improvements		(50,000)	-10.17%
	Decreased MFA funding short term		50,000	10.17%
			Subtotal section B	\$0
				0.00%

Subtotal sections A + B \$138,249 30.14%

C) Supplemental Items

		<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u>
					<u>% Increase</u>
1)	Vehicle	Capital	35,000	10,000	2.03%
2)					0.00%
			Subtotal section C	\$10,000	2.03%

Subtotal sections A + B + C \$148,249 32.18%

Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$400,223
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$25,840.

ATTACHMENT D

2018 Budget - Supplemental Item														
Title	Vehicle Replacement						Department	LAND USE SERVICES						
Division	BUILDING INSPECTION & BYLAW ENFORCEM						Function	320 - Enforcement & Inspection						
Type	Capital - Replacement						Priority	1						
Description														
Vehicle replacement for 2007 Toyota, Inspections and Enforcemnt vehicle for full time memeber of staff. Estimate at \$35,000. Less: Trade in value for current vehicle, approx \$1000. The total cost of the vehicle will come from the transfer of \$25,000 from function 320 capital reserve and \$10,000 from requisition. The Inspections and Enforcement division has uncommitted operarting reserve of \$202,000 for 2017.														
Benefits														
A new vehicle will be more fuel efficient with lower emmissions and lower maintenance and repair costs. Operational requirement for full time member of staff.														
Risks														
Vehicle is nearing its servicable life and the annual maintenance costs are higher than the vehicles' worth.Vehicle may breakdown in remote location.														
Financial Information														
Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Capital Reserve	25,000	25,000	-	-	-	-	25,000	Requisition	3,169	3,319	3,369	3,369	3,369	16,595
Requisition	10,000	10,000	-	-	-	-	10,000							-
	-	-	-	-	-	-	-							-
	-	35,000	-	-	-	-	35,000		3,169	3,319	3,369	3,369	3,369	16,595
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Vehicle	35000	35000					35000	Insurance	1,469	1,469	1,469	1,469	1,469	7,345
								repairs	100	100	100	100	100	500
								Maintenance	100	250	300	300	300	1,250
								Fuel and Lubricants	1,500	1,500	1,500	1,500	1,500	7,500
	-	35,000	-	-	-	-	35,000		3,169	3,319	3,369	3,369	3,369	16,595
Administration														
Author	Rob Blackmore						Date Prepared	Jul 17, 2017						
Approval Date														

ATTACHMENT D

2018 Budget - Supplemental Item														
Title		First floor renovation supplement					Department		LAND USE SERVICES					
Division		BUILDING INSPECTION & BYLAW ENFORCEME					Function		320 - Enforcement & Inspection					
Type		Capital - New					Priority		1					
Description														
<p>The Board approved borrowing of up to \$100,000 from Budget 325 (plus a matching amount of \$100,000 from Budgets 320 and 279 combined) in the 2017 budget year to undertake office renovation on the first floor. This was done through short term borrowing of the total sum. Now that a designer has been retained by the purchasing manager, we believe that a supplement to the total project budget will be required to achieve the goal of accommodating existing Land Use Services staff and offering some room to grow. This supplement would amount to \$100,000 to be borrowed in 2018, shared between Budgets 325 (50%), 320 (25%) and 280 (25%).</p>														
Benefits														
<p>The scope of work proposed to the first floor is likely to be beyond the \$200,000 budget originally allocated. Key benefits include noise mitigation to improve staff productivity and morale, and optimization of available office space and working areas. Additionally, increased formal and informal meeting spaces will improve operational capability and provide additional capacity to accommodate additional staff, such as summer students.</p>														
Risks														
<p>The total 2017 budget amount of \$200,000 will not be sufficient to achieve the stated goals of the office renovation. Noise propagation throughout the first floor has proven to be a major problem for staff morale and productivity, and this would largely be unaddressed without the additional funding requested.</p>														
Financial Information														
Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Debt Proceeds	25,000	25,000					25,000	Requisition Increase	5,305	5,305	5,305	5,305	5,305	26,525
							-							-
							-							-
	25,000	25,000	-	-	-	-	25,000		5,305	5,305	5,305	5,305	5,305	26,525
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Equipment	25,000	25,000					25,000	Debt Servicing	5,305	5,305	5,305	5,305	5,305	26,525
							-							-
	25,000	25,000	-	-	-	-	25,000		5,305	5,305	5,305	5,305	5,305	26,525
Administration														
Author		Rob Blackmore					Date Prepared		Aug 15, 2017					
Approval Date		Aug 15, 2017												

ATTACHMENT D

2018 Budget - Supplemental Item

Title	Full time member of staff (9 months)	Department	LAND USE SERVICES
Division	BUILDING INSPECTION & BYLAW ENFORCEMENT	Function	320 - Enforcement & Inspection
Type	Operating - One-time	Priority	1

Description

Operational requirement for 9 months for full time Building Inspector level 1. The Building Inspections department has saw record numbers of permit applications in 2017, placing a high level of stress on current staff levels, leading to a reduction in service.

Benefits

Increase in service and building permit turnaround time. Reduced work load and stress on staff.

Risks

Reduced level of service to the public. No significant impact on the number permit applications. High permit turnaround time. Negative impacts in the community as builders have to lay off staff during the waiting period.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
		-	-	-	-	-	-	Requisition	68,437	-	-	-	-	68,437
							-							-
	-	-	-	-	-	-	-		68,437	-	-	-	-	68,437
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
							0	Wages	54,315					54,315
							0	Benefits	14,122					14,122
							0							-
							0							-
	-	-	-	-	-	-	-		68,437	-	-	-	-	68,437

Administration

Author	Rob Blackmore	Date Prepared	Aug 28, 2017
Approval Date			



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 28, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 231 Mill Bay/Malahat Community Parks

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 231 - Mill Bay/Malahat Community Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 231 - Mill Bay/Malahat Community Parks be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017, Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 231 - Mill Bay/Malahat Community Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and land acquisition of community parks and trails in Electoral Area A (Mill Bay/Malahat). The different expenditure categories include park operations, parks maintenance services contracts, capital projects, general park expenditures and parkland acquisition. The function is funded primarily through requisition.

ANALYSIS

The proposed 2018 requisition of \$180,000 for Function 231 – Mill Bay/Malahat Community Parks remains unchanged from the previous year. The following notable changes within the draft budget provide for an increase to the Core Budget portion and corresponding decrease to Prior Year one-time items as follows:

Core Budget

Overall, the Mill Bay/Malahat Community Parks Core Budget increased \$19,500 due to the following:

- Miscellaneous Equipment increased \$1,000 to fund increased small equipment and tool costs.
- Grass Cutting and Maintenance increased \$1,229 per the previously approved 2018 fixed contract rate for parks maintenance services delivery.

- R&M Grounds – Trees increased \$3,500 is specific to fund ongoing parks arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting. There is a corresponding decrease applied to R&M General of \$3,500.
- Minor Capital increased \$20,000 to fund continued pathway development along the dedicated park greenway corridors within Mill Springs.
- Contingency and various other accounts increased \$1,085 across multiple areas.
- Allocations and various other accounts decreased \$3,814 across multiple areas.

Prior Year, One-Time Items

A capital purchase for pathway development in Mill Springs was budgeted for \$19,500 in 2017, which for 2018 is budgeted under Minor Capital, as the accounting threshold for parks and trails major capital projects is of a \$25,000 or greater in value.

Supplemental Items

There are no Supplemental Request Items proposed for funding consideration in 2018 for Function 231 – Mill Bay/Malahat Community Parks.

FINANCIAL CONSIDERATIONS

There is no change in the overall proposed budget requisition for 2018 from the budget approved in 2017.

Uncommitted Operating Reserve balance - \$30,894, May 31, 2017.

Uncommitted Capital Reserve balance - \$97,451, May 31, 2017.

Uncommitted Parkland 5% Reserve balance - \$86,506, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

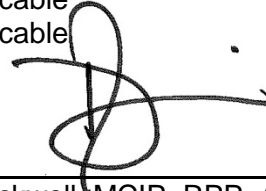
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 231 Vadim Budget
- Attachment B – 231 5 Year Plan
- Attachment C – 231 Year over Year Comparative Analysis

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 231 - COMMUNITY PARKS - AREA A

ATTACHMENT A

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-46	0	0		
	Total GRANTS	0	0	-46	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-139,000	-139,000	-160,500	-160,500	-180,000		
	Total REQUISITION	-139,000	-139,000	-160,500	-160,500	-180,000	0	0
	Total OPERATING REV	-139,000	-139,000	-160,546	-160,500	-180,000		
OPERATING EXP								
7142 SUMMER STUDENT PROGRAM								
01-2-7142-1204	WAGES - HOURLY	6,453	5,400	6,449	5,400	5,400		
01-2-7142-1400	BENEFITS	589	450	604	450	450		
01-2-7142-2451	R & M - VEHICLES	0	200	0	200	200		
01-2-7142-2475	MISCELLANEOUS EQUIPMENT	190	200	0	200	200		
01-2-7142-4380	ALLOC - SUMMER TRUCK	750	750	750	750	750		
01-2-7142-5650	MATERIALS	235	350	427	350	350		
	Total SUMMER STUDENT PROG	8,217	7,350	8,231	7,350	7,350	0	0
7165 BEACH ACCESSES								
01-2-7165-2412	REPAIRS & MAINT. - OTHER	301	500	0	500	500		
	Total BEACH ACCESSES	301	500	0	500	500	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND								
01-2-7181-1204	WAGES - HOURLY	3,927	3,500	3,101	4,000	4,000		
01-2-7181-1400	BENEFITS	1,322	750	1,410	900	900		
01-2-7181-2111	TRAVEL	177	100	205	100	100		
01-2-7181-2210	ADVERTISING	592	1,000	0	1,000	500		
01-2-7181-2320	LEGAL SERVICES	3,328	2,000	119	2,000	2,000		
01-2-7181-2370	INSURANCE - PROPERTY	1,857	2,295	0	2,295	2,295		
01-2-7181-2372	INSURANCE DEDUCTIBLES	90	90	0	0	0		
01-2-7181-2394	MEETING EXP.-COMMITTEE/C	0	300	0	300	300		
01-2-7181-2414	R & M - GENERAL	5,926	6,005	3,984	15,000	11,500		
01-2-7181-2475	MISCELLANEOUS EQUIPMENT	1,205	1,000	0	1,000	2,000		
01-2-7181-2480	MINOR CAPITAL	2,517	3,500	29,843	15,000	35,000		
01-2-7181-4100	ALLOC - GENERAL GOVERNMI	5,807	5,807	5,775	5,775	5,001		
01-2-7181-4201	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-7181-5110	SUNDRY EXPENSES	0	500	0	500	500		
01-2-7181-5650	MATERIALS	194	500	401	500	500		

R12

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		231 - COMMUNITY PARKS - AREA A						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7181-5935	SUMMER PLAYGROUND PROC	13,165	15,745	0	15,745	16,100		
01-2-7181-9910	CONTINGENCY	0	1,413	0	1,500	1,730		
Total COMMUNITY PARKS/GENE		42,308	46,705	47,038	67,815	84,626	0	0
7182 PARKS MAINTENANCE EXPENDITURES								
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	3,500		
01-2-7182-2542	GRASS CUTTING AND MAINTENANCE	48,817	50,995	35,799	53,544	54,773		
01-2-7182-2618	RENTALS - WASHROOMS	1,352	3,350	890	4,150	1,610		
01-2-7182-5550	GARBAGE DISPOSAL	2,241	1,800	2,376	2,000	2,500		
01-2-7182-5939	SUPPLIES - TURF MGMT/LANDSCAPE	1,454	1,500	523	1,541	1,541		
Total PARKS MAINTENANCE EXP		53,865	57,645	39,588	61,235	63,924	0	0
7185 MILL BAY WHARF								
01-2-7185-2412	REPAIRS & MAINT. - OTHER	320	600	0	0	0		
01-2-7185-2414	R & M - BUILDINGS - GROUNDWORK	125	600	0	1,700	1,700		
01-2-7185-5650	MATERIALS	37	200	43	200	200		
01-2-7185-5660	PARK FIXTURES	0	100	0	0	0		
Total MILL BAY WHARF		482	1,500	43	1,900	1,900	0	0
7202 MILL BAY BOAT RAMP								
01-2-7202-2412	REPAIRS & MAINT. - OTHER	397	250	0	0	0		
01-2-7202-2414	R & M - BUILDINGS - GROUNDWORK	0	0	0	250	250		
01-2-7202-5510	WATER	0	500	0	500	500		
01-2-7202-5650	MATERIALS	580	250	0	750	750		
Total MILL BAY BOAT RAMP		977	1,000	0	1,500	1,500	0	0
7203 MILL BAY NATURE PARK								
01-2-7203-2412	REPAIRS & MAINT. - OTHER	1,225	800	0	0	0		
01-2-7203-2414	R & M - BUILDINGS - GROUNDWORK	728	500	303	1,400	1,400		
01-2-7203-5650	MATERIALS	0	400	0	400	400		
01-2-7203-5660	PARK FIXTURES	0	100	0	0	0		
Total MILL BAY NATURE PARK		1,953	1,800	303	1,800	1,800	0	0
7210 HUCKLEBERRY ROAD PARK								
01-2-7210-2414	R & M - BUILDINGS - GROUNDWORK	850	800	1,693	900	900		
01-2-7210-5510	WATER	371	500	433	750	750		
01-2-7210-5650	MATERIALS	299	400	460	400	400		
01-2-7210-5660	PARK FIXTURES	0	100	0	0	0		
Total HUCKLEBERRY ROAD PARK		1,520	1,800	2,586	2,050	2,050	0	0
7223 BRIARWOOD PARK								
01-2-7223-2414	R & M - BUILDINGS - GROUNDWORK	200	200	148	300	300		

R12



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		231 - COMMUNITY PARKS - AREA A							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-7223-5650	MATERIALS	0	200	0	200	200			
01-2-7223-5660	PARK FIXTURES	0	100	0	0	0			
Total BRIARWOOD PARK		200	500	148	500	500	0	0	
7231 MALAHAT TRAIL PARK									
01-2-7231-2414	R & M - BUILDINGS - GROUND:	0	100	720	100	100			
Total MALAHAT TRAIL PARK		0	100	720	100	100	0	0	
7256 MILLS SPRINGS GREENBELT									
01-2-7256-2414	R & M - BUILDINGS - GROUND:	1,442	1,000	2,614	2,500	2,500			
01-2-7256-5510	WATER	330	250	279	250	250			
01-2-7256-5650	MATERIALS	276	350	0	500	500			
Total MILLS SPRINGS GREENBELT		2,048	1,600	2,893	3,250	3,250	0	0	
7261 INVASIVE SPECIES MANAGEMENT									
01-2-7261-2338	CONTRACT FOR SERVICES	2,703	8,000	3,144	4,000	4,000			
01-2-7261-5650	MATERIALS	0	1,000	0	500	500			
01-2-7261-5952	PROGRAM SUPPLIES	66	1,000	0	500	500			
Total INVASIVE SPECIES MANAGEMENT		2,769	10,000	3,144	5,000	5,000	0	0	
7267 DELOUME PARK									
01-2-7267-2414	R & M - BUILDINGS - GROUND:	799	2,000	1,211	2,000	2,000			
01-2-7267-5510	WATER	1,040	1,000	1,532	1,000	1,000			
01-2-7267-5650	MATERIALS	297	3,500	497	2,500	2,500			
01-2-7267-5660	PARK FIXTURES	0	500	0	500	500			
Total DELOUME PARK		2,135	7,000	3,240	6,000	6,000	0	0	
7271 BARRY ROAD SIDEWALK									
01-2-7271-2412	REPAIRS & MAINT. - OTHER	195	300	427	300	300			
Total BARRY ROAD SIDEWALK		195	300	427	300	300	0	0	
7274 HOLLINGS CREEK PARK									
01-2-7274-2414	R & M - GROUNDS	64	600	111	600	600			
01-2-7274-5650	MATERIALS	0	600	0	600	600			
Total HOLLINGS CREEK PARK		64	1,200	111	1,200	1,200	0	0	
Total OPERATING EXP		117,034	139,000	108,472	160,500	180,000			
CAPITAL REV									
7571 REQUISITION									
01-7-7571-0000	REQUISITION	-41,000	-41,000	-19,500	-19,500	0			

R12



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 231 - COMMUNITY PARKS - AREA A

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
Total REQUISITION	-41,000	-41,000	-19,500	-19,500	0	0	0
Total CAPITAL REV	-41,000	-41,000	-19,500	-19,500	0		
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL							
01-8-8221-6124 LAND IMPROVEMENTS	47,498	41,000	0	19,500	0		
01-8-8221-6125 LEASE IMPROVEMENTS	0	0	50	0	0		
Total TRANSFER/GENERAL CAF	47,498	41,000	50	19,500	0	0	0
Total CAPITAL EXP	47,498	41,000	50	19,500	0		
Surplus/Deficit	-15,468	0	-71,524	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-139,000	-139,000	-160,546	-160,500	-180,000
Summary Total Expenses	117,034	139,000	108,472	160,500	180,000
Summary Surplus/Deficit	-15,468	0	-71,524	0	0

272

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Parks - Area A

Function: 231

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$160,500	\$180,000	\$180,000	\$185,000	\$190,000	\$190,000
Long Term Debt						
Short Term Debt						
Capital	19,500					
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$180,000	\$180,000	\$180,000	\$185,000	\$190,000	\$190,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	180,000	180,000	180,000	185,000	190,000	190,000
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$180,000	\$180,000	\$180,000	\$185,000	\$190,000	\$190,000

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 231 - Community Parks - Area A

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$180,000	\$180,000	\$0	0.00%
Explanation of increase/decrease:				
increase misc. equipment			1,000	0.56%
decrease advertising			-500	-0.28%
increase grass cutting and maint.(2018 contract rate)			1,229	0.68%
increase R&M Grounds - trees (new code to track tree expenses)			3,500	1.94%
increase garage disposal			500	0.28%
increase minor capital (more projects in 2018)			20,000	11.11%
decrease R&M General			-3,500	-1.94%
decrease allocations			-774	-0.43%
increase summer playground program			355	0.20%
decrease washroom rentals (2018 contract rate)			-2,540	-1.41%
increase contingency			230	0.13%
		Subtotal section A	\$19,500	10.83%

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
Decreased capital - land improvements	-19,500	-10.83%
decrease in requisition used to fund capital project		0.00%
	Subtotal section B	-10.83%

Subtotal sections A + B **\$0** **0.00%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		0	0	0.00%
		0	0	0.00%
		\$0	\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$0** **0.00%**

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$30,894
- 2) The Parkland 5% Capital Reserve balance for this function as at May 31, 2017 is estimated to be \$86,506
- 3) The Community Parks Capital Reserve balance for this function as of May 31, 2017 is estimated to be at \$97,451



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 28, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 232 Shawnigan Lake Community Parks

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 232 – Shawnigan Lake Community Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 232 – Shawnigan Lake Community Parks be approved.
2. That the Supplemental Request for replacement of the Galland Road Park playground be approved.
3. That the Supplemental Request for the Elsie Miles Park Revitalization Phase II project be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 232 – Shawnigan Lake Community Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and land acquisition of community parks and trails in Electoral Area B (Shawnigan Lake). The different expenditure categories include park operations, parks maintenance services contracts, capital projects, general park expenditures and parkland acquisition. The function is funded primarily through requisition.

ANALYSIS

Overall, the Shawnigan Lake Community Parks requisition decreased \$17,543 or -2.89% due to the following increases/decreases to the budget for 2018, inclusive of an overall increase to the Core Budget portion of the function and a decrease to Prior Year One-time items:

Core Budget

The Core Budget for the Shawnigan Lake Community Parks function increased \$17,457 due to the following:

- Miscellaneous Equipment increased \$1,000 to fund increased small equipment and tool costs.

- Grass Cutting and Maintenance increased \$4,613 per the previously approved 2018 fixed contract rate for parks maintenance services delivery.
- R&M Grounds – Trees increased \$3,000 is specific to fund ongoing parks arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting. There is a corresponding decrease applied to R&M General of \$3,000.
- Minor Capital increased \$10,000 to fund replacement of the pathway bridge in Old Mill Park.
- Elsie Miles Park increased \$2,000 to fund annual operating costs for new park facilities.
- Contingency, Short Term Debt - Interest and various other accounts decreased \$9,418 across multiple areas.
- Allocations, Short Term Debt - Principal and various other accounts increased \$9,262 across multiple areas.

Prior Year, One-Time Items

A capital purchase for replacement of the playground at Melrose Park was budgeted for \$35,000 in 2017 and the project was completed. Community Works Gas Tax Funding of \$250,000 was also budgeted for Elsie Mile Park Revitalization Phase I works, which included completion of the Shawnigan Lake Pavilion Project and a funding contribution to expansion of the Shawnigan Lake Museum building, inclusive of providing public washrooms. An additional \$50,000 in funds through Contribution from Developers was also applied to complete the Shawnigan Lake Pavilion Project.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following requests were ranked as Tier 2 requests:

1. The existing playground in Galland Road Park is scheduled for removal in 2019 due to age and condition. Funding a new play structure is proposed through a combined increase to the 2018 requisition of \$14,543, with additional requisition funds proposed for 2019 in the amount of \$26,000, for a total budget of \$40,543 to complete the project in 2019.
2. The Board previously approved expenditure of \$300,000 in Community Works Gas Tax Funds for the Elsie Mile Park Revitalization Project. In 2017 Gas Tax funds in the amount of \$250,000 were budgeted and the remaining \$50,000 is proposed for 2018 to complete park entrance plaza improvements and connectivity to the village area.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has decreased \$17,543 (-2.89%) which is a reduction of \$0.93 per \$100,000 household.

Uncommitted Operating Reserve balance - \$46,531, May 31, 2017.

Uncommitted Capital Reserve balance - \$41,267, May 31, 2017.

Uncommitted Parkland 5% Reserve balance - \$41,337, May 31, 2017

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable

Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 232 Vadim Budget
- Attachment B – 232 5 Year Plan
- Attachment C – 232 Year over Year Comparative Analysis
- Attachment D – 232 Supplementary Requests



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 232 - COMMUNITY PARKS - AREA B

ATTACHMENT A

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-343	0	-491	0	0		
	Total GRANTS	-343	0	-491	0	0	0	0
4780 FIELD RENTAL								
01-1-4780-2715	TAXABLE	-903	-10,000	-538	-2,000	-2,000		
	Total FIELD RENTAL	-903	-10,000	-538	-2,000	-2,000	0	0
5331 RENTAL INCOME								
01-1-5331-2800	PROPERTY RENTAL	-8,536	0	-8,536	-8,536	-8,536		
	Total RENTAL INCOME	-8,536	0	-8,536	-8,536	-8,536	0	0
5921 DONATIONS								
01-21-2700	GENERAL	-10,000	0	-3,415	0	0		
	Total DONATIONS	-10,000	0	-3,415	0	0	0	0
7557 CONTRIBUTION FROM DEVELOPERS								
01-1-7557-2090	TO RESERVE FUND	-40,000	0	0	0	0		
	Total CONTRIBUTION FROM DE	-40,000	0	0	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-580,641	-580,641	-571,641	-571,641	-589,098		
	Total REQUISITION	-580,641	-580,641	-571,641	-571,641	-589,098	0	0
	Total OPERATING REV	-640,423	-590,641	-584,620	-582,177	-599,634		
OPERATING EXP								
7142 SUMMER STUDENT PROGRAM								
01-2-7142-1204	WAGES - HOURLY	20,753	16,000	16,629	16,000	16,000		
01-2-7142-1400	BENEFITS	1,888	1,450	1,582	1,450	1,450		
01-2-7142-2475	MISCELLANEOUS EQUIPMENT	190	250	0	250	250		
01-2-7142-4380	ALLOC - SUMMER TRUCK	750	750	750	750	750		
01-2-7142-5952	PROGRAM SUPPLIES	199	525	310	525	525		
	Total SUMMER STUDENT PROG	23,780	18,975	19,271	18,975	18,975	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND								
01-2-7181-1204	WAGES - HOURLY	13,913	15,000	9,289	16,500	16,500		
01-2-7181-1400	BENEFITS	3,852	2,900	2,487	3,300	3,300		
01-2-7181-1900	TERM EMPLOYEES	2,500	3,600	1,200	3,600	3,600		
01-2-7181-2111	TRAVEL	445	400	245	400	400		

R13

Cherokee Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 232 - COMMUNITY PARKS - AREA B

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
01-2-7181-2210	ADVERTISING	336	500	395	500	500	
01-2-7181-2320	LEGAL SERVICES	7,716	5,000	2,116	3,500	3,500	
01-2-7181-2325	SURVEY FEES	3,700	500	3,215	1,000	1,000	
01-2-7181-2329	APPRAISALS	0	500	0	500	500	
01-2-7181-2330	CONSULTANTS	220	2,500	1,160	1,500	1,500	
01-2-7181-2338	CONTRACT FOR SERVICES	0	2,500	1,351	2,500	2,500	
01-2-7181-2370	INSURANCE - PROPERTY	2,561	1,628	0	1,628	1,628	
01-2-7181-2372	INSURANCE DEDUCTIBLES	151	151	0	0	0	
01-2-7181-2394	MEETING EXP.-COMMITTEE/C	25	500	0	500	500	
01-2-7181-2414	R & M - GENERAL	17,529	15,325	7,503	20,000	17,000	
01-2-7181-2475	MISCELLANEOUS EQUIPMENT	1,205	1,500	0	1,500	2,500	
01-2-7181-2480	MINOR CAPITAL	14,239	22,055	0	0	10,000	
01-2-7181-4100	ALLOC - GENERAL GOVERNMI	9,733	9,733	10,458	10,458	10,533	
01-2-7181-4201	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200	
01-2-7181-5110	SUNDRY EXPENSES	95	500	0	500	500	
01-2-7181-5650	MATERIALS	483	200	198	300	300	
01-2-7181-5935	SUMMER PLAYGROUND PROC	7,847	9,000	0	9,200	9,400	
01-2-7181-5952	PROGRAM SUPPLIES	0	500	0	500	500	
01-2-7181-9910	CONTINGENCY	0	2,690	0	4,283	4,000	
Total COMMUNITY PARKS/GENE		88,749	99,382	41,817	84,369	92,361	0 0
7182 PARKS MAINTENANCE EXPENDITURES							
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	3,000	
01-2-7182-2542	GRASS CUTTING AND MAINTEN	64,487	64,054	45,773	67,256	71,869	
01-2-7182-2618	RENTALS - WASHROOMS	7,252	7,350	5,037	7,350	5,527	
01-2-7182-5550	GARBAGE DISPOSAL	3,544	2,500	3,047	2,800	3,000	
Total PARKS MAINTENANCE EX		75,283	73,904	53,858	77,406	83,396	0 0
7188 OLD MILL PARK							
01-2-7188-2379	SECURITY	0	1,800	0	0	0	
01-2-7188-2414	R & M - BUILDINGS - GROUND	4,170	1,900	2,719	4,000	4,000	
01-2-7188-5650	MATERIALS	1,375	1,000	0	2,000	2,000	
01-2-7188-5660	PARK FIXTURES	0	100	0	0	0	
Total OLD MILL PARK		5,545	4,800	2,719	6,000	6,000	0 0
7189 WILLIAM RIVERS PARK							
01-2-7189-2414	R & M - BUILDINGS - GROUND	250	300	0	500	500	
01-2-7189-5650	MATERIALS	132	100	0	250	250	
01-2-7189-5660	PARK FIXTURES	0	100	0	0	0	
Total WILLIAM RIVERS PARK		382	500	0	750	750	0 0
7191 GALLAND PARK							

R13

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		232 - COMMUNITY PARKS - AREA B							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-7191-2414	R & M - BUILDINGS - GROUND:	263	500	57	500	500			
01-2-7191-5650	MATERIALS	374	500	504	500	500			
Total GALLAND PARK		637	1,000	562	1,000	1,000	0	0	
7192 SHAWNIGAN HILLS PARK									
01-2-7192-2338	CONTRACT FOR SERVICES	8,139	14,000	4,670	14,000	14,000			
01-2-7192-2414	R & M - BUILDINGS - GROUND:	9,608	7,000	4,115	7,000	7,000			
01-2-7192-4803	SEWER USER FEE	369	600	369	600	600			
01-2-7192-5510	WATER	396	400	198	600	600			
01-2-7192-5530	ELECTRICITY	1,635	2,000	1,672	2,500	2,500			
01-2-7192-5650	MATERIALS	4,992	3,500	6,394	3,500	3,500			
Total SHAWNIGAN HILLS PARK		25,139	27,500	17,417	28,200	28,200	0	0	
7201 SHAWNIGAN WHARF PARK									
01-2-7201-2379	SECURITY	0	2,000	0	0	0			
01-2-7201-2414	R & M - BUILDINGS - GROUND:	2,500	2,200	4,942	4,200	4,200			
01-2-7201-5510	WATER	0	500	175	500	500			
01-2-7201-5650	MATERIALS	832	150	811	500	500			
01-2-7201-5660	PARK FIXTURES	0	150	0	0	0			
Total SHAWNIGAN WHARF PAR		3,333	5,000	5,928	5,200	5,200	0	0	
7205 DOUGAN PARK									
01-2-7205-2414	R & M - BUILDINGS - GROUND:	4,379	4,000	2,004	5,000	5,000			
01-2-7205-5650	MATERIALS	598	1,000	194	1,000	1,000			
01-2-7205-5660	PARK FIXTURES	0	1,000	0	1,000	1,000			
Total DOUGAN PARK		4,977	6,000	2,198	7,000	7,000	0	0	
7211 MASON'S BEACH PARK									
01-2-7211-2379	SECURITY	0	1,800	0	0	0			
01-2-7211-2414	R & M - BUILDINGS - GROUND:	1,019	1,200	1,052	3,000	3,000			
01-2-7211-5650	MATERIALS	383	1,000	26	1,000	1,000			
01-2-7211-5660	PARK FIXTURES	0	100	0	0	0			
Total MASON'S BEACH PARK		1,402	4,100	1,078	4,000	4,000	0	0	
7219 GIBSONS PARK									
01-2-7219-2414	R & M - BUILDINGS - GROUND:	210	100	409	200	200			
01-2-7219-5650	MATERIALS	0	100	59	100	100			
01-2-7219-5660	PARK FIXTURES	0	100	0	0	0			
Total GIBSONS PARK		210	300	468	300	300	0	0	
7232 BALDY MT. TRAIL									
01-2-7232-2414	R & M - BUILDINGS - GROUND:	253	500	101	500	500			

R13



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 232 - COMMUNITY PARKS - AREA B

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7232-5650	MATERIALS	0	300	250	500	500		
Total BALDY MT. TRAIL		253	800	351	1,000	1,000	0	0
7233 KINGBURNE PARK								
01-2-7233-2414	R & M - BUILDINGS - GROUND:	159	250	240	250	250		
01-2-7233-5650	MATERIALS	0	100	0	200	200		
01-2-7233-5660	PARK FIXTURES	0	100	0	0	0		
Total KINGBURNE PARK		159	450	240	450	450	0	0
7234 MELROSE PARK								
01-2-7234-2414	R & M - BUILDINGS - GROUND:	0	300	0	300	300		
01-2-7234-5650	MATERIALS	35	100	0	100	100		
01-2-7234-5660	PARK FIXTURES	0	100	0	0	0		
Total MELROSE PARK		35	500	0	400	400	0	0
7257 BEACH ESTATES GREENBELT								
01-2-7257-2414	R & M - BUILDINGS - GROUND:	520	500	0	500	500		
Total BEACH ESTATES GREENE		520	500	0	500	500	0	0
7261 INVASIVE SPECIES MANAGEMENT								
01-2-7261-2338	CONTRACT FOR SERVICES	7,017	6,000	4,944	6,000	6,000		
01-2-7261-5650	MATERIALS	0	2,000	0	2,000	2,000		
01-2-7261-5952	PROGRAM SUPPLIES	0	2,000	0	2,000	2,000		
Total INVASIVE SPECIES MANA		7,017	10,000	4,944	10,000	10,000	0	0
7265 LAKE ACCESSES								
01-2-7265-2414	R & M - BUILDINGS - GROUND:	860	750	120	750	750		
01-2-7265-5650	MATERIALS	67	750	0	750	750		
Total LAKE ACCESSES		927	1,500	120	1,500	1,500	0	0
7275 RECREATION ROAD BOAT LAUNCH								
01-2-7275-2379	SECURITY	0	1,800	0	0	0		
01-2-7275-2414	R & M - BUILDINGS - GROUND:	495	550	0	1,500	1,500		
01-2-7275-5650	MATERIALS	0	150	0	1,000	1,000		
Total RECREATION ROAD BOAT		495	2,500	0	2,500	2,500	0	0
7276 SILVERMINE TRAIL PARK								
01-2-7276-2414	R & M - BUILDINGS - GROUND:	2,351	750	0	3,000	3,000		
01-2-7276-5650	MATERIALS	212	750	0	500	500		
Total SILVERMINE TRAIL PARK		2,563	1,500	0	3,500	3,500	0	0
7295 WEST SHAWNIGAN LAKE								

R13



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		232 - COMMUNITY PARKS - AREA B						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7295-2338	CONTRACT FOR SERVICES	70	1,000	0	1,000	1,000		
01-2-7295-2379	SECURITY	0	1,000	315	900	900		
01-2-7295-2414	R & M - BUILDINGS - GROUND:	1,981	2,100	1,669	2,500	2,500		
01-2-7295-5650	MATERIALS	495	650	498	650	650		
01-2-7295-5660	PARK FIXTURES	0	250	0	0	0		
Total WEST SHAWNIGAN LAKE		2,546	5,000	2,482	5,050	5,050	0	0
7600 ELSIE MILES PARK								
01-2-7600-2414	R & M - BUILDINGS - GROUND:	0	0	0	0	1,500		
01-2-7600-5650	MATERIALS	0	0	0	0	500		
Total ELSIE MILES PARK		0	0	0	0	2,000	0	0
8115 SHORT TERM DEBT								
01-2-8115-8215	INTEREST	20,133	32,864	12,038	26,126	18,814		
01-2-8115-8216	PRINCIPAL	293,566	293,566	297,951	297,951	306,738		
Total SHORT TERM DEBT		313,699	326,430	309,989	324,077	325,552	0	0
8221 TRANSFER/GENERAL CAPITAL FUND								
01-2-8221-6124	LAND IMPROVEMENTS	0	0	261	0	0		
Total TRANSFER/GENERAL CAF		0	0	261	0	0	0	0
8241 TRANSFER TO CAPITAL RESERVE								
01-2-8241-0000	TSF TO CAPITAL RESERVE	40,000	0	0	0	0		
Total TRANSFER TO CAPITAL R		40,000	0	0	0	0	0	0
Total OPERATING EXP		597,651	590,641	463,702	582,177	599,634		
CAPITAL REV								
7557 CONTRIBUTION FROM DEVELOPERS								
01-7-7557-0000	CONTRIBUTION FROM DEVEL	0	0	0	-50,000	0		
Total CONTRIBUTION FROM DE		0	0	0	-50,000	0	0	0
7571 REQUISITION								
01-7-7571-0000	REQUISITION	-26,000	-26,000	-35,000	-35,000	0		
Total REQUISITION		-26,000	-26,000	-35,000	-35,000	0	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
01-7-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-490,000	-265,000		
Total TRANSFER FROM GAS TA		0	0	0	-490,000	-265,000	0	0
Total CAPITAL REV		-26,000	-26,000	-35,000	-575,000	-265,000		

282

R13



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 232 - COMMUNITY PARKS - AREA B

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL							
01-8-8221-6123	PARKS INFRASTRUCTURE	0	0	5,619	0	0	
01-8-8221-6124	LAND IMPROVEMENTS	25,911	26,000	132,784	335,000	50,000	
01-8-8221-6125	LEASE IMPROVEMENTS	0	0	0	240,000	215,000	
	Total TRANSFER/GENERAL CAF	25,911	26,000	138,402	575,000	265,000	0 0
	Total CAPITAL EXP	25,911	26,000	138,402	575,000	265,000	
	Surplus/Deficit	-42,862	0	-17,516	0	0	

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-640,423	-590,641	-584,620	-582,177	-599,634
Summary Total Expenses	597,651	590,641	463,702	582,177	599,634
Summary Surplus/Deficit	-42,862	0	-17,516	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Parks - Area B

Function: 232

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$258,100	\$274,082	\$270,017	\$284,000	\$268,536	\$275,536
Long Term Debt						
Short Term Debt	324,077	325,552	321,519	321,519		
Capital	575,000	265,000	40,543	45,000	124,000	117,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,157,177	\$864,634	\$632,079	\$650,519	\$392,536	\$392,536
SOURCES OF FUNDS						
Requisition/Parcel Tax	606,641	589,098	606,000	593,983	380,000	380,000
User Fee	2,000	2,000	3,000	3,000	4,000	4,000
Transfer from Capital Reserve			14,543	45,000		
Transfer from Gas Tax Reserve	490,000	265,000				
Other	58,536	8,536	8,536	8,536	8,536	8,536
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$1,157,177	\$864,634	\$632,079	\$650,519	\$392,536	\$392,536

2018 Debt Short Term with Principal & Interest

Borrowed	Outstanding	Maturity	P&I
Parkland	\$62,040	2018	\$63,086
Parkland	\$29,295	2018	\$29,735
Parkland	\$841,916	2020	\$232,731
Total			<u>\$325,552</u>

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 232 - Community Parks - Area B

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$606,641	\$589,098	-\$17,543	-2.89%
Explanation of increase/decrease:				
decrease R & M general			-\$3,000	-0.49%
increase minor capital (More projects in 2018)			10,000	1.65%
increase Misc. equipment			1,000	0.16%
increase Allocation - General Gov.			75	0.01%
increase summer playground program			200	0.03%
decrease contingency			-283	-0.05%
increase grass cutting and maint.(2018 contract rate)			4,613	0.76%
decrease rentals - washroom(2018 contract rate)			-1,823	-0.30%
increase R&M grounds-trees (new code to track tree expenses)			3,000	0.49%
increase garbage disposal			200	0.03%
increase Elsie Miles Park (new amenities added in 2017)			2,000	0.33%
decrease short term debt - interest			-7,312	-1.21%
increase short term debt - principal			8,787	1.45%
		Subtotal section A	\$17,457	2.88%

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
Melrose Park replacement (Capital)	-35,000	-5.77%
Shawnigan Pavilion Contribution (\$100,000 Gas Tax & \$50,000 Develop Contribution)	0	0.00%
Shawnigan Lake Museum Expansion Contribution (\$150,000 Gas Tax)	0	0.00%
Shawnigan Rail with Trail (\$10,000 Gas Tax)	0	0.00%
	0	0.00%
	Subtotal section B	-5.77%

Subtotal sections A + B **-\$17,543** **-2.89%**

C) Supplemental Items

	<u>2018</u> <u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
Elsie Miles Park Revitalization Phase 2	50,000	1,125	0.19%
Galland Road Park Playground Replacement (2018/2019 Funded Project)	40,543	14,543	2.40%
	Subtotal section C	\$15,668	2.58%

Subtotal sections A + B + C **-\$1,875** **-0.31%**

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$46,531.
- 2) The Parkland 5% Capital Reserve balance for this function as at May 31, 2017 is estimated to be \$41,337.
- 3) The Community Parks Capital Reserve balance for this function as of May 31, 2017 is estimated to be at \$41,267

ATTACHMENT D

2018 Budget - Supplemental Item														
Title			Galland Road Park Playground					Department			LAND USE SERVICES			
Division			PARKS & TRAILS					Function			232 - Community Parks – Area B			
Type			Capital - Replacement					Priority			1			
Description														
As part of the Parks and Trails Capital Replacement Program, the playground equipment at Galland Road Park is identified for replacement in 2019. The existing play structure has reached the end of its lifespan and does not meet current CSA Playground safety guidelines. The value of the project is \$40,543. This will require dedication of requisition funds over 2 (two) years, with proposed 2018 Capital funding of \$14,543 being Transferred to Capital Reserves for access in 2019. The additional \$26,000 is proposed as Capital Funds in 2019 to complete the project in that year. There would be no increase in annual operating costs for replacement of the playground.														
Benefits														
New playground equipment will provide for continued structured play opportunities at Galland Park for the local community through installation of new equipment that is CSA compliant.														
Risks														
Failure to replace the playground will still result in the removal of the existing equipment in 2019. The playground area would then be restored to a grassed area.														
Financial Information														
Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Requisition	40,543	14,543	26,000				40,543	<i>No change in operating costs</i>						-
Transfer from Reserve			14,543				14,543							-
							-							-
	40,543	14,543	40,543	-	-	-	55,086		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Transfer to reserve	40,543	14,543					14,543							-
Contract			40,543				40,543							-
							-							-
	40,543	14,543	40,543	-	-	-	55,086		-	-	-	-	-	-
Administration														
Author			Michael Miller					Date Prepared			Aug 3, 2017			
Approval Date														

2018 Budget - Supplemental Item

Title	Elsie Miles Park Revitalization Phase II	Department	LAND USE SERVICES
Division	PARKS & TRAILS	Function	232 - Community Parks – Area B
Type	Capital - New	Priority	2

Description

The Board at the July 13, 2016 meeting approved \$300,000 in Community Works Gas Tax Funding for the Elsie Miles Revitalization Project. The 2017 approved budget for Function 232 includes \$250,000 in Community Works Gas Tax funding for Elsie Miles Park for completion of a timber-framed pavilion, as well as construction of a new public washroom attached to the museum in conjunction with the planned Shawnigan Lake Museum expansion by the Shawnigan Lake Museum Society. The remaining \$50,000 of gas tax funding allocated to the Elsie Miles Park Revitalization Project is proposed for expenditure in 2018 on park entrance plaza improvements and landscaping.

Benefits

When complete, this project will provide a formal public entrance plaza and gathering place to Elsie Miles Park from Shawnigan Lake Village.

Risks

Not completing the park entrance and landscaping improvements will limit accessibility to the park from Shawnigan Lake Village, in particular for disabled park users and for all park users during inclement weather.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Gas Tax	50,000	50,000					50,000	Requisition	1,125	1,250	1,350	1,450	1,550	6,725
							-							-
	50,000	50,000	-	-	-	-	50,000		1,125	1,250	1,350	1,450	1,550	6,725
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Construction	50,000	50,000					50,000	Contracted Maintenance	1,125	1,250	1,350	1,450	1,550	6,725
							0							-
	50,000	50,000	-	-	-	-	50,000		1,125	1,250	1,350	1,450	1,550	6,725

Administration

Author	Michael Miller	Date Prepared	Aug 3, 2017
Approval Date	Board - July 13, 2016		



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 29, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Parks & Trails Division
 Land Use Services Department
SUBJECT: 2018 Budget Review – Function 233 Cobble Hill Community Parks
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 233 – Cobble Hill Community Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 233 – Cobble Hill Community Parks be approved.
2. That the Supplemental Request for replacement of the Manley Creek Park Staircase be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 233 – Cobble Hill Community Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and land acquisition of community parks and trails in Electoral Area C (Cobble Hill). The different expenditure categories include park operations, parks maintenance services contracts, capital projects, general park expenditures and parkland acquisition. The function is funded primarily through requisition.

ANALYSIS

Overall, the Cobble Hill Community Parks requisition decreased \$103,000 or -28.61% due to the following increases/decreases to the budget for 2018, inclusive of an overall increase to the Core Budget portion of the function and decreases to Prior Year One-time items:

Core Budget

The Core Budget for Cobble Hill Community Parks function increased \$24,000 or 6.67% due to the following:

- Grass Cutting and Maintenance increased \$5,848 (1.62%) per the previously approved 2018-fixed contract rate for parks maintenance services delivery and additional grassed area maintenance requirements at the Cobble Hill Common.

- R&M Grounds – Trees increased \$3,000 (0.83%) is specific to fund ongoing parks arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting. There is a corresponding decrease applied to R&M General of \$3,000 (-0.83%).
- Cobble Hill Common increased \$8,600 (2.39%) to fund ongoing maintenance and operation of major site improvements currently underway to establish a village green.
- Quarry Nature Park increased \$4,500 (1.25%) to fund increased operating costs of dog park, bike park, trails and parking area, along with provision of contracted seasonal evening security.
- Miscellaneous Equipment increased \$1,000 (0.28%) to fund increased small equipment and tool costs.
- Advertising, Short Term Debt - Interest and washroom rentals decreased \$3,101 (-0.86%).
- Allocations, Short Term Debt - Principal and various other accounts increased \$7,153 (1.98%) across multiple areas.

Prior Year, One-Time Items

A capital purchase for replacement of the playground at William Shearing Park was budgeted for \$67,000 in 2017, along with \$60,000 as undefined capital. Community Works Gas Tax Funds of \$160,544 was budgeted for both the Cobble Hill Common Improvements and Purple Pipe Connection projects, of which \$95,544 in remaining funds to be spent in 2018 to complete these projects. A 2016 surplus carry forward of \$65,000 funded the Cobble Hill Village Design Charrette and \$90,000 was budgeted as Transfer from Reserves for potential parkland acquisition.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as a Tier 1 request:

1. The existing beach access staircase at Manley Creek Park is scheduled for removal in 2018 due to age and condition. Funding construction of a new staircase is proposed through an increase to the 2018 requisition in the amount of \$43,000.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has decreased \$103,000 (-28.61%) which is a reduction of \$9.13 per \$100,000 household.

Uncommitted Operating Reserve balance - \$25,473, May 31, 2017.

Uncommitted Capital Reserve balance - \$25,219, May 31, 2017.

Uncommitted Parkland 5% Reserve balance - \$32,711, May 31, 2017

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

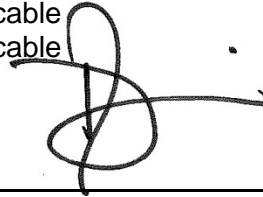
Prepared by:

Reviewed by:



Brian Farquhar
Manager

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 233 Vadim Budget
- Attachment B – 233 5 Year Plan
- Attachment C – 233 Year over Year Comparative Analysis
- Attachment D – 233 Supplementary Request

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 233 - COMMUNITY PARKS - AREA C

ATTACHMENT A

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-61	0	0		
	Total GRANTS	0	0	-61	0	0	0	0
5921 DONATIONS								
01-1-5921-2700	GENERAL	700	0	0	0	0		
	Total DONATIONS	700	0	0	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-285,000	-285,000	-233,000	-233,000	-257,000		
	Total REQUISITION	-285,000	-285,000	-233,000	-233,000	-257,000	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
01-1-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-50,000	-50,000		
	Total TRANSFER FROM GAS TA	0	0	0	-50,000	-50,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	-65,000	-65,000	0		
	Total SURPLUS/DEFICIT - CURF	0	0	-65,000	-65,000	0	0	0
	Total OPERATING REV	-284,300	-285,000	-298,061	-348,000	-307,000		
OPERATING EXP								
7142 SUMMER STUDENT PROGRAM								
01-2-7142-1204	WAGES - HOURLY	9,442	9,600	8,334	9,600	9,600		
01-2-7142-1400	BENEFITS	871	850	794	850	850		
01-2-7142-2475	MISCELLANEOUS EQUIPMENT	263	300	0	300	300		
01-2-7142-4380	ALLOC - SUMMER TRUCK	750	750	750	750	750		
01-2-7142-5952	PROGRAM SUPPLIES	760	250	233	250	250		
	Total SUMMER STUDENT PROG	12,085	11,750	10,112	11,750	11,750	0	0
7165 BEACH ACCESSES								
01-2-7165-2412	REPAIRS & MAINT. - OTHER	116	500	0	500	500		
	Total BEACH ACCESSES	116	500	0	500	500	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND								
01-2-7181-1204	WAGES - HOURLY	5,106	5,000	5,378	5,500	5,500		
01-2-7181-1400	BENEFITS	2,040	875	1,407	920	920		
01-2-7181-2111	TRAVEL	176	200	121	200	200		
01-2-7181-2210	ADVERTISING	438	750	0	750	500		

R14

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 233 - COMMUNITY PARKS - AREA C

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7181-2320	LEGAL SERVICES	1,011	1,500	926	1,500	1,500		
01-2-7181-2325	SURVEY FEES	0	500	94	500	500		
01-2-7181-2329	APPRAISALS	0	500	0	500	500		
01-2-7181-2330	CONSULTANTS	5,840	40,500	67,976	65,000	2,500		
01-2-7181-2338	CONTRACT FOR SERVICES	0	40,000	0	0	0		
01-2-7181-2370	INSURANCE - PROPERTY	2,067	1,525	0	1,525	1,525		
01-2-7181-2372	INSURANCE DEDUCTIBLES	111	111	0	0	0		
01-2-7181-2394	MEETING EXP.-COMMITTEE/C	275	400	175	400	400		
01-2-7181-2414	R & M - GENERAL	28,277	11,912	3,481	18,000	15,000		
01-2-7181-2475	MISCELLANEOUS EQUIPMENT	1,205	1,500	0	1,500	2,500		
01-2-7181-2480	MINOR CAPITAL	0	5,000	0	10,000	10,000		
01-2-7181-4100	ALLOC - GENERAL GOVERNMI	7,178	7,178	6,100	6,100	8,125		
01-2-7181-4201	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-7181-4214	ALLOC - PURPLE PIPE MAINT	7,000	7,000	7,000	7,000	7,000		
01-2-7181-5650	MATERIALS	255	200	180	200	200		
01-2-7181-5935	SUMMER PLAYGROUND PROC	7,847	8,700	0	8,700	8,900		
01-2-7181-9910	CONTINGENCY	0	862	0	4,241	4,429		
Total COMMUNITY PARKS/GENE		71,026	136,413	95,038	134,736	72,399	0	0
7182 PARKS MAINTENANCE EXPENDITURES								
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	3,000		
01-2-7182-2542	GRASS CUTTING AND MAINT	64,468	63,319	47,277	66,485	72,333		
01-2-7182-2618	RENTALS - WASHROOMS	6,048	6,200	3,007	8,100	6,000		
01-2-7182-5550	GARBAGE DISPOSAL	2,555	2,500	2,461	2,800	3,500		
01-2-7182-5939	SUPPLIES - TURF MGMT/LANC	1,985	2,050	412	2,211	3,000		
Total PARKS MAINTENANCE EX		75,056	74,069	53,157	79,596	87,833	0	0
7194 QUARRY PARK								
01-2-7194-2379	SECURITY	0	0	0	0	1,500		
01-2-7194-2414	R & M - BUILDINGS - GROUND	12,805	4,500	5,934	5,000	8,000		
01-2-7194-4803	SEWER USER FEE	353	200	353	200	200		
01-2-7194-5510	WATER	60	800	275	800	800		
01-2-7194-5530	ELECTRICITY	0	1,000	0	1,000	1,000		
01-2-7194-5650	MATERIALS	2,600	2,500	2,444	2,500	2,500		
Total QUARRY PARK		15,818	9,000	9,006	9,500	14,000	0	0
7196 MANLEY CREEK PARK								
01-2-7196-2414	R & M - BUILDINGS - GROUND	440	300	0	400	400		
01-2-7196-5650	MATERIALS	0	200	77	200	200		
01-2-7196-5660	PARK FIXTURES	0	100	0	0	0		
Total MANLEY CREEK PARK		440	600	77	600	600	0	0

R14



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		233 - COMMUNITY PARKS - AREA C							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
7207 BOATSWAIN PARK									
01-2-7207-2412	REPAIRS & MAINT. - OTHER	0	300	0	0	0			
01-2-7207-2414	R & M - BUILDINGS - GROUND:	122	100	680	500	500			
01-2-7207-5650	MATERIALS	67	150	0	150	150			
01-2-7207-5660	PARK FIXTURES	0	100	0	0	0			
Total BOATSWAIN PARK		189	650	680	650	650	0	0	
7212 WILLIAM SHEARING PARK									
01-2-7212-2412	REPAIRS & MAINT. - OTHER	489	200	0	0	0			
01-2-7212-2414	R & M - BUILDINGS - GROUND:	0	100	0	350	350			
01-2-7212-5650	MATERIALS	332	50	0	50	50			
01-2-7212-5660	PARK FIXTURES	0	50	0	0	0			
Total WILLIAM SHEARING PARK		820	400	0	400	400	0	0	
7222 FARNSWORTH PARK									
01-2-7222-2412	REPAIRS & MAINT. - OTHER	332	700	0	0	0			
01-2-7222-2414	R & M - BUILDINGS - GROUND:	924	400	188	1,200	1,200			
01-2-7222-5510	WATER	664	750	704	750	750			
01-2-7222-5530	ELECTRICITY	0	200	0	200	200			
01-2-7222-5650	MATERIALS	212	600	64	600	600			
01-2-7222-5660	PARK FIXTURES	0	100	0	0	0			
Total FARNSWORTH PARK		2,131	2,750	955	2,750	2,750	0	0	
7226 WATSON PARK									
01-2-7226-2412	REPAIRS & MAINT. - OTHER	480	500	153	500	500			
01-2-7226-2414	R & M - BUILDINGS - GROUND:	0	0	55	0	0			
Total WATSON PARK		480	500	208	500	500	0	0	
7235 CHERRY PT NATURE OBSERVATION PARK									
01-2-7235-2412	REPAIRS & MAINT. - OTHER	0	250	0	0	0			
01-2-7235-2414	R & M - BUILDINGS - GROUND:	916	500	253	850	850			
01-2-7235-5650	MATERIALS	173	250	547	250	250			
01-2-7235-5660	PARK FIXTURES	0	100	0	0	0			
Total CHERRY PT NATURE OBS		1,089	1,100	800	1,100	1,100	0	0	
7247 HATCH POINT TRAIL									
01-2-7247-2412	REPAIRS & MAINT. - OTHER	0	200	0	0	0			
01-2-7247-2414	R & M - BUILDINGS - GROUND:	0	100	180	400	400			
01-2-7247-5650	MATERIALS	27	100	0	100	100			
01-2-7247-5660	PARK FIXTURES	0	100	0	0	0			
Total HATCH POINT TRAIL		27	500	180	500	500	0	0	

R14



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 233 - COMMUNITY PARKS - AREA C

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
7248 MAPLE HILLS PARK							
01-2-7248-2412	REPAIRS & MAINT. - OTHER	75	200	0	0	0	
01-2-7248-2414	R & M - BUILDINGS - GROUND:	0	0	0	200	200	
01-2-7248-5510	WATER	395	400	602	400	400	
01-2-7248-5650	MATERIALS	112	450	80	450	450	
Total MAPLE HILLS PARK		582	1,050	683	1,050	1,050	0 0
7249 PATSY GRANFIELD MEMORIAL PARK							
01-2-7249-2412	REPAIRS & MAINT. - OTHER	300	250	0	0	0	
01-2-7249-2414	R & M - BUILDINGS - GROUNDE	0	0	0	250	250	
01-2-7249-5650	MATERIALS	0	250	0	250	250	
Total PATSY GRANFIELD MEMO		300	500	0	500	500	0 0
7261 INVASIVE SPECIES MANAGEMENT							
01-2-61-2338	CONTRACT FOR SERVICES	0	0	6,535	6,000	6,000	
01-2-61-5650	MATERIALS	0	0	0	2,000	2,000	
01-2-7261-5952	PROGRAM SUPPLIES	0	0	0	1,500	1,500	
Total INVASIVE SPECIES MANA		0	0	6,535	9,500	9,500	0 0
7266 COBBLE HILL COMMON							
01-2-7266-2412	REPAIRS & MAINT. - OTHER	1,712	700	0	0	0	
01-2-7266-2414	R & M - BUILDINGS - GROUND:	0	0	936	950	3,500	
01-2-7266-5510	WATER	360	400	273	500	6,000	
01-2-7266-5530	ELECTRICITY	33	0	57	0	300	
01-2-7266-5650	MATERIALS	426	750	146	750	1,000	
01-2-7266-5660	PARK FIXTURES	0	250	0	0	0	
Total COBBLE HILL COMMON		2,531	2,100	1,412	2,200	10,800	0 0
7268 COBBLE HILL MEMORIAL							
01-2-7268-5510	WATER	0	0	493	0	0	
Total COBBLE HILL MEMORIAL		0	0	493	0	0	0 0
7272 GALLIERS PARK							
01-2-7272-2412	REPAIRS & MAINT. - OTHER	0	500	0	0	0	
01-2-7272-2414	R & M - BUILDINGS - GROUND:	0	500	98	1,100	1,100	
01-2-7272-5510	WATER	410	300	322	300	300	
01-2-7272-5530	ELECTRICITY	166	150	92	150	150	
01-2-7272-5650	MATERIALS	490	300	1,892	300	300	
01-2-7272-5660	PARK FIXTURES	0	100	0	0	0	
Total GALLIERS PARK		1,066	1,850	2,405	1,850	1,850	0 0

R14



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		233 - COMMUNITY PARKS - AREA C							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
7284 COMMUNITY PATHWAYS									
01-2-7284-2412	REPAIRS & MAINT. - OTHER	1,687	300	0	0	0			
01-2-7284-2414	R & M - BUILDINGS - GROUND:	0	0	294	1,100	1,100			
01-2-7284-5650	MATERIALS	0	100	0	250	250			
01-2-7284-5660	PARK FIXTURES	0	100	0	0	0			
Total COMMUNITY PATHWAYS		1,687	500	294	1,350	1,350	0	0	
7294 COBBLE HILL TRAIN STATION									
01-2-7294-2412	REPAIRS & MAINT. - OTHER	1,038	1,000	0	0	0			
01-2-7294-2414	R & M - BUILDINGS - GROUND:	0	0	964	1,500	1,500			
01-2-7294-5650	MATERIALS	1,365	1,500	13	1,500	1,500			
01-2-7294-5660	PARK FIXTURES	0	500	0	0	0			
Total COBBLE HILL TRAIN STAT		2,403	3,000	977	3,000	3,000	0	0	
8115 SHORT TERM DEBT									
01-2-8115-8215	INTEREST	128	5,371	1,340	2,836	2,085			
01-2-8115-8216	PRINCIPAL	32,397	32,397	33,132	33,132	33,883			
Total SHORT TERM DEBT		32,525	37,768	34,472	35,968	35,968	0	0	
8224 CONTRIBUTION TO THIRD PARTY PARK									
01-2-8224-0000	CONTRIBUTION TO THIRD PAF	0	0	0	50,000	50,000			
Total CONTRIBUTION TO THIRD		0	0	0	50,000	50,000	0	0	
Total OPERATING EXP		220,371	285,000	217,482	348,000	307,000			
CAPITAL REV									
7571 REQUISITION									
01-7-7571-0000	REQUISITION	-15,000	-15,000	-127,000	-127,000	0			
Total REQUISITION		-15,000	-15,000	-127,000	-127,000	0	0	0	
8250 M.F.A. FUNDING									
01-7-8250-0002	M.F.A. FUNDING - SHORT TERI	-169,500	-409,500	0	0	0			
Total M.F.A. FUNDING		-169,500	-409,500	0	0	0	0	0	
9009 TRANSFER FROM GAS TAX RESERVE									
01-7-9009-0000	TSF FROM GAS TAX RESERVE	0	-30,544	0	-160,544	-95,544			
Total TRANSFER FROM GAS TA		0	-30,544	0	-160,544	-95,544	0	0	
9010 TRANSFER FROM CAPITAL RES									
01-7-9010-0000	TSF FROM CAPITAL RESERVE	0	-90,000	0	-90,000	0			
Total TRANSFER FROM CAPITA		0	-90,000	0	-90,000	0	0	0	

R14



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		233 - COMMUNITY PARKS - AREA C							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
Total CAPITAL REV		-184,500	-545,044	-127,000	-377,544	-95,544			
CAPITAL EXP									
8221 TRANSFER/GENERAL CAPITAL									
01-8-8221-6114	LAND	0	330,000	0	90,000	0			
01-8-8221-6124	LAND IMPROVEMENTS	183,112	215,044	12,297	287,544	95,544			
Total TRANSFER/GENERAL CAF		183,112	545,044	12,297	377,544	95,544	0	0	
Total CAPITAL EXP		183,112	545,044	12,297	377,544	95,544			
Surplus/Deficit		-65,317	0	-195,282	0	0			

297

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-284,300	-285,000	-298,061	-348,000	-307,000
Summary Total Expenses	220,371	285,000	217,482	348,000	307,000
Summary Surplus/Deficit	-65,317	0	-195,282	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Parks - Area C

Function: 233

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$312,032	\$271,032	\$225,000	\$228,000	\$230,000	\$234,000
Long Term Debt						
Short Term Debt	35,968	35,968	35,968	35,968		
Capital	377,544	95,544	39,000	35,000	70,000	66,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$725,544	\$402,544	\$299,968	\$298,968	\$300,000	\$300,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	360,000	257,000	299,968	298,968	300,000	300,000
User Fee						
Transfer from Capital Reserve	90,000					
Transfer from Gas Tax Reserve	210,544	145,544				
Other						
Debt Proceeds						
Surplus/(Deficit)	65,000					
TOTAL SOURCE OF FUNDS	\$725,544	\$402,544	\$299,968	\$298,968	\$300,000	\$300,000

2018 Debt Short Term

Borrowed	Amount	Maturity	P & I
Boatswain Park Improvement	\$103,971	2020	\$35,968
Total			<u>\$35,968</u>

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 233 - Community Parks - Area C

A) Core Budget

	2017 <u>Requisition</u>	Proposed 2018 <u>Requisition</u>	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
	\$360,000	\$257,000	-\$103,000	-28.61%
Explanation of increase/decrease:				
decrease advertising			-250	-0.07%
increase consultants			2,500	0.69%
decrease R&M - general			-3,000	-0.83%
increase misc. equipment			1,000	0.28%
increase allocation general government.			2,025	0.56%
increase summer playground program			200	0.06%
increase contingency			188	0.05%
increase grass cutting and maintenance (2018 contract rate)			5,848	1.62%
decrease washroom rentals			-2,100	-0.58%
increase R&M - grounds - trees			3,000	0.83%
increase garbage disposal			700	0.19%
increase supplies - turf mgmt./landscaping			789	0.22%
increase R&M grounds - Quarry Nature Park (covers increase in bike park, dog park, and parking lot costs)			3,000	0.83%
increase Security - Quarry Nature Park			1,500	0.42%
increase R&M grounds - Cobble Hill Common (new park development in 2017)			2,550	0.71%
increase water - Cobble Hill Common (new park development in 2017)			5,500	1.53%
increase electricity - Cobble Hill Common (new park development in 2017)			300	0.08%
increase materials - Cobble Hill Common (new park development in 2017)			250	0.07%
decrease short term debt- interest			-751	-0.21%
increase short term debt - principal			751	0.21%
			Subtotal section A	6.67%
			<u>\$24,000</u>	<u>6.67%</u>

B) Prior Year One-time Items

		Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
Cobble Hill Village Design Charette (\$65,000 funded by 2016 Surplus)		\$0	0.00%
William Shearing playground replacement (capital)		-67,000	-18.61%
Cobble Hill Common Improvements (\$130,000 funded by Gas Tax of which \$65,000 to be spent in 2018)		0	0.00%
Undefined Capital		-60,000	-16.67%
Purple Pipe Connection (\$30,544 funded by Gas Tax to be completed in 2018)		0	0.00%
Undefined Land Acquisition (\$90,000 funded by Transfer from Reserves)		0	0.00%
		Subtotal section B	-35.28%
		<u>-\$127,000</u>	<u>-35.28%</u>

Subtotal sections A + B -\$103,000 -28.61%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	Requisition % Increase
Manley Creek Park Staircase replacement (Capital)		43,000	43,000	11.94%
		Subtotal section C	\$43,000	11.94%
			<u>\$43,000</u>	<u>11.94%</u>

Subtotal sections A + B + C -\$60,000 -16.67%

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$25,473.
- 2) The Parkland 5% Capital Reserve balance for this function as at May 31, 2017 is estimated to be \$32,711.
- 3) The Community Parks Capital Reserve balance for this function as of May 31, 2017 is estimated to be at \$25,219

2018 Budget - Supplemental Item														
Title	Manley Creek Staircase						Department	LAND USE SERVICES						
Division	PARKS & TRAILS						Function	233 - Community Parks – Area C						
Type	Capital - Replacement						Priority	1						
Description														
As part of the Parks and Trails Capital Replacement Program, the large staircase at Manley Creek has been identified for replacement in 2019. The staircase has reached the end of its lifespan. There would be no change in the annual costs to operate the replacement of the staircase.														
Benefits														
A new staircase will continue to provide safe pedestrian access to the beach.														
Risks														
Failure to replace the staircase will result in the loss of safe pedestrian access to the beach. The staircase would be removed in 2018 and a safety barrier installed to eliminate the fall hazard.														
Financial Information														
Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Requisition	43,000	43,000					43,000	<i>No change in operating costs</i>						-
							-							-
							-							-
	43,000	43,000	-	-	-	-	43,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Construction	38,000	38,000					38,000							-
Design	5,000	5,000					5,000							-
	43,000	43,000	-	-	-	-	43,000		-	-	-	-	-	-
Administration														
Author	Michael Miller						Date Prepared	Aug 3, 2017						
Approval Date														

301



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 28, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 234 Cowichan Bay Community Parks

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 234 – Cowichan Bay Community Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 234 – Cowichan Bay Community Parks be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 234 – Cowichan Bay Community Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and land acquisition of community parks and trails in Electoral Area D (Cowichan Bay). The different expenditure categories include park operations, parks maintenance services contracts, capital projects, general park expenditures and parkland acquisition. The function is funded primarily through requisition.

ANALYSIS

The proposed Cowichan Bay Community Parks 2018 requisition increased \$13,020 or 8.68% due to the following increases to the Core Budget portion of the function:

Core Budget

Overall, the Cowichan Bay Community Parks Core Budget increased \$13,020 due to the following:

- Grass Cutting and Maintenance increased \$2,249 per the previously approved 2018-fixed contract rate for parks maintenance services delivery.
- R&M Grounds – Trees increased \$3,000 is specific to fund ongoing parks arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting. There is a corresponding decrease applied to R&M General of \$3,000.
- Minor Capital increased \$10,000 to fund replacement of the existing staircase at Cees and Miep Hof Park scheduled for removal in 2018 due to age and condition.

- Miscellaneous Equipment increased \$1,000 to fund increased small equipment and tool costs.
- Contingency, Short Term Debt - Interest and washroom rentals decreased \$1,106 overall.
- Allocations, Short Term Debt - Interest and the playground program increased \$877 overall.

Prior Year, One-Time Items

Community Works Gas Tax Funds of \$38,347 was budgeted in 2017 for the Wessex Ravine Pathway Engineering Design Work. At the direction of the Board, these funds were re-allocated to the Cowichan Bay Village Design Charrette project.

Supplemental Items

There are no Supplemental Request Items proposed for funding consideration in 2018 for Function 234 – Cowichan Bay Community Parks.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has increased \$13,020 (8.68%) which is an increase of \$1.86 per \$100,000 household.

Uncommitted Operating Reserve balance - \$15,015, May 31, 2017.

Uncommitted Capital Reserve balance - \$97,451, May 31, 2017.

Uncommitted Parkland 5% Reserve balance - \$36,079, May 31, 2017

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

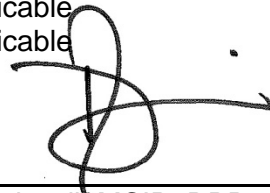
Prepared by:

Reviewed by:



Brian Farquhar
Manager

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 234 Vadim Budget
- Attachment B – 234 5 Year Plan
- Attachment C – 234 Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 234 - COMMUNITY PARKS - AREA D

ATTACHMENT A

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
5921 DONATIONS							
01-1-5921-2700 GENERAL	-468	0	0	0	0		
Total DONATIONS	-468	0	0	0	0	0	0
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-130,000	-130,000	-150,000	-150,000	-163,020		
Total REQUISITION	-130,000	-130,000	-150,000	-150,000	-163,020	0	0
Total OPERATING REV	-130,468	-130,000	-150,000	-150,000	-163,020		
OPERATING EXP							
7142 SUMMER STUDENT PROGRAM							
01-2-7142-1204 WAGES - HOURLY	6,688	6,294	5,812	6,451	6,451		
01-2-7142-1400 BENEFITS	610	675	557	675	675		
01-2-7142-2475 MISCELLANEOUS EQUIPMENT	263	300	0	300	300		
01-2-7142-4380 ALLOC - SUMMER TRUCK	750	750	750	750	750		
01-2-7142-5952 PROGRAM SUPPLIES	535	450	0	450	450		
Total SUMMER STUDENT PROG	8,845	8,469	7,119	8,626	8,626	0	0
7165 BEACH ACCESSES							
01-2-7165-2412 REPAIRS & MAINT. - OTHER	0	500	0	500	500		
Total BEACH ACCESSES	0	500	0	500	500	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND							
01-2-7181-1204 WAGES - HOURLY	3,002	4,100	2,922	5,000	5,000		
01-2-7181-1400 BENEFITS	805	1,050	848	1,200	1,200		
01-2-7181-1900 TERM EMPLOYEES	1,350	1,900	800	1,900	1,900		
01-2-7181-2111 TRAVEL	153	0	68	0	0		
01-2-7181-2210 ADVERTISING	441	500	0	500	500		
01-2-7181-2320 LEGAL SERVICES	651	750	379	750	750		
01-2-7181-2325 SURVEY FEES	0	250	0	250	250		
01-2-7181-2329 APPRAISALS	0	250	0	250	250		
01-2-7181-2330 CONSULTANTS	0	250	0	250	250		
01-2-7181-2370 INSURANCE - PROPERTY	241	270	0	270	270		
01-2-7181-2372 INSURANCE DEDUCTIBLES	59	59	0	0	0		
01-2-7181-2394 MEETING EXP.-COMMITTEE/C	0	400	0	400	400		
01-2-7181-2414 R & M - GENERAL	3,846	5,000	1,394	14,000	11,000		
01-2-7181-2475 MISCELLANEOUS EQUIPMENT	750	1,500	48	1,500	2,500		
01-2-7181-2480 MINOR CAPITAL	0	0	0	0	10,000		
01-2-7181-4100 ALLOC - GENERAL GOVERNMI	3,787	3,787	3,608	3,608	3,745		

R15

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND								
234 - COMMUNITY PARKS - AREA D								
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7181-4201	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-7181-5110	SUNDRY EXPENSES	0	500	0	500	500		
01-2-7181-5935	SUMMER PLAYGROUND PROC	7,847	9,000	0	9,200	9,400		
01-2-7181-5952	PROGRAM SUPPLIES	0	500	0	500	500		
01-2-7181-9910	CONTINGENCY	0	1,259	0	1,500	1,300		
Total COMMUNITY PARKS/GENE		25,132	33,525	12,266	43,778	51,915	0	0
7182 PARKS MAINTENANCE EXPENDITURES								
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	3,000		
01-2-7182-2542	GRASS CUTTING AND MAINT	33,637	33,806	24,667	35,496	37,745		
01-2-7182-2618	RENTALS - WASHROOMS	730	750	371	750	550		
01-2-7182-5550	GARBAGE DISPOSAL	3,083	2,500	2,458	2,800	2,800		
01-2-7182-5939	SUPPLIES - TURF MGMT/LANC	767	800	753	1,100	1,100		
Total PARKS MAINTENANCE EX		38,217	37,856	28,249	40,146	45,195	0	0
7197 CENTENNIAL PARK								
01-2-7197-5650	MATERIALS	0	0	436	0	0		
Total CENTENNIAL PARK		0	0	436	0	0	0	0
7198 HECATE PARK								
01-2-7198-2412	REPAIRS & MAINT. - OTHER	1,618	800	0	0	0		
01-2-7198-2414	R & M - BUILDINGS - GROUND:	1,366	1,500	3,987	2,700	2,700		
01-2-7198-5510	WATER	425	300	227	400	400		
01-2-7198-5650	MATERIALS	257	500	742	1,000	1,000		
01-2-7198-5660	PARK FIXTURES	0	400	0	0	0		
Total HECATE PARK		3,667	3,500	4,956	4,100	4,100	0	0
7206 COVERDALE/WATSON PARK								
01-2-7206-2412	REPAIRS & MAINT. - OTHER	853	1,500	0	0	0		
01-2-7206-2414	R & M - BUILDINGS - GROUND:	3,048	500	1,489	2,000	2,000		
01-2-7206-5510	WATER	402	800	316	800	800		
01-2-7206-5530	ELECTRICITY	483	300	191	300	300		
01-2-7206-5650	MATERIALS	135	700	31	700	700		
01-2-7206-5660	PARK FIXTURES	94	300	0	0	0		
Total COVERDALE/WATSON PA		5,014	4,100	2,026	3,800	3,800	0	0
7227 CEES & MIEP HOF MEMORIAL PARK								
01-2-7227-2412	REPAIRS & MAINT. - OTHER	868	500	0	0	0		
01-2-7227-2414	R & M - BUILDINGS - GROUND:	0	0	69	500	500		
01-2-7227-5650	MATERIALS	0	500	110	500	500		
Total CEES & MIEP HOF MEMOF		868	1,000	179	1,000	1,000	0	0

R15

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 234 - COMMUNITY PARKS - AREA D

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
7228 GLEN RD GREENBELT							
01-2-7228-2414 R & M - BUILDINGS - GROUND:	652	500	840	500	500		
Total GLEN RD GREENBELT	652	500	840	500	500	0	0
7236 TOM BANNISTER PARK							
01-2-7236-2412 REPAIRS & MAINT. - OTHER	0	500	0	0	0		
01-2-7236-2414 R & M - BUILDINGS - GROUND:	321	100	518	600	600		
01-2-7236-5650 MATERIALS	334	100	0	200	200		
01-2-7236-5660 PARK FIXTURES	0	100	0	0	0		
Total TOM BANNISTER PARK	655	800	518	800	800	0	0
7241 KENNEDY LANE WALKWAY							
01-2-7241-2412 REPAIRS & MAINT. - OTHER	0	300	0	0	0		
01-2-7241-2414 R & M - BUILDINGS - GROUND:	0	100	0	500	500		
01-2-7241-5660 PARK FIXTURES	0	100	0	0	0		
Total KENNEDY LANE WALKWAY	0	500	0	500	500	0	0
7242 AUSTIN PLACE GREEN BELT							
01-2-7242-2414 R & M - BUILDINGS - GROUND:	0	100	380	100	100		
Total AUSTIN PLACE GREEN BELT	0	100	380	100	100	0	0
7252 MAPLE GROVE PARK							
01-2-7252-2414 R & M - BUILDINGS - GROUND:	365	500	74	500	500		
01-2-7252-5650 MATERIALS	0	500	0	500	500		
Total MAPLE GROVE PARK	365	1,000	74	1,000	1,000	0	0
7261 INVASIVE SPECIES MANAGEMENT							
01-2-7261-2338 CONTRACT FOR SERVICES	0	0	0	4,000	4,000		
01-2-7261-5650 MATERIALS	0	0	0	500	500		
01-2-7261-5952 PROGRAM SUPPLIES	0	0	0	500	500		
Total INVASIVE SPECIES MANAGEMENT	0	0	0	5,000	5,000	0	0
7262 KAYAK LAUNCH							
01-2-7262-2414 R & M - BUILDINGS - GROUND:	1,370	1,000	317	2,500	2,500		
01-2-7262-5510 WATER	370	400	224	400	400		
01-2-7262-5650 MATERIALS	497	500	0	750	750		
Total KAYAK LAUNCH	2,237	1,900	541	3,650	3,650	0	0
7277 ROBERT SERVICE MEMORIAL							
01-2-7277-2414 R & M - BUILDINGS - GROUND:	0	250	0	250	250		
01-2-7277-5650 MATERIALS	0	250	0	250	250		

308

R15



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		234 - COMMUNITY PARKS - AREA D							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
Total ROBERT SERVICE MEMOF		0	500	0	500	500	0	0	
7282 KINGSCOTE HERITAGE TRAIL									
01-2-7282-2414	R & M - BUILDINGS - GROUND:	97	750	0	750	750			
01-2-7282-5650	MATERIALS	0	750	378	750	750			
Total KINGSCOTE HERITAGE TRAIL		97	1,500	378	1,500	1,500	0	0	
7290 COMMUNITY TRAILS									
01-2-7290-2414	R & M - BUILDINGS - GROUND:	721	1,000	240	750	750			
01-2-7290-5650	MATERIALS	602	250	42	750	750			
Total COMMUNITY TRAILS		1,323	1,250	282	1,500	1,500	0	0	
8115 SHORT TERM DEBT									
01-2-8115-8215	INTEREST	1,633	2,823	925	2,144	1,438			
01-2-8115-8216	PRINCIPAL	30,856	30,177	30,705	30,856	31,396			
Total SHORT TERM DEBT		32,489	33,000	31,630	33,000	32,834	0	0	
Total OPERATING EXP		119,562	130,000	89,872	150,000	163,020			
CAPITAL REV									
7571 REQUISITION									
01-7-7571-0000	REQUISITION	-20,000	-20,000	0	0	0			
Total REQUISITION		-20,000	-20,000	0	0	0	0	0	
9009 TRANSFER FROM GAS TAX RESERVE									
01-7-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-38,347	0			
Total TRANSFER FROM GAS TAX RESERVE		0	0	0	-38,347	0	0	0	
Total CAPITAL REV		-20,000	-20,000	0	-38,347	0			
CAPITAL EXP									
8221 TRANSFER/GENERAL CAPITAL									
01-8-8221-6124	LAND IMPROVEMENTS	0	0	0	38,347	0			
01-8-8221-6125	LEASE IMPROVEMENTS	20,000	20,000	0	0	0			
Total TRANSFER/GENERAL CAPITAL		20,000	20,000	0	38,347	0	0	0	
Total CAPITAL EXP		20,000	20,000	0	38,347	0			
Surplus/Deficit		-10,906	0	-60,128	0	0			

309

R15

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-130,468	-130,000	-150,000	-150,000	-163,020
Summary Total Expenses	119,562	130,000	89,872	150,000	163,020
Summary Surplus/Deficit	-10,906	0	-60,128	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Parks - Area D

Function: 234

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$117,000	\$130,186	\$130,200	\$130,000	\$133,000	\$135,000
Long Term Debt						
Short Term Debt	33,000	32,834	32,834			
Capital	38,347			33,000	30,000	30,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$188,347	\$163,020	\$163,034	\$163,000	\$163,000	\$165,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	150,000	163,020	163,034	163,000	163,000	165,000
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	38,347					
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$188,347	\$163,020	\$163,034	\$163,000	\$163,000	\$165,000

2018 Debt Short Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Parkland	\$63,926	2019	32,834
Total			\$32,834

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function:

234 - Community Parks - Area D

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$150,000	\$163,020	\$13,020	8.68%
Explanation of increase/decrease:				
decrease r&m general			-3,000	-2.00%
increase misc. equipment			1,000	0.67%
increase minor capital (replacement project 2018)			10,000	6.67%
increase allocation General govnt.			137	0.09%
increase summer playground program			200	0.13%
decrease contingency			-200	-0.13%
increase grass cutting and maintenance (2018 rate)			2,249	1.50%
decrease washroom rentals			-200	-0.13%
increase r&m - grounds - trees			3,000	2.00%
decrease short term debt- interest			-706	-0.47%
increase short term debt- principal			540	0.36%
		Subtotal section A	<u><u>\$13,020</u></u>	<u><u>8.68%</u></u>

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
312 Wessex Ravine Pathway Engineering Design Work (\$38,347 funded by Gas Tax)	0	0.00%
	0	0.00%
	Subtotal section B	<u><u>\$0</u></u> <u><u>0.00%</u></u>

Subtotal sections A + B \$13,020 8.68%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		0	0	0.00%
		0	0	0.00%
		\$0	\$0	0.00%
	Subtotal section C	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C \$13,020 8.68%

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$15,015
- 2) The Parkland 5% Capital Reserve balance for this function as at May 31, 2017 is estimated to be \$36,079
- 3) The Community Parks Capital Reserve balance for this function as of May 31, 2017 is estimated to be at \$6,825



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 29, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 235 Cowichan Station/Sahtlam/
Glenora Community Parks

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 235 – Cowichan Station/Sahtlam/Glenora Community Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 235 – Cowichan Station/Sahtlam/Glenora Community Parks be approved.
2. That the Supplemental Request for the Area E Roadside Pathway project be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 235 – Cowichan Station/Sahtlam/Glenora Community Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and land acquisition of community parks and trails in Electoral Area E - Cowichan Station/Sahtlam/Glenora. The different expenditure categories include park operations, parks maintenance services contracts, capital projects, general park expenditures and parkland acquisition. The function is funded primarily through requisition.

ANALYSIS

Overall, the Cowichan Station/Sahtlam/Glenora Community Parks requisition decreased \$57,919 or -24.13% due to the following increases/decreases to the budget for 2018, inclusive of an overall increase to the Core Budget portion of the function and decreases to Prior Year One-time items.

Core Budget

The Core Budget for Cowichan Station/Sahtlam/Glenora Community Parks function increased \$22,081 due to the following:

- Grass Cutting and Maintenance increased \$13,705 per the previously approved 2018-fixed contract rate for parks maintenance services delivery and expanded park maintenance services at Glenora Trailhead Community Park and Currie Park due to increased park amenities and use.

- Minor Capital decreased \$10,500, with 2018 projects focused on a potable water system design and pathway loop at Currie Park and landscaping/natural revegetation improvements at Maplewood Park.
- R&M Grounds – Trees increased \$3,000 is specific to fund ongoing parks arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting. There is a corresponding decrease applied to R&M General of \$3,000.
- Currie Park increased \$1,100 to fund ongoing maintenance and operation of major site improvements currently underway to establish a village green.
- Glenora Trailhead Community Park increased \$5,600 to fund increased operating costs of potable water system and grounds maintenance.
- Miscellaneous Equipment increased \$1,000 to fund increased small equipment and tool costs.
- An increase of \$21,000 to account for a decrease in surplus revenue over the previous year across all areas.
- Allocations, consultants and washrooms decreased \$9,824 overall.

Prior Year, One-Time Items

A capital purchase for replacement/upgrade of the playground at Maplewood Park was budgeted for \$56,000 and a \$24,000 capital purchase of a new single washroom unit at Currie Park were funded in 2017 through requisition. A 2016 surplus carry forward of \$31,000 was budgeted for Roadside Pathways design work subject to agreement with the Ministry of Transportation and Infrastructure on roadside pathway criteria/standards. Transfer from Reserves of \$400,000 was also budgeted in 2017 for potential parkland acquisition.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as a Tier 3 request:

1. Roadside pathways project proposes to connect the Cowichan Station Hub with the Trans Canada Highway along Koksilah Road, subject to verification of road right of way capacity for the pathway and approvals from the Ministry of Transportation and Infrastructure on pathway design criteria/standards. Community Works Gas Tax Funding of \$100,000 previously approved by the Board, a \$31,000 2017 surplus carry forward and \$80,000 through an increase to the 2018 requisition is proposed to fund the first phase of this multi-year project.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has decreased \$57,919 (-24.13%) which is a reduction of \$6.93 per \$100,000 household.

Uncommitted Operating Reserve balance - \$52,882, May 31, 2017.

Uncommitted Capital Reserve balance - \$57,841, May 31, 2017.

Uncommitted Parkland 5% Reserve balance - \$15,805, May 31, 2017

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

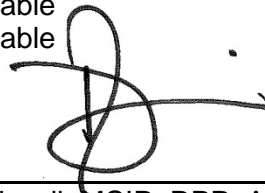
Prepared by:

Reviewed by:



Brian Farquhar
Manager

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 235 Vadim Budget
- Attachment B – 235 5 Year Plan
- Attachment C – 235 Year over Year Comparative Analysis
- Attachment D – 235 Supplementary Request



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 235 - COMMUNITY PARKS - AREA E

ATTACHMENT A

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
5331 RENTAL INCOME							
01-1-5331-0000 RENTAL-INCOME	-7,998	-12,000	-7,524	-10,000	-10,000		
01-1-5331-2800 PROPERTY RENTAL	-5,622	0	-1,100	0	0		
Total RENTAL INCOME	-13,620	-12,000	-8,624	-10,000	-10,000	0	0
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-175,000	-175,000	-160,000	-160,000	-182,081		
Total REQUISITION	-175,000	-175,000	-160,000	-160,000	-182,081	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000 SURPLUS/DEFICIT	0	0	-21,000	-21,000	0		
Total SURPLUS/DEFICIT - CURF	0	0	-21,000	-21,000	0	0	0
Total OPERATING REV	-188,620	-187,000	-189,624	-191,000	-192,081		
OPERATING EXP							
7142 SUMMER STUDENT PROGRAM							
01-2-7142-1204 WAGES - HOURLY	17,881	18,000	13,017	18,000	18,000		
01-2-7142-1400 BENEFITS	1,650	1,500	1,247	1,500	1,500		
01-2-7142-2475 MISCELLANEOUS EQUIPMENT	263	300	195	300	300		
01-2-7142-4380 ALLOC - SUMMER TRUCK	750	750	750	750	750		
01-2-7142-5952 PROGRAM SUPPLIES	698	500	281	500	500		
Total SUMMER STUDENT PROG	21,242	21,050	15,490	21,050	21,050	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND							
01-2-7181-1204 WAGES - HOURLY	5,357	6,000	2,631	6,500	6,500		
01-2-7181-1400 BENEFITS	1,275	1,100	1,699	1,200	1,200		
01-2-7181-2111 TRAVEL	358	0	198	0	0		
01-2-7181-2210 ADVERTISING	1,093	500	530	500	500		
01-2-7181-2320 LEGAL SERVICES	369	1,500	0	1,500	1,500		
01-2-7181-2325 SURVEY FEES	0	1,000	950	1,000	1,000		
01-2-7181-2327 LAND TITLES EXPENSES	0	0	22	0	0		
01-2-7181-2329 APPRAISALS	0	500	0	500	500		
01-2-7181-2330 CONSULTANTS	30,333	51,808	6,356	8,000	0		
01-2-7181-2370 INSURANCE - PROPERTY	1,501	3,130	0	3,130	3,130		
01-2-7181-2372 INSURANCE DEDUCTIBLES	82	82	0	0	0		
01-2-7181-2394 MEETING EXP.-COMMITTEE/C	175	100	105	100	100		
01-2-7181-2414 R & M - GENERAL	4,425	7,000	13,712	15,000	12,000		
01-2-7181-2475 MISCELLANEOUS EQUIPMENT	1,205	1,400	0	1,500	2,500		
01-2-7181-2480 MINOR CAPITAL	0	13,000	9,712	33,000	22,500		

316

R16

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		235 - COMMUNITY PARKS - AREA E						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7181-2610	ALLOC - RENTALS - BUILDING	1,119	3,000	1,965	3,000	3,000		
01-2-7181-4100	ALLOC - GENERAL GOVERNMI	5,268	5,268	6,348	6,348	5,674		
01-2-7181-4201	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-7181-5110	SUNDRY EXPENSES	898	500	756	500	500		
01-2-7181-5952	PROGRAM SUPPLIES	0	3,000	0	3,000	3,000		
01-2-7181-9910	CONTINGENCY	0	2,029	0	4,759	4,759		
Total COMMUNITY PARKS/GENE		55,657	103,117	47,185	91,737	70,563	0	0
7182 PARKS MAINTENANCE EXPENDITURES								
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	3,000		
01-2-7182-2542	GRASS CUTTING AND MAINT	31,099	31,608	22,806	37,188	50,893		
01-2-7182-2618	RENTALS - WASHROOMS	1,405	1,650	659	1,650	500		
01-2-7182-5550	GARBAGE DISPOSAL	2,309	2,000	1,741	2,200	2,200		
01-2-7182-5939	SUPPLIES - TURF MGMT/LANC	762	800	412	1,000	1,000		
Total PARKS MAINTENANCE EX		35,576	36,058	25,618	42,038	57,593	0	0
7187 KEATING PARK								
01-2-7187-2414	R & M - BUILDINGS - GROUND:	0	400	0	500	500		
01-2-7187-5650	MATERIALS	0	100	0	100	100		
01-2-7187-5660	PARK FIXTURES	0	100	0	0	0		
Total KEATING PARK		0	600	0	600	600	0	0
7208 JACK FLEETWOOD MEMORIAL PARK								
01-2-7208-2414	R & M - BUILDINGS - GROUND:	435	400	570	500	500		
01-2-7208-5650	MATERIALS	332	100	113	100	100		
01-2-7208-5660	PARK FIXTURES	0	100	0	0	0		
Total JACK FLEETWOOD MEMC		767	600	683	600	600	0	0
7218 MAPLEWOOD PARK								
01-2-7218-2412	REPAIRS & MAINT. - OTHER	220	500	0	0	0		
01-2-7218-2414	R & M - BUILDINGS - GROUND:	68	300	193	800	800		
01-2-7218-5510	WATER	224	200	141	300	300		
01-2-7218-5650	MATERIALS	38	300	86	300	300		
01-2-7218-5660	PARK FIXTURES	0	100	0	0	0		
Total MAPLEWOOD PARK		550	1,400	420	1,400	1,400	0	0
7224 FAIRBRIDGE PARK								
01-2-7224-2414	R & M - BUILDINGS - GROUND:	58	500	0	0	0		
Total FAIRBRIDGE PARK		58	500	0	0	0	0	0
7229 GLENORA RIVERSIDE PARK								
01-2-7229-2414	R & M - BUILDINGS - GROUND:	120	150	0	150	150		

317

R16

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		235 - COMMUNITY PARKS - AREA E							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-7229-5650	MATERIALS	42	150	0	150	150			
01-2-7229-5660	PARK FIXTURES	0	100	0	0	0			
Total GLENORA RIVERSIDE PAF		162	400	0	300	300	0	0	
7259 MILLER ROAD REST AREA									
01-2-7259-2414	R & M - BUILDINGS - GROUND:	420	250	782	250	250			
01-2-7259-5660	PARK FIXTURES	0	250	0	0	0			
Total MILLER ROAD REST AREA		420	500	782	250	250	0	0	
7261 INVASIVE SPECIES MANAGEMENT									
01-2-7261-2338	CONTRACT FOR SERVICES	0	0	0	6,000	6,000			
01-2-7261-5650	MATERIALS	0	0	0	2,000	2,000			
01-2-7261-5952	PROGRAM SUPPLIES	0	0	0	2,000	2,000			
Total INVASIVE SPECIES MANA		0	0	0	10,000	10,000	0	0	
7263 CURRIE PARK									
01-2-7263-2370	INSURANCE - PROPERTY	425	25	0	25	25			
01-2-7263-2414	R & M - BUILDINGS - GROUND:	1,799	1,450	1,824	1,500	2,000			
01-2-7263-5530	ELECTRICITY	821	300	132	500	750			
01-2-7263-5650	MATERIALS	399	1,250	504	1,250	1,600			
Total CURRIE PARK		3,443	3,025	2,460	3,275	4,375	0	0	
7269 WAKE LAKE PARK									
01-2-7269-2412	REPAIRS & MAINT. - OTHER	0	250	0	0	0			
01-2-7269-2414	R & M - BUILDINGS - GROUND:	0	0	0	250	250			
01-2-7269-5650	MATERIALS	0	250	0	250	250			
Total WAKE LAKE PARK		0	500	0	500	500	0	0	
7279 EAGLE HEIGHTS									
01-2-7279-2412	REPAIRS & MAINT. - OTHER	216	250	0	0	0			
01-2-7279-2414	R & M - BUILDINGS - GROUND:	0	0	0	250	250			
01-2-7279-5650	MATERIALS	0	250	0	250	250			
Total EAGLE HEIGHTS		216	500	0	500	500	0	0	
7281 SUNRISE									
01-2-7281-2412	REPAIRS & MAINT. - OTHER	692	500	0	0	0			
01-2-7281-2414	R & M - BUILDINGS - GROUND:	0	0	648	500	500			
01-2-7281-5650	MATERIALS	18	250	175	250	250			
Total SUNRISE		710	750	823	750	750	0	0	
7283 GLENORA TRAILSHEAD PARK									
01-2-7283-2338	CONTRACT FOR SERVICES	0	0	0	0	5,000			

R16



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		235 - COMMUNITY PARKS - AREA E							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-7283-2414	R & M - BUILDINGS - GROUND:	7,778	5,400	9,685	5,400	6,000			
01-2-7283-5530	ELECTRICITY	0	600	0	600	600			
01-2-7283-5550	GARBAGE DISPOSAL	0	0	155	0	0			
01-2-7283-5650	MATERIALS	1,866	5,000	2,725	5,000	5,000			
01-2-7283-5660	PARK FIXTURES	0	1,000	0	1,000	1,000			
Total GLENORA TRAILSHEAD P/		9,643	12,000	12,565	12,000	17,600	0	0	
7284 COMMUNITY PATHWAYS									
01-2-7284-2412	REPAIRS & MAINT. - OTHER	2,708	1,500	0	0	0			
01-2-7284-2414	R & M - BUILDINGS - GROUND:	0	0	500	1,500	1,500			
01-2-7284-5650	MATERIALS	283	1,500	0	1,500	1,500			
Total COMMUNITY PATHWAYS		2,991	3,000	500	3,000	3,000	0	0	
8115 SHORT TERM DEBT									
01-7-15-8215	INTEREST	0	3,000	0	3,000	3,000			
Total SHORT TERM DEBT		0	3,000	0	3,000	3,000	0	0	
Total OPERATING EXP		131,435	187,000	106,527	191,000	192,081			
CAPITAL REV									
7571 REQUISITION									
01-7-7571-0000	REQUISITION	-41,000	-41,000	-80,000	-80,000	0			
Total REQUISITION		-41,000	-41,000	-80,000	-80,000	0	0	0	
8250 M.F.A. FUNDING									
01-7-8250-0002	M.F.A. FUNDING - SHORT TERI	0	-400,000	0	-400,000	0			
Total M.F.A. FUNDING		0	-400,000	0	-400,000	0	0	0	
9110 SURPLUS/DEFICIT									
01-7-9110-0000	SURPLUS/DEFICIT	-15,000	-15,000	-46,000	-46,000	0			
Total SURPLUS/DEFICIT		-15,000	-15,000	-46,000	-46,000	0	0	0	
Total CAPITAL REV		-56,000	-456,000	-126,000	-526,000	0			
CAPITAL EXP									
8221 TRANSFER/GENERAL CAPITAL									
01-8-8221-6114	LAND	13,702	400,000	0	400,000	0			
01-8-8221-6123	PARKS INFRASTRUCTURE	0	0	8,092	0	0			
01-8-8221-6124	LAND IMPROVEMENTS	9,219	56,000	2,620	55,000	0			
01-8-8221-6125	LEASE IMPROVEMENTS	0	0	0	71,000	0			
Total TRANSFER/GENERAL CAF		22,922	456,000	10,712	526,000	0	0	0	

019

R16



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 235 - COMMUNITY PARKS - AREA E

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Total CAPITAL EXP	22,922	456,000	10,712	526,000	0
Surplus/Deficit	-90,264	0	-198,384	0	0

320

R16

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-188,620	-187,000	-189,624	-191,000	-192,081
Summary Total Expenses	131,435	187,000	106,527	191,000	192,081
Summary Surplus/Deficit	-90,264	0	-198,384	0	0

321

R16

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Parks - Area E

Function: 235

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$188,000	\$192,081	\$145,119	\$145,119	\$150,119	\$150,119
Long Term Debt						
Short Term Debt	3,000					
Capital	526,000		29,000	35,000	35,000	35,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$717,000	\$192,081	\$174,119	\$180,119	\$185,119	\$185,119
SOURCES OF FUNDS						
Requisition/Parcel Tax	240,000	182,081	164,119	170,119	175,119	175,119
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve						
Other	10,000	10,000	10,000	10,000	10,000	10,000
Debt Proceeds	400,000					
Surplus/(Deficit)	67,000					
TOTAL SOURCE OF FUNDS	\$717,000	\$192,081	\$174,119	\$180,119	\$185,119	\$185,119

322

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 235 - Community Parks - Area E

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$240,000	\$182,081	-\$57,919	-24.13%
Explanation of increase/decrease:				
decrease consultants			-8,000	-3.33%
decrease in surplus revenue			21,000	8.75%
decrease r&m general			-3,000	-1.25%
increase misc. equipment			1,000	0.42%
decrease Minor Capital			-10,500	-4.38%
decrease Allocation - general government			-674	-0.28%
increase grass cutting and maintenance (2018 contract rate & increases Glenora Trailshead/Currie Park)			13,705	5.71%
decrease rentals - washroom			-1,150	-0.48%
increase r&m grounds - trees			3,000	1.25%
increase r&m grounds - Currie Park			500	0.21%
increase electricity - Currie Park			250	0.10%
increase materials - Currie Park			350	0.15%
increase r&m buildings - grounds - Glenora Trailshead			600	0.25%
increase contract for services - Glenora Trailshead			5,000	2.08%
		Subtotal section A	\$22,081	9.20%

323

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
Maplewood Playground Replacement/Upgrades	-56,000	-23.33%
Currie Park small single washroom unit (includes \$15,000 in 2016 surplus funds)	-24,000	-10.00%
Roadside Pathways Design (\$31,000 from 2016 Surplus roll forward to 2018)	0	0.00%
Undefined Parkland Purchase (\$400,000 budgeted as Transfer from Reserves)	0	0.00%
	Subtotal section B	-33.33%

Subtotal sections A + B **-\$57,919** **-24.13%**

C) Supplemental Items

	<u>2018</u> <u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
Roadside Pathway Project Phase I	211,000	80,000	33.33%
	Subtotal section C	\$80,000	33.33%

Subtotal sections A + B + C **\$22,081** **9.20%**

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$52,882
- 2) The Parkland 5% Capital Reserve balance for this function as at May 31, 2017 is estimated to be \$15,805
- 3) The Community Parks Capital Reserve balance for this function as of May 31, 2017 is estimated to be at \$57,841

R16

ATTACHMENT D

2018 Budget - Supplemental Item

Title	Area E Roadside Pathways	Department	LAND USE SERVICES
Division	PARKS & TRAILS	Function	235 - Community Parks – Area E
Type	Capital - New	Priority	1

Description

The Area E Roadside Pathways project proposes to connect the Cowichan Station Hub to the Trans-Canada Highway along Koksilah Road, subject to confirmation the road right of way can accommodate the pathway and approval of Ministry of Transportation and Infrastructure. The project is proposed as a multi-year project, with an estimated total project cost in the order of \$310,000 inclusive of \$100,000 in Community Works Gas Tax Funding approved for the project by the Board at the February 22, 2017 meeting; however this cost estimate will be further refined pending confirmation of actual pathway route alignment and detailed trail engineering design work. Additional requirements of the Ministry of Transportation and Infrastructure could also impact overall project costs.

Benefits

This project is intended to provide pedestrians and cyclists with a safer on and/or off road connection between the Cowichan Station Hub and the Trans-Canada Highway, with the overall objective to connect with existing/planned roadside pathways in Electoral Area D (Cowichan Bay).

Risks

Pedestrians and cyclists would have to continue to share the existing paved roadway surface with vehicular traffic between Cowichan Station and the Trans Canada Highway

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Gas Tax	100,000	100,000					100,000	Requisition	220	996	1,046	1,099	1,153	4,514
2017 Surplus Carry forward	31,000	31,000					31,000							
2018 Requisition	80,000	80,000					80,000							
2019 Requisition	29,000		29,000				29,000							
2020 Requisition	35,000			35,000			35,000							
2021 Requisition	35,000				35,000		35,000							-
							-							-
	310,000	211,000	29,000	35,000	35,000	-	310,000		220	996	1,046	1,099	1,153	4,514

Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Survey/Design Services	25,000	25,000					25,000	Parks Maintenance Contract	120	504	529	556	583	2,292
Construction	285,000	186,000	29,000	35,000	35,000		285,000	Annual Brushing		293	308	323	339	1,263
								Materials	100	199	209	220	231	959
	310,000	211,000	29,000	35,000	35,000	-	310,000		220	996	1,046	1,099	1,153	4,514

Administration

Author	Michael Miller	Date Prepared	Aug 4, 2017
Approval Date			



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 2, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 236 Cowichan Lake South/Skutz Falls
Community Parks

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 236 – Cowichan Lake South/Skutz Falls Community Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 236 – Cowichan Lake South/Skutz Falls Community Parks be approved.
2. That the Supplemental Request for the Central Park Playground Replacement Phase II works be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 236 – Cowichan Lake South/Skutz Falls Community Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and land acquisition of community parks and trails in Electoral Area F - Cowichan Lake South/Skutz Falls. The different expenditure categories include park operations, parks maintenance services contracts, capital projects, general park expenditures and parkland acquisition. The function is funded primarily through requisition.

ANALYSIS

Overall, the proposed Cowichan Lake South/Skutz Falls Community Parks 2018 requisition increased \$2,609 or 1.80% due to the following increases/decreases, inclusive of an overall increase to the Core Budget portion of the function and decreases to Prior Year One-time items:

Core Budget

The Core Budget for Cowichan Lake South/Skutz Falls Community Parks function increased \$27,609 or due to the following:

- Grass Cutting and Maintenance increased \$1,879 per the previously approved 2018-fixed contract rate for parks maintenance services delivery.

- R&M Grounds – Trees increased \$3,000 is specific to fund ongoing parks arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting. There is a corresponding decrease applied to R&M General of \$3,000.
- Minor Capital increased \$22,000 to fund boat launch ramp repairs at Bear Lake Park, replacement of the swing set at Mesachie Lake Park and repairs to the Skydome based on recommendations of the conditional assessment completed in 2017.
- Invasive Species Management increased \$3,000 as a new budget item for 2018 per Committee direction.
- Survey fees decreased \$500.
- Allocations and Miscellaneous Equipment increased \$1,230 overall.

Prior Year, One-Time Items

A capital purchase for replacement of the playground at Central Park funded through a 2016 surplus carry forward of \$50,000 was budgeted for in 2017. This project to be completed in 2018 with a surplus carry forward of \$45,000 from the 2017 budget.

Capital funds of \$25,000 budgeted through requisition to complete parking and accessibility improvements at Mayo Lake Park.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as a Tier 3 request:

1. The existing playground in Central Park is being replaced with a natural play area funded through \$50,000 approved in the 2017 budget. An additional \$28,000 in Transfer from Capital Reserves is proposed to expand the scope of the project with additional natural play elements incorporated into the layout.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has increased \$2,609 (1.80%) which is an increase of \$0.34 per \$100,000 household.

Uncommitted Operating Reserve balance - \$41,278, May 31, 2017.

Uncommitted Capital Reserve balance - \$31,740, May 31, 2017.

Uncommitted Parkland 5% Reserve balance - \$15,147, May 31, 2017

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

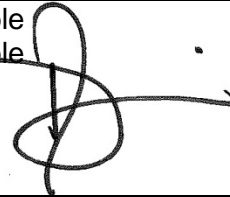
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 236 Vadim Budget
- Attachment B – 236 5 Year Plan
- Attachment C – 236 Year over Year Comparative Analysis
- Attachment D – 236 Supplementary Request



Account Code : - - - To : - - -

Function Type : Selective

ATTACHMENT A

		GENERAL REVENUE FUND 236 - COMMUNITY PARKS - AREA F						
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-171	0	-157	0	0		
Total GRANTS		-171	0	-157	0	0	0	0
4433 RECOVERY OF COSTS								
01-1-4433-0000	GENERAL	-1,173	0	0	0	0		
Total RECOVERY OF COSTS		-1,173	0	0	0	0	0	0
5921 DONATIONS								
01-1-5921-2700	GENERAL	-10,130	0	0	0	0		
Total DONATIONS		-10,130	0	0	0	0	0	0
7571 ACQUISITION								
01-71-0000	REQUISITION	-95,289	-95,289	-120,289	-120,289	-147,898		
Total REQUISITION		-95,289	-95,289	-120,289	-120,289	-147,898	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-12,500	-12,500	0	0	0		
Total SURPLUS/DEFICIT - CURF		-12,500	-12,500	0	0	0	0	0
Total OPERATING REV		-119,263	-107,789	-120,446	-120,289	-147,898		
OPERATING EXP								
7181 COMMUNITY PARKS/GENERAL EXPEND								
01-2-7181-1204	WAGES - HOURLY	4,631	4,000	4,228	5,000	5,000		
01-2-7181-1400	BENEFITS	1,134	775	961	820	820		
01-2-7181-2210	ADVERTISING	889	500	0	500	500		
01-2-7181-2320	LEGAL SERVICES	3,788	13,500	163	1,500	1,500		
01-2-7181-2325	SURVEY FEES	0	500	0	500	500		
01-2-7181-2330	CONSULTANTS	0	1,000	0	1,000	500		
01-2-7181-2370	INSURANCE - PROPERTY	890	865	0	865	865		
01-2-7181-2372	INSURANCE DEDUCTIBLES	75	75	0	0	0		
01-2-7181-2375	INSURANCE CLAIMS	6,157	0	0	195	195		
01-2-7181-2394	MEETING EXP.-COMMITTEE/C	553	500	0	500	500		
01-2-7181-2414	R & M - GENERAL	17,925	10,000	3,114	17,500	14,500		
01-2-7181-2475	MISCELLANEOUS EQUIPMENT	1,205	800	0	1,500	2,500		
01-2-7181-2480	MINOR CAPITAL	0	0	0	10,000	32,000		
01-2-7181-4100	ALLOC - GENERAL GOVERNMI	4,823	4,823	4,398	4,398	4,628		
01-2-7181-4201	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-7181-5110	SUNDRY EXPENSES	461	100	0	100	100		

R17

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 236 - COMMUNITY PARKS - AREA F

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
01-2-7181-5650	MATERIALS	820	500	104	500	500	
01-2-7181-5952	PROGRAM SUPPLIES	0	2,500	0	2,500	2,500	
01-2-7181-9910	CONTINGENCY	0	479	0	3,274	3,274	
Total COMMUNITY PARKS/GENE		45,550	43,117	15,168	52,852	72,582	0 0
7182 PARKS MAINTENANCE EXPENDITURES							
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	3,000	
01-2-7182-2542	GRASS CUTTING AND MAINTENANCE	36,266	36,964	25,220	38,812	40,691	
01-2-7182-2618	RENTALS - WASHROOMS	4,393	2,500	2,476	2,500	2,500	
01-2-7182-5550	GARBAGE DISPOSAL	1,774	1,700	1,090	1,800	1,800	
01-2-7182-5939	SUPPLIES - TURF MGMT/LAND	972	1,000	412	1,075	1,075	
Total PARKS MAINTENANCE EX		43,405	42,164	29,199	44,187	49,066	0 0
7184 CENTRAL PARK							
01-2-7184-2414	R & M - BUILDINGS - GROUND	3,172	1,500	3,583	1,500	1,500	
01-2-7184-5510	WATER	403	500	1,204	500	500	
01-2-7184-5530	ELECTRICITY	0	100	0	100	100	
01-2-7184-5650	MATERIALS	1,563	1,500	457	1,700	1,700	
01-2-7184-5660	PARK FIXTURES	0	200	0	0	0	
Total CENTRAL PARK		5,138	3,800	5,244	3,800	3,800	0 0
7193 MESACHIE LAKE PARK							
01-2-7193-2414	R & M - BUILDINGS - GROUND	6,504	4,758	5,407	5,000	5,000	
01-2-7193-5510	WATER	4,978	6,000	3,619	6,500	6,500	
01-2-7193-5530	ELECTRICITY	325	500	149	500	500	
01-2-7193-5650	MATERIALS	531	2,300	1,867	2,500	2,500	
01-2-7193-5660	PARK FIXTURES	0	200	0	0	0	
Total MESACHIE LAKE PARK		12,338	13,758	11,042	14,500	14,500	0 0
7214 LILY BEACH PARK							
01-2-7214-2414	R & M - BUILDINGS - GROUND	368	600	684	600	600	
01-2-7214-5650	MATERIALS	70	600	0	700	700	
01-2-7214-5660	PARK FIXTURES	0	100	0	0	0	
Total LILY BEACH PARK		438	1,300	684	1,300	1,300	0 0
7215 BEAR LAKE PARK							
01-2-7215-2414	R & M - BUILDINGS - GROUND	368	1,000	0	1,000	1,000	
01-2-7215-5650	MATERIALS	115	800	0	900	900	
01-2-7215-5660	PARK FIXTURES	0	100	0	0	0	
Total BEAR LAKE PARK		483	1,900	0	1,900	1,900	0 0
7245 MAYO DAM							

R17

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 236 - COMMUNITY PARKS - AREA F

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7245-2414	R & M - BUILDINGS - GROUND:	0	300	0	300	300		
01-2-7245-5650	MATERIALS	379	350	0	450	450		
01-2-7245-5660	PARK FIXTURES	0	100	0	0	0		
Total MAYO DAM		379	750	0	750	750	0	0
7261 INVASIVE SPECIES MANAGEMENT								
01-2-7261-2338	CONTRACT FOR SERVICES	0	0	0	0	2,000		
01-2-7261-5650	MATERIALS	0	0	0	0	500		
01-2-7261-5952	PROGRAM SUPPLIES	0	0	0	0	500		
Total INVASIVE SPECIES MANA		0	0	0	0	3,000	0	0
7289 STIN QUA WATERFRONT PARK								
01-2-7289-2414	R & M - BUILDINGS - GROUND:	0	250	0	250	250		
01-2-7289-5650	MATERIALS	0	250	0	250	250		
330	Total STIN QUA WATERFRONT F	0	500	0	500	500	0	0
7290 COMMUNITY TRAILS								
01-2-7290-2414	R & M - BUILDINGS - GROUND:	0	250	0	250	250		
01-2-7290-5650	MATERIALS	0	250	93	250	250		
Total COMMUNITY TRAILS		0	500	93	500	500	0	0
Total OPERATING EXP		107,731	107,789	61,431	120,289	147,898		
CAPITAL REV								
7571 REQUISITION								
01-7-7571-0000	REQUISITION	-50,000	-50,000	-25,000	-25,000	0		
Total REQUISITION		-50,000	-50,000	-25,000	-25,000	0	0	0
9110 SURPLUS/DEFICIT								
01-7-9110-0000	SURPLUS/DEFICIT	0	0	-50,000	-50,000	-45,000		
Total SURPLUS/DEFICIT		0	0	-50,000	-50,000	-45,000	0	0
Total CAPITAL REV		-50,000	-50,000	-75,000	-75,000	-45,000		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL								
01-8-8221-6124	LAND IMPROVEMENTS	0	50,000	0	75,000	45,000		
Total TRANSFER/GENERAL CAF		0	50,000	0	75,000	45,000	0	0
Total CAPITAL EXP		0	50,000	0	75,000	45,000		

R17



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 236 - COMMUNITY PARKS - AREA F

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Surplus/Deficit	-61,532	0	-134,016	0	0

331

R17

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-119,263	-107,789	-120,446	-120,289	-147,898
Summary Total Expenses	107,731	107,789	61,431	120,289	147,898
Summary Surplus/Deficit	-61,532	0	-134,016	0	0

332

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Parks - Area F

Function: 236

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$120,289	\$147,898	\$118,000	\$118,000	\$120,000	\$120,000
Long Term Debt						
Short Term Debt						
Capital	75,000	45,000	30,000	30,000	30,000	30,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$195,289	\$192,898	\$148,000	\$148,000	\$150,000	\$150,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	145,289	147,898	148,000	148,000	150,000	150,000
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve						
Other (Grant)						
Debt Proceeds						
Surplus/(Deficit)	50,000	45,000				
TOTAL SOURCE OF FUNDS	\$195,289	\$192,898	\$148,000	\$148,000	\$150,000	\$150,000

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 236 - Community Parks - Area F

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$145,289	\$147,898	\$2,609	1.80%
Explanation of increase/decrease:				
decrease consultant fees			-500	-0.34%
decrease R&M general			-3,000	-2.06%
increase misc. equipment			1,000	0.69%
increase Minor Capital			22,000	15.14%
increase Allocations - General Government			230	0.16%
increase grass cutting and maintenance (2018 maintenance contract)			1,879	1.29%
increase R&M grounds - trees			3,000	2.06%
Increase Invasive Species Management			3,000	2.06%
		Subtotal section A	\$27,609	19.00%

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
Central Park Playground Replacement (includes 2016 surplus carryforward of \$50,000)	-25,000	-17.21%
	0	0.00%
	Subtotal section B	-\$25,000

334

Subtotal sections A + B **\$2,609** **1.80%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
Central Park Playground Replacement Phase II works (Transfer from Capital Reserves)		28,000	0	0.00%
		0	0	0.00%
		\$0	\$0	0.00%
		Subtotal section C	\$0	0.00%

Subtotal sections A + B + C **\$2,609** **1.80%**

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$41,278
- 2) The Parkland 5% Capital Reserve balance for this function as at May 31, 2017 is estimated to be \$15,147
- 3) The Community Parks Capital Reserve balance for this function as of May 31, 2017 is estimated to be at \$31,740

ATTACHMENT D

2018 Budget - Supplemental Item

Title	Central Park Playground Phase II Works	Department	LAND USE SERVICES
Division	PARKS & TRAILS	Function	236 - Community Parks – Area F
Type	Capital - Replacement	Priority	1

Description

This project involves removal of playground equipment that has reached its life-span and does not meet current CSA compliance. The equipment will be replaced with a custom designed natural play area. This project was approved through the 2017 budget process, with \$50,000 in capital funding included in the 2017 budget. The project is currently in the design phase and it is anticipated that 2017 expenditures will amount to \$5,000, with the balance of \$45,000 in Capital funding carried forward to 2018. An additional \$28,000 is proposed for budgeting in 2018 through Transfer from Capital Reserves to expand the scope of the project (Phase II). There would be no adjustment to the annual costs to operate the new natural play area.

Benefits

Replacement of the playground equipment will bring the playground into CSA compliance, and continue to offer play opportunities for the community.

Risks

If the proposed additional \$28,000 in funding is not approved, the natural play area will be scaled to complete within the balance of the 2017 capital funding carry forward of \$45,000.

Financial Information

		Requisition						Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Transfer from Reserves	28,000	28,000					28,000	<i>No change in operating costs</i>						-
							-							-
							-							-
	28,000	28,000	-	-	-	-	28,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Construction	28,000	28,000					28,000							-
							-							-
							-							-
	28,000	28,000	-	-	-	-	28,000		-	-	-	-	-	-

Administration

Author	Michael Miller	Date Prepared	Aug 4, 2017
Approval Date			



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 28, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Parks & Trails Division
 Land Use Services Department
SUBJECT: 2018 Budget Review – Function 237 Saltair Community Parks
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 237 – Saltair Community Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 237 – Saltair Community Parks be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 237 – Saltair Community Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and land acquisition of community parks and trails in Electoral Area G (Saltair). The different expenditure categories include park operations, parks maintenance services contracts, capital projects, general park expenditures and parkland acquisition. The function is funded primarily through requisition.

ANALYSIS

Overall, the proposed Saltair Community Parks Community Parks 2018 requisition increased \$4,000 or 3.00% due to the following increases/decreases, inclusive of an overall increase to the Core Budget portion of the function:

Core Budget

The Core Budget increased \$4,000, with adjustments as follows:

- Grass Cutting and Maintenance increased \$375 per the previously approved 2018-fixed contract rate for parks maintenance services delivery.
- R&M Grounds – Trees increased \$2,500 is specific to fund ongoing parks arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting. There is a corresponding decrease applied to R&M General of \$2,500.
- Miscellaneous Equipment increased \$1,000 to fund increased small equipment and tool costs.

- Invasive Species Management increased \$4,000 as a new budget item for 2018 per Committee direction.
- Allocations, Short Term Debt - Interest and washroom rentals decreased \$2,209 overall.
- Contingency increased \$834.

Prior Year, One-Time Items

There were no Prior Year, One-Time items.

Supplemental Items

There are no Supplemental Request Items proposed for funding consideration in 2018 for Function 237 – Saltair Community Parks.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has increased \$4,000 (3.00%) which is an increase of \$0.77 per \$100,000 household.

Uncommitted Operating Reserve balance - \$14,267, May 31, 2017.

Uncommitted Capital Reserve balance - \$8,902, May 31, 2017.

Uncommitted Parkland 5% Reserve balance - \$4,054, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

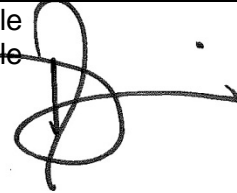
Prepared by:

Reviewed by:



Brian Farquhar
Manager

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 237 Vadim Budget
- Attachment B – 237 5 Year Plan
- Attachment C – 237 Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 237 - COMMUNITY PARKS - AREA G

ATTACHMENT A

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4433 RECOVERY OF COSTS							
01-1-4433-0000 GENERAL	-8,100	0	0	0	0		
Total RECOVERY OF COSTS	-8,100	0	0	0	0	0	0
5900 MISCELLANEOUS							
01-1-5900-2700 GENERAL	0	0	-2,857	0	0		
Total MISCELLANEOUS	0	0	-2,857	0	0	0	0
5921 DONATIONS							
01-1-5921-2700 GENERAL	-3,714	-4,550	0	-4,000	-4,000		
Total DONATIONS	-3,714	-4,550	0	-4,000	-4,000	0	0
7571 REQUISITION							
01-71-0000 REQUISITION	-127,000	-127,000	-133,350	-133,350	-137,350		
Total REQUISITION	-127,000	-127,000	-133,350	-133,350	-137,350	0	0
Total OPERATING REV	-138,814	-131,550	-136,207	-137,350	-141,350		
OPERATING EXP							
7142 SUMMER STUDENT PROGRAM							
01-2-7142-1204 WAGES - HOURLY	5,655	5,125	4,559	5,253	5,253		
01-2-7142-1400 BENEFITS	518	550	437	575	575		
01-2-7142-4380 ALLOC - SUMMER TRUCK	750	750	750	750	750		
01-2-7142-5952 PROGRAM SUPPLIES	0	133	0	133	133		
Total SUMMER STUDENT PROG	6,923	6,558	5,747	6,711	6,711	0	0
7165 BEACH ACCESSES							
01-2-7165-2414 R & M - BUILDINGS - GROUND:	20	3,000	519	3,000	3,000		
Total BEACH ACCESSES	20	3,000	519	3,000	3,000	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND							
01-2-7181-1204 WAGES - HOURLY	3,697	4,000	3,476	4,200	4,200		
01-2-7181-1400 BENEFITS	1,421	750	1,119	790	790		
01-2-7181-1900 TERM EMPLOYEES	4,000	2,500	2,600	2,500	2,500		
01-2-7181-2111 TRAVEL	66	500	97	500	500		
01-2-7181-2210 ADVERTISING	159	500	375	500	500		
01-2-7181-2320 LEGAL SERVICES	1,986	1,000	0	1,000	1,000		
01-2-7181-2325 SURVEY FEES	0	500	0	500	500		
01-2-7181-2329 APPRAISALS	0	500	0	500	500		
01-2-7181-2330 CONSULTANTS	0	500	0	0	0		

R18

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 237 - COMMUNITY PARKS - AREA G

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7181-2338	CONTRACT FOR SERVICES	8,100	0	0	0	0		
01-2-7181-2370	INSURANCE - PROPERTY	912	822	0	822	822		
01-2-7181-2372	INSURANCE DEDUCTIBLES	83	83	0	0	0		
01-2-7181-2394	MEETING EXP.-COMMITTEE/C	36	200	0	200	200		
01-2-7181-2414	R & M - GENERAL	7,078	9,004	74	10,000	7,500		
01-2-7181-2475	MISCELLANEOUS EQUIPMENT	3,185	2,000	0	2,000	3,000		
01-2-7181-2637	LEASE - LAND	2,400	0	0	0	0		
01-2-7181-4100	ALLOC - GENERAL GOVERNMI	5,333	5,333	4,687	4,687	4,312		
01-2-7181-4201	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-7181-5110	SUNDRY EXPENSES	1,028	200	0	200	200		
01-2-7181-5952	PROGRAM SUPPLIES	0	500	298	500	500		
01-2-7181-9910	CONTINGENCY	0	1,394	0	2,190	3,024		
Total COMMUNITY PARKS/GENE		41,683	32,486	14,927	33,289	32,248	0	0
7182 PARKS MAINTENANCE EXPENDITURES								
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	2,500		
01-2-7182-2542	GRASS CUTTING AND MAINTEN	32,975	32,975	24,181	36,623	36,998		
01-2-7182-2618	RENTALS - WASHROOMS	1,735	2,400	879	2,400	1,250		
01-2-7182-5550	GARBAGE DISPOSAL	1,325	1,000	1,072	1,100	1,100		
01-2-7182-5939	SUPPLIES - TURF MGMT/LAND	1,165	1,200	0	1,200	1,200		
Total PARKS MAINTENANCE EX		37,200	37,575	26,132	41,323	43,048	0	0
7190 STOCKING CREEK PARK								
01-2-7190-2414	R & M - BUILDINGS - GROUND	1,557	1,000	3,453	1,000	1,000		
01-2-7190-5650	MATERIALS	570	3,100	142	3,800	3,800		
01-2-7190-5660	PARK FIXTURES	0	750	0	0	0		
Total STOCKING CREEK PARK		2,127	4,850	3,595	4,800	4,800	0	0
7197 CENTENNIAL PARK								
01-2-7197-2412	REPAIRS & MAINT. - OTHER	6,549	3,000	0	0	0		
01-2-7197-2414	R & M - BUILDINGS - GROUND	1,397	4,200	7,396	7,200	7,200		
01-2-7197-5510	WATER	342	250	1,233	350	350		
01-2-7197-5530	ELECTRICITY	677	220	455	400	400		
01-2-7197-5650	MATERIALS	3,118	5,000	1,915	5,000	5,000		
Total CENTENNIAL PARK		12,084	12,670	10,999	12,950	12,950	0	0
7199 DIANA PRINCESS OF WALES WILDERNESS PARK								
01-2-7199-2414	R & M - BUILDINGS - GROUND	1,138	750	1,440	2,000	2,000		
01-2-7199-5650	MATERIALS	67	700	0	1,000	1,000		
Total DIANA PRINCESS OF WAL		1,205	1,450	1,440	3,000	3,000	0	0
7261 INVASIVE SPECIES MANAGEMENT								

R18



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 237 - COMMUNITY PARKS - AREA G

		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
01-2-7261-2338	CONTRACT FOR SERVICES	0	0	0	0	3,500		
01-2-7261-5650	MATERIALS	0	0	0	0	250		
01-2-7261-5952	PROGRAM SUPPLIES	0	0	0	0	250		
	Total INVASIVE SPECIES MANA	0	0	0	0	4,000	0	0
8115 SHORT TERM DEBT								
01-2-8115-8215	INTEREST	1,308	2,561	709	1,877	1,193		
01-2-8115-8216	PRINCIPAL	30,400	30,400	30,400	30,400	30,400		
	Total SHORT TERM DEBT	31,708	32,961	31,109	32,277	31,593	0	0
	Total OPERATING EXP	132,949	131,550	94,468	137,350	141,350		
CAPITAL REV								
9010 TRANSFER FROM CAPITAL RES								
01-10-0000	TSF FROM CAPITAL RESERVE	-116,722	-125,000	0	0	0		
	Total TRANSFER FROM CAPITA	-116,722	-125,000	0	0	0	0	0
	Total CAPITAL REV	-116,722	-125,000	0	0	0		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL								
01-8-8221-6114	LAND	116,722	125,000	0	0	0		
	Total TRANSFER/GENERAL CAF	116,722	125,000	0	0	0	0	0
	Total CAPITAL EXP	116,722	125,000	0	0	0		
	Surplus/Deficit	-5,865	0	-41,740	0	0		

342

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-138,814	-131,550	-136,207	-137,350	-141,350
Summary Total Expenses	132,949	131,550	94,468	137,350	141,350
Summary Surplus/Deficit	-5,865	0	-41,740	0	0

343

COWICHAN VALLEY REGIONAL DISTRICT

ATTACHMENT B

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Parks - Area G

Function: 237

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$105,073	\$109,757	\$110,000	\$112,000	\$113,000	\$114,000
Long Term Debt						
Short Term Debt	32,277	31,593	30,683			
Capital				33,350	35,000	34,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$137,350	\$141,350	\$140,683	\$145,350	\$148,000	\$148,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	133,350	137,350	136,683	141,350	144,000	144,000
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve						
Other	4,000	4,000	4,000	4,000	4,000	4,000
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$137,350	\$141,350	\$140,683	\$145,350	\$148,000	\$148,000

2018 Debt Short Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Land	\$60,630	2019	\$31,593
Total			\$31,593

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 237 - Community Parks - Area G

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$133,350	\$137,350	\$4,000	3.00%
Explanation of increase/decrease:				
decrease r&m general			-2,500	-1.87%
increase misc. equipment			1,000	0.75%
decrease Allocations - general government			-375	-0.28%
increase contingency			834	0.63%
increase grass cutting and maintenance (2018 contract rate)			375	0.28%
decrease rentals - washrooms			-1,150	-0.86%
increase r&m grounds - trees			2,500	1.87%
increase Invasive Species Management			4,000	3.00%
decrease short term debt - interest			-684	-0.51%
		Subtotal section A	\$4,000	3.00%

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
345	0	0.00%
	0	0.00%
	Subtotal section B	\$0 0.00%

Subtotal sections A + B **\$4,000** **3.00%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		0	0	0.00%
		0	0	0.00%
		\$0	\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$4,000** **3.00%**

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$14,267
- 2) The Parkland 5% Capital Reserve balance for this function as at May 31, 2017 is estimated to be \$4,054
- 3) The Community Parks Capital Reserve balance for this function as of May 31, 2017 is estimated to be at \$8,902



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 28, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 238 North Oyster/Diamond
Community Parks

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 238 – North Oyster/Diamond Community Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 238 – North Oyster/Diamond Community Parks be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 238 – North Oyster/Diamond Community Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and land acquisition of community parks and trails in Electoral Area H - North Oyster/Diamond. The different expenditure categories include park operations, parks maintenance services contracts, capital projects, general park expenditures and parkland acquisition. The function is funded primarily through requisition.

ANALYSIS

Overall, the proposed North Oyster/Diamond Community Parks 2018 requisition increased \$4,000 or 10.58% due to the following increases/decreases, inclusive of an overall increase to the Core Budget portion of the function:

Core Budget

The Core Budget for the North Oyster/Diamond Community Parks function increased \$4,000 due to the following:

- Grass Cutting and Maintenance increased \$675 per the previously approved 2018-fixed contract rate for parks maintenance services delivery.
- R&M Grounds – Trees increased \$2,000 is specific to fund ongoing parks arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting. There is a corresponding decrease of \$1,500 to R&M General.

- Invasive Species Management increased \$4,000 as a new budget item for 2018 per Committee direction.
- Contingency, allocations and miscellaneous equipment increased \$825 overall.
- Washroom rentals decreased \$2,000.

Prior Year, One-Time Items

Transfer from Reserve funds of \$25,000 was budgeted for the Elliotts Beach Retaining Wall Phase II completion works.

Supplemental Items

There are no Supplemental Request Items proposed for funding consideration in 2018 for Function 238 – North Oyster/Diamond Community Parks.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has increased \$4,000 (10.58%) which is an increase of \$0.49 per \$100,000 household.

Uncommitted Operating Reserve balance - \$6,947, May 31, 2017.

Uncommitted Capital Reserve balance - \$130,520, May 31, 2017.

Uncommitted Parkland 5% Reserve balance - \$28,039, May 31, 2017

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

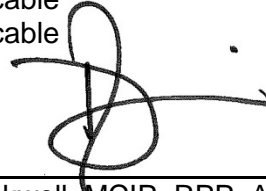
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 238 Vadim Budget
- Attachment B – 238 5 Year Plan
- Attachment C – 238 Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

ATTACHMENT A

		GENERAL REVENUE FUND 238 - COMMUNITY PARKS - AREA H						
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV								
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-36,000	-36,000	-37,800	-37,800	-41,800		
	Total REQUISITION	-36,000	-36,000	-37,800	-37,800	-41,800	0	0
	Total OPERATING REV	-36,000	-36,000	-37,800	-37,800	-41,800		
OPERATING EXP								
7165 BEACH ACCESSES								
01-2-7165-2414	R & M - BUILDINGS - GROUND:	0	100	0	100	100		
	Total BEACH ACCESSES	0	100	0	100	100	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND								
01-2-7181-1204	WAGES - HOURLY	906	1,500	1,063	2,000	2,000		
01-2-7181-1400	BENEFITS	512	300	197	400	400		
01-2-7181-2210	ADVERTISING	0	350	0	350	350		
01-2-7181-2320	LEGAL SERVICES	0	500	500	500	500		
01-2-7181-2325	SURVEY FEES	0	200	0	200	200		
01-2-7181-2330	CONSULTANTS	0	200	0	200	200		
01-2-7181-2370	INSURANCE - PROPERTY	33	20	0	25	25		
01-2-7181-2372	INSURANCE DEDUCTIBLES	13	13	0	0	0		
01-2-7181-2394	MEETING EXP.-COMMITTEE/C	80	200	0	200	200		
01-2-7181-2414	R & M - GENERAL	10,258	10,457	0	11,000	9,500		
01-2-7181-2475	MISCELLANEOUS EQUIPMENT	500	200	0	200	600		
01-2-7181-4100	ALLOC - GENERAL GOVERNMI	865	865	994	994	1,374		
01-2-7181-4201	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-7181-5110	SUNDRY EXPENSES	0	150	0	150	150		
01-2-7181-9910	CONTINGENCY	0	857	0	729	774		
	Total COMMUNITY PARKS/GENE	15,367	18,012	4,954	19,148	18,473	0	0
7182 PARKS MAINTENANCE EXPENDITURES								
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	2,000		
01-2-7182-2542	GRASS CUTTING AND MAINTEN	9,294	9,288	6,815	9,752	10,427		
01-2-7182-2618	RENTALS - WASHROOMS	3,754	4,900	1,904	4,900	2,900		
01-2-7182-5550	GARBAGE DISPOSAL	736	1,000	717	1,100	1,100		
	Total PARKS MAINTENANCE EX	13,784	15,188	9,437	15,752	16,427	0	0
7200 RAVEN PARK								
01-2-7200-2414	R & M - BUILDINGS - GROUND:	0	200	0	200	200		
01-2-7200-5650	MATERIALS	18	100	0	200	200		
01-2-7200-5660	PARK FIXTURES	0	100	0	0	0		

R19

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 238 - COMMUNITY PARKS - AREA H

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
Total RAVEN PARK	18	400	0	400	400	0	0
7204 YELLOW POINT PARK							
01-2-7204-2414 R & M - BUILDINGS - GROUND:	255	400	180	400	400		
01-2-7204-5650 MATERIALS	478	200	161	200	200		
Total YELLOW POINT PARK	733	600	341	600	600	0	0
7216 ELLIOTT'S BEACH PARK							
01-2-7216-2414 R & M - BUILDINGS - GROUND:	1,221	500	320	600	600		
01-2-7216-5650 MATERIALS	0	100	0	100	100		
Total ELLIOTT'S BEACH PARK	1,221	600	320	700	700	0	0
7220 BLUE HERON PARK							
01-2-7220-2414 R & M - BUILDINGS - GROUND:	180	100	0	100	100		
01-2-7220-5650 MATERIALS	108	100	0	200	200		
01-2-7220-5660 PARK FIXTURES	0	100	0	0	0		
Total BLUE HERON PARK	288	300	0	300	300	0	0
7237 MICHAEL LAKE WALKWAY							
01-2-7237-2412 REPAIRS & MAINT. - OTHER	0	200	0	200	200		
01-2-7237-5650 MATERIALS	0	100	0	100	100		
Total MICHAEL LAKE WALKWAY	0	300	0	300	300	0	0
7261 INVASIVE SPECIES MANAGEMENT							
01-2-7261-2338 CONTRACT FOR SERVICES	0	0	0	0	3,500		
01-2-7261-5650 MATERIALS	0	0	0	0	250		
01-2-7261-5952 PROGRAM SUPPLIES	0	0	0	0	250		
Total INVASIVE SPECIES MANA	0	0	0	0	4,000	0	0
7278 TRILLIUM PARK							
01-2-7278-2414 R & M - GROUNDS	0	250	0	250	250		
01-2-7278-5650 MATERIALS	0	250	0	250	250		
Total TRILLIUM PARK	0	500	0	500	500	0	0
Total OPERATING EXP	31,411	36,000	15,052	37,800	41,800		
CAPITAL REV							
9010 TRANSFER FROM CAPITAL RES							
01-7-9010-0000 TSF FROM CAPITAL RESERVE	-25,000	-25,000	0	-25,000	0		
Total TRANSFER FROM CAPITA	-25,000	-25,000	0	-25,000	0	0	0
Total CAPITAL REV	-25,000	-25,000	0	-25,000	0		

R19



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 238 - COMMUNITY PARKS - AREA H

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL							
01-8-8221-6124 LAND IMPROVEMENTS	25,044	25,000	0	25,000	0		
Total TRANSFER/GENERAL CAF	25,044	25,000	0	25,000	0	0	0
Total CAPITAL EXP	25,044	25,000	0	25,000	0		
Surplus/Deficit	-4,545	0	-22,748	0	0		

352



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-36,000	-36,000	-37,800	-37,800	-41,800
Summary Total Expenses	31,411	36,000	15,052	37,800	41,800
Summary Surplus/Deficit	-4,545	0	-22,748	0	0

ATTACHMENT B

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Parks - Area H

Function: 238

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$37,800	\$41,800	\$42,000	\$42,000	\$43,000	\$43,000
Long Term Debt						
Short Term Debt						
Capital	25,000			25,000		
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$62,800	\$41,800	\$42,000	\$67,000	\$43,000	\$43,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	37,800	41,800	42,000	42,000	43,000	43,000
User Fee						
Transfer from Capital Reserve	25,000			25,000		
Transfer from Gas Tax Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$62,800	\$41,800	\$42,000	\$67,000	\$43,000	\$43,000

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 238 - Community Parks - Area H

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$37,800	\$41,800	\$4,000	10.58%
Explanation of increase/decrease:				0.00%
decrease R&M General			-1,500	-3.97%
increase misc. equipment			400	1.06%
increase Allocation - general government			380	1.01%
increase contingency			45	0.12%
increase grass cutting and maintenance (2018 contract rate)			675	1.79%
increase R&M grounds - trees			2,000	5.29%
decrease rentals - washroom			-2,000	-5.29%
Increase Invasive Species Management			4,000	10.58%
		Subtotal section A	<u><u>\$4,000</u></u>	<u><u>10.58%</u></u>

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
355	Elliot's Beach Retaining Wall Phase II (\$25,000 Transfer from Reserves)	0	0.00%
		0	0.00%
	Subtotal section B	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B \$4,000 10.58%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		0	0	0.00%
		0	0	0.00%
		\$0	\$0	0.00%
	Subtotal section C	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C \$4,000 10.58%

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$6,947
- 2) The Parkland 5% Capital Reserve balance for this function as at May 31, 2017 is estimated to be \$28,039
- 3) The Community Parks Capital Reserve balance for this function as of May 31, 2017 is estimated to be at \$130,520



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 2, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of October 18, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 239 Youbou/Meade Creek Community Parks

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 239 – Youbou/Meade Creek Community Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 239 – Youbou/Meade Creek Community Parks be approved.
2. That the Supplemental Request for the Arbutus Park Revitalization Phase II works be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 239 – Youbou/Meade Creek Community Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and land acquisition of community parks and trails in Electoral Area I - Youbou/Meade Creek. The different expenditure categories include park operations, parks maintenance services contracts, capital projects, general park expenditures and parkland acquisition. The function is funded primarily through requisition.

ANALYSIS

Overall, the proposed Youbou/Meade Creek Community Parks 2018 requisition increased \$14,760 or 12.00% due to the following increases/decreases, inclusive of an overall increase to the Core Budget portion of the function:

Core Budget

The Core Budget for Youbou/Meade Creek Community Parks function increased \$14,760 or 12.00% due to the following:

- Grass Cutting and Maintenance services increased \$7,247 (5.89%) per the previously approved 2018-fixed contract rate for parks maintenance services delivery and adjustment for completion of annual parks operations/minor maintenance works previously undertaken by the parks summer student work crew, for which funding was eliminated in 2017 through reduction of the Core Budget requisitio 357

- R&M Grounds – Trees increased \$3,000 (2.44%) is specific to fund ongoing parks arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting.
- Invasive Species Management increased \$4,000 (3.25%) as a new budget item for 2018 per Committee direction.
- Washroom rentals and garbage disposal decreased \$936 (-0.76%) overall.
- Allocations and Miscellaneous Equipment increased \$1,449 (1.18%) overall.

Prior Year, One-Time Items

A capital purchase for Arbutus Park Phase I Revitalization funded through Transfer from Capital Reserves and Community Works Gas Tax was budgeted for \$240,000 in 2017. This project to be completed in 2018 with funds previously approved from the 2017 budget.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as a Tier 1 request:

1. The Arbutus Park Revitalization Phase II works will replace remaining deteriorated sections of the public swimming dock. Funding is proposed through the outstanding balance of Community Works Gas Tax Funds previously approved by the Board for the project (\$25,000) and matching funds of \$25,000 from the Area I Community Parks Capital Reserves, for a total project cost of \$50,000.

FINANCIAL CONSIDERATIONS

Requisition for the Core budget is proposed to increase \$14,760 (12.00%) which is an additional \$1.99 per \$100,000 household.

Uncommitted Operating Reserve balance - \$6,947, May 31, 2017.

Uncommitted Capital Reserve balance - \$55,004, May 31, 2017.

Uncommitted Parkland 5% Reserve balance - \$78,529, May 31, 2017

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

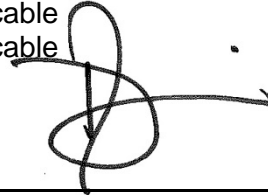
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 239 Vadim Budget
- Attachment B – 239 5 Year Plan
- Attachment C – 239 Year over Year Comparative Analysis
- Attachment D – 239 Supplementary Request

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 239 - COMMUNITY PARKS - AREA I

ATTACHMENT A

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
5921 DONATIONS							
01-1-5921-2700 GENERAL	-500	0	0	0	0		
Total DONATIONS	-500	0	0	0	0	0	0
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-116,000	-116,000	-123,000	-123,000	-137,760		
Total REQUISITION	-116,000	-116,000	-123,000	-123,000	-137,760	0	0
Total OPERATING REV	-116,500	-116,000	-123,000	-123,000	-137,760		
OPERATING EXP							
7142 SUMMER STUDENT PROGRAM							
01-2-7142-1204 WAGES - HOURLY	6,582	5,125	0	0	0		
01-2-7142-1400 BENEFITS	606	490	0	0	0		
01-2-7142-4380 ALLOC - SUMMER TRUCK	750	750	0	0	0		
01-2-7142-5650 MATERIALS	25	100	0	0	0		
Total SUMMER STUDENT PROG	7,964	6,465	0	0	0	0	0
7165 BEACH ACCESSES							
01-2-7165-2414 R & M - BUILDINGS - GROUND	0	100	0	100	100		
Total BEACH ACCESSES	0	100	0	100	100	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND							
01-2-7181-1204 WAGES - HOURLY	3,809	4,500	3,148	5,000	5,000		
01-2-7181-1400 BENEFITS	1,082	1,100	860	1,300	1,300		
01-2-7181-2111 TRAVEL	199	200	160	200	200		
01-2-7181-2210 ADVERTISING	0	500	0	500	500		
01-2-7181-2320 LEGAL SERVICES	48	500	2,360	500	500		
01-2-7181-2325 SURVEY FEES	0	500	0	500	500		
01-2-7181-2330 CONSULTANTS	248	500	0	500	500		
01-2-7181-2370 INSURANCE - PROPERTY	1,745	1,578	0	1,578	1,578		
01-2-7181-2372 INSURANCE DEDUCTIBLES	78	78	0	0	0		
01-2-7181-2394 MEETING EXP.-COMMITTEE/C	789	500	217	500	500		
01-2-7181-2414 R & M - GENERAL	11,082	5,000	3,520	14,000	14,000		
01-2-7181-2475 MISCELLANEOUS EQUIPMENT	0	450	0	500	1,000		
01-2-7181-2480 MINOR CAPITAL	3,000	2,917	0	0	0		
01-2-7181-4100 ALLOC - GENERAL GOVERNMI	5,038	5,038	4,376	4,376	5,325		
01-2-7181-4201 ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-7181-5110 SUNDRY EXPENSES	152	200	0	200	200		
01-2-7181-9910 CONTINGENCY	0	534	0	2,974	2,974		

R20

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		239 - COMMUNITY PARKS - AREA I							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
Total COMMUNITY PARKS/GENE		29,468	26,295	16,841	34,828	36,277	0	0	
7182 PARKS MAINTENANCE EXPENDITURES									
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	3,000			
01-2-7182-2542	GRASS CUTTING AND MAINTENANCE	57,548	57,540	42,202	60,322	67,569			
01-2-7182-2618	RENTALS - WASHROOMS	2,307	1,950	1,185	1,950	1,557			
01-2-7182-5550	GARBAGE DISPOSAL	1,998	2,000	1,146	2,100	1,557			
01-2-7182-5939	SUPPLIES - TURF MGMT/LANCA	1,313	2,150	1,365	2,150	2,150			
Total PARKS MAINTENANCE EX		63,166	63,640	45,897	66,522	75,833	0	0	
7186 ARBUTUS PARK									
01-2-7186-2375	INSURANCE CLAIMS	2,500	0	0	0	0			
01-2-7186-2414	R & M - BUILDINGS - GROUND:	3,737	3,250	1,018	3,500	3,500			
01-2-7186-5510	WATER	2,303	300	203	400	400			
01-2-7186-5530	ELECTRICITY	567	750	236	900	900			
01-2-7186-5650	MATERIALS	724	500	830	750	750			
01-2-7186-5660	PARK FIXTURES	0	200	0	0	0			
Total ARBUTUS PARK		9,831	5,000	2,287	5,550	5,550	0	0	
7217 PRICE PARK									
01-2-7217-2414	R & M - BUILDINGS - GROUND:	1,172	800	680	800	800			
01-2-7217-5650	MATERIALS	129	200	0	300	300			
01-2-7217-5660	PARK FIXTURES	0	100	0	0	0			
Total PRICE PARK		1,301	1,100	680	1,100	1,100	0	0	
7221 MARBLE BAY PARK									
01-2-7221-2414	R & M - BUILDINGS - GROUND:	390	200	0	200	200			
01-2-7221-5650	MATERIALS	96	50	0	100	100			
01-2-7221-5660	PARK FIXTURES	0	50	0	0	0			
Total MARBLE BAY PARK		486	300	0	300	300	0	0	
7230 SWORDFERN PARK									
01-2-7230-2414	R & M - BUILDINGS - GROUND:	360	200	0	200	200			
01-2-7230-5650	MATERIALS	0	200	0	300	300			
01-2-7230-5660	PARK FIXTURES	0	100	0	0	0			
Total SWORDFERN PARK		360	500	0	500	500	0	0	
7238 NANTREE ROAD PARK									
01-2-7238-5650	MATERIALS	0	250	0	250	250			
Total NANTREE ROAD PARK		0	250	0	250	250	0	0	
7240 YOUNG LITTLE LEAGUE PARK									

R20



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		239 - COMMUNITY PARKS - AREA I							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-7240-2412	REPAIRS & MAINT. - OTHER	1,639	1,750	0	0	0			
01-2-7240-2414	R & M - BUILDINGS - GROUND:	912	1,000	1,394	2,750	2,750			
01-2-7240-5530	ELECTRICITY	438	400	312	400	400			
01-2-7240-5650	MATERIALS	1,927	1,250	540	1,350	1,350			
01-2-7240-5660	PARK FIXTURES	0	100	0	0	0			
Total YOUBOU LITTLE LEAGUE		4,916	4,500	2,246	4,500	4,500	0	0	
7255 LAKEVIEW PARK									
01-2-7255-2414	R & M - BUILDINGS - GROUND:	0	250	0	0	0			
Total LAKEVIEW PARK		0	250	0	0	0	0	0	
7258 MILE 77 PARK									
01-2-7258-2414	R & M - BUILDINGS - GROUND:	1,265	1,000	1,637	1,000	1,000			
01-2-7258-4803	SEWER USER FEE	311	350	311	350	350			
01-2-7258-5510	WATER	0	250	0	250	250			
01-2-7258-5530	ELECTRICITY	334	400	149	400	400			
01-2-7258-5650	MATERIALS	94	400	0	400	400			
Total MILE 77 PARK		2,004	2,400	2,097	2,400	2,400	0	0	
7261 INVASIVE SPECIES MANAGEMENT									
01-2-7261-2338	CONTRACT FOR SERVICES	0	0	0	0	3,500			
01-2-7261-5650	MATERIALS	0	0	0	0	250			
01-2-7261-5952	PROGRAM SUPPLIES	0	0	0	0	250			
Total INVASIVE SPECIES MANA		0	0	0	0	4,000	0	0	
7296 STOKER PARK									
01-2-7296-2414	R & M - BUILDINGS - GROUND:	982	1,000	2,162	1,000	1,000			
01-2-7296-4803	SEWER USER FEE	0	400	0	400	400			
01-2-7296-5510	WATER	0	400	0	400	400			
01-2-7296-5530	ELECTRICITY	689	500	305	500	500			
01-2-7296-5650	MATERIALS	1,567	400	0	750	750			
Total STOKER PARK		3,238	2,700	2,466	3,050	3,050	0	0	
7297 SOUTHERN PLAYFIELD									
01-2-7297-2412	REPAIRS & MAINT. - OTHER	700	400	0	0	0			
01-2-7297-2414	R & M - BUILDINGS - GROUND:	0	300	0	1,500	1,500			
01-2-7297-5510	WATER	0	400	0	400	400			
01-2-7297-5650	MATERIALS	0	400	0	1,000	1,000			
Total SOUTHERN PLAYFIELD		700	1,500	0	2,900	2,900	0	0	
7298 UPLANDS PARK									
01-2-7298-2412	REPAIRS & MAINT. - OTHER	0	250	0	250	250			

R20



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		239 - COMMUNITY PARKS - AREA I							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-7298-5650	MATERIALS	20	250	240	250	250			
	Total UPLANDS PARK	20	500	240	500	500	0	0	
7299 COMMUNITY PATHWAYS									
01-2-7299-2412	REPAIRS & MAINT. - OTHER	0	250	0	250	250			
01-2-7299-5650	MATERIALS	0	250	0	250	250			
	Total COMMUNITY PATHWAYS	0	500	0	500	500	0	0	
	Total OPERATING EXP	123,454	116,000	72,755	123,000	137,760			
CAPITAL REV									
9009 TRANSFER FROM GAS TAX RESERVE									
01-7-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-120,000	0			
	Total TRANSFER FROM GAS TA	0	0	0	-120,000	0	0	0	
9010 TRANSFER FROM CAPITAL RES									
01-7-9010-0000	TSF FROM CAPITAL RESERVE	-6,433	-25,000	0	-120,000	0			
	Total TRANSFER FROM CAPITA	-6,433	-25,000	0	-120,000	0	0	0	
9110 SURPLUS/DEFICIT									
01-7-9110-0000	SURPLUS/DEFICIT	-11,000	-11,000	0	0	0			
	Total SURPLUS/DEFICIT	-11,000	-11,000	0	0	0	0	0	
	Total CAPITAL REV	-17,433	-36,000	0	-240,000	0			
CAPITAL EXP									
8221 TRANSFER/GENERAL CAPITAL									
01-8-8221-6124	LAND IMPROVEMENTS	6,433	36,000	4,944	240,000	0			
	Total TRANSFER/GENERAL CAF	6,433	36,000	4,944	240,000	0	0	0	
	Total CAPITAL EXP	6,433	36,000	4,944	240,000	0			
	Surplus/Deficit	-4,046	0	-45,301	0	0			

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-116,500	-116,000	-123,000	-123,000	-137,760
Summary Total Expenses	123,454	116,000	72,755	123,000	137,760
Summary Surplus/Deficit	-4,046	0	-45,301	0	0

364

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Parks - Area I

Function: 239

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$123,000	\$137,760	\$138,000	\$139,000	\$140,000	\$142,000
Long Term Debt						
Short Term Debt						
Capital	240,000					
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$363,000	\$137,760	\$138,000	\$139,000	\$140,000	\$142,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	123,000	137,760	138,000	139,000	140,000	142,000
User Fee						
Transfer from Capital Reserve	120,000					
Transfer from Gas Tax Reserve	120,000					
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$363,000	\$137,760	\$138,000	\$139,000	\$140,000	\$142,000

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 239 - Community Parks - Area I

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$123,000	\$137,760	\$14,760	12.00%
Explanation of increase/decrease:				
increase misc. equipment			500	0.41%
increase Allocation - General Government			949	0.77%
increase grass cutting and maintenance (2018 contract, Mile 77 Park & prior summer student work)			7,247	5.89%
decrease rentals - washroom			-393	-0.32%
increase R&M grounds - trees			3,000	2.44%
decrease garbage disposal			-543	-0.44%
Increase Invasive Species Management			4,000	3.25%
		Subtotal section A	\$14,760	12.00%

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
Arbutus Park Revitalization Phase I (\$120,000 TFR & \$120,000 Gas Tax)	0	0.00%
	0	0.00%
	Subtotal section B	0.00%

366

Subtotal sections A + B **\$14,760** **12.00%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
Arbutus Park Dock Phase II Upgrades (\$25,000 TFR & \$25,000 Gas Tax)		50,000	0	0.00%
		0	0	0.00%
		\$0	\$0	0.00%
	Subtotal section C	\$50,000	\$0	0.00%

Subtotal sections A + B + C **\$14,760** **12.00%**

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$6,947
- 2) The Parkland 5% Capital Reserve balance for this function as at May 31, 2017 is estimated to be \$78,529
- 3) The Community Parks Capital Reserve balance for this function as of May 31, 2017 is estimated to be at \$55,004

2018 Budget - Supplemental Item														
Title Arbutus Park Phase II					Department LAND USE SERVICES									
Division PARKS & TRAILS					Function 239 - Community Parks – Area I									
Type Capital - Replacement					Priority 1									
Description														
The Arbutus Park Revitalization Phase II Project is to replace the remaining deteriorated sections of the swimming dock. A total of \$145,000 in Community Works Gas Tax Funding is approved for the project, of which \$120,000 was included in the 2017 budget along with \$120,000 in Transfer from Reserves for a new washroom building, pathways, electrical and water upgrades will be complete. Funding the swimming dock upgrade works is proposed with the remaining \$25,000 in approved Community Works Gas Tax Funds and a Transfer from Reserves of \$25,000.														
Benefits														
This last phase of work will ensure the swimming dock can continue to be used by the public and swimming programs provided by Cowichan Lake Recreation.														
Risks														
Failure to replace failed sections of the swimming dock will result in closure to the public for safety reasons. This may also have an impact on public swimming program through Cowichan Lake Recreation. Depending on deterioration and safety concerns, removal of the swimming dock may also be necessary if repairs/upgrade work is not completed.														
Financial Information														
Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Gas Tax	25,000	25,000					25,000	<i>no change in operating costs</i>						-
Transfer from Reserves	25,000	25,000					25,000							-
							-							-
	50,000	50,000	-	-	-	-	50,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Contracts	50,000	50,000					50,000							-
							-							-
							-							-
	50,000	50,000	-	-	-	-	50,000		-	-	-	-	-	-
Administration														
Author Michael Miller					Date Prepared Aug 3, 2017									
Approval Date														

367



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 4, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 279 Parks & Trails

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 279 – Parks & Trails.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 279 – Parks & Trails be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017, Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 279 – Parks & Trails based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the administration, planning, capital project management and park operations coordination delivery of the Electoral Areas Community Parks & Trails Program. The function is funded primarily through requisition from participating Electoral Areas A, B, C, D, E, F, G, H & I. For 2017, the Community and Sub-Regional Parks program delivery is under an overall \$4.6 million budget, with \$2.8 million in requisitions and the balance funded through grants, other revenues and Short Term Debt.

The 2017 budget for Function 279 – Parks & Trails of \$749,720 to provide overall administration, planning, capital project management and parks maintenance/operations coordination represents 15.00% of the \$4.6 million total budget for the Community and Sub-Regional Parks program. As an outcome of the Priority Based Budgeting Review Process on the Community and Regional Parks Programs at the July and August Corporate Services Committee meetings, the following was approved by the Committee for inclusion in the 2018 budget:

- Parks & Trails Volunteer Coordinator 0.5 FTE position (cost-shared with Function 280 – Regional Parks)
- Parks Commissions administrative/orientation support 0.25 FTE position
- Cost-sharing of Parks Bylaw Enforcement with Function 280 – Regional Parks
- Seasonal Parks Operations Field Technician (cost-shared with Function 280 – Regional Parks)

ANALYSIS

The proposed Parks & Trails 2018 requisition increased \$131,519 or 18.53% due to the following increases to the Core Budget portion of the function:

Core Budget

Overall, the Parks & Trails Core Budget increased \$131,519 or 18.53% due to the following:

- Vehicle maintenance costs for the Parks Summer Student Work Crew truck increased \$700 (38.89%).
- Vehicle fuel costs for the Parks Operations truck increased \$2,000 (66.67%).
- Salaries (FTE) increased \$64,241 (13.69%), inclusive of Board approval to budget additional staff support and for existing position adjustments, as follows:
 - i. Parks & Trails Volunteer Coordinator 0.5 FTE position cost-shared between Function 279 - Parks & Trails (\$16,838) and Function 280 – Regional Parks (\$16,838) to organize and promote volunteer opportunities for in-park and trail activities, projects and events, increasing opportunities for local volunteer participation and engagement with the community parks and trails programs within the Electoral Areas and through Regional Parks.
 - ii. A 0.25 FTE position (\$16,838) to provide administrative, orientation/training and engagement support to Electoral Area and South Cowichan Parks Commissions.
 - iii. An adjustment to the Parks Bylaw Enforcement funding to increase Function 279 – Parks and Trails (\$17,807) matched with a corresponding decrease to Function 280 - Regional Parks (-\$17,807). This adjustment to provide equal funding through both functions in 2018, to match the current bylaw enforcement demands/resource requirements of Electoral Area Community Parks and Regional Parks.
 - iv. Incremental wage and funding allocation adjustments related to current staffing (\$12,758).
- Wages (Hourly) increased \$19,230 as a new budget line item per Board approval for a new seasonal (7 month) Parks Operations Field Technician. This position provides Division capacity to manage recent additions and planned new parks, trails and amenity improvements with ability to respond to parks maintenance/repair issues, risk management, maintenance contractor services delivery compliance, hazard trees, and vandalism. The seasonal position is cost-shared with Function 280 – Regional Parks (\$19,230).
- Benefits increased \$31,680 (25.97%) in accordance with Salary and Wages increases as noted above.
- Allocations - General Government increased \$401 (1.34%).
- Allocations - Building Costs increased \$2,674 (13.34%).
- Allocations – Information Technology increased \$4,081 (26.94%)
- Allocations – Human Resources decreased \$1,667 (-6.07%).
- Allocations – Liability Insurance increased \$370,163 (2.56%).

- Contingency increased \$3,423 (413.91%) as underfunded in 2017 relative to overall budget.
- Recoveries – Student Truck decreased \$750 (-10.00%); requisition increase impact is \$750.
- Miscellaneous Equipment increased \$3,843 (78.69%) for computer replacement, office and minor equipment, inclusive of new positions.
- Short Term Debt – Interest increased \$148 (11.76%)
- Short Term Debt – Principal decreased \$148 (-0.65%).

Prior Year, One-Time Items

Community Works Gas Tax Funds of \$40,000 was budgeted in 2017 for conditional assessment work of community parks and trails amenities as part of CVRD's Asset Management program. Short Term Borrowing of \$50,000 was also budgeted in 2017 for office efficiency and capacity improvements within the Land Use Services Department.

Supplemental Items

There are no Supplemental Request Items proposed for funding consideration in 2018 for Function 279 – Parks & Trails.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has increased \$131,519 (18.53%) which is an increase of \$1.55 per \$100,000 household.

Uncommitted Operating Reserve balance - \$13,277, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

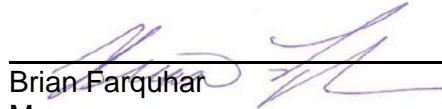
This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



Brian Farquhar
Manager

Not Applicable
Not Applicable


Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 279 Vadim Budget
- Attachment B – 279 5 Year Plan
- Attachment C – 279 Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 279 - PARKS & TRAILS

ATTACHMENT A

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-204	0	-239	0	0		
	Total GRANTS	-204	0	-239	0	0	0	0
4433 RECOVERY OF COSTS								
01-1-4433-0000	GENERAL	-16,735	0	0	0	0		
	Total RECOVERY OF COSTS	-16,735	0	0	0	0	0	0
5900 MISCELLANEOUS								
01-1-5900-2700	GENERAL	-134	0	0	0	0		
	Total MISCELLANEOUS	-134	0	0	0	0	0	0
7571 ACQUISITION								
01-71-0000	REQUISITION	-703,420	-703,420	-709,720	-709,720	-841,239		
	Total REQUISITION	-703,420	-703,420	-709,720	-709,720	-841,239	0	0
8250 M.F.A. FUNDING								
01-1-8250-0002	M.F.A. FUNDING - SHORT TERI	-11,151	0	0	0	0		
	Total M.F.A. FUNDING	-11,151	0	0	0	0	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
01-1-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-40,000	0		
	Total TRANSFER FROM GAS TA	0	0	0	-40,000	0	0	0
	Total OPERATING REV	-731,644	-703,420	-709,959	-749,720	-841,239		
OPERATING EXP								
6112 2015 RAM FLDCK (5585KT)								
01-2-6112-2373	INSURANCE/AUTOMOTIVE EQ	1,626	1,150	1,833	1,626	1,626		
01-2-6112-2470	PURCHASED REPAIRS - VEHIC	55	1,500	0	1,500	1,500		
01-2-6112-5310	FUEL & LUBRICANTS	5,382	3,000	4,504	3,000	5,000		
01-2-6112-5610	VEHICLE & EQUIPMENT PARTS	516	300	269	300	300		
	Total 2015 RAM FLDCK (5585KT)	7,579	5,950	6,605	6,426	8,426	0	0
6117 2008 TOYOTA PU (9717AH) PARKS CAPITAL								
01-2-6117-2373	INSURANCE/AUTOMOTIVE EQ	1,100	1,050	1,062	1,100	1,100		
01-2-6117-2470	PURCHASED REPAIRS - VEHIC	226	500	0	500	500		
01-2-6117-2570	PURCHASED MAINTENANCE/A	1,220	500	9	750	750		
01-2-6117-5310	FUEL & LUBRICANTS	2,198	2,500	1,546	2,000	2,000		

R21



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 279 - PARKS & TRAILS

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
Total 2008 TOYOTA PU (9717AH)	4,744	4,550	2,616	4,350	4,350	0	0
6127 06 GMC PU(BFD256) SUMMER STUDENT							
01-2-6127-2373 INSURANCE/AUTOMOTIVE EQ	1,570	1,450	1,613	1,600	1,600		
01-2-6127-2375 INSURANCE CLAIMS	0	0	212	0	0		
01-2-6127-2470 PURCHASED REPAIRS - VEHIC	2,530	1,000	33	1,500	1,500		
01-2-6127-2570 PURCHASED MAINTENANCE/\	890	1,825	1,521	1,800	2,500		
01-2-6127-5310 FUEL & LUBRICANTS	1,440	2,600	1,138	2,600	2,600		
Total 06 GMC PU(BFD256) SUMM	6,431	6,875	4,517	7,500	8,200	0	0
6129 2011 HONDA SEDAN							
01-2-6129-2373 INSURANCE/AUTOMOTIVE EQ	1,517	1,400	1,489	1,517	1,517		
01-2-6129-2470 PURCHASED REPAIRS - VEHIC	0	300	0	300	300		
01-2-6129-2570 PURCHASED MAINTENANCE/\	403	250	0	250	250		
01-2-6129-5310 FUEL & LUBRICANTS	328	1,000	197	1,000	1,000		
Total 2011 HONDA SEDAN	2,247	2,950	1,686	3,067	3,067	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND							
01-2-7181-1101 SALARIES/FULL TIME REGULA	446,092	439,127	345,387	469,166	533,407		
01-2-7181-1204 WAGES - HOURLY	38,054	30,039	6,755	0	19,230		
01-2-7181-1400 BENEFITS	129,734	121,932	105,417	121,983	153,663		
01-2-7181-2111 TRAVEL	563	250	325	250	250		
01-2-7181-2121 POSTAGE	0	300	0	300	300		
01-2-7181-2122 COURIER & EXPRESS	122	250	14	250	250		
01-2-7181-2131 TELEPHONE	5,641	5,000	3,762	5,700	5,700		
01-2-7181-2210 ADVERTISING	159	0	45	0	0		
01-2-7181-2229 PUBLICATIONS & BOOKS	0	250	0	250	250		
01-2-7181-2265 ASSET MANAGEMENT	0	0	29,610	40,000	0		
01-2-7181-2320 LEGAL SERVICES	674	5,000	0	1,500	1,500		
01-2-7181-2327 LAND TITLES EXPENSES	77	500	0	500	500		
01-2-7181-2340 TRAINING & DEVELOPMENT	4,971	3,500	2,643	3,500	3,500		
01-2-7181-2372 INSURANCE DEDUCTIBLES	438	438	0	0	0		
01-2-7181-2395 MEMBERSHIPS	772	1,500	1,248	1,500	1,500		
01-2-7181-2450 R & M - MACHINERY & EQUIPM	630	400	1,511	600	600		
01-2-7181-2475 MISCELLANEOUS EQUIPMENT	2,829	2,500	1,273	4,884	8,727		
01-2-7181-2478 MISC. EQUIPMENT (PERCENT)	0	0	9,573	0	0		
01-2-7181-2532 COMPUTER SOFTWARE UPGF	1,067	2,000	1,523	2,000	2,000		
01-2-7181-2610 ALLOC - RENTALS - BUILDING	9,800	13,100	10,595	10,595	10,595		
01-2-7181-4100 ALLOC - GENERAL GOVERNMI	28,193	28,193	30,027	30,027	30,428		
01-2-7181-4106 ALLOC - BYLAW ENFORCEMEI	5,000	5,000	5,000	5,000	5,000		
01-2-7181-4377 ALLOC - BUILDING COSTS	19,106	19,106	20,051	20,051	22,725		
01-2-7181-4378 ALLOC - PLANNING	3,000	3,000	0	0	0		

374

R21



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 279 - PARKS & TRAILS

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-7181-4540	ALLOC - INFO TECHNOLOGY	13,529	13,529	15,150	15,150	19,231		
01-2-7181-4550	ALLOC - HUMAN RESOURCES	26,314	26,314	27,449	27,449	25,782		
01-2-7181-4560	ALLOC - LIABILITY INSURANCE	6,703	6,703	5,377	6,359	6,522		
01-2-7181-5110	SUNDRY EXPENSES	595	600	421	600	600		
01-2-7181-5120	PROMOTION	50	500	33	500	500		
01-2-7181-5411	CLOTHING	726	1,000	939	1,000	1,000		
01-2-7181-5910	PRINTING	1,911	2,000	0	2,000	2,000		
01-2-7181-5919	SAFETY SUPPLIES	294	750	518	750	750		
01-2-7181-5920	SUPPLIES - OFFICE	3,315	1,500	2,663	1,500	1,500		
01-2-7181-5952	PROGRAM SUPPLIES	139	1,200	0	1,200	1,200		
01-2-7181-9910	CONTINGENCY	0	3,070	0	827	4,250		
Total COMMUNITY PARKS/GENE		750,495	738,551	627,308	775,391	863,460	0	0
8115 SHORT TERM DEBT								
01-15-8215	INTEREST	525	828	406	1,258	1,406		
01-15-8216	PRINCIPAL	9,666	9,666	12,530	22,628	22,480		
Total SHORT TERM DEBT		10,191	10,494	12,936	23,886	23,886	0	0
9900 INTERNAL RECOVERIES								
01-2-9900-4201	ALLOC - COMMUNITY PARKS	-19,800	-19,800	-19,800	-19,800	-19,800		
01-2-9900-4202	ALLOC - REGIONAL PARKS	-35,000	-35,000	-39,200	-39,200	-39,200		
01-2-9900-4212	ALLOC - BRIGHT ANGEL PARK	-2,200	-2,200	-2,200	-2,200	-2,200		
01-2-9900-4213	ALLOC - SOUTH END PARKS	-2,200	-2,200	-2,200	-2,200	-2,200		
01-2-9900-4380	ALLOC - SUMMER TRUCK	-7,500	-6,750	-6,750	-7,500	-6,750		
01-2-9900-4600	ALLOC - CAPITAL	11,151	0	0	0	0		
Total INTERNAL RECOVERIES		-55,549	-65,950	-70,150	-70,900	-70,150	0	0
Total OPERATING EXP		726,139	703,420	585,518	749,720	841,239		
CAPITAL REV								
8250 M.F.A. FUNDING								
01-7-8250-0002	M.F.A. FUNDING - SHORT TERI	0	0	0	-50,000	0		
Total M.F.A. FUNDING		0	0	0	-50,000	0	0	0
9900 INTERNAL RECOVERIES								
01-7-9900-4600	ALLOC - CAPITAL	-11,151	0	0	0	0		
Total INTERNAL RECOVERIES		-11,151	0	0	0	0	0	0
Total CAPITAL REV		-11,151	0	0	-50,000	0		

CAPITAL EXP

8221 TRANSFER/GENERAL CAPITAL

R21



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 279 - PARKS & TRAILS

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-8-8221-6112	BUILDINGS	11,151	0	0	0	0		
01-8-8221-6122	BUILDING IMPROVEMENTS	0	0	0	50,000	0		
	Total TRANSFER/GENERAL CAF	11,151	0	0	50,000	0	0	0
	Total CAPITAL EXP	11,151	0	0	50,000	0		
	Surplus/Deficit	-5,505	0	-124,441	0	0		

376

R21

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-731,644	-703,420	-709,959	-749,720	-841,239
Summary Total Expenses	726,139	703,420	585,518	749,720	841,239
Summary Surplus/Deficit	-5,505	0	-124,441	0	0

377

R21

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Parks and Trails

Function: 279

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$725,834	\$817,353	\$833,700	\$850,500	\$867,400	\$885,000
Long Term Debt						
Short Term Debt	23,886	23,886	23,886	13,392	10,721	9,000
Capital	50,000					\$40,000
Transfer to Capital Reserve				\$10,000	\$10,000	
TOTAL APPLICATION OF FUNDS	\$799,720	\$841,239	\$857,586	\$873,892	\$888,121	\$934,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	709,720	841,239	857,586	873,892	888,121	894,000
User Fee						
Transfer from Gas Tax Reserve	40,000					
Other						
Debt Proceeds	50,000					40,000
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$799,720	\$841,239	\$857,586	\$873,892	\$888,121	\$934,000

2018 Debt Short Term with Principal & Interest

Borrowed	Outstanding	Maturity	P & I
Truck	\$20,448	2019	\$10,494
Trailer	\$8,506	2021	\$2,881
Proposed	Amount		
Office Reno	\$50,000	2021	\$10,511
Total			<u>\$23,886</u>

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function:

279 - Parks & Trails

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$709,720	\$841,239	\$131,519	18.53%
Explanation of increase/decrease:				
increase service vehicles fuel and lubricants			2,000	0.28%
increase service vehicle maintenance			700	0.10%
increase salaries			64,241	9.05%
increase wages			19,230	2.71%
increase benefits			31,680	4.46%
increase Miscellaneous Equipment			3,843	0.54%
increase Allocations - General Government			401	0.06%
increase Allocations - Building costs			2,674	0.38%
increase Allocations - Info Technology			4,081	0.58%
decrease Allocations - Human Resources			-1,667	-0.23%
increase Allocations - Liability Insurance			163	0.02%
increase contingency			3,423	0.48%
increase Short Term Debt - Interest			148	0.02%
decrease Recoveries - Student Truck			750	0.11%
decrease short term debt - Principal			-148	-0.02%
		Subtotal section A	\$131,519	18.53%

379

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
Building Improvements (STB \$50,000)	0	0.00%
Conditional Assessments Parks and Trails (\$40,000 Gas Tax Funds)	0	0.00%
	Subtotal section B	0.00%

Subtotal sections A + B **\$131,519** **18.53%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		0	0	0.00%
		0	0	0.00%
		\$0	\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$131,519** **18.5**

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$13,277

R21



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 2, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 281 Bright Angel Park

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 281 – Bright Angel Park.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 281 – Bright Angel Park be approved.
2. That the Supplemental Request for the Bright Angel Park Suspension Bridge wooden towers replacement project be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 281 – Bright Angel Park based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and potential acquisition of additional lands for Bright Angel Park. The different expenditure categories include park operations, parks maintenance services contracts, capital projects and general park expenditures. The function is funded primarily through requisition.

ANALYSIS

Overall, the proposed Bright Angel Park 2018 requisition increased \$3,300 or 5.28% due to the following increases/decreases, inclusive of an overall increase to the Core Budget portion of the function:

Core Budget

The Core Budget for the Bright Angel Park function increased \$3,300 or 5.28% due to the following:

- Grass Cutting and Maintenance decreased \$4,105 (6.57%) per the previously approved 2018-fixed contract rate for parks maintenance services delivery.
- Contract for Services increased \$5,000 (8.00%) is specific to the required monthly monitoring and maintenance/upkeep of the park's potable water system in use by the public.

- R&M Grounds – Trees increased \$4,000 (6.40%) is specific to fund ongoing park arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting. There is a corresponding decrease applied to R&M General of \$4,000 (-6.40%).
- Parks Summer Student Work Crew decreased \$1,000 (-1.60%).
- Invasive Species Management increased \$2,500 (4.00%) as a new budget item for 2018 per Committee direction.
- Contingency and Park Operations decreased \$1,330 (-2.13%) overall.
- Allocations and Miscellaneous Equipment increased \$2,235 (3.58%) overall.

Prior Year, One-Time Items

There are no Prior Year, One Time items from 2017.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as a Tier 1 request:

1. The Bright Angel Park suspension bridge wooden towers require replacement due to age and deterioration. This project is proposed for inclusion in the 2018 budget and would be funded with \$45,000 in Community Works Gas Tax Funds previously approved by the Board for undertaking the works.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has increased \$3,300 (5.28%) which is an increase of \$0.06 per \$100,000 household.

Uncommitted Operating Reserve balance - \$1,032, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

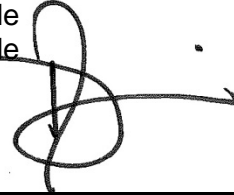
Prepared by:

Reviewed by:



Brian Farquhar
Manager

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 236 Vadim Budget
- Attachment B – 236 5 Year Plan
- Attachment C – 236 Year over Year Comparative Analysis
- Attachment D – 236 Supplementary Request



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 281 - BRIGHT ANGEL PARK

ATTACHMENT A

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-18	0	-23	0	0		
Total GRANTS		-18	0	-23	0	0	0	0
4740 PROGRAM FEES								
01-1-4740-2730	SUMMER	-4,781	-4,500	-1,045	-4,500	-4,500		
Total PROGRAM FEES		-4,781	-4,500	-1,045	-4,500	-4,500	0	0
5331 RENTAL INCOME								
01-1-5331-2800	PROPERTY RENTAL	0	0	-3,695	0	0		
Total RENTAL INCOME		0	0	-3,695	0	0	0	0
7571 ACQUISITION								
01-7571-0000	REQUISITION	-62,500	-62,500	-62,500	-62,500	-65,800		
Total REQUISITION		-62,500	-62,500	-62,500	-62,500	-65,800	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	5,980	5,979	0	0	0		
Total SURPLUS/DEFICIT - CURF		5,980	5,979	0	0	0	0	0
Total OPERATING REV		-61,319	-61,021	-67,263	-67,000	-70,300		
OPERATING EXP								
1120 GENERAL EXPENDITURES								
01-2-1120-1204	WAGES - HOURLY	3,439	6,000	4,579	6,500	5,000		
01-2-1120-1400	BENEFITS	740	1,000	1,352	1,100	1,400		
01-2-1120-2131	TELEPHONE	1,256	500	953	500	500		
01-2-1120-2210	ADVERTISING	0	500	0	500	500		
01-2-1120-2338	CONTRACT FOR SERVICES	0	0	0	0	5,000		
01-2-1120-2370	INSURANCE - PROPERTY	2,061	1,200	0	1,200	1,200		
01-2-1120-2372	INSURANCE DEDUCTIBLES	24	24	0	0	0		
01-2-1120-2410	R & M - BUILDINGS - GENERAL	710	509	375	509	509		
01-2-1120-2414	R & M - GENERAL	14,064	15,000	17,801	15,000	11,000		
01-2-1120-2475	MISCELLANEOUS EQUIPMENT	606	500	575	750	2,000		
01-2-1120-2480	MINOR CAPITAL	14,922	10,000	8,018	13,500	13,500		
01-2-1120-2542	GRASS CUTTING AND MAINTENANCE	7,564	11,991	5,920	12,590	8,485		
01-2-1120-4100	ALLOC - GENERAL GOVERNMENT	1,579	1,579	1,656	1,656	2,641		
01-2-1120-4212	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-1120-5550	GARBAGE DISPOSAL	1,936	900	1,683	900	900		
01-2-1120-5650	MATERIALS	3,529	2,500	2,748	2,500	2,500		

R22



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		281 - BRIGHT ANGEL PARK							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-1120-9910	CONTINGENCY	0	168	0	1,145	1,015			
	Total GENERAL EXPENDITURES	54,629	54,571	47,860	60,550	58,350	0	0	
7142 SUMMER STUDENT PROGRAM									
01-2-7142-1204	WAGES - HOURLY	4,386	5,000	4,579	5,000	4,000			
01-2-7142-1400	BENEFITS	403	500	442	500	500			
01-2-7142-2475	MISCELLANEOUS EQUIPMENT	87	100	0	100	100			
01-2-7142-4380	ALLOC - SUMMER TRUCK	750	750	750	750	750			
01-2-7142-5952	PROGRAM SUPPLIES	31	100	9	100	100			
	Total SUMMER STUDENT PROG	5,658	6,450	5,779	6,450	5,450	0	0	
7182 PARKS MAINTENANCE EXPENDITURES									
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	4,000			
	Total PARKS MAINTENANCE EX	0	0	0	0	4,000	0	0	
7261 INVASIVE SPECIES MANAGEMENT									
01-2-7261-2338	CONTRACT FOR SERVICES	0	0	0	0	1,500			
01-2-7261-5650	MATERIALS	0	0	0	0	500			
01-2-7261-5952	PROGRAM SUPPLIES	0	0	0	0	500			
	Total INVASIVE SPECIES MANA	0	0	0	0	2,500	0	0	
	Total OPERATING EXP	60,287	61,021	53,639	67,000	70,300			
	Surplus/Deficit	-1,032	0	-13,623	0	0			

305

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-61,319	-61,021	-67,263	-67,000	-70,300
Summary Total Expenses	60,287	61,021	53,639	67,000	70,300
Summary Surplus/Deficit	-1,032	0	-13,623	0	0

386

R22

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Bright Angel Park

Function: 281

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$67,000	\$70,300	\$67,500	\$70,500	\$70,500	\$70,500
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$67,000	\$70,300	\$67,500	\$70,500	\$70,500	\$70,500
SOURCES OF FUNDS						
Requisition/Parcel Tax	62,500	65,800	62,500	65,500	65,500	65,500
User Fee	4,500	4,500	5,000	5,000	5,000	5,000
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$67,000	\$70,300	\$67,500	\$70,500	\$70,500	\$70,500

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function:

281 - Bright Angel Park

A) Core Budget

	<u>2017 Requisition</u>	<u>Proposed 2018 Requisition</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$62,500	\$65,800	\$3,300	5.28%
Explanation of increase/decrease:				
increase Contract for Services (potable water system monthly inspections)			5,000	8.00%
decrease parks operations			-1,200	-1.92%
decrease r&m general			-4,000	-6.40%
increase miscellaneous equipment			1,250	2.00%
decrease grass cutting and maintenance			-4,105	-6.57%
decrease Parks Summer Student Work Crew			-1,000	-1.60%
increase Allocation - general government			985	1.58%
decrease contingency			-130	-0.21%
increase R&M grounds - trees			4,000	6.40%
increase Invasive Species Management			2,500	4.00%
		Subtotal section A	<u><u>\$3,300</u></u>	<u><u>5.28%</u></u>

B) Prior Year One-time Items

	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	0	0.00%
	0	0.00%
	Subtotal section B	<u><u>\$0</u></u> <u><u>0.00%</u></u>

388

Subtotal sections A + B \$3,300 5.28%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
Suspension Bridge Rehabilitation (Approved Gas Tax Funded project)		45,000	0	0.00%
		0	0	0.00%
		0	0	0.00%
	Subtotal section C	<u><u>\$45,000</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C \$3,300 5.28%

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$1,032

2018 Budget - Supplemental Item														
Title Bright Angel Park Suspension Bridge				Department LAND USE SERVICES										
Division PARKS & TRAILS				Function 281 - Bright Angel Park										
Type Capital - Replacement				Priority 1										
Description														
As part of the Parks and Trails Capital Replacement Program, the large wooden towers that support the suspension bridge cables have reached the end of their lifespan and require replacement. Community Works Gas Tax Funds in the amount of \$45,000 was approved by the Board at the February 22, 2017 to fund this project. There would be no change to the annual costs to operate the suspension bridge.														
Benefits														
Replacing the wooden support towers will continue to provide safe pedestrian access across the Koksilah River to the east side of the park. This is the only public access to the east side of the river within the park.														
Risks														
Failure to replace the wooden support towers will result in the closure and removal of the suspension bridge for public safety. This would close off park visitor access to the park on the east side of the Koksilah River, which is popular for walking, passive picnicking and swimming.														
Financial Information														
Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Area A Gas Tax	9,221	9,221					9,221	<i>No change in cost to operate</i>						-
Area B Gas Tax	15,651	15,651					15,651							
Area C Gas Tax	8,892	8,892					8,892							
Area D Gas Tax	5,364	5,364					5,364							-
Area E Gas Tax	5,872	5,872					5,872							-
	45,000	45,000	-	-	-	-	45,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Design	5,000	5,000					5,000							-
Construction	40,000	40,000					40,000							-
	45,000	45,000	-	-	-	-	45,000		-	-	-	-	-	-
Administration														
Author Michael Miller				Date Prepared Aug 8, 2017										
Approval Date Board - February 22, 2017														

389



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 3, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 282 South Cowichan Parks

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 282 – South Cowichan Parks.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 282 – South Cowichan Parks be approved.
2. That the Supplemental Request for the Cowichan Bay Boat Launch parking area and ramp refurbishment be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 282 – South Cowichan Parks based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the operation, maintenance, capital development and potential acquisition of additional lands for sub-regional parks within Electoral Areas A, B, C and D. Sub-regional parks within this function include the South Cowichan Dog Park, Cobble Hill Cenotaph, Mill Bay Historic Church and Cowichan Bay Boat Launch. The function is funded primarily through requisition.

ANALYSIS

Overall, the proposed South Cowichan Parks 2018 requisition increased \$2,750 or 4.60% due to the following increases/decreases, inclusive of an overall increase to the Core Budget portion of the function:

Core Budget

The Core Budget for the South Cowichan Parks function increased \$2,750 due to the following:

- Grass Cutting and Maintenance increased \$12,621 per the previously approved 2018-fixed contract rate for parks maintenance services delivery, with the 2018 budget including specific line items for contracted maintenance services at the Cowichan Bay Boat Launch, Mill Bay Historic Church and Cobble Hill Cenotaph.
- R&M – General and Park Operations Labour decreased \$6,906 is specific to re-allocation to line item adjustments above.

- R&M Grounds – Trees increased \$1,000 is specific to fund ongoing park arboriculture activities inclusive of danger trees, wildlife trees, storm windfall cleanup and replanting.
- Mill Bay Historic Church R&M – Grounds, Security, Electricity and Materials reduced \$3,500 overall, in preparation of such costs to be assumed by the Museum Partnership Group per the terms and conditions of the building lease.
- Allocations and washroom rentals decreased \$465 overall.

Prior Year, One-Time Items

There are no Prior Year, One Time items from 2017.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as a Tier 1 request:

1. The Cowichan Bay Boat Launch paved parking area and ramp require refurbishment due to age, ongoing deterioration and erosion. This project is proposed for inclusion in the 2018 budget and would be funded with \$100,000 in Community Works Gas Tax Funds previously approved by the Board for undertaking the works.

FINANCIAL CONSIDERATIONS

The proposed 2018 requisition has increased \$2,750 (4.60%) which is an increase of \$0.06 per \$100,000 household.

Uncommitted Operating Reserve balance - \$1,999, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

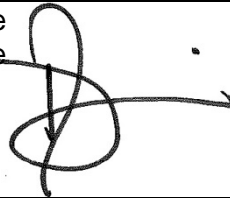
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 282 Vadim Budget
- Attachment B – 282 5 Year Plan
- Attachment C – 282 Year over Year Comparative Analysis
- Attachment D – 282 Supplementary Request



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 282 - SOUTH COWICHAN COMMUNITY PARKS

ATTACHMENT A

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-25	0	-25	0	0		
	Total GRANTS	-25	0	-25	0	0	0	0
5921 DONATIONS								
01-1-5921-2700	GENERAL	0	0	-100	0	0		
	Total DONATIONS	0	0	-100	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-59,750	-59,750	-59,750	-59,750	-62,500		
	Total REQUISITION	-59,750	-59,750	-59,750	-59,750	-62,500	0	0
	Total OPERATING REV	-59,775	-59,750	-59,875	-59,750	-62,500		
OPERATING EXP								
1120 GENERAL EXPENDITURES								
01-2-1120-1204	WAGES - HOURLY	2,770	5,000	60	5,500	3,500		
01-2-1120-1400	BENEFITS	954	550	36	600	194		
01-2-1120-2210	ADVERTISING	592	500	0	500	500		
01-2-1120-2320	LEGAL SERVICES	0	500	1,228	500	500		
01-2-1120-2325	SURVEY FEES	0	250	0	0	0		
01-2-1120-2330	CONSULTANTS	0	250	0	0	0		
01-2-1120-2370	INSURANCE - PROPERTY	184	0	0	0	0		
01-2-1120-2372	INSURANCE DEDUCTIBLES	28	28	0	0	0		
01-2-1120-2394	MEETING EXP.-COMMITTEE/C	76	250	0	250	250		
01-2-1120-2414	R & M - GENERAL	13,917	14,000	0	14,500	10,000		
01-2-1120-2475	MISCELLANEOUS EQUIPMENT	0	500	0	500	500		
01-2-1120-2542	GRASS CUTTING AND MAINTENANCE	0	3,291	0	3,455	0		
01-2-1120-4100	ALLOC - GENERAL GOVERNMENT	1,817	1,817	2,593	2,593	2,528		
01-2-1120-4213	ALLOC - PARKS & TRAILS	2,200	2,200	2,200	2,200	2,200		
01-2-1120-5550	GARBAGE DISPOSAL	720	800	682	800	800		
01-2-1120-5952	PROGRAM SUPPLIES	0	500	0	250	250		
01-2-1120-9910	CONTINGENCY	0	555	0	752	752		
	Total GENERAL EXPENDITURES	23,257	30,991	6,799	32,400	21,974	0	0
7142 SUMMER STUDENT PROGRAM								
01-2-7142-1204	WAGES - HOURLY	4,597	5,000	666	5,000	5,000		
01-2-7142-1400	BENEFITS	424	500	65	500	500		
01-2-7142-2475	MISCELLANEOUS EQUIPMENT	91	100	0	100	100		
01-2-7142-4380	ALLOC - SUMMER TRUCK	750	750	750	750	750		

R23



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		282 - SOUTH COWICHAN COMMUNITY PARKS							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-7142-5952	PROGRAM SUPPLIES	59	100	37	100	100			
	Total SUMMER STUDENT PROG	5,921	6,450	1,518	6,450	6,450	0	0	
7182 PARKS MAINTENANCE EXPENDITURES									
01-2-7182-2422	R & M - GROUNDS - TREES	0	0	0	0	1,000			
01-2-7182-5550	GARBAGE DISPOSAL	0	0	194	0	0			
	Total PARKS MAINTENANCE EX	0	0	194	0	1,000	0	0	
7244 COWICHAN BAY BOAT LAUNCH									
01-2-7244-2412	REPAIRS & MAINT. - OTHER	9,619	3,175	0	0	0			
01-2-7244-2414	R & M - BUILDINGS - GROUND:	0	0	0	4,000	4,000			
01-2-7244-2542	GRASS CUTTING AND MAINTEN	0	0	5,831	0	8,921			
01-2-7244-2618	RENTALS - WASHROOMS	3,585	2,400	1,360	2,400	2,000			
01-2-7244-5510	WATER	407	500	73	500	500			
01-2-7244-5650	MATERIALS	120	1,200	174	1,200	1,200			
	Total COWICHAN BAY BOAT LA	13,731	7,275	7,438	8,100	16,621	0	0	
7260 MILL BAY HERITAGE CHURCH									
01-2-7260-2379	SECURITY	0	900	0	900	0			
01-2-7260-2414	R & M - BUILDINGS - GROUND:	3,829	2,373	0	1,500	500			
01-2-7260-2540	PURCHASED MTCE. - GROUN	0	600	0	0	0			
01-2-7260-2542	GRASS CUTTING AND MAINTEN	0	0	2,806	0	4,293			
01-2-7260-5530	ELECTRICITY	1,926	1,900	1,452	1,500	0			
01-2-7260-5650	MATERIALS	0	500	214	600	500			
01-2-7260-5952	PROGRAM SUPPLIES	0	100	0	0	0			
	Total MILL BAY HERITAGE CHUF	5,756	6,373	4,472	4,500	5,293	0	0	
7268 COBBLE HILL MEMORIAL									
01-2-7268-2412	REPAIRS & MAINT. - OTHER	150	250	0	0	0			
01-2-7268-2414	R & M - BUILDINGS - GROUND:	0	0	183	2,300	2,300			
01-2-7268-2540	PURCHASED MTCE. - GROUN	2,339	2,082	0	0	0			
01-2-7268-2542	GRASS CUTTING AND MAINTEN	0	0	1,871	0	2,862			
01-2-7268-5510	WATER	1,198	1,000	374	1,000	1,000			
01-2-7268-5650	MATERIALS	418	250	0	0	0			
	Total COBBLE HILL MEMORIAL	4,105	3,582	2,428	3,300	6,162	0	0	
7288 DOG OFF-LEASH PARK									
01-2-7288-2412	REPAIRS & MAINT. - OTHER	1,612	1,079	0	0	0			
01-2-7288-2414	R & M - BUILDINGS - GROUND:	0	0	285	3,600	3,600			
01-2-7288-2540	PURCHASED MTCE. - GROUN	2,607	2,500	0	0	0			
01-2-7288-2542	GRASS CUTTING AND MAINTEN	0	0	4,079	0	0			
01-2-7288-5530	ELECTRICITY	0	0	1,865	0	0			

R23



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 282 - SOUTH COWICHAN COMMUNITY PARKS

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
01-2-7288-5650 MATERIALS	1,034	1,500	0	1,400	1,400		
Total DOG OFF-LEASH PARK	5,254	5,079	6,229	5,000	5,000	0	0
Total OPERATING EXP	58,024	59,750	29,077	59,750	62,500		
Surplus/Deficit	-1,751	0	-30,798	0	0		

396

R23

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-59,775	-59,750	-59,875	-59,750	-62,500
Summary Total Expenses	58,024	59,750	29,077	59,750	62,500
Summary Surplus/Deficit	-1,751	0	-30,798	0	0

397

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: South Cowichan Community Parks

Function: 282

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$59,750	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$59,750	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500
SOURCES OF FUNDS						
Requisition/Parcel Tax	59,750	62,500	62,500	62,500	62,500	62,500
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$59,750	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500

398

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function:

282 - S. Cowichan Comm. Parks

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$59,750	\$62,500	\$2,750	4.60%
Explanation of increase/decrease:				
decrease wages - hourly			-2,000	-3.35%
decrease benefits			-406	-0.68%
decrease repairs and maintenance			-4,500	-7.53%
decrease grass cutting and maintenance			-3,455	-5.78%
decrease Allocations - General government			-65	-0.11%
increase R&M grounds - trees			1,000	1.67%
increase grass cutting and maintenance- Cow Bay Boat Launch (2018 contract rate)			8,921	14.93%
decrease rentals - washrooms Cow Bay Boat Launch			-400	-0.67%
decrease Security - Mill Bay Church			-900	-1.51%
decrease R&M - grounds - Mill Bay Church			-1,000	-1.67%
increase grass cutting and maintenance - Mill Bay Heritage Church (2018 contract rate)			4,293	7.18%
decrease electricity - Mill Bay Church			-1,500	-2.51%
decrease materials - Mill Bay Church			-100	-0.17%
increase grass cutting and maintenance - Cobble Hill Memorial (2018 contract rate)			2,862	4.79%
		Subtotal section A	<u><u>\$2,750</u></u>	<u><u>4.60%</u></u>

399, Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	0	0.00%
	0	0.00%
	Subtotal section B	<u><u>\$0</u></u> <u><u>0.00%</u></u>

Subtotal sections A + B \$2,750 4.60%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
Repaving Cowichan Bay Boat Launch Parking (Approved Gas Tax Funds)		100,000	0	0.00%
		0	0	0.00%
		0	0	0.00%
	Subtotal section C	<u><u>\$100,000</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C \$2,750 4.60%

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$1,999

2018 Budget - Supplemental Item																			
Title					Cowichan Bay Boat Launch					Department					LAND USE SERVICES				
Division					PARKS & TRAILS					Function					282 - South Cowichan Community Parks				
Type					Capital - Replacement					Priority					1				
Description																			
<p>The Cowichan Bay Boat Launch is the only public boat launch with designated vehicle/trailer parking between Mill Bay and Duncan. The parking area is heavily used by boaters and park visitors, with over 158,000 park visits in 2016. The boat ramp's length is insufficient due to ongoing migration of the seabed at the toe of the ramp, resulting in an 8" drop off at the end. Damaged axles and stuck trailers have been reported. Furthermore, the condition of the asphalt parking lot is deteriorating due to age and use, resulting in potholes and large sections of cracking. These areas require repaving to prevent further deterioration. The Board at the February 22, 2017 approved allocation of \$100,000 in Community Works Gas Tax Funding for this project. There would be no change in annual costs to operate the boat launch with completion of the repaving and extending the end of the ramp.</p>																			
Benefits																			
<p>Extending the boat launch ramp will prevent vehicle and trailers from potentially being stuck or damaged during launching of boats. Repaving sections of failed asphalt will eliminate potholes, prevent continued asphalt deterioration and prolong the lifespan of the asphalt parking lot.</p>																			
Risks																			
<p>Failure to upgrade the boat launch will see continued vehicle and trailer issues as described above. Failure to address failed asphalt will result in further deterioration and additional pot holes, increasing annual costs to operate.</p>																			
Financial Information																			
Capital								Operating											
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total					
Area B Gas Tax	25,000	25,000					25,000	No change in cost to operate						-					
Area C Gas Tax	50,000	50,000					50,000							-					
Area D Gas Tax	25,000	25,000					25,000							-					
							-							-					
	100,000	100,000	-	-	-	-	100,000		-	-	-	-	-	-					
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total					
Design	10,000	10,000					10,000							-					
Construction	90,000	90,000					90,000							-					
							-							-					
	100,000	100,000	-	-	-	-	100,000		-	-	-	-	-	-					
Administration																			
Author					Michael Miller					Date Prepared					Aug 8, 2017				
Approval Date					Board - Feb 22 2017														

400



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 3, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 456 Saltair Recreation

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 456 Saltair Recreation.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 456 Saltair Recreation be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 456 – Saltair Recreation based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the acquisition, operation and maintenance of community recreation facilities within the Saltair portion of Electoral Area G (Saltair/Gulf Islands). The function is funded primarily through requisition. The Saltair Community Society holds the lease for the Saltair Community Centre and operates under a recreation services agreement with the Regional District.

ANALYSIS

The proposed 2018 requisition of \$45,790 for Function 456 – Saltair Recreation remains unchanged from the previous year, with the following notable changes within the draft budget:

Core Budget

The Core Budget requisition remains the same as 2017, with adjustments as follows:

- Allocations, Contingencies, R&M – Buildings and Short Term Debt – Principal increased \$2,283 overall.
- Legal Services and Short Term Debt – Interest decreased \$2,283 overall.

Prior Year, One-Time Items

A 2016 surplus carry forward provided \$7,000 in Program Supplies and Community Works Gas Tax Funds of \$25,000 approved by the Board provided for building conditional assessment work on the Saltair Community Centre.

Supplemental Items

There are no Supplemental Request Items proposed for funding consideration in 2018 for Function 456 – Saltair Recreation.

FINANCIAL CONSIDERATIONS

There is no change in the proposed budget requisition for 2018 from the budget approved in 2017.

Uncommitted Operating Reserve balance - \$33,681, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

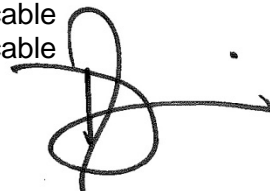
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 456 Vadim Budget
- Attachment B – 456 5 Year Plan
- Attachment C – 456 Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 456 - RECREATION - SALTAIR

ATTACHMENT A

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
5331 RENTAL INCOME							
01-1-5331-3270 BUILDING	-17,143	0	-3,238	0	0		
Total RENTAL INCOME	-17,143	0	-3,238	0	0	0	0
7572 REQUISITION - SPECIFIED AREA							
01-1-7572-0000 REQUISITION - SPECIFIED ARI	-45,790	-45,790	-45,790	-45,790	-45,790		
Total REQUISITION - SPECIFIED	-45,790	-45,790	-45,790	-45,790	-45,790	0	0
9009 TRANSFER FROM GAS TAX RESERVE							
01-1-9009-0000 TSF FROM GAS TAX RESERVE	0	0	0	-25,000	0		
Total TRANSFER FROM GAS TA	0	0	0	-25,000	0	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-10-0000 SURPLUS/DEFICIT	-20,000	-20,000	-7,000	-7,000	0		
Total SURPLUS/DEFICIT - CURF	-20,000	-20,000	-7,000	-7,000	0	0	0
Total OPERATING REV	-82,933	-65,790	-56,028	-77,790	-45,790		
OPERATING EXP							
1120 GENERAL EXPENDITURES							
01-2-1120-1204 WAGES - HOURLY	465	0	0	0	0		
01-2-1120-1400 BENEFITS	65	0	0	0	0		
01-2-1120-2210 ADVERTISING	165	250	0	0	0		
01-2-1120-2320 LEGAL SERVICES	3,098	0	716	2,500	1,000		
01-2-1120-2338 CONTRACT FOR SERVICES	6,348	0	10,000	0	0		
01-2-1120-2370 INSURANCE - PROPERTY	946	1,000	0	0	0		
01-2-1120-2410 R & M - BUILDINGS - GENERAL	2,078	0	1,271	2,500	2,807		
01-2-1120-4100 ALLOC - GENERAL GOVERNMI	0	0	39	39	579		
01-2-1120-5510 WATER	0	1,000	0	0	0		
01-2-1120-5530 ELECTRICITY	0	4,500	0	0	0		
01-2-1120-5952 PROGRAM SUPPLIES	3,234	2,000	0	2,500	2,500		
01-2-1120-9910 CONTINGENCY	0	20,531	0	1,874	2,632		
Total GENERAL EXPENDITURES	16,400	29,281	12,026	9,413	9,518	0	0
7121 GENERAL RECREATION EXPEND							
01-2-7121-5952 PROGRAM SUPPLIES	0	0	0	7,000	0		
Total GENERAL RECREATION E	0	0	0	7,000	0	0	0
7181 COMMUNITY PARKS/GENERAL EXPEND							
01-2-7181-2265 ASSET MANAGEMENT	0	0	16,900	25,000	0		

403

R24



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND 456 - RECREATION - SALTAIR						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
Total COMMUNITY PARKS/GENE		0	0	16,900	25,000	0	0	0
8115 SHORT TERM DEBT								
01-2-8115-8215	INTEREST	1,600	2,350	867	1,581	798		
01-2-8115-8216	PRINCIPAL	34,159	34,159	34,796	34,796	35,474		
Total SHORT TERM DEBT		35,759	36,509	35,663	36,377	36,272	0	0
Total OPERATING EXP		52,158	65,790	64,589	77,790	45,790		
Surplus/Deficit		-30,774	0	8,561	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-82,933	-65,790	-56,028	-77,790	-45,790
Summary Total Expenses	52,158	65,790	64,589	77,790	45,790
Summary Surplus/Deficit	-30,774	0	8,561	0	0

405

R24

COWICHAN VALLEY REGIONAL DISTRICT

ATTACHMENT B

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Recreation - Saltair

Function: 456

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$41,413	\$9,518	\$10,000	\$10,000	\$10,000	\$10,000
Long Term Debt						
Short Term Debt	36,377	36,272				
Capital			36,000	36,000	36,000	36,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$77,790	\$45,790	\$46,000	\$46,000	\$46,000	\$46,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	45,790	45,790	46,000	46,000	46,000	46,000
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	25,000					
Other						
Debt Proceeds						
Surplus/(Deficit)	7,000					
TOTAL SOURCE OF FUNDS	\$77,790	\$45,790	\$46,000	\$46,000	\$46,000	\$46,000

2018 Debt Short Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Mt. Brenton	\$35,474	2018	\$36,272
Total			\$36,272

406

R24

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 456 - Recreation Saltair

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$45,790	\$45,790	\$0	0.00%
Explanation of increase/decrease:				
decrease legal services			-1,500	-3.28%
increase r&m buildings			307	0.67%
increase allocations - general government			540	1.18%
increase contingency			758	1.66%
decrease interest			-783	-1.71%
increase principal			678	1.48%
		Subtotal section A	\$0	0.00%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	Program Supplies (2016 Surplus Carryforward of \$7,000)	0	0.00%
	Building Conditional Assessment (Approved Gas Tax funds \$25,000)	0	0.00%
	Subtotal section B	\$0	0.00%

407

Subtotal sections A + B **\$0** **0.00%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		0	0	0.00%
		0	0	0.00%
		0	0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$0** **0.00%**

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$33,681



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 3, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Parks & Trails Division
 Land Use Services Department
SUBJECT: 2018 Budget Review – Function 490 Thetis Island Wharf
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 490 - Thetis Island Wharf.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 490 - Thetis Island Wharf be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 490 - Thetis Island Wharf based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the insurance coverage, as well as ongoing repair and maintenance of the Thetis Island Public Wharf. The function is funded primarily through requisition.

ANALYSIS

The proposed 2018 requisition of \$9,000 for Function 490 - Thetis Island Wharf remains unchanged from the previous year, with no changes within the draft budget:

Core Budget

The Core Budget requisition remains the same as 2017, with a minor budget adjustment between Allocations – General Government and R&M – Other.

Prior Year, One-Time Items

There were no Prior Year, One-Time items.

Supplemental Items

There are no Supplemental Request Items proposed for funding consideration in 2018 for Function 490 - Thetis Island Wharf.

FINANCIAL CONSIDERATIONS

There is no change in the requisition proposed for 2018 from the approved 2017 budget.

Uncommitted Operating Reserve balance - \$58,208, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



 Brian Farquhar
 Manager

Not Applicable
 Not Applicable


 Ross Blackwell, MCIP, RPP, A.Ag.
 General Manager

ATTACHMENTS:

- Attachment A – 490 Vadim Budget
- Attachment B – 490 5 Year Plan
- Attachment C – 490 Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 490 - THETIS ISLAND WHARF

ATTACHMENT A

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
7574 REQUISITION - PARCEL TAX							
01-1-7574-0000 REQUISITION - PARCEL TAX	-9,000	-9,000	-9,000	-9,000	-9,000		
Total REQUISITION - PARCEL TAX	-9,000	-9,000	-9,000	-9,000	-9,000	0	0
Total OPERATING REV	-9,000	-9,000	-9,000	-9,000	-9,000		
OPERATING EXP							
7167 THETIS ISLAND WHARF EXPENDITURES							
01-2-7167-2370 INSURANCE - PROPERTY	1,575	2,000	0	2,000	2,000		
01-2-7167-2412 REPAIRS & MAINT. - OTHER	1,752	6,454	1,124	6,395	6,423		
01-2-7167-4100 ALLOC - GENERAL GOVERNMI	46	46	105	105	77		
01-2-7167-4203 ALLOC - ENFORCEMENT & INS	500	500	500	500	500		
411 Total THETIS ISLAND WHARF E.	3,873	9,000	1,729	9,000	9,000	0	0
Total OPERATING EXP	3,873	9,000	1,729	9,000	9,000		
Surplus/Deficit	-5,127	0	-7,272	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-9,000	-9,000	-9,000	-9,000	-9,000
Summary Total Expenses	3,873	9,000	1,729	9,000	9,000
Summary Surplus/Deficit	-5,127	0	-7,272	0	0

412

R25

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Thetis Island Wharf

Function: 490

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	9,000	9,000	9,000	9,000	9,000	9,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 490 - Thetis Island Wharf

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$9,000	\$9,000	\$0	0.00%
Explanation of increase/decrease:	decrease allocation general government		-28	-0.31%
	increase r&m other		28	0.31%
			0.00%	0.00%
		Subtotal section A	<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	0	0.00%
	0	0.00%
	Subtotal section B	<u>\$0</u> <u>0.00%</u>

414

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		0	0	0.00%
		0	0	0.00%
		0	0	0.00%
	Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
		Subtotal sections A + B + C		<u>\$0</u> <u>0.00%</u>

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$58,208



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 3, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Parks & Trails Division
 Land Use Services Department
SUBJECT: 2018 Budget Review – Function 491 Thetis Island Boat Launch
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the proposed 2018 Budget for Function 491 - Thetis Island Boat Launch.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 491 - Thetis Island Boat Launch be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, a draft budget was prepared for Function 491 - Thetis Island Boat Launch based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

This function provides for the insurance coverage, as well as ongoing repair and maintenance of the Thetis Island Boat Launch. The function is funded primarily through requisition.

ANALYSIS

The proposed 2018 requisition of \$1,000 for Function 491 - Thetis Island Boat Launch remains unchanged from the previous year, with no changes within the draft budget:

Core Budget

The Core Budget requisition remains the same as 2017, with a minor budget adjustment between Allocations – General Government and R&M – Other.

Prior Year, One-Time Items

There were no Prior Year, One-Time items.

Supplemental Items

There are no Supplemental Request Items proposed for funding consideration in 2018 for Function 491 - Thetis Island Boat Launch.

FINANCIAL CONSIDERATIONS

There is no change in the requisition proposed for 2018 from the approved 2017 budget.

Uncommitted Operating Reserve balance - \$3,814, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Section 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

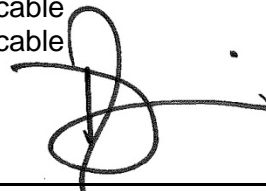
Prepared by:



Brian Farquhar
Manager

Reviewed by:

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 491 Vadim Budget
- Attachment B – 491 5 Year Plan
- Attachment C – 491 Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 491 - THETIS ISLAND BOAT LAUNCH

ATTACHMENT A

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
7574 REQUISITION - PARCEL TAX							
01-1-7574-0000 REQUISITION - PARCEL TAX	-1,000	-1,000	-1,000	-1,000	-1,000		
Total REQUISITION - PARCEL TAX	-1,000	-1,000	-1,000	-1,000	-1,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000 SURPLUS/DEFICIT	1,145	1,145	0	0	0		
Total SURPLUS/DEFICIT - CURF	1,145	1,145	0	0	0	0	0
9120 TRANSFER FROM OPERATING RESERVE							
01-1-9120-0000 TSF FROM OPERATING RESERVE	-145	-3,145	0	0	0		
Total TRANSFER FROM OPERATING RESERVE	-145	-3,145	0	0	0	0	0
Total OPERATING REV	0	-3,000	-1,000	-1,000	-1,000		
OPERATING EXP							
1120 GENERAL EXPENDITURES							
01-2-1120-2412 REPAIRS & MAINT. - OTHER	0	2,500	0	800	800		
01-2-1120-4100 ALLOC - GENERAL GOVERNMENT	0	0	43	43	0		
01-2-1120-9910 CONTINGENCY	0	500	0	157	200		
Total GENERAL EXPENDITURES	0	3,000	43	1,000	1,000	0	0
Total OPERATING EXP	0	3,000	43	1,000	1,000		
Surplus/Deficit	0	0	-957	0	0		

417

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	0	-3,000	-1,000	-1,000	-1,000
Summary Total Expenses	0	3,000	43	1,000	1,000
Summary Surplus/Deficit	0	0	-957	0	0

418

R26

ATTACHMENT B

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Thetis Island Boat Launch

Function: 491

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	1,000	1,000	1,000	1,000	1,000	1,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Transfer from Operating Reserve						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

2018 Year over Year Comparative Analysis

ATTACHMENT C

Function: 491 - Thetis Island Boat Launch

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$1,000	\$1,000	\$0	0.00%
Explanation of increase/decrease:	decrease allocation general government		-43	-4.30%
	increase r&m other		43	4.30%
			0.00%	0.00%
		Subtotal section A	<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	0	0.00%
	0	0.00%
	Subtotal section B	<u>\$0</u> <u>0.00%</u>

420

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		0	0	0.00%
		0	0	0.00%
		0	0	0.00%
	Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 is estimated to be \$3,814



STAFF REPORT TO COMMITTEE

DATE OF REPORT August 29, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Water Management Division
 Engineering Services Department
SUBJECT: 2018 Budget Review – Function 130 Electoral Feasibility Studies
FILE: 0540-20-EAS

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for the 130 - Electoral Feasibility Studies Function.

RECOMMENDED RESOLUTION

That the 130 - Electoral Feasibility Studies 2018 Draft Budget be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Electoral Feasibility Studies based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

The Electoral Feasibility Studies function provides funding for feasibility studies and is funded by requisition. The 2018 budget of \$52,887 will be funded by surplus as there have been no studies to date in 2017. No one-time changes or supplementary requests.

FINANCIAL CONSIDERATIONS

The Electoral Area Feasibility Studies function is normally funded by requisition, but in 2018, there are sufficient funds remaining in surplus to fund 2 or 3 studies.

The Operating Reserve balance for this function as at May 31, 2017 was \$0.

The Capital Reserve balance for this function as at May 31, 2017 was \$47,750.

COMMUNICATION CONSIDERATIONS

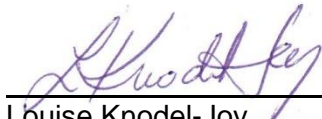
N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas

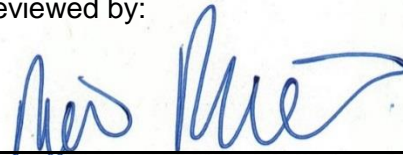
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Louise Knodel-Joy
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

- Attachment A – Vadim Draft Budget
- Attachment B – 5 Year Plan
- Attachment C – Year over Year Comparative Analysis

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : -- - To : -- -

Function Type : Selective

		GENERAL REVENUE FUND						
		130 - ELECTORAL FEASIBILITY STUDIES						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-0	0	0	0	0		
01-1-2000-2121	PROVINCIAL CONDITIONAL	0	-10,000	0	-10,000	0		
Total GRANTS		-0	-10,000	0	-10,000	0	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-52,887	-52,887	-52,887	-52,887	-52,887		
Total SURPLUS/DEFICIT - CURF		-52,887	-52,887	-52,887	-52,887	-52,887	0	0
Total OPERATING REVENUES		-52,887	-62,887	-52,887	-62,887	-52,887		
OPERATING EXPE								
WATER & SEWER SYSTEM STUDIES								
01-2-1161-2330	CONSULTANTS	0	62,887	0	62,887	52,887		
Total WATER & SEWER SYSTEM		0	62,887	0	62,887	52,887	0	0
Total OPERATING EXPENSES		0	62,887	0	62,887	52,887		
Surplus/Deficit		-52,887	0	-52,887	0	0		

423

COWICHAN VALLEY REGIONAL DISTRICT2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Electoral Feasibility Study

Function: 130

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$62,887	\$52,887	\$20,000	\$20,000	\$20,000	\$20,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$62,887	\$52,887	\$20,000	\$20,000	\$20,000	\$20,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	10,000		20,000	20,000	20,000	20,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	52,887	52,887				
TOTAL SOURCE OF FUNDS	\$62,887	\$52,887	\$20,000	\$20,000	\$20,000	\$20,000

2018 Budget Review

Function: 130 - Electoral Feasibility Study

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$52,887	\$52,887	\$0	0.00%
Explanation of increase:			0	0.00%
			0	0.00%
			0.00%	0.00%
			0.00%	0.00%
			<u>\$0</u>	<u>0.00%</u>
			<u>\$0</u>	<u>0.00%</u>

R) Prior Year One-time Items

		<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
425	Surplus is used to fund this function in 2018	\$0	0.00%
		<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)				
2)				
		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.0

Notes:
 1) The Operating Reserve balance for this function is 0
 2) The Capital Reserve balance for this function is 0



STAFF REPORT TO COMMITTEE

DATE OF REPORT July 11, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Water Management Division
Engineering Services Department

SUBJECT: 2018 Budget Review – Function 550-586 Street Lighting

FILE: 0540-20-EAS/05

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for the street lighting functions.

RECOMMENDED RESOLUTION

1. That the 550 Street Lighting Mesachie 2018 Draft Budget be approved.
2. That the 551 Street Lighting Youbou 2018 Draft Budget be approved.
3. That the 552 Street Lighting Brentwood College 2018 Draft Budget be approved.
4. That the 553 Street Lighting Cowichan Bay 2018 Draft Budget be approved.
5. That the 554 Street Lighting Honeymoon Bay 2018 Draft Budget be approved.
6. That the 555 Street Lighting Mill Bay 2018 Draft Budget be approved.
7. That the 556 Street Lighting Cobble Hill 2018 Draft Budget be approved.
8. That the 557 Critical Street Lighting “A” 2018 Draft Budget be approved.
9. That the 558 Critical Street Lighting “B” 2018 Draft Budget be approved.
10. That the 559 Critical Street Lighting “C” 2018 Draft Budget be approved.
11. That the 560 Critical Street Lighting “D” 2018 Draft Budget be approved.
12. That the 561 Critical Street Lighting “E” 2018 Draft Budget be approved.
13. That the 565 Critical Street Lighting “I” 2018 Draft Budget be approved.
14. That the 580 Wilmot Road Street Lighting 2018 Draft Budget be approved.
15. That the 581 Sentinel Ridge Street Lighting 2018 Draft Budget be approved.
16. That the 583 Twin Cedars Street Lighting 2018 Draft Budget be approved.
17. That the 585 Arbutus Mt. Street Lighting 2018 Draft Budget be approved.
18. That the 586 Mill Springs Street Lighting 2018 Draft Budget be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, draft budgets were prepared for Street Lighting functions based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

550 Street Lighting Mesachie: Increase Core Budget \$200 due to increase in general government allocation and electricity. No one-time changes or supplementary requests.

551 Street Lighting Youbou: Increase Core Budget \$1000 due to increase in general government allocation, electricity and maintenance. No one-time changes or supplementary requests.

552 Street Lighting Brentwood College: Increase Core Budget \$8 due to increase in electricity. No one-time changes or supplementary requests.

553 Street Lighting Cowichan Bay: Increase Core Budget \$400 due to increase in general government allocation, electricity, contingency and past deficit. No one-time changes or supplementary requests.

554 Street Lighting Honeymoon Bay: Increase Core Budget \$1900 due to increased general government allocation, electricity and contingency. No one-time changes or supplementary requests.

555 Street Lighting Mill Bay: Increase Core Budget \$175 due to increase in electricity. No one-time changes or supplementary requests.

556 Street Lighting Cobble Hill: Decrease Core Budget \$299 due to decrease in contract electrical repairs and maintenance. One time changes include LED light retrofit in 2017 for est. \$7,061. No supplementary requests.

557 Critical Street Lighting "A": No change to Core budget. Decrease repairs \$71 and increase general government allocation and electricity. No one-time changes or supplementary requests.

558 Critical Street Lighting "B": No change to Core budget. Decrease repairs \$34 and increase general government allocation and electricity. No one-time changes or supplementary requests

559 Critical Street Lighting "C": Increase Core Budget \$100 due to increase in general government allocation and electricity. No one-time changes or supplementary requests.

560 Critical Street Lighting "D": No change to Core Budget. No one-time changes or supplementary requests.

561 Critical Street Lighting "E": Increase Core Budget \$100 due to increase in electricity. No one-time changes or supplementary requests.

565 Critical Street Lighting "I": Increase Core Budget \$31 due to increase in general government allocation and electricity. No one-time changes or supplementary requests.

580 Wilmot Road Street Lighting: Increase Core Budget \$350 due to increases in electricity, electrical repairs, allocations and past deficit. No one time changes or supplementary requests.

581 Sentinel Ridge Street Lighting: Increase Core Budget \$1300 due to increase in allocations, electricity and contract electrical repairs and decreasing deficit. No one-time changes or supplementary requests.

583 Twin Cedars Street Lighting: Increase to Core Budget \$2957 due to increase in electricity, electrical repairs and decreasing deficit. No supplementary requests. One time changes include LED light retrofit in 2017 for est. \$10,975.

585 Arbutus Mt. Street Lighting: Increase to Core Budget \$2107 due to increase in electricity and decreasing deficit. No supplementary requests. One time changes include LED light retrofit in 2017 for est. \$11,381.

586 Mill Springs Street Lighting: No change to Core Budget. Increase in electricity and allocations and decrease in contract electrical repairs. No one time changes or supplementary requests.

550 Street Lighting Mesachie: Increase specified area requisition \$200. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$650. No Capital Reserves.

551 Street Lighting Youbou: Increase parcel tax requisition \$1000. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$5,669. No Capital Reserves

552 Street Lighting Brentwood College: Increase user charges \$8. No Operating Reserves or Capital Reserves.

553 Street Lighting Cowichan Bay: Increase specified requisition \$400. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$301. No Capital Reserves

554 Street Lighting Honeymoon Bay: Increase specified area requisition \$1900. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$2636. No Capital Reserves

555 Street Lighting Mill Bay: Increase user charges \$175. No Operating Reserves or Capital Reserves.

556 Street Lighting Cobble Hill: Decrease Parcel Tax Requisition \$299. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$615. No Capital Reserves

557 Critical Street Lighting "A": No change in requisition. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$1630. No Capital Reserves.

558 Critical Street Lighting "B": No change in requisition The Operating Reserve Balance as at December 31, 2017 is estimated to be \$1822. No Capital Reserves.

559 Critical Street Lighting "C": Increase requisition \$100. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$2576. No Capital Reserves.

560 Critical Street Lighting "D": No change in requisition. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$2249. No Capital Reserves.

561 Critical Street Lighting "E": Increase requisition \$100. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$409. No Capital Reserves

565 Critical Street Lighting "I": Increase requisition \$31 The Operating Reserve Balance as at December 31, 2017 is estimated to be \$530. No Capital Reserves

580 Wilmot Road Street Lighting: Increase specified area requisition \$350. The Operating Reserve Balance as at December 21, 2017 is estimated to be \$6,813. The Capital Reserve Balance as at December 31, 2017 is estimated to be \$2,333.

581 Sentinel Ridge Street Lighting: Increase specified area requisition \$774. The Operating Reserve Balance as at December 21, 2017 is estimated to be \$7,123. The Capital Reserve Balance as at December 31, 2017 is estimated to be \$2,239.

583 Twin Cedars Street Lighting: Increase specified area requisition \$1600. The Operating Reserve Balance as at December 21, 2017 is estimated to be \$638. No Capital Reserves. .

585 Arbutus Mt. Street Lighting: Increase specified area requisition \$1,100. The Operating Reserve Balance as at December 21, 2017 is estimated to be \$4,707. No Capital Reserves

586 Mill Springs Street Lighting: No change to specified area requisition. The Operating Reserve Balance as at December 21, 2017 is estimated to be \$10,479. No Capital Reserves.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

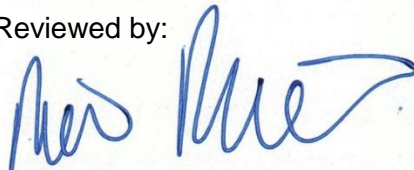
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Louise Knodel-Joy
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

Attachment A - 550 Street Lighting Mesachie
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment B - 551 Street Lighting Youbou
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment C - 552 Street Lighting Brentwood College
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment D - 553 Street Lighting Cowichan Bay
Vadim Draft Budget
5 Year Plan

- Year over Year Comparative Analysis
- Attachment E - 554 Street Lighting Honeymoon Bay
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment F - 555 Street Lighting Mill Bay
Vadim Draft Budget
5 Year Plan
over Year Comparative Analysis
- Attachment G - 556 Street Lighting Cobble Hill
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment H - 557 Critical Street Lighting “A”
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment I - 558 Critical Street Lighting “B”
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment J - 559 Critical Street Lighting “C”
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment K - 560 Critical Street Lighting “D”
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment L - 561 Critical Street Lighting “E”
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment M - 565 Critical Street Lighting “I”
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment N - 580 Wilmot Road Street Lighting
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment O - 581 Sentinel Ridge Street Lighting
Vadim Draft Budget
5 Year Plan

Year over Year Comparative Analysis

- Attachment P - 583 Twin Cedars Street Lighting
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment Q - 585 Arbutus Mt. Street Lighting
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment R - 586 Mill Springs Street Lighting
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		550 - STREET LIGHTING - MESACHIE						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-5,900	-5,900	-6,050	-6,050	-6,250		
	Total REQUISITION - SPECIFIED	-5,900	-5,900	-6,050	-6,050	-6,250	0	0
	Total OPERATING REVENUES	-5,900	-5,900	-6,050	-6,050	-6,250		
OPERATING EXPE								
3250 STREET LIGHTING EXPENDITURES								
01-2-3250-4100	ALLOC - GENERAL GOVERNMI	235	235	220	220	250		
01-2-3250-5530	ELECTRICITY	5,546	5,616	3,325	5,813	6,000		
01-2-3250-9910	CONTINGENCY	0	49	0	17	0		
433	Total STREET LIGHTING EXPEN	5,781	5,900	3,545	6,050	6,250	0	0
	Total OPERATING EXPENSES	5,781	5,900	3,545	6,050	6,250		
	Surplus/Deficit	-119	0	-2,505	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Street Lighting - Mesachie

Function: 550

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$6,050	\$6,250	\$6,500	\$6,750	\$7,000	\$7,250
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$6,050	\$6,250	\$6,500	\$6,750	\$7,000	\$7,250
SOURCES OF FUNDS						
Requisition/Parcel Tax	6,050	6,250	6,500	6,750	7,000	7,250
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$6,050	\$6,250	\$6,500	\$6,750	\$7,000	\$7,250

2018 Year over Year Comparative Analysis

Function: 550 - Mesachie Lake St. Lighting

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$6,050	\$6,250	\$200	3.31%
Explanation of increase/decrease:	Increased Allocations		30	0.50%
	Increased Electricity		187	3.09%
	Decreased Contingency		-17	-0.28%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
			<u>\$200</u>	<u>3.31%</u>
			<u>\$200</u>	<u>3.31%</u>

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0.00%
		0.00%
		0.00%
	<u>\$0</u>	<u>0.00%</u>
	<u>\$0</u>	<u>0.00%</u>

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
				0.00%
				0.00%
			<u>\$0</u>	<u>0.00%</u>
			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$200 3.31%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$650

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

GENERAL REVENUE FUND								
551 - STREET LIGHTING - YOUBOU								
	2016	2016	2017	2017	2018			
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REVE								
7574 REQUISITION - PARCEL TAX								
01-1-7574-0000	REQUISITION - PARCEL TAX	-29,000	-29,000	-31,000	-31,000	-32,000		
	Total REQUISITION - PARCEL TAX	-29,000	-29,000	-31,000	-31,000	-32,000	0	0
	Total OPERATING REVENUES	-29,000	-29,000	-31,000	-31,000	-32,000		
OPERATING EXPE								
3250 STREET LIGHTING EXPENDITURES								
01-2-3250-2372	INSURANCE DEDUCTIBLES	18	18	0	0	0		
01-2-3250-2412	REPAIRS & MAINT. - OTHER	0	1,007	0	92	96		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	1,135	1,135	1,058	1,058	1,204		
01-2-3250-5530	ELECTRICITY	26,756	26,840	16,083	29,850	30,700		
	Total STREET LIGHTING EXPENSES	27,909	29,000	17,141	31,000	32,000	0	0
	Total OPERATING EXPENSES	27,909	29,000	17,141	31,000	32,000		
	Surplus/Deficit	-1,091	0	-13,859	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Street Lighting - Youbou

Function: 551

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$31,000	\$32,000	\$33,000	\$34,000	\$35,000	\$36,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$31,000	\$32,000	\$33,000	\$34,000	\$35,000	\$36,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	31,000	32,000	33,000	34,000	35,000	36,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$31,000	\$32,000	\$33,000	\$34,000	\$35,000	\$36,000

2018 Year over Year Comparative Analysis

Function: 551 - Youbou St. Lighting

A) Core Budget

		2017 <u>Requisition</u> \$31,000	Proposed 2018 <u>Requisition</u> \$32,000	<u>Requisition \$ Increase (Decrease)</u> \$1,000	<u>Requisition % Increase (Decrease)</u> 3.23%
Explanation of increase/decrease:	Increased Allocations			146	0.47%
	Increased Electricity			850	2.74%
	Increased Repairs			4	0.01%
					0.00%
					0.00%
					0.00%
Subtotal section A				<u>\$1,000</u>	<u>3.23%</u>

B) Prior Year One-time Items

		<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
			0.00%
			0.00%
Subtotal section B		<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$1,000 3.23%

C) Supplemental Items

		<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
					0.00%
					0.00%
					0.00%
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$1,000 3.23%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$5669

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R28

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
552 - STREET LIGHTING-BRENT. COLLEGE

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
4411 USER CHARGES							
01-1-4411-0000 USER CHARGES	-220	-224	0	-232	-240		
Total USER CHARGES	-220	-224	0	-232	-240	0	0
5900 MISCELLANEOUS							
01-1-5900-2700 GENERAL	-50	-50	0	-50	-50		
Total MISCELLANEOUS	-50	-50	0	-50	-50	0	0
Total OPERATING REVENUES	-270	-274	0	-282	-290		
OPERATING EXPE							
32 STREET LIGHTING EXPENDITURES							
01-2-3250-4100 ALLOC - GENERAL GOVERNMI	50	50	50	50	50		
01-2-3250-5530 ELECTRICITY	220	224	132	232	240		
Total STREET LIGHTING EXPEN	270	274	182	282	290	0	0
Total OPERATING EXPENSES	270	274	182	282	290		
Surplus/Deficit	0	0	182	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Street Lighting - Brentwood College

Function: 552

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$282	\$290	\$292	\$300	\$310	\$320
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$282	\$290	\$292	\$300	\$310	\$320
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee	232	240	242	250	260	270
Transfer from Capital Reserve						
Other	50	50	50	50	50	50
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$282	\$290	\$292	\$300	\$310	\$320

2018 Year over Year Comparative Analysis

Function: 552 - Brentwood Bay St. Lighting

A) Core Budget

	<u>2017 Requisition</u> \$232	<u>Proposed 2018 Requisition</u> \$240	<u>Requisition \$ Increase (Decrease)</u> \$8	<u>Requisition % Increase (Decrease)</u> 3.45%
Explanation of increase/decrease: Increased Electricity			8	3.45%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
Subtotal section A			<u><u>\$8</u></u>	<u><u>3.45%</u></u>

B) Prior Year One-time Items

			<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
				0.00%
				0.00%
Subtotal section B			<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B			<u><u>\$8</u></u>	<u><u>3.45%</u></u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
				0.00%
				0.00%
				0.00%
Subtotal section C		<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C			<u><u>\$8</u></u>	<u><u>3.45%</u></u>
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		553 - STREET LIGHTING - COWICHAN BAY						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-4,650	-4,650	-4,800	-4,800	-5,200		
	Total REQUISITION - SPECIFIEC	-4,650	-4,650	-4,800	-4,800	-5,200	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	58	58	0		
	Total SURPLUS/DEFICIT - CURF	0	0	58	58	0	0	0
	Total OPERATING REVENUES	-4,650	-4,650	-4,742	-4,742	-5,200		
OPERATING EXPE								
32 STREET LIGHTING EXPENDITURES								
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	191	191	180	180	203		
01-2-3250-5530	ELECTRICITY	4,517	4,420	2,718	4,562	4,940		
01-2-3250-9910	CONTINGENCY	0	39	0	0	57		
	Total STREET LIGHTING EXPEN	4,708	4,650	2,898	4,742	5,200	0	0
	Total OPERATING EXPENSES	4,708	4,650	2,898	4,742	5,200		
	Surplus/Deficit	58	0	-1,844	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Street Lighting - Cowichan Bay

Function: 553

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$4,742	\$5,200	\$5,400	\$5,600	\$5,800	\$6,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$4,742	\$5,200	\$5,400	\$5,600	\$5,800	\$6,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	4,800	5,200	5,400	5,600	5,800	6,000
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	(58)					
TOTAL SOURCE OF FUNDS	\$4,742	\$5,200	\$5,400	\$5,600	\$5,800	\$6,000

2018 Year over Year Comparative Analysis

Function: 553 - Cowichan Bay St. Lighting

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$4,800	\$5,200	\$400	8.33%
Explanation of increase/decrease:	Increased Allocations		23	0.48%
	Increased Electricity		378	7.88%
	Increased Repairs		57	1.19%
	Decreased Deficit		-58	-1.21%
			0.00%	0.00%
			0.00%	0.00%
			0.00%	0.00%
			0.00%	0.00%
			<u>\$400</u>	<u>8.33%</u>
		Subtotal section A		

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
			0.00%
			0.00%
		<u>\$0</u>	<u>0.00%</u>
		Subtotal section B	

Subtotal sections A + B	<u>\$400</u>	<u>8.33%</u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
				0.00%
				0.00%
		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
		Subtotal section C		

Subtotal sections A + B + C	<u>\$400</u>	<u>8.33%</u>
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Notes:
1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$301

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND						
554 - STREET LIGHTING- HONEYMOON BAY						
	2016	2016	2017	2017	2018	
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
OPERATING REVE						
7572 REQUISITION - SPECIFIED AREA						
01-1-7572-0000	REQUISITION - SPECIFIED AREA	-23,320	-23,320	-24,100	-24,100	-26,000
	Total REQUISITION - SPECIFIED AREA	-23,320	-23,320	-24,100	-24,100	-26,000
	Total OPERATING REVENUES	-23,320	-23,320	-24,100	-24,100	-26,000
OPERATING EXPE						
3250 STREET LIGHTING EXPENDITURES						
01-2-3250-2372	INSURANCE DEDUCTIBLES	14	14	0	0	0
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	926	926	871	871	985
01-2-3250-5530	ELECTRICITY	21,898	22,380	13,153	23,161	24,800
01-2-3250-9910	CONTINGENCY	0	0	0	68	215
	Total STREET LIGHTING EXPENSES	22,838	23,320	14,024	24,100	26,000
	Total OPERATING EXPENSES	22,838	23,320	14,024	24,100	26,000
	Surplus/Deficit	-482	0	-10,076	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Street Lighting - Honeymoon Bay

Function: 554

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$24,100	\$26,000	\$28,000	\$30,000	\$32,000	\$34,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$24,100	\$26,000	\$28,000	\$30,000	\$32,000	\$34,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	24,100	26,000	28,000	30,000	32,000	34,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$24,100	\$26,000	\$28,000	\$30,000	\$32,000	\$34,000

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - -

To : - - -

Function Type : Selective

GENERAL REVENUE FUND								
555 - STREET LIGHTING - MILL BAY								
	2016	2016	2017	2017	2018			
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REVE								
4411 USER CHARGES								
01-1-4411-0000	USER CHARGES	-2,098	-2,138	0	-2,225	-2,400		
	Total USER CHARGES	-2,098	-2,138	0	-2,225	-2,400	0	0
5900 MISCELLANEOUS								
01-1-5900-2700	GENERAL	-88	-100	0	-100	-100		
	Total MISCELLANEOUS	-88	-100	0	-100	-100	0	0
	Total OPERATING REVENUES	-2,186	-2,238	0	-2,325	-2,500		
OPERATING EXPE								
3: STREET LIGHTING EXPENDITURES								
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	88	88	100	100	100		
01-2-3250-5530	ELECTRICITY	2,098	2,150	1,261	2,225	2,400		
	Total STREET LIGHTING EXPEN	2,186	2,238	1,361	2,325	2,500	0	0
	Total OPERATING EXPENSES	2,186	2,238	1,361	2,325	2,500		
	Surplus/Deficit	0	0	1,361	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Street Lighting - Mill Bay

Function: 555

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$2,325	\$2,500	\$2,500	\$2,550	\$2,600	\$2,600
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$2,325	\$2,500	\$2,500	\$2,550	\$2,600	\$2,600
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee	2,225	2,400	2,400	2,450	2,500	2,500
Transfer from Capital Reserve						
Other	100	100	100	100	100	100
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$2,325	\$2,500	\$2,500	\$2,550	\$2,600	\$2,600

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND						
556 - STREET LIGHTING - COBBLE HILL						
	2016	2016	2017	2017	2018	
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
OPERATING REVE						
7574 REQUISITION - PARCEL TAX						
01-1-7574-0000	REQUISITION - PARCEL TAX	-800	-800	-2,499	-2,499	-2,200
	Total REQUISITION - PARCEL TA	-800	-800	-2,499	-2,499	-2,200
						0
						0
9009 TRANSFER FROM GAS TAX RESERVE						
01-1-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-7,061	0
	Total TRANSFER FROM GAS TA	0	0	0	-7,061	0
						0
						0
	Total OPERATING REVENUES	-800	-800	-2,499	-9,560	-2,200
OPERATING EXPE						
32 ST STREET LIGHTING EXPENDITURES						
01-2-3250-1301	WAGES	0	0	638	1,000	1,000
01-2-3250-1400	BENEFITS	0	0	200	260	260
01-2-3250-2412	REPAIRS & MAINT. - OTHER	74	202	0	477	89
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	23	23	40	40	29
01-2-3250-4575	ALLOC - ENGINEERING	0	0	112	112	112
01-2-3250-4587	ALLOC - ADMINISTRATION	0	0	15	15	15
01-2-3250-5530	ELECTRICITY	574	575	345	595	695
01-2-3250-5638	CONTRACT ELECTRICAL REPAIRS	0	0	716	7,061	0
	Total STREET LIGHTING EXPEN	672	800	2,067	9,560	2,200
						0
						0
	Total OPERATING EXPENSES	672	800	2,067	9,560	2,200
	Surplus/Deficit	-128	0	-432	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Street Lighting - Cobble Hill

Function: 556

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$9,560	\$2,200	\$2,150	\$2,200	\$2,250	\$2,300
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$9,560	\$2,200	\$2,150	\$2,200	\$2,250	\$2,300
SOURCES OF FUNDS						
Requisition/Parcel Tax	2,499	\$2,200	\$2,150	\$2,200	\$2,250	\$2,300
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	7,061					
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$9,560	\$2,200	\$2,150	\$2,200	\$2,250	\$2,300

2018 Year over Year Comparative Analysis

Function: 556 - Cobble Hill St. Lighting

A) Core Budget

		<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>	
		\$2,499	\$2,200	-\$299	-11.96%	
Explanation of increase/decrease:	Decreased repairs			-388	-15.53%	
	Decreased Allocations			-11	-0.44%	
	Increased Electricity			100	4.00%	
					0.00%	0.00%
					0.00%	0.00%
					0.00%	0.00%
Subtotal section A				<u><u>-\$299</u></u>	<u><u>-11.96%</u></u>	

B) Prior Year One-time Items

			<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	Decreased Contract Electrical Repairs		-7,061	-282.55%
	Decreased Community Works Gas Tax project completed in 2017)		7,061	282.55%
Subtotal section B			<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B -\$299 -11.96%

C) Supplemental Items

		<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
					0.00%
					0.00%
					0.00%
Subtotal section C			<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C -\$299 -11.96%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$615

453

R28

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		557 - CRITICAL STREET LIGHTING "A"						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-1	0	0		
	Total GRANTS	0	0	-1	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-2,400	-2,400	-2,500	-2,500	-2,500		
	Total REQUISITION	-2,400	-2,400	-2,500	-2,500	-2,500	0	0
	Total OPERATING REVENUES	-2,400	-2,400	-2,501	-2,500	-2,500		
OPERATING EXPE								
3250 STREET LIGHTING EXPENDITURES								
01-2-3250-2412	REPAIRS & MAINT. - OTHER	0	339	0	374	303		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	81	81	76	76	86		
01-2-3250-5530	ELECTRICITY	1,912	1,980	1,149	2,050	2,111		
	Total STREET LIGHTING EXPEN	1,993	2,400	1,225	2,500	2,500	0	0
	Total OPERATING EXPENSES	1,993	2,400	1,225	2,500	2,500		
	Surplus/Deficit	-407	0	-1,276	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Critical Street Lighting - Area A

Function: 557

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$2,500	\$2,500	\$2,575	\$2,650	\$2,725	\$2,800
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$2,500	\$2,500	\$2,575	\$2,650	\$2,725	\$2,800
SOURCES OF FUNDS						
Requisition/Parcel Tax	2,500	2,500	2,575	2,650	2,725	2,800
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$2,500	\$2,500	\$2,575	\$2,650	\$2,725	\$2,800

455

2018 Year over Year Comparative Analysis

Function: 557 - Critical St. Lighting - Area A

A) Core Budget

	<u>2017 Requisition</u>	<u>Proposed 2018 Requisition</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$2,500	\$2,500	\$0	0.00%
Explanation of increase/decrease:	Decrease repairs		-71	-2.84%
	Increased Allocations		10	0.40%
	Increased Electricity		61	2.44%
				0.00%
				0.00%
				0.00%
Subtotal section A			\$0	0.00%

B) Prior Year One-time Items

	<u>2017 Requisition</u>	<u>Proposed 2018 Requisition</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
				0.00%
				0.00%
Subtotal section B			\$0	0.00%

Subtotal sections A + B			\$0	0.00%
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
				0.00%
				0.00%
Subtotal section C		\$0	\$0	0.00%

Subtotal sections A + B + C			\$0	0.00%
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$1630

456

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : -- --

To : -- --

Function Type : Selective

		GENERAL REVENUE FUND						
		558 - CRITICAL STREET LIGHTING "B"						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-1	0	-0	0	0		
	Total GRANTS	-1	0	-0	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-534	-534	-1,200	-1,200	-1,200		
	Total REQUISITION	-534	-534	-1,200	-1,200	-1,200	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-666	-666	0	0	0		
	Total SURPLUS/DEFICIT - CURF	-666	-666	0	0	0	0	0
457	Total OPERATING REVENUES	-1,201	-1,200	-1,200	-1,200	-1,200		
OPERATING EXPE								
3250 STREET LIGHTING EXPENDITURES								
01-2-3250-2412	REPAIRS & MAINT. - OTHER	0	73	0	34	0		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	27	27	26	26	29		
01-2-3250-5530	ELECTRICITY	652	1,100	389	1,140	1,171		
	Total STREET LIGHTING EXPENSES	679	1,200	415	1,200	1,200	0	0
	Total OPERATING EXPENSES	679	1,200	415	1,200	1,200		
	Surplus/Deficit	-522	0	-786	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Critical Street Lighting - Area B

Function: 558

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$1,200	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,200	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400
SOURCES OF FUNDS						
Requisition/Parcel Tax	1,200	1,200	1,250	1,300	1,350	1,400
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$1,200	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400

2018 Year over Year Comparative Analysis

Function: 558 - Critical St. Lighting - Area B

A) Core Budget

		<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		\$1,200	\$1,200	\$0	0.00%
Explanation of increase/decrease:	Decrease repairs			-34	-2.83%
	Increased Allocations			3	0.25%
	Increased Electricity			31	2.58%
					0.00%
					0.00%
					0.00%
Subtotal section A				\$0	0.00%

B) Prior Year One-time Items

		<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
					0.00%
Subtotal section B				\$0	0.00%

Subtotal sections A + B				\$0	0.00%
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C) Supplemental Items

		<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
					0.00%
Subtotal section C				\$0	0.00%

Subtotal sections A + B + C				\$0	0.00%
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$1822

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		559 - CRITICAL STREET LIGHTING "C"						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-1	0	0		
Total GRANTS		0	0	-1	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-3,000	-3,000	-3,000	-3,000	-3,100		
Total REQUISITION		-3,000	-3,000	-3,000	-3,000	-3,100	0	0
Total OPERATING REVENUES		-3,000	-3,000	-3,001	-3,000	-3,100		
OPERATING EXPE								
3240 STREET LIGHTING EXPENDITURES								
01-2-3250-2412	REPAIRS & MAINT. - OTHER	0	109	0	6	0		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	91	91	96	96	108		
01-2-3250-5530	ELECTRICITY	2,391	2,800	1,437	2,898	2,992		
Total STREET LIGHTING EXPEN		2,482	3,000	1,533	3,000	3,100	0	0
Total OPERATING EXPENSES		2,482	3,000	1,533	3,000	3,100		
Surplus/Deficit		-518	0	-1,468	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Critical Street Lighting - Area C

Function: 559

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$3,000	\$3,100	\$3,200	\$3,300	\$3,400	\$3,500
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$3,000	\$3,100	\$3,200	\$3,300	\$3,400	\$3,500
SOURCES OF FUNDS						
Requisition/Parcel Tax	3,000	3,100	3,200	3,300	3,400	3,500
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$3,000	\$3,100	\$3,200	\$3,300	\$3,400	\$3,500

461

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND						
560 - CRITICAL STREET LIGHTING "D"						
	2016	2016	2017	2017	2018	
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
OPERATING REVE						
7571 REQUISITION						
01-1-7571-0000	REQUISITION	-822	-822	-851	-851	-851
	Total REQUISITION	-822	-822	-851	-851	-851
	Total OPERATING REVENUES	-822	-822	-851	-851	-851
OPERATING EXPE						
3250 STREET LIGHTING EXPENDITURES						
01-2-3250-4100	ALLOC - GENERAL GOVERNMI	11	11	10	10	12
01-2-3250-5530	ELECTRICITY	261	811	157	841	839
	Total STREET LIGHTING EXPEN	272	822	167	851	851
	Total OPERATING EXPENSES	272	822	167	851	851
	Surplus/Deficit	-551	0	-684	0	0

463

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Critical Street Lighting - Area D

Function: 560

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$851	\$851	\$900	\$900	\$950	\$950
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$851	\$851	\$900	\$900	\$950	\$950
SOURCES OF FUNDS						
Requisition/Parcel Tax	851	851	900	900	950	950
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$851	\$851	\$900	\$900	\$950	\$950

2018 Year over Year Comparative Analysis

Function: 560 - Critical St. Lighting - Area D

A) Core Budget

	<u>2017</u> <u>Requisition</u> \$851	<u>Proposed</u> <u>2018</u> <u>Requisition</u> \$851	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u> \$0	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u> 0.00%
Explanation of increase/decrease:				
Increased Allocations			2	0.24%
Decreased Electricity			-2	-0.24%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
Subtotal section A			<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
			0.00%
			0.00%
Subtotal section B		<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B		<u>\$0</u>	<u>0.00%</u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
				0.00%
				0.00%
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C		<u>\$0</u>	<u>0.00%</u>
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Notes:
1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$2249

465

R28

**Cowichan Valley Regional District
Budget Report by Cost Center**

GL5260

Page : 1

Date : Sep 19, 2017

Time : 9:59am



Account Code : - - -

To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		561 - CRITICAL STREET LIGHTING "E"						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-7,000	-7,000	-4,700	-4,700	-4,800		
	Total REQUISITION	-7,000	-7,000	-4,700	-4,700	-4,800	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	2,281	2,281	0	0	0		
	Total SURPLUS/DEFICIT - CURF	2,281	2,281	0	0	0	0	0
	Total OPERATING REVENUES	-4,719	-4,719	-4,700	-4,700	-4,800		
OPERATING EXPE								
32 STREET LIGHTING EXPENDITURES								
01-2-3250-2412	REPAIRS & MAINT. - OTHER	0	0	0	33	29		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	179	179	217	217	186		
01-2-3250-5530	ELECTRICITY	4,131	4,300	2,483	4,450	4,585		
01-2-3250-9910	CONTINGENCY	0	240	0	0	0		
	Total STREET LIGHTING EXPEN	4,310	4,719	2,700	4,700	4,800	0	0
	Total OPERATING EXPENSES	4,310	4,719	2,700	4,700	4,800		
	Surplus/Deficit	-409	0	-2,000	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Critical Street Lighting - Area E

Function: 561

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$4,700	\$4,800	\$4,950	\$5,100	\$5,250	\$5,400
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$4,700	\$4,800	\$4,950	\$5,100	\$5,250	\$5,400
SOURCES OF FUNDS						
Requisition/Parcel Tax	4,700	4,800	4,950	5,100	5,250	5,400
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$4,700	\$4,800	\$4,950	\$5,100	\$5,250	\$5,400

2018 Year over Year Comparative Analysis

Function:

561 - Critical St. Lighting - Area E

A) Core Budget

		<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		\$4,700	\$4,800	\$100	2.13%
Explanation of increase/decrease:	Decreased repairs			-4	-0.09%
	Decreased allocations			-31	-0.66%
	Increased Electricity			135	2.87%
					0.00%
					0.00%
					0.00%
					0.00%
		Subtotal section A		\$100	2.13%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
			0.00%
			0.00%
		\$0	0.00%

Subtotal sections A + B **\$100** **2.13%**

C) Supplemental Items

		<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
					0.00%
					0.00%
					0.00%
		Subtotal section C		\$0	0.00%

Subtotal sections A + B + C **\$100** **2.13%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$409

468

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		565 - CRITICAL STREET LIGHTING "I"						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-1,245	-1,245	-1,245	-1,245	-1,276		
	Total REQUISITION	-1,245	-1,245	-1,245	-1,245	-1,276	0	0
	Total OPERATING REVENUES	-1,245	-1,245	-1,245	-1,245	-1,276		
OPERATING EXPE								
3250 STREET LIGHTING EXPENDITURES								
01-2-3250-2412	REPAIRS & MAINT. - OTHER	0	47	0	10	0		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	48	48	45	45	51		
01-2-3250-5530	ELECTRICITY	1,129	1,150	679	1,190	1,225		
469	Total STREET LIGHTING EXPENSES	1,177	1,245	724	1,245	1,276	0	0
	Total OPERATING EXPENSES	1,177	1,245	724	1,245	1,276		
	Surplus/Deficit	-68	0	-521	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Critical Street Lighting - Area I

Function: 565

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$1,245	\$1,276	\$1,300	\$1,340	\$1,380	\$1,420
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,245	\$1,276	\$1,300	\$1,340	\$1,380	\$1,420
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	1,245	\$1,276	\$1,300	\$1,340	\$1,380	\$1,420
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$1,245	\$1,276	\$1,300	\$1,340	\$1,380	\$1,420

2018 Year over Year Comparative Analysis

Function: 565 - Critical St. Lighting Area I

A) Core Budget

	<u>2017 Requisition</u>	<u>Proposed 2018 Requisition</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$1,245	\$1,276	\$31	2.49%
Explanation of increase/decrease:				
Decreased repairs			-10	-0.80%
Increased allocations			6	0.48%
Increased Electricity			35	2.81%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
Subtotal section A			<u>\$31</u>	<u>2.49%</u>

B) Prior Year One-time Items

471

		<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
			0.00%
			0.00%
			0.00%
Subtotal section B		<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$31 2.49%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
				0.00%
				0.00%
				0.00%
				0.00%
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$31 2.49%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$530

Cowichan Valley Regional District
Budget Report by Cost Center

GL5260

Page: 1

Date: Sep 19, 2017

Time: 9:59am



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		580 - WILMOT ROAD STREET LIGHTING						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-4,000	-4,000	-4,000	-4,000	-4,350		
	Total REQUISITION - SPECIFIC	-4,000	-4,000	-4,000	-4,000	-4,350	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	284	283	0		
	Total SURPLUS/DEFICIT - CURF	0	0	284	283	0	0	0
	Total OPERATING REVENUES	-4,000	-4,000	-3,716	-3,717	-4,350		
OPERATING EXPE								
3: 4 STREET LIGHTING EXPENDITURES								
01-2-3250-1301	WAGES	1,558	1,250	673	1,000	1,000		
01-2-3250-1400	BENEFITS	439	325	225	260	260		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	157	157	122	122	186		
01-2-3250-4575	ALLOC - ENGINEERING	194	194	112	112	112		
01-2-3250-4587	ALLOC - ADMINISTRATION	201	201	15	15	15		
01-2-3250-5530	ELECTRICITY	1,034	1,038	622	1,079	1,111		
01-2-3250-5638	CONTRACT ELECTRICAL REPAIR	700	835	406	1,129	1,666		
	Total STREET LIGHTING EXPENSES	4,284	4,000	2,174	3,717	4,350	0	0
	Total OPERATING EXPENSES	4,284	4,000	2,174	3,717	4,350		
	Surplus/Deficit	284	0	-1,542	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Wilmot Road Street Lighting

Function: 580

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$3,717	\$4,350	\$4,400	\$4,450	\$4,500	\$4,500
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$3,717	\$4,350	\$4,400	\$4,450	\$4,500	\$4,500
SOURCES OF FUNDS						
Requisition/Parcel Tax	4,000	4,350	4,400	4,450	4,500	4,500
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	(283)					
TOTAL SOURCE OF FUNDS	\$3,717	\$4,350	\$4,400	\$4,450	\$4,500	\$4,500

2018 Year over Year Comparative Analysis

Function:

580 - Wilmot Rd. St. Lighting

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$4,000	\$4,350	\$350	8.75%
Explanation of increase/decrease:				
Increased Allocations			64	1.60%
Increased Electricity			32	0.80%
Increased Repairs			537	13.43%
Decreased Deficit			-283	-7.08%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
			<u>\$350</u>	<u>8.75%</u>

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0.00%
		0.00%
	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$350 8.75%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
				0.00%
				0.00%
			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$350 8.75%

Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$6,813
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$2,333

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		581 - SENTINEL RIDGE STREET LIGHTING							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REVE									
7572 REQUISITION - SPECIFIED AREA									
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-2,726	-2,726	-2,726	-2,726	-3,500			
	Total REQUISITION - SPECIFIED	-2,726	-2,726	-2,726	-2,726	-3,500	0	0	
9110 SURPLUS/DEFICIT - CURRENT YEAR									
01-1-9110-0000	SURPLUS/DEFICIT	0	0	526	526	0			
	Total SURPLUS/DEFICIT - CURF	0	0	526	526	0	0	0	
	Total OPERATING REVENUES	-2,726	-2,726	-2,200	-2,200	-3,500			
OPERATING EXPE									
324 STREET LIGHTING EXPENDITURES									
01-2-3250-1301	WAGES	1,558	1,250	673	1,000	1,000			
01-2-3250-1400	BENEFITS	439	325	225	260	260			
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	146	146	190	190	140			
01-2-3250-4575	ALLOC - ENGINEERING	194	194	112	112	112			
01-2-3250-4587	ALLOC - ADMINISTRATION	201	201	15	15	15			
01-2-3250-5530	ELECTRICITY	713	610	380	623	1,000			
01-2-3250-5638	CONTRACT ELECTRICAL REPAIR	0	0	716	0	973			
	Total STREET LIGHTING EXPENSES	3,252	2,726	2,311	2,200	3,500	0	0	
	Total OPERATING EXPENSES	3,252	2,726	2,311	2,200	3,500			
	Surplus/Deficit	526	0	111	0	0			

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Sentinel Ridge Street Lighting

Function: 581

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$2,200	\$3,500	\$3,600	\$3,700	\$3,800	\$3,900
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$2,200	\$3,500	\$3,600	\$3,700	\$3,800	\$3,900
SOURCES OF FUNDS						
Requisition/Parcel Tax	2,726	3,500	3,600	3,700	3,800	3,900
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	(526)					
TOTAL SOURCE OF FUNDS	\$2,200	\$3,500	\$3,600	\$3,700	\$3,800	\$3,900

2018 Year over Year Comparative Analysis

Function: 581 - Sentinel Ridge St. Lighting

A) Core Budget

	<u>2017</u> <u>Requisition</u> \$2,726	<u>Proposed</u> <u>2018</u> <u>Requisition</u> \$3,500	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u> \$774	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u> 28.39%
Explanation of increase/decrease:				
Decreased Allocations			-50	-1.83%
Increased Electricity			377	13.83%
Increased Repairs			973	35.69%
Decreased Deficit			-526	-19.30%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
			<u>\$774</u>	<u>28.39%</u>
		Subtotal section A		

B) Prior Year One-time Items

			<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
				0.00%
				0.00%
				0.00%
			<u>\$0</u>	<u>0.00%</u>
		Subtotal section B		

Subtotal sections A + B \$774 28.39%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
				0.00%
				0.00%
			<u>\$0</u>	<u>0.00%</u>
		Subtotal section C		

Subtotal sections A + B + C \$774 28.39%

Notes:
 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$7,123
 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$2,239

477

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		583 - TWIN CEDARS STREET LIGHTING						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-4,000	-4,000	-4,000	-4,000	-5,600		
	Total REQUISITION - SPECIFIED	-4,000	-4,000	-4,000	-4,000	-5,600	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
01-1-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-10,975	0		
	Total TRANSFER FROM GAS TA	0	0	0	-10,975	0	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	1,357	1,357	0		
478	Total SURPLUS/DEFICIT - CURF	0	0	1,357	1,357	0	0	0
	Total OPERATING REVENUES	-4,000	-4,000	-2,643	-13,618	-5,600		
OPERATING EXPE								
3250 STREET LIGHTING EXPENDITURES								
01-2-3250-1301	WAGES	1,558	1,250	673	1,000	1,000		
01-2-3250-1400	BENEFITS	439	325	225	260	260		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	219	219	284	284	231		
01-2-3250-4575	ALLOC - ENGINEERING	194	194	112	112	112		
01-2-3250-4587	ALLOC - ADMINISTRATION	201	201	15	15	15		
01-2-3250-5530	ELECTRICITY	1,551	1,490	933	972	1,551		
01-2-3250-5638	CONTRACT ELECTRICAL REPAIR	1,195	321	716	10,975	1,031		
01-2-3250-9910	CONTINGENCY	0	0	0	0	1,400		
	Total STREET LIGHTING EXPENSES	5,357	4,000	2,958	13,618	5,600	0	0
	Total OPERATING EXPENSES	5,357	4,000	2,958	13,618	5,600		
Surplus/Deficit		1,357	0	315	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Twin Cedars Street Lighting

Function : 583

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$13,618	\$5,600	\$4,100	\$4,200	\$4,200	\$4,300
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$13,618	\$5,600	\$4,100	\$4,200	\$4,200	\$4,300
SOURCES OF FUNDS						
Requisition/Parcel Tax	4,000	5,600	4,100	4,200	4,200	4,300
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	10,975					
Other						
Debt Proceeds						
Surplus/(Deficit)	(1,357)					
TOTAL SOURCE OF FUNDS	\$13,618	\$5,600	\$4,100	\$4,200	\$4,200	\$4,300

2018 Year over Year Comparative Analysis

Function: 583 - Twin Cedars St. Lighting

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$4,000	\$5,600	\$1,600	40.00%
Explanation of increase/decrease:				
Decreased Allocations			-53	-1.33%
Increased Electricity			579	14.48%
Increased Repairs			1,031	25.78%
Decreased Deficit			-1,357	-33.93%
Increased Contingency			1,400	35.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
			<u>\$1,600</u>	<u>40.00%</u>
			Subtotal section A	

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
Decreased Contract Electrical Repairs		-10,975	-274.38%
Decreased Community Works Gas Tax (project completed in 2017)		10,975	274.38%
		<u>\$0</u>	<u>0.00%</u>
		Subtotal section B	

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
				0.00%
				0.00%
			<u>\$0</u>	<u>0.00%</u>
			Subtotal section C	

Subtotal sections A + B + C \$1,600 40.00%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$638

480

R28

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		585 - ARBUTUS MT. STREET LIGHTING						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-4,100	-4,100	-4,100	-4,100	-5,200		
	Total REQUISITION - SPECIFIEC	-4,100	-4,100	-4,100	-4,100	-5,200	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
01-1-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-11,381	0		
	Total TRANSFER FROM GAS TA	0	0	0	-11,381	0	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	1,007	1,007	0		
	Total SURPLUS/DEFICIT - CURF	0	0	1,007	1,007	0	0	0
401	Total OPERATING REVENUES	-4,100	-4,100	-3,093	-14,474	-5,200		
OPERATING EXPE								
3250 STREET LIGHTING EXPENDITURES								
01-2-3250-1301	WAGES	1,559	1,250	673	1,000	1,000		
01-2-3250-1400	BENEFITS	439	325	225	260	260		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	231	231	261	261	219		
01-2-3250-4575	ALLOC - ENGINEERING	194	194	112	112	112		
01-2-3250-4587	ALLOC - ADMINISTRATION	201	201	15	15	15		
01-2-3250-5530	ELECTRICITY	2,482	1,899	1,437	1,445	2,494		
01-2-3250-5638	CONTRACT ELECTRICAL REPAIR	0	0	0	11,381	0		
01-2-3250-9910	CONTINGENCY	0	0	0	0	1,100		
	Total STREET LIGHTING EXPENSES	5,107	4,100	2,723	14,474	5,200	0	0
	Total OPERATING EXPENSES	5,107	4,100	2,723	14,474	5,200		
	Surplus/Deficit	1,007	0	-370	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Arbutus Mountain Street Lighting

Function: 585

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$14,474	\$5,200	\$4,200	\$4,200	\$4,300	\$4,300
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$14,474	\$5,200	\$4,200	\$4,200	\$4,300	\$4,300
SOURCES OF FUNDS						
Requisition/Parcel Tax	4,100	5,200	4,200	4,200	4,300	4,300
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	11,381					
Other						
Debt Proceeds						
Surplus/(Deficit)	(1,007)					
TOTAL SOURCE OF FUNDS	\$14,474	\$5,200	\$4,200	\$4,200	\$4,300	\$4,300

2018 Year over Year Comparative Analysis

Function: 585 - Arbutus Mtn. St. Lighting

A) Core Budget

		2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
		\$4,100	\$5,200	\$1,100	26.83%
Explanation of increase/decrease:	Decreased Allocations			-42	-1.02%
	Increased Electricity			1,049	25.59%
	Increased Contingency			1,100	26.83%
	Decreased Deficit			-1,007	-24.56%
					0.00%
					0.00%
			Subtotal section A	\$1,100	26.83%

B) Prior Year One-time Items

			Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
Decreased Contract Electrical Repairs			-11,381	-277.59%
Decreased Community Works Gas Tax (project completed in 2017)			11,381	277.59%
			Subtotal section B	\$0
				0.00%

Subtotal sections A + B **\$1,100** **26.83%**

C) Supplemental Items

		2018	Cost	Requisition	Requisition % Increase
					0.00%
					0.00%
					0.00%
					0.00%
					0.00%
					0.00%
					0.00%
			Subtotal section C	\$0	0.00%

Subtotal sections A + B + C **\$1,100** **26.83%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$4,707

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : . . . To : . . .

Function Type : Selective

GENERAL REVENUE FUND								
586 - MILL SPRINGS STREET LIGHTING								
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-10,000	-10,000	-12,000	-12,000	-12,000		
Total REQUISITION - SPECIFIED		-10,000	-10,000	-12,000	-12,000	-12,000	0	0
Total OPERATING REVENUES		-10,000	-10,000	-12,000	-12,000	-12,000		
OPERATING EXPE								
3250 STREET LIGHTING EXPENDITURES								
01-2-3250-1301	WAGES	0	2,500	1,440	2,000	2,000		
01-2-3250-1400	BENEFITS	0	650	434	520	521		
01-2-3250-4100	ALLOC - GENERAL GOVERNMENT	0	0	91	91	286		
01-2-3250-4575	ALLOC - ENGINEERING	391	391	226	226	226		
01-2-3250-4587	ALLOC - ADMINISTRATION	363	363	31	31	31		
01-2-3250-5530	ELECTRICITY	4,146	3,200	1,822	3,312	4,300		
01-2-3250-5630	PARTS/SUPPLIES	0	471	0	0	0		
01-2-3250-5638	CONTRACT ELECTRICAL REPAIR	1,447	2,425	716	5,820	4,636		
Total STREET LIGHTING EXPENSES		6,347	10,000	4,760	12,000	12,000	0	0
Total OPERATING EXPENSES		6,347	10,000	4,760	12,000	12,000		
Surplus/Deficit		-3,653	0	-7,240	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Mill Springs Street Lighting

Function: 586

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$12,000	\$12,000	\$13,000	\$13,000	\$13,000	\$14,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$12,000	\$12,000	\$13,000	\$13,000	\$13,000	\$14,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	12,000	12,000	13,000	13,000	13,000	14,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$12,000	\$12,000	\$13,000	\$13,000	\$13,000	\$14,000

2018 Year over Year Comparative Analysis

Function:

586 - Mill Springs St. Lighting

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$12,000	\$12,000	\$0	0.00%
Explanation of increase/decrease:				
Increased Allocations			195	1.63%
Increased Electricity			988	8.23%
Decreased Repairs			-1,184	-9.87%
Increased benefits			1	0.01%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
Subtotal section A			<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

			<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
				0.00%
				0.00%
Subtotal section B			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
				0.00%
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$10,479

486



STAFF REPORT TO COMMITTEE

DATE OF REPORT August 25, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Water Management Division
Engineering Services Department

SUBJECT: 2018 Budget Review – Function 601 - 690 Water

FILE: 0540-20-EAS

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for the Water functions.

RECOMMENDED RESOLUTION

1. That the 601 Satellite Park Water System 2018 Draft Budget be approved.
2. That the 603 Douglas Hill Water System 2018 Draft Budget be approved.
3. That the 604 Lambourn Water System 2018 Draft Budget be approved.
4. That the 605 Arbutus Mt. Water System 2018 Draft Budget be approved.
5. That the 608 Fern Ridge Water System 2018 Draft Budget be approved.
6. That the 611 Bald Mountain Water System 2018 Draft Budget be approved.
7. That the 613 Dogwood Ridge Water System 2018 Draft Budget be approved; and
That the Supplementary request for well 2 rehabilitation be approved.
8. That the 615 Arbutus Ridge Water System 2018 Draft Budget be approved; and
That the Supplementary request for distribution system looping project be approved.
9. That the 616 Carlton Water System 2018 Draft Budget be approved.
10. That the 617 Shellwood Water System 2018 Draft Budget be approved.
11. That the 618 Woodley Range Water System 2018 Draft Budget be approved.
12. That the 619 Burnum Water System 2018 Draft Budget be approved.
13. That the 620 Mesachie Lake Water System 2018 Draft Budget be approved.
14. That the 640 Saltair Water System 2018 Draft Budget be approved.
15. That the 652 Central Youbou Water Debt 2018 Draft Budget be approved.
16. That the 653 Youbou Water System 2018 Draft Budget be approved.
17. That the 660 Honeymoon Bay Water System 2018 Draft Budget be approved.
18. That the 661 Honeymoon Bay (Sutton Creek) Water Debt 2018 Draft Budget be approved.
19. That the 662 Honeymoon Bay (Well #2) Water Debt 2018 Draft Budget be approved.
20. That the 670 Cherry Point Estates Water System 2018 Draft Budget be approved.
21. That the 680 Shawnigan Lake North Water System 2018 Draft Budget be approved.
22. That the 681 Shawnigan Lake Weir 2018 Draft Budget be approved.
23. That the 690 Kerry Village Water System 2018 Draft Budget be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, draft budgets were prepared for the Water functions based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

601 Satellite Park Water System: Core Budget increased by way of decreased deficit used for increased administrative, operation and maintenance costs and one-time item. The one-time item, a well protection plan is proposed, funded by reduction in debt and deficit. No Supplementary requests.

603 Douglas Hill Water System: Core Budget increases are required to user fees for anticipated increased deficit mostly due to electrical repair. No one-time changes or supplementary requests.

604 Lambourn Water System: Core Budget minor increases are required to parcel tax for increased administrative expenses. There are decreases to operation and maintenance. No one-time changes or supplementary requests.

605 Arbutus Mt. Water System: No changes to Core Budget. No one-time changes or supplementary requests.

608 Fern Ridge Water System: No changes to Core Budget. No one-time changes or supplementary requests.

611 Bald Mountain Water System: No changes to Core Budget. No one-time changes or supplementary requests. Increase funding to capital reserve from existing revenue.

613 Dogwood Ridge Water System: Core Budget increased due to reduction of deficit to fund increased administration, operation and maintenance expenses. No one-time changes. Supplementary request includes capital funding for a well rehabilitation upgrade funded by short term borrowing.

615 Arbutus Ridge Water System: Core Budget increases to user fees and by way of reduction of deficit to fund increased administrative, operational and maintenance expenses. There are no one-time changes. Supplementary request includes capital funding for a water distribution looping project.

616 Carlton Water System: Core Budget increases by way of increases to parcel tax and reduction of deficit used for increased administration, operation and maintenance costs. No one-time changes or supplementary requests.

617 Shellwood Water System: Core Budget increased due to reduction of deficit to fund increased administration, operation and maintenance expenses. No one-time changes or supplementary requests.

618 Woodley Range Water System: Increase in Core Budget due to increased wages and benefits. No supplementary requests. One time decrease in ongoing Capital work to upgrade treatment building.

619 Burnum Water System: Core Budget parcel tax increased due to additional properties in the service area are used for increased operational and maintenance costs. No supplementary requests. One-time increase to capital funding for ongoing upgrades to several components of

the water system, including water treatment and storage.

620 Mesachie Lake Water System: Core Budget increases are required to user fees for increased administrative, operational and maintenance expenses. No supplementary requests. One time change include a decrease in capital.

640 Saltair Water System: No changes to Core Budget. Administrative increases balanced with operation and maintenance decreases. No supplementary requests. One time change due to partially completed Capital projects for 2017.

652 Central Youbou Water Debt: No changes to Core Budget. No one-time changes or supplementary requests.

653 Youbou Water System: Increase to Core Budget by redistributing parcel tax from capital to operating for increased operating expenses. No supplementary requests. One time changes include reduced funding for an ongoing Capital work project to tie-in new well as the project has been partially completed.

660 Honeymoon Bay Water System: Increase to Core Budget by redistributed parcel tax from capital to operating for increased operating expenses. One-time capital project is partially completed resulting in decreased transfer from Gas Tax Reserve and a decrease in parcel tax. No supplementary requests.

661 Honeymoon Bay (Sutton Creek) Water Debt: No changes to Core Budget. No one-time changes or supplementary requests.

662 Honeymoon Bay (Well #2) Water Debt: No changes to Core Budget. No one-time changes or supplementary requests.

670 Cherry Point Water System: Core Budget increases are required to user fees for increased administrative, operational and maintenance expenses. No one-time changes or supplementary requests.

680 Shawnigan Lake North Water System: Decrease to Core Budget for anticipated completion of minor capital metering project. No supplementary requests. Decrease in capital expenditure due to partial completion of work on going for surface water treatment/well investigation.

681 Shawnigan Lake Weir: No changes to Core Budget. Maintenance work formerly done by CVRD, now completed by Mill Bay Waterworks who is a weir partner. No one-time changes or supplementary requests.

690 Kerry Village Water System: Core Budget increases are required to parcel tax for increased administrative expenses. No one-time changes or supplementary requests.

FINANCIAL CONSIDERATIONS

601 Satellite Park Water System:

1. Revenue – Increased user fees by \$30/home, reduced overages and reduction of deficit by \$3,818
2. Debt payments – Reduced by \$6,377
3. Reserves – No change
4. One-time item – well protection plan to be funded by reduced debt & deficit

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be

\$659.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$8,404.

603 Douglas Hill Water System:

1. Revenue – Increase to user fee by \$3060 or \$45/home
2. Debt payments – no change
3. Reserves – no change
4. Anticipated deficit of \$6,878

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$817.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

604 Lambourn Water System:

1. Revenue – Increase to parcel tax of \$56 or \$0.33/property
2. Debt payments – no change
3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$434.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$4,769.

605 Arbutus Mt. Water System:

1. Revenue – no change
2. Debt payments – no debt
3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$12,641.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$53,887.

608 Fern Ridge Water System:

1. Revenue – Increase in user fees \$50/home and decrease in overages results in no change to revenue
2. Debt payments – no change
3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$10,928.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$5,409.

611 Bald Mountain Water System:

1. Revenue – no change
2. Debt payments – no debt
3. Reserves – Increase to Capital Reserve fund of \$6,000.

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$44,015.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$29,519.

613 Dogwood Ridge Water System:

1. Revenue – Reduction of deficit by \$3,673
2. Debt payments – no change
3. Reserves – no change
4. Supplemental – Well rehabilitation program of \$20,000 funded by short term debt

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$4,623.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

615 Arbutus Ridge Water System:

1. Revenue – Increase user fee \$6062 or \$12/home and reduction of \$13,187 deficit
2. Debt payments – no change
3. Reserves – reduced \$50,000 if supplemental approved
4. Supplemental – Looping distribution lines, funded by capital reserves for \$50,000

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$79,359.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$118,841.

616 Carlton Water System:

1. Revenue – Increase parcel tax \$3,000 or \$65/property
2. Debt payments – no change
3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$7,038.

617 Shellwood Water System:

1. Revenue – Increased due to anticipated decreased deficit, no change in fees
2. Debt payments – no change
3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

618 Woodley Range Water System:

1. Revenue – No change
2. Debt payments –debt increase \$264
3. Gas Tax Reserves – Reduction of \$10,000
4. Long term Debt – Reduction \$5,000
5. Capital Project - Reduction of \$20,000 due to partial completion in 2017

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$3,219.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$62,577.

619 Burnum Water System:

1. Revenue - Increase to parcel tax due to additional properties in the service area
2. Debt payments – no change
3. Ongoing Capital Project – Increase of \$160,000, 2017 partial completion, increased scope in 2017
4. Reserves – reduction of operating reserve of \$54,000
5. Reserves – reduction of capital reserve of \$6,000
6. Recovery of Cost (connection fees) – Increase of \$220,000 for Capital Project.

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$7,760.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

620 Mesachie Lake Water System:

1. Revenue – Increase user fees \$1,500 or \$30/home
2. Debt payments – no debt
3. Capital – reduction of capital expenditure of \$35,000 as project was completed in 2017
4. Reserves – reduction of capital reserve of \$35,000

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$22,527.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$57,466.

640 Saltair Water System:

1. Revenue – no change
2. Debt payments – no debt
3. Capital – Overall decrease of \$168,271. Two projects partially completed in 2017
4. Capital funding - decreased surplus funding of \$120,000, decreased Operating reserve funding of \$220,000, decreased Reserve fund transfer \$50,635, Increased Gas Tax Reserve \$238,365 and increase Parcel Tax funding for capital \$6,000

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$2,462.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$19,303.

652 Central Youbou Water Debt:

1. Revenue – no change
2. Debt payments – no change
3. Reserves – no reserves

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

653 Youbou Water System:

1. Revenue – no change
2. Debt payments – no change
3. Reserves – reduction of \$44,000 capital reserves for 2017 portion of project
4. Capital Project – decrease \$136,000 for partially complete project by decreased operating reserve \$125,500 and decreased parcel tax \$10,464

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$52,647.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$44,752.

660 Honeymoon Bay Water System:

1. Revenue – no change
2. Debt payments – no change
3. Reserves – no change
4. Capital project – decreased \$110,000 for partially complete project by decreased parcel tax \$10,000 and gas tax funding \$100,000

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$9,030.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

661 Honeymoon Bay Water (Sutton Creek) Debt:

1. Revenue – no change
2. Debt payments – no change
3. Reserves – no reserves

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

662 Honeymoon Bay Water (Well 2) Debt:

1. Revenue – no change
2. Debt payments – no change
3. Reserves – no reserves

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

670 Cherry Point Water System:

1. Revenue – increase in user fees of \$960 or \$40/home
2. Debt payments – no debt
3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$11,404.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$13,089.

680 Shawnigan Lake North Water System:

1. Revenue – no change in user fees or parcel taxes
2. Debt payments – no change
3. Core budget decrease of \$345,069 mostly due to completion of metering project funded by gas tax reserve in 2017
4. Reserves – no change
5. Decrease capital by \$66,872 for partially completed capital project, due to reduced operating reserve transfer.

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$112,066.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$49,779.

681 Shawnigan Weir System:

1. Revenue – no change
2. Debt payments – no change
3. Reserves – no reserves

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

690 Kerry Village Water System:

1. Revenue – decrease user fees due to decreased overages, increase parcel tax \$1,500 or \$15/property
2. Debt payments – no debt
3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$14,028.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$53.

COMMUNICATION CONSIDERATIONS

N/A

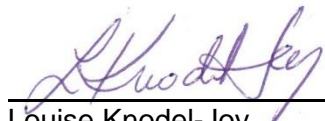
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

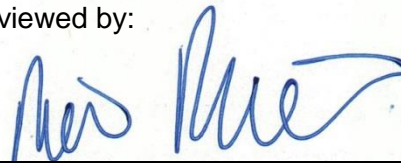
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Louise Knodel-Joy
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

Attachment A - 601 Satellite Park Water System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment B - 603 Douglas Hill Water System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment C - 604 Lambourn Water
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment D - 605 Arbutus Mt. Water System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment E - 608 Fern Ridge Water System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment F - 611 Bald Mountain Water System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment G - 613 Dogwood Ridge Water System
Vadim Draft Budget
5 Year Plan
Supplementary Request
Year over Year Comparative Analysis

Attachment H - 615 Arbutus Ridge Water System
Vadim Draft Budget
5 Year Plan
Supplementary
Year over Year Comparative Analysis

Attachment I - 616 Carlton Water System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment J - 617 Shellwood Water System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment K - 618 Woodley Range Water System
Vadim Draft Budget
5 Year Plan
Capital Form
Year over Year Comparative Analysis

Attachment L - 619 Burnum Water System
Vadim Draft Budget

5 Year Plan
Capital Form
Year over Year Comparative Analysis

Attachment M - 620 Mesachie Lake Water System
Vadim Draft Budget
5 Year Plan
Capital Form
Year over Year Comparative Analysis

Attachment N - 640 Saltair Water System
Vadim Draft Budget
5 Year Plan
Capital Form
Year over Year Comparative Analysis

Attachment O - 652 Central Youbou Water Debt
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment P - 653 Youbou Water System
Vadim Draft Budget
5 Year Plan
Capital Form
Year over Year Comparative Analysis

Attachment Q - 660 Honeymoon Bay Water System
Vadim Draft Budget
5 Year Plan
Capital Form
Year over Year Comparative Analysis

Attachment R - 661 Honeymoon Bay (Sutton Creek) Water Debt
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment S - 662 Honeymoon Bay (Well #2) Water Debt
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment T - 670 Cherry Point Estates Water System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment U - 680 Shawnigan Lake North Water System
Vadim Draft Budget
5 Year Plan
Capital Form

Year over Year Comparative Analysis

Attachment V - 681 Shawnigan Lake Weir

Vadim Draft Budget

5 Year Plan

Year over Year Comparative Analysis

Attachment W - 690 Kerry Village Water System

Vadim Draft Budget

5 Year Plan

Year over Year Comparative Analysis

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND
601 - SATELLITE PARK WATER

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
4411 USER CHARGES							
02-1-4411-0000 USER CHARGES	-31,843	-36,000	-19,688	-37,500	-33,000		
02-1-4411-1000 DISCOUNTS	2,402	3,000	1,617	4,500	2,500		
Total USER CHARGES	-29,440	-33,000	-18,071	-33,000	-30,500	0	0
7574 REQUISITION - PARCEL TAX							
02-1-7574-0000 REQUISITION - PARCEL TAX	-44,500	-44,500	-46,500	-46,500	-46,500		
Total REQUISITION - PARCEL T/	-44,500	-44,500	-46,500	-46,500	-46,500	0	0
9110 SURPLUS/DEFICIT							
02-1-9110-0000 SURPLUS/DEFICIT	0	0	3,818	3,818	0		
Total SURPLUS/DEFICIT	0	0	3,818	3,818	0	0	0
Total OPERATING REVENUES	-73,940	-77,500	-60,753	-75,682	-77,000		
OPERATING EXPE							
4110 OPERATING EXPENDITURES							
02-2-4110-1301 WAGES	23,715	23,715	20,717	20,717	21,533		
02-2-4110-1400 BENEFITS	6,166	6,166	5,386	5,386	5,599		
02-2-4110-2121 POSTAGE	186	200	0	200	200		
02-2-4110-2131 TELEPHONE	397	500	265	500	500		
02-2-4110-2210 ADVERTISING	103	100	0	100	100		
02-2-4110-2370 INSURANCE - PROPERTY	682	755	0	755	755		
02-2-4110-2372 INSURANCE DEDUCTIBLES	28	28	0	0	0		
02-2-4110-2561 ALARM MONITORING	264	350	198	350	350		
02-2-4110-4100 ALLOC - GENERAL GOVERNMENT	1,836	1,836	2,737	2,737	2,580		
02-2-4110-4575 ALLOC - ENGINEERING	5,026	5,026	4,178	4,178	3,961		
02-2-4110-4587 ALLOC - ADMINISTRATION	1,125	1,125	1,390	1,390	1,452		
02-2-4110-4588 ALLOC - RETRO ADJUSTMENT	7,324	7,324	7,324	7,324	7,324		
02-2-4110-5110 SUNDRY EXPENSES	55	100	0	100	100		
02-2-4110-7550 LICENCES & FEES	150	150	455	350	455		
02-2-4110-9910 CONTINGENCY	0	869	0	955	360		
Total OPERATING EXPENDITUR	47,057	48,244	42,649	45,042	45,269	0	0
1130 SERVICE OF SUPPLY							
02-2-4130-2320 LEGAL SERVICES	0	100	0	200	600		
02-2-4130-2330 CONSULTANTS	0	100	0	0	7,000		

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND
601 - SATELLITE PARK WATER

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
Total SERVICE OF SUPPLY	0	200	0	200	7,600	0	0
4135 SOURCE OF SUPPLY & TREATMENT							
02-2-4135-2620 RENTALS/MACHINERY & EQUI	0	500	160	1,000	1,000		
02-2-4135-2650 CHLORINATION	230	500	100	500	500		
02-2-4135-2655 WATER ANALYSIS	349	1,500	340	1,500	1,500		
02-2-4135-5530 ELECTRICITY	3,593	3,700	1,856	3,900	3,900		
02-2-4135-5638 CONTRACT ELECTRICAL REP/	496	800	170	1,000	250		
Total SOURCE OF SUPPLY & TF	4,668	7,000	2,626	7,900	7,150	0	0
4140 TRANSMISSION & DISTRIBUTION							
02-2-4140-2450 R & M - MACHINERY & EQUIPM	454	500	1,069	500	500		
02-2-4140-2620 RENTALS/MACHINERY & EQUI	0	1,500	300	1,500	1,500		
02-2-4140-5923 SUPPLIES	7,023	1,500	3,507	2,182	3,000		
Total TRANSMISSION & DISTRIE	7,477	3,500	4,876	4,182	5,000	0	0
8123 INTEREST/MFA OWN DEBENTURES							
02-2-8123-8232 INTEREST (CVRD)	9,018	9,018	4,509	8,820	6,608		
Total INTEREST/MFA OWN DEB	9,018	9,018	4,509	8,820	6,608	0	0
8133 PRINCIPAL (CVRD)							
02-2-8133-8332 PRINCIPAL (CVRD)	9,538	9,538	0	9,538	5,373		
Total PRINCIPAL (CVRD)	9,538	9,538	0	9,538	5,373	0	0
Total OPERATING EXPENSES	77,758	77,500	54,660	75,682	77,000		
Surplus/Deficit	3,818	0	-6,093	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Satellite Park Water

Function: 601

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$57,324	\$65,019	\$68,419	\$71,979	\$72,979	\$76,019
Long Term Debt	18,358	11,981	11,981	11,981	11,981	11,981
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$75,682	\$77,000	\$80,400	\$83,960	\$84,960	\$88,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	46,500	46,500	48,400	49,960	49,960	52,000
User Fee	33,000	30,500	32,000	34,000	35,000	36,000
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	(3,818)					
TOTAL SOURCE OF FUNDS	\$75,682	\$77,000	\$80,400	\$83,960	\$84,960	\$88,000

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Reservoir	\$110,491	2029	\$11,981
Total			\$11,981

501

2018 Budget Review

Function: 601 - Satellite Park Water

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Income \$ Increase (Decrease)	Income % Increase (Decrease)
\$75,682	\$77,000	\$1,318	1.74%

Explanation of increase:

			0.00%
			0.00%
Increased Administrative Expenses		227	0.30%
Increased operation & maintenance		468	0.62%
Decreased Debt		-6,377	-8.43%
Well Protection Plan 2018		7000	
	Subtotal section A	\$1,318	-7.51%

B) Prior Year One-time Items

502

Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
Subtotal section B	\$0 0.00%

Subtotal sections A + B **\$1,318** **-7.51%**

C) Supplemental Items

2018	Cost	Requisition	Revenue % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$1,318** **-7.51%**

Notes:

- 1) The Operating Reserve balance for this function is \$659
- 2) The Capital Reserve balance for this function is \$8,404

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		603 - DOUGLAS HILL WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-45,587	-49,440	-34,201	-49,940	-52,000		
02-1-4411-1000	DISCOUNTS	3,702	4,500	2,686	5,000	4,000		
Total USER CHARGES		-41,886	-44,940	-31,515	-44,940	-48,000	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-49,000	-49,000	-51,200	-51,200	-51,200		
Total REQUISITION - PARCEL T/		-49,000	-49,000	-51,200	-51,200	-51,200	0	0
9110 SURPLUS/DEFICIT								
02-1-9110-0000	SURPLUS/DEFICIT	0	0	307	307	0		
Total SURPLUS/DEFICIT		0	0	307	307	0	0	0
Total OPERATING REVENUES		-90,886	-93,940	-82,408	-95,833	-99,200		
OPERATING EXPE								
4110 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	34,181	34,181	35,318	35,318	34,254		
02-2-4110-1400	BENEFITS	8,887	8,887	9,183	9,183	8,906		
02-2-4110-2121	POSTAGE	362	160	0	160	160		
02-2-4110-2131	TELEPHONE	397	500	265	500	500		
02-2-4110-2370	INSURANCE - PROPERTY	1,062	1,195	0	1,137	1,137		
02-2-4110-2372	INSURANCE DEDUCTIBLES	54	54	0	0	0		
02-2-4110-2561	ALARM MONITORING	275	350	207	350	350		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	3,485	3,485	4,014	4,014	3,434		
02-2-4110-4575	ALLOC - ENGINEERING	8,562	8,562	7,118	7,118	6,666		
02-2-4110-4587	ALLOC - ADMINISTRATION	1,917	1,917	2,367	2,367	2,443		
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	9,732	9,732	9,732	9,732	9,732		
02-2-4110-5110	SUNDRY EXPENSES	233	100	0	100	100		
02-2-4110-7550	LICENCES & FEES	359	250	455	450	455		
02-2-4110-9910	CONTINGENCY	0	630	0	967	6,926		
Total OPERATING EXPENDITUR		69,507	70,003	68,658	71,396	75,063	0	0
4135 SOURCE OF SUPPLY & TREATMENT								
02-2-4135-2620	RENTALS/MACHINERY & EQUI	0	400	70	400	400		
02-2-4135-2655	WATER ANALYSIS	644	1,000	0	1,000	500		
02-2-4135-2670	PRE TREATMENT	196	400	512	400	600		
02-2-4135-5530	ELECTRICITY	5,706	5,800	2,972	6,000	6,000		

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND 603 - DOUGLAS HILL WATER SYSTEM						
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
02-2-4135-5638	CONTRACT ELECTRICAL REP/	458	700	5,853	700	500		
	Total SOURCE OF SUPPLY & TF	7,005	8,300	9,406	8,500	8,000	0	0
4140 TRANSMISSION & DISTRIBUTION								
02-2-4140-2450	R & M - MACHINERY & EQUIPM	0	500	1,576	800	1,000		
02-2-4140-2620	RENTALS/MACHINERY & EQUI	371	800	513	800	800		
02-2-4140-5923	SUPPLIES	2,972	3,000	2,286	3,000	3,000		
	Total TRANSMISSION & DISTRIE	3,344	4,300	4,376	4,600	4,800	0	0
8123 INTEREST/MFA OWN DEBENTURES								
02-2-8123-8232	INTEREST (CVRD)	6,300	6,300	3,150	6,300	6,300		
	Total INTEREST/MFA OWN DEB	6,300	6,300	3,150	6,300	6,300	0	0
81504 PRINCIPAL (CVRD)								
02-2-8133-8332	PRINCIPAL (CVRD)	5,037	5,037	5,037	5,037	5,037		
	Total PRINCIPAL (CVRD)	5,037	5,037	5,037	5,037	5,037	0	0
	Total OPERATING EXPENSES	91,193	93,940	90,627	95,833	99,200		
	Surplus/Deficit	307	0	8,219	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Dept Function: Douglas Hill Water

Function: 603

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$84,496	\$87,863	\$89,863	\$90,863	\$91,863	\$91,863
Long Term Debt	11,337	11,337	11,337	11,337	11,337	11,337
Short Term Debt						
Capital						
Transfer to Capital Reserve						
Transfer to Feasibility Reserve						
TOTAL APPLICATION OF FUNDS	\$95,833	\$99,200	\$101,200	\$102,200	\$103,200	\$103,200
SOURCES OF FUNDS						
Requisition/Parcel Tax	51,200	51,200	51,200	51,200	51,200	51,200
User Fee	44,940	48,000	50,000	51,000	52,000	52,000
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	(307)					
TOTAL SOURCE OF FUNDS	\$95,833	\$99,200	\$101,200	\$102,200	\$103,200	\$103,200

2018 Debt Long Term with Principle & Interest

<u>Borrowed</u>	<u>Outstanding</u>	<u>Maturity</u>	<u>P & I</u>
Upgrade	\$116,588	2031	\$11,337
Total			<u>\$11,337</u>

2018 Budget Review

Function: 603 - Douglas Hill Water

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$95,833	\$99,200	\$3,367	3.51%
Explanation of increase:				
				0.00%
				0.00%
Decreased Allocations			-956	-1.00%
Increased Contingency			5,959	
Decreased misc operation & maintenance			-1,636	-1.71%
			<u>\$3,367</u>	<u>-2.70%</u>

R) Prior Year One-time Items

906			<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
			\$0	0.00%
			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$3,367 -2.70%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)				
2)				
			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$3,367 -2.71%

Notes:

- 1) The Operating Reserve balance for this function is \$817.
- 2) The Capital Reserve balance for this function is 0.

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		604 - LAMBOURN WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-116,608	-116,280	-76,649	-99,180	-99,180		
02-1-4411-1000	DISCOUNTS	9,345	5,300	6,339	5,300	5,300		
	Total USER CHARGES	-107,264	-110,980	-70,310	-93,880	-93,880	0	0
4433 RECOVERY OF COSTS								
02-1-4433-0000	RECOVERY OF COSTS	-3,254	0	0	0	0		
	Total RECOVERY OF COSTS	-3,254	0	0	0	0	0	0
4810 CONNECTION CHARGES								
02-1-4810-0000	CONNECTION CHARGES	-8,900	-3,000	-6,200	0	0		
	Total CONNECTION CHARGES	-8,900	-3,000	-6,200	0	0	0	0
4815 EXTENSION CHARGES								
02-1-4815-0000	EXTENSION CHARGES	-300	0	0	0	0		
	Total EXTENSION CHARGES	-300	0	0	0	0	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-41,144	-41,144	-41,144	-41,144	-41,200		
	Total REQUISITION - PARCEL T/	-41,144	-41,144	-41,144	-41,144	-41,200	0	0
9110 SURPLUS/DEFICIT								
02-1-9110-0000	SURPLUS/DEFICIT	20,358	20,358	0	0	0		
	Total SURPLUS/DEFICIT	20,358	20,358	0	0	0	0	0
	Total OPERATING REV	-140,503	-134,766	-117,654	-135,024	-135,080		
OPERATING EXP								
4110 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	47,061	47,061	43,538	43,538	51,069		
02-2-4110-1400	BENEFITS	12,236	12,236	11,319	11,319	13,278		
02-2-4110-2121	POSTAGE	190	250	0	250	250		
02-2-4110-2131	TELEPHONE	881	800	717	800	800		
02-2-4110-2320	LEGAL SERVICES	149	0	0	0	0		
02-2-4110-2370	INSURANCE - PROPERTY	1,529	1,266	0	1,266	1,266		
02-2-4110-2372	INSURANCE DEDUCTIBLES	66	66	0	0	0		
02-2-4110-2400	ALARM MAINTENANCE	411	400	264	400	400		
02-2-4110-2561	ALARM MONITORING	0	0	308	0	0		

507

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND							
		604 - LAMBOURN WATER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	4,231	4,231	4,201	4,201	5,611			
02-2-4110-4575	ALLOC - ENGINEERING	8,252	8,252	6,860	6,860	7,777			
02-2-4110-4587	ALLOC - ADMINISTRATION	1,847	1,847	2,282	2,282	2,850			
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	11,250	11,249	11,249	11,249	11,249			
02-2-4110-5110	SUNDRY EXPENSES	254	100	0	500	300			
02-2-4110-7550	LICENCES & FEES	150	150	455	150	455			
02-2-4110-9910	CONTINGENCY	0	18,870	0	921	87			
Total OPERATING EXPENDITURE		88,507	106,778	81,193	83,736	95,392	0	0	
4135 SOURCE OF SUPPLY & TREATMENT									
02-2-4135-2338	CONTRACT FOR SERVICES	1,791	500	162	3,000	2,000			
02-2-4135-2620	RENTALS/MACHINERY & EQUIP	195	700	1,120	1,000	1,000			
02-2-4135-2650	CHLORINATION	2,514	3,000	3,120	3,000	3,000			
02-2-4135-2655	WATER ANALYSIS	107	1,200	882	1,200	1,200			
02-2-4135-5530	ELECTRICITY	12,781	12,000	8,364	12,500	13,000			
02-2-4135-5638	CONTRACT ELECTRICAL REPAIR	2,270	500	5,407	3,000	500			
Total SOURCE OF SUPPLY & TREATMENT		19,658	17,900	19,055	23,700	20,700	0	0	
4140 TRANSMISSION & DISTRIBUTION									
02-2-4140-2450	R & M - MACHINERY & EQUIPMENT	0	500	1,543	1,000	1,400			
02-2-4140-2620	RENTALS/MACHINERY & EQUIP	2,692	1,000	733	2,500	2,500			
02-2-4140-5923	SUPPLIES	18,124	1,500	8,331	17,000	8,000			
Total TRANSMISSION & DISTRIBUTION		20,816	3,000	10,607	20,500	11,900	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
02-2-8123-8232	INTEREST (CVRD)	3,730	3,730	1,865	3,730	3,730			
Total INTEREST/MFA OWN DEBENTURES		3,730	3,730	1,865	3,730	3,730	0	0	
8133 PRINCIPAL (CVRD)									
02-2-8133-8332	PRINCIPAL (CVRD)	3,358	3,358	0	3,358	3,358			
Total PRINCIPAL (CVRD)		3,358	3,358	0	3,358	3,358	0	0	
8241 TRANSFER TO CAPITAL RESERVE									
02-2-8241-0000	TSF TO CAPITAL RESERVE	4,000	0	0	0	0			
Total TRANSFER TO CAPITAL RESERVE		4,000	0	0	0	0	0	0	
Total OPERATING EXPENDITURE		140,069	134,766	112,720	135,024	135,080			
CAPITAL REV									
9009 TRANSFER FROM GAS TAX RESERVES									

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND
604 - LAMBOURN WATER SYSTEM

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
02-7-9009-0000	TSF FROM GAS TAX RESERVE	0	-300,955	0	-300,955	0		
	Total TRANSFER FROM GAS TA	0	-300,955	0	-300,955	0	0	0
	Total CAPITAL REV	0	-300,955	0	-300,955	0		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL FUND								
02-8-8221-6111	ENGINEERING STRUCTURES	0	300,955	71,590	300,955	0		
	Total TRANSFER/GENERAL CAF	0	300,955	71,590	300,955	0	0	0
	Total CAPITAL EXP	0	300,955	71,590	300,955	0		
	Surplus/Deficit	-434	0	66,656	0	0		

509

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Lambourn Water

Function: 604

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$127,936	\$127,992	\$128,912	\$129,912	\$130,912	\$131,912
Long Term Debt	7,088	7,088	7,088	7,088	7,088	7,088
Short Term Debt						
Capital	300,955					
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$435,979	\$135,080	\$136,000	\$137,000	\$138,000	\$139,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	41,144	41,200	42,000	43,000	43,000	44,000
User Fee	93,880	93,880	94,000	94,000	95,000	95,000
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	300,955					
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$435,979	\$135,080	\$136,000	\$137,000	\$138,000	\$139,000

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$73,476	2030	\$7,088
Total			\$7,088

2018 Budget Review

Function: 604 - Lambourn Water

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$135,024	\$135,080	\$56	0.04%
Explanation of increase:				
Increased Administrative Expenses incl. wages, benefits, allocations			11,656	8.63%
Decreased operation & maintenance			-11,600	-8.59%
			<u>\$56</u>	<u>0.04%</u>

B) Prior Year One-time Items

511			<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
			\$0	0.00%
			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B	<u>\$56</u>	<u>0.04%</u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)				
2)				
			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C	<u>\$56</u>	<u>0.0</u>
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Notes:

- 1) The Operating Reserve balance for this function is \$434
- 2) The Capital Reserve balance for this function is \$4,769

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND 605 - ARBUTUS MT. WATER SYSTEM						
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-35,604	-32,760	-17,602	-34,000	-34,000		
02-1-4411-1000	DISCOUNTS	2,336	2,500	1,069	2,500	2,500		
	Total USER CHARGES	-33,267	-30,260	-16,533	-31,500	-31,500	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-31,980	-31,980	-31,980	-31,980	-31,980		
	Total REQUISITION - PARCEL T/	-31,980	-31,980	-31,980	-31,980	-31,980	0	0
	Total OPERATING REVENUES	-65,247	-62,240	-48,513	-63,480	-63,480		
OPERATING EXPE								
41 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	25,470	25,470	24,751	24,751	26,251		
02-2-4110-1400	BENEFITS	6,622	6,622	6,435	6,435	6,825		
02-2-4110-2121	POSTAGE	146	240	0	240	240		
02-2-4110-2131	TELEPHONE	397	300	265	300	300		
02-2-4110-2370	INSURANCE - PROPERTY	1,426	1,618	0	1,618	1,618		
02-2-4110-2372	INSURANCE DEDUCTIBLES	41	41	0	0	0		
02-2-4110-2400	ALARM MAINTENANCE	264	500	198	500	500		
02-2-4110-2561	ALARM MONITORING	0	0	244	0	0		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	2,640	2,640	2,844	2,844	2,630		
02-2-4110-4575	ALLOC - ENGINEERING	7,631	7,631	6,344	6,344	5,941		
02-2-4110-4587	ALLOC - ADMINISTRATION	1,708	1,708	2,110	2,110	2,178		
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	4,126	4,126	4,126	4,126	4,126		
02-2-4110-5110	SUNDRY EXPENSES	0	0	20	0	0		
02-2-4110-7550	LICENCES & FEES	209	150	305	350	350		
02-2-4110-9910	CONTINGENCY	0	894	0	522	21		
	Total OPERATING EXPENDITUR	50,680	51,940	47,641	50,140	50,980	0	0
4135 SOURCE OF SUPPLY & TREATMENT								
02-2-4135-2620	RENTALS/MACHINERY & EQUI	192	200	0	500	500		
02-2-4135-2650	CHLORINATION	360	500	655	500	500		
02-2-4135-2655	WATER ANALYSIS	563	300	0	500	500		
	Total SOURCE OF SUPPLY & TF	1,115	1,000	655	1,500	1,500	0	0
4140 TRANSMISSION & DISTRIBUTION								
02-2-4140-5923	SUPPLIES	2,858	2,000	2,643	2,000	3,000		

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND 605 - ARBUTUS MT. WATER SYSTEM						
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
Total TRANSMISSION & DISTRIE		2,858	2,000	2,643	2,000	3,000	0	0
4150 SOURCE OF SUPPLY-PUMPING								
02-2-4150-2450	R & M - MACHINERY & EQUIPM	734	6,300	0	1,000	1,000		
02-2-4150-5530	ELECTRICITY	5,748	1,000	5,666	6,500	6,500		
02-2-4150-5638	CONTRACT ELECTRICAL REP/	0	0	2,932	2,340	500		
Total SOURCE OF SUPPLY-PUM		6,481	7,300	8,598	9,840	8,000	0	0
Total OPERATING EXPENSES		61,135	62,240	59,537	63,480	63,480		
Surplus/Deficit		-4,113	0	11,024	0	0		

513

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Arbutus Mountain Water

Function: 605

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$63,480	\$63,480	\$100,000	\$105,000	\$162,000	\$156,410
Long Term Debt						8,000
Short Term Debt						
Capital					160,000	
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$63,480	\$63,480	\$100,000	\$105,000	\$322,000	\$164,410
SOURCES OF FUNDS						
Requisition/Parcel Tax	31,980	31,980	50,000	55,000	110,000	112,410
User Fee	31,500	31,500	50,000	50,000	52,000	52,000
Transfer from Capital Reserve						
Other					50,000	
Debt Proceeds					110,000	
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$63,480	\$63,480	\$100,000	\$105,000	\$322,000	\$164,410

2018 Budget Review

Function: 605 - Arbutus Mtn. Water

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$63,480	\$63,480	\$0	0.00%
Explanation of increase:				0.00%
Increased Administrative Expenses incl. wages, benefits, allocations			840	1.32%
Decreased operation & maintenance			-840	-1.32%
		<u>Subtotal section A</u>	<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

515			<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
			\$0	0.00%
		<u>Subtotal section B</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)				
2)				
		<u>Subtotal section C</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.0

Notes:

- 1) The Operating Reserve balance for this function is \$12,641
- 2) The Capital Reserve balance for this function is \$53,887

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - -

To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		608 - FERN RIDGE WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-18,783	-15,600	-8,075	-15,600	-16,000		
02-1-4411-1000	DISCOUNTS	1,511	600	616	600	1,000		
Total USER CHARGES		-17,272	-15,000	-7,459	-15,000	-15,000	0	0
4433 RECOVERY OF COSTS								
02-1-4433-0000	RECOVERY OF COSTS	0	0	-3,319	0	0		
Total RECOVERY OF COSTS		0	0	-3,319	0	0	0	0
4810 CONNECTION CHARGES								
02-1-4810-0000	CONNECTION CHARGES	0	0	-3,500	0	0		
Total CONNECTION CHARGES		0	0	-3,500	0	0	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-18,200	-18,200	-19,040	-19,040	-19,040		
Total REQUISITION - PARCEL TAX		-18,200	-18,200	-19,040	-19,040	-19,040	0	0
Total OPERATING REVENUES		-35,472	-33,200	-33,318	-34,040	-34,040		
OPERATING EXPE								
4110 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	12,008	12,008	11,212	11,212	11,991		
02-2-4110-1400	BENEFITS	3,122	3,122	2,916	2,916	3,118		
02-2-4110-2121	POSTAGE	46	80	0	80	80		
02-2-4110-2131	TELEPHONE	397	300	265	300	300		
02-2-4110-2370	INSURANCE - PROPERTY	1,224	1,383	0	1,383	1,383		
02-2-4110-2372	INSURANCE DEDUCTIBLES	20	20	0	0	0		
02-2-4110-2400	ALARM MAINTENANCE	324	200	243	200	200		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	1,299	1,299	1,342	1,342	1,420		
02-2-4110-4575	ALLOC - ENGINEERING	2,172	2,172	1,805	1,805	1,642		
02-2-4110-4587	ALLOC - ADMINISTRATION	486	486	600	600	602		
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	3,342	3,342	3,342	3,342	3,342		
02-2-4110-5110	SUNDRY EXPENSES	383	50	21	50	50		
02-2-4110-7550	LICENCES & FEES	150	150	150	350	350		
02-2-4110-9910	CONTINGENCY	0	353	0	285	27		
Total OPERATING EXPENDITURES		24,972	24,965	21,895	23,865	24,505	0	0
4135 SOURCE OF SUPPLY & TREATMENT								

R29

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND							
		608 - FERN RIDGE WATER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
02-2-4135-2450	R & M - MACHINERY & EQUIPM	0	500	0	500	500			
02-2-4135-2650	CHLORINATION	123	500	123	500	500			
02-2-4135-2655	WATER ANALYSIS	848	500	322	500	500			
02-2-4135-5530	ELECTRICITY	4,024	4,000	2,726	4,150	4,300			
02-2-4135-5638	CONTRACT ELECTRICAL REP/	1,142	500	0	1,000	0			
Total SOURCE OF SUPPLY & TF		6,138	6,000	3,171	6,650	5,800	0	0	
4140 TRANSMISSION & DISTRIBUTION									
02-2-4140-2450	R & M - MACHINERY & EQUIPM	0	0	0	350	500			
02-2-4140-2620	RENTALS/MACHINERY & EQUI	0	0	876	1,000	1,000			
02-2-4140-5923	SUPPLIES	1,774	500	2,357	440	500			
Total TRANSMISSION & DISTRIE		1,774	500	3,233	1,790	2,000	0	0	
81 INTEREST/MFA OWN DEBENTURES									
02-2-8123-8232	INTEREST (CVRD)	957	957	479	957	957			
Total INTEREST/MFA OWN DEB		957	957	479	957	957	0	0	
8133 PRINCIPAL (CVRD)									
02-2-8133-8332	PRINCIPAL (CVRD)	778	778	0	778	778			
Total PRINCIPAL (CVRD)		778	778	0	778	778	0	0	
Total OPERATING EXPENSES		34,620	33,200	28,778	34,040	34,040			
CAPITAL EXPENS									
8221 TRANSFER/GENERAL CAPITAL FUND									
02-8-8221-6111	ENGINEERING STRUCTURES	0	0	817	0	0			
Total TRANSFER/GENERAL CAF		0	0	817	0	0	0	0	
Total CAPITAL EXPENSES		0	0	817	0	0			
Surplus/Deficit		-852	0	-3,723	0	0			

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Fern Ridge Water

Function: 608

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$32,305	\$32,305	\$33,865	\$33,000	\$33,700	\$33,700
Long Term Debt	1,735	1,735	1,735	3,000	3,000	3,000
Short Term Debt						
Capital				50,000		
Transfer to Capital Reserve					2,000	2,000
TOTAL APPLICATION OF FUNDS	\$34,040	\$34,040	\$35,600	\$86,000	\$38,700	\$38,700
SOURCES OF FUNDS						
Requisition/Parcel Tax	19,040	19,040	19,600	20,000	22,700	22,700
User Fee	15,000	15,000	16,000	16,000	16,000	16,000
Transfer from Capital Reserve				5,000		
Other						
Debt Proceeds				45,000		
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$34,040	\$34,040	\$35,600	\$86,000	\$38,700	\$38,700

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$16,003	2029	\$1,735
Total			\$1,735

2018 Budget Review

Function: 608 - Fern Ridge Water

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$34,040	\$34,040	\$0	0.00%
Explanation of increase:				
Increased Administrative Expenses incl. wages, benefits, allocations			640	1.88%
Decreased operation & maintenance			-640	-1.88%
				0.00%
			<u>\$0</u>	<u>0.00%</u>
			<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
519	\$0	0.00%
	<u>\$0</u>	<u>0.00%</u>
	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)				
2)				
			<u>\$0</u>	<u>0.00%</u>
			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

- 1) The Operating Reserve balance for this function is \$10,928
- 2) The Capital Reserve balance for this function is \$5,409

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND 611 - BALD MOUNTAIN WATER SYSTEM						
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-15,937	-11,880	-8,596	-20,000	-20,000		
02-1-4411-1000	DISCOUNTS	1,012	1,180	717	2,000	2,000		
Total USER CHARGES		-14,925	-10,700	-7,879	-18,000	-18,000	0	0
4810 CONNECTION CHARGES								
02-1-4810-0000	CONNECTION CHARGES	-6,300	0	-1,500	0	0		
Total CONNECTION CHARGES		-6,300	0	-1,500	0	0	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-40,400	-40,400	-52,520	-52,520	-52,520		
Total REQUISITION - PARCEL TAX		-40,400	-40,400	-52,520	-52,520	-52,520	0	0
Total OPERATING REVENUES		-61,625	-51,100	-61,899	-70,520	-70,520		
OPERATING EXPE								
4110 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	13,670	13,670	20,013	20,013	22,967		
02-2-4110-1400	BENEFITS	3,554	3,554	5,203	5,203	5,971		
02-2-4110-2121	POSTAGE	60	50	0	50	50		
02-2-4110-2131	TELEPHONE	0	250	0	250	250		
02-2-4110-2370	INSURANCE - PROPERTY	1,441	1,634	0	1,634	1,634		
02-2-4110-2372	INSURANCE DEDUCTIBLES	22	22	0	0	0		
02-2-4110-2400	ALARM MAINTENANCE	476	300	307	300	600		
02-2-4110-2480	MINOR CAPITAL	0	0	0	3,000	3,000		
02-2-4110-2561	ALARM MONITORING	0	0	369	0	0		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	1,425	1,425	2,105	2,105	2,006		
02-2-4110-4575	ALLOC - ENGINEERING	4,839	4,839	6,602	6,602	6,376		
02-2-4110-4587	ALLOC - ADMINISTRATION	1,083	1,083	2,196	2,196	2,337		
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	-1,636	-1,636	-1,636	-1,636	-1,636		
02-2-4110-5110	SUNDRY EXPENSES	496	100	45	100	100		
02-2-4110-7550	LICENCES & FEES	459	250	555	450	555		
02-2-4110-9910	CONTINGENCY	0	559	0	1,653	210		
Total OPERATING EXPENDITURES		25,890	26,100	35,759	41,920	44,420	0	0
4135 SOURCE OF SUPPLY & TREATMENT								
02-2-4135-2620	RENTALS/MACHINERY & EQUIPMENT	0	2,500	0	2,000	2,000		
02-2-4135-2650	CHLORINATION	394	2,500	-102	1,500	1,000		

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND							
		611 - BALD MOUNTAIN WATER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
02-2-4135-2655	WATER ANALYSIS	1,137	1,000	432	1,000	1,000			
02-2-4135-2665	IMPOUNDMENT AREA	0	1,000	0	1,000	1,000			
Total SOURCE OF SUPPLY & TF		1,531	7,000	330	5,500	5,000	0	0	
4140 TRANSMISSION & DISTRIBUTION									
02-2-4140-2620	RENTALS/MACHINERY & EQUI	0	1,000	0	900	900			
02-2-4140-5923	SUPPLIES	4,497	4,000	4,616	2,000	2,000			
Total TRANSMISSION & DISTRIE		4,497	5,000	4,616	2,900	2,900	0	0	
4150 SOURCE OF SUPPLY-PUMPING									
02-2-4150-2450	R & M - MACHINERY & EQUIPA	0	1,000	533	5,000	3,000			
02-2-4150-5530	ELECTRICITY	4,297	4,000	5,221	5,200	5,200			
02-2-4150-5630	PARTS/SUPPLIES	2,900	2,000	911	5,000	3,000			
02-2-4150-5638	CONTRACT ELECTRICAL REP/	6,915	2,000	237	5,000	1,000			
Total SOURCE OF SUPPLY-PUM		14,112	9,000	6,903	20,200	12,200	0	0	
8241 TRANSFER TO CAPITAL RESERVE									
02-2-8241-0000	TSF TO CAPITAL RESERVE	4,000	4,000	0	0	6,000			
Total TRANSFER TO CAPITAL R		4,000	4,000	0	0	6,000	0	0	
Total OPERATING EXPENSES		50,030	51,100	47,608	70,520	70,520			
Surplus/Deficit		-11,595	0	-14,292	0	0			

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Bald Mountain Water

Function 611

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$70,520	\$64,520	\$69,520	\$72,520	\$72,520	\$72,520
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve		6,000	8,000	7,000	10,000	10,000
TOTAL APPLICATION OF FUNDS	\$70,520	\$70,520	\$77,520	\$79,520	\$82,520	\$82,520
SOURCES OF FUNDS						
Requisition/Parcel Tax	52,520	52,520	52,520	52,520	52,520	52,250
User Fee	18,000	18,000	25,000	27,000	30,000	30,000
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$70,520	\$70,520	\$77,520	\$79,520	\$82,520	\$82,250

2018 Budget Review

Function: 611 - Bald Mtn. Water

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$70,520	\$70,520	\$0	0.00%
Explanation of increase:				
	Increased Administrative Expenses incl. wages, benefits, allocations		2,500	3.55%
	Decreased operation & maintenance		-8,500	-12.05%
	Increased Reserve Transfer		6,000	8.51%
Subtotal section A			<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$0	0.00%
Subtotal section B		<u>\$0</u>

Subtotal sections A + B		<u>\$0</u>	<u>0.00%</u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)				
2)				
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C		<u>\$0</u>	<u>0.0</u>
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Notes:

- 1) The Operating Reserve balance for this function is \$44,015
- 2) The Capital Reserve balance for this function is \$29,519

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : -- - To : -- -

Function Type : Selective

GENERAL WATER FUND
613 - DOGWOOD RIDGE WATER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
4411 USER CHARGES							
02-1-4411-0000	USER CHARGES	-22,932	-22,000	-10,935	-22,350	-22,400	
02-1-4411-1000	DISCOUNTS	1,831	800	830	1,150	1,150	
02-1-4411-1001	REFUND OF USER CHARGES	406	0	0	0	0	
	Total USER CHARGES	-20,694	-21,200	-10,106	-21,200	-21,250	0 0
7574 REQUISITION - PARCEL TAX							
02-1-7574-0000	REQUISITION - PARCEL TAX	-23,100	-23,100	-23,100	-23,100	-23,100	
	Total REQUISITION - PARCEL T/	-23,100	-23,100	-23,100	-23,100	-23,100	0 0
9110 SURPLUS/DEFICIT							
02-1-9110-0000	SURPLUS/DEFICIT	0	0	3,673	3,673	0	
	Total SURPLUS/DEFICIT	0	0	3,673	3,673	0	0 0
	Total OPERATING REVENUES	-43,794	-44,300	-29,533	-40,627	-44,350	
OPERATING EXPE							
4110 OPERATING EXPENDITURES							
02-2-4110-1301	WAGES	17,513	17,513	11,708	11,708	13,663	
02-2-4110-1400	BENEFITS	4,553	4,553	3,044	3,044	3,553	
02-2-4110-2121	POSTAGE	48	50	0	50	50	
02-2-4110-2131	TELEPHONE	397	600	265	600	600	
02-2-4110-2210	ADVERTISING	103	200	0	200	200	
02-2-4110-2320	LEGAL SERVICES	0	0	409	0	0	
02-2-4110-2370	INSURANCE - PROPERTY	555	608	0	608	608	
02-2-4110-2372	INSURANCE DEDUCTIBLES	25	25	0	0	0	
02-2-4110-2561	ALARM MONITORING	264	250	198	250	250	
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	1,608	1,608	1,775	1,775	1,823	
02-2-4110-4575	ALLOC - ENGINEERING	2,047	2,047	1,702	1,702	1,594	
02-2-4110-4587	ALLOC - ADMINISTRATION	458	458	566	566	584	
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	4,139	4,139	4,139	4,139	4,139	
02-2-4110-5110	SUNDRY EXPENSES	55	100	27	100	100	
02-2-4110-7550	LICENCES & FEES	150	190	150	400	400	
02-2-4110-9910	CONTINGENCY	0	47	0	223	174	
	Total OPERATING EXPENDITUR	31,915	32,388	23,983	25,365	27,738	0 0
4135 SOURCE OF SUPPLY & TREATMENT							
02-2-4135-2620	RENTALS/MACHINERY & EQUI	675	200	0	500	1,000	

524

R29

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : . . . To : . . .

Function Type : Selective

GENERAL WATER FUND
 613 - DOGWOOD RIDGE WATER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
02-2-4135-2655	695	800	612	800	1,000		
02-2-4135-2670	421	500	289	500	500		
02-2-4135-5530	3,698	3,600	2,792	3,700	3,800		
02-2-4135-5638	0	0	0	1,450	1,000		
Total SOURCE OF SUPPLY & TF	5,489	5,100	3,693	6,950	7,300	0	0
4140 TRANSMISSION & DISTRIBUTION							
02-2-4140-2450	603	500	0	1,000	1,000		
02-2-4140-2620	1,947	500	0	1,000	1,000		
02-2-4140-5923	2,200	500	1,152	1,000	2,000		
Total TRANSMISSION & DISTRIE	4,750	1,500	1,152	3,000	4,000	0	0
8123 INTEREST/MFA OWN DEBENTURES							
525 02-2-8123-8232	3,055	3,055	1,528	3,055	3,055		
Total INTEREST/MFA OWN DEB	3,055	3,055	1,528	3,055	3,055	0	0
8133 PRINCIPAL (CVRD)							
02-2-8133-8332	2,257	2,257	0	2,257	2,257		
Total PRINCIPAL (CVRD)	2,257	2,257	0	2,257	2,257	0	0
Total OPERATING EXPENSES	47,467	44,300	30,355	40,627	44,350		
Surplus/Deficit	3,673	0	822	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Dogwood Ridge Water

Function: 613

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$35,315	\$39,038	\$39,288	\$39,788	\$39,438	\$39,438
Long Term Debt	5,312	5,312	5,312	5,312	5,312	5,312
Short Term Debt						
Capital					10,000	10,000
Transfer to Capital Reserve				4,400		
TOTAL APPLICATION OF FUNDS	\$40,627	\$44,350	\$44,600	\$49,500	\$54,750	\$54,750
SOURCES OF FUNDS						
Requisition/Parcel Tax	23,100	23,100	23,100	28,000	28,850	28,850
User Fee	21,200	21,250	21,500	21,500	21,500	21,500
Transfer from Capital Reserve					4,400	4,400
Transfer from Gas Tax Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	(3,673)					
TOTAL SOURCE OF FUNDS	\$40,627	\$44,350	\$44,600	\$49,500	\$54,750	\$54,750

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$79,029	2036	\$5,312
Total			\$5,312

2018 Budget Review

Function: 613 - Dogwood Ridge Water

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$40,627	\$44,350	\$3,723	9.16%

Explanation of increase:

Increased Administrative Expenses incl. wages, benefits, allocations		1,301	3.20%
		2,422	5.96%
	Subtotal section A	\$3,723	9.16%

B) Prior Year One-time Items

Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$0	0.00%
Subtotal section B	0.00%

527

Subtotal sections A + B	\$3,723	9.16%
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C) Supplemental Items

	2018	Cost	User Fees	% Increase
1) Well Rehabilitation		20,000	150	0.37%
	Subtotal section C	\$20,000	\$150	0.37%

Subtotal sections A + B + C	\$3,873	9.53%
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Notes:

- 1) The Operating Reserve balance for this function is \$4,623
- 2) The Capital Reserve balance for this function is \$0

2018 Budget - Supplemental Item

Title	Well Rehabilitation	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	613 - Dogwood Ridge Water
Type	Capital - Replacement	Priority	1

Description

One of the water supply wells requires rehabilitation to prevent risk of surface contamination. Island Health has issued a warning letter regarding this issue.

Benefits

Reliable water supply that is compliant with standards. As a water purveyor responsible for the safety of potable water supplied to its customers, the CVRD incurs liability by not being in compliance with standards.

Risks

Risk of possible surface water contamination.

Financial Information

Capital								Operating							
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total	
Debt Proceeds	20,000	20,000					20,000	User Fees	150	5,319	5,319	5,319	5,319	21,426	
							-							-	
	20,000	20,000	-	-	-	-	20,000		150	5,319	5,319	5,319	5,319	21,426	
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total	
Eng Structures	20,000	20,000					20,000	Debt Servicing	150	5,319	5,319	5,319	5,319	21,426	
							-							-	
	20,000	20,000	-	-	-	-	20,000		150	5,319	5,319	5,319	5,319	21,426	

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		615 - ARBUTUS RIDGE WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-260,152	-261,161	-133,127	-268,698	-274,760		
Total USER CHARGES		-260,152	-261,161	-133,127	-268,698	-274,760	0	0
4810 CONNECTION CHARGES								
02-1-4810-0000	CONNECTION CHARGES	-1,500	0	-900	0	0		
Total CONNECTION CHARGES		-1,500	0	-900	0	0	0	0
9110 SURPLUS/DEFICIT								
02-1-9110-0000	SURPLUS/DEFICIT	0	0	13,187	13,187	0		
Total SURPLUS/DEFICIT		0	0	13,187	13,187	0	0	0
520	Total OPERATING REVENUES	-261,652	-261,161	-120,840	-255,511	-274,760		
OPERATING EXPE								
4110 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	94,217	94,217	91,788	91,788	92,084		
02-2-4110-1400	BENEFITS	24,496	24,496	23,865	23,865	23,942		
02-2-4110-2131	TELEPHONE	199	500	132	500	500		
02-2-4110-2210	ADVERTISING	158	100	0	100	100		
02-2-4110-2320	LEGAL SERVICES	0	100	217	100	100		
02-2-4110-2370	INSURANCE - PROPERTY	2,338	2,700	0	2,700	2,700		
02-2-4110-2372	INSURANCE DEDUCTIBLES	167	167	0	0	0		
02-2-4110-2561	ALARM MONITORING	725	4,000	619	1,000	1,000		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	10,784	10,784	10,000	10,000	11,578		
02-2-4110-4575	ALLOC - ENGINEERING	39,894	39,894	33,164	33,164	31,348		
02-2-4110-4587	ALLOC - ADMINISTRATION	8,930	8,930	11,031	11,031	11,490		
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	13,274	13,273	13,273	13,273	13,273		
02-2-4110-5110	SUNDRY EXPENSES	1,236	1,200	1,041	400	1,000		
02-2-4110-7550	LICENCES & FEES	250	250	250	500	500		
02-2-4110-9910	CONTINGENCY	0	942	0	1,869	2,537		
Total OPERATING EXPENDITURES		196,668	201,553	185,380	190,290	192,152	0	0
4130 SERVICE OF SUPPLY								
02-2-4130-2330	CONSULTANTS	0	1,000	0	0	0		
Total SERVICE OF SUPPLY		0	1,000	0	0	0	0	0
4135 SOURCE OF SUPPLY & TREATMENT								

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND							
		615 - ARBUTUS RIDGE WATER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
02-2-4135-2450	R & M - MACHINERY & EQUIPM	0	2,000	716	613	1,000			
02-2-4135-2620	RENTALS/MACHINERY & EQUI	817	1,000	1,171	2,000	2,000			
02-2-4135-2650	CHLORINATION	187	2,000	1,855	1,000	1,000			
02-2-4135-2655	WATER ANALYSIS	2,321	3,000	1,013	3,000	3,000			
02-2-4135-5530	ELECTRICITY	39,507	27,000	21,654	36,000	40,000			
02-2-4135-5630	PARTS/SUPPLIES	3,817	4,000	2,391	2,000	5,000			
02-2-4135-5638	CONTRACT ELECTRICAL REP/	6,271	5,000	478	5,000	2,000			
Total SOURCE OF SUPPLY & TF		52,920	44,000	29,278	49,613	54,000	0	0	
4145 DISTRIBUTION									
02-2-4145-2450	R & M - MACHINERY & EQUIPM	0	2,000	0	2,000	2,000			
02-2-4145-2620	RENTALS/MACHINERY & EQUI	6,779	2,000	1,167	2,000	6,000			
02-2-4145-5630	PARTS/SUPPLIES	11,864	4,000	3,770	5,000	14,000			
Total DISTRIBUTION		18,643	8,000	4,937	9,000	22,000	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
02-2-8123-8232	INTEREST (CVRD)	3,250	3,250	1,625	3,250	3,250			
Total INTEREST/MFA OWN DEB		3,250	3,250	1,625	3,250	3,250	0	0	
8133 PRINCIPAL (CVRD)									
02-2-8133-8332	PRINCIPAL (CVRD)	3,358	3,358	0	3,358	3,358			
Total PRINCIPAL (CVRD)		3,358	3,358	0	3,358	3,358	0	0	
Total OPERATING EXPENSES		274,839	261,161	221,220	255,511	274,760			
CAPITAL REVENU									
4433 RECOVERY OF COSTS									
02-7-4433-0000	RECOVERY OF COSTS	0	-30,000	0	0	0			
Total RECOVERY OF COSTS		0	-30,000	0	0	0	0	0	
Total CAPITAL REVENUES		0	-30,000	0	0	0			
CAPITAL EXPENS									
8221 TRANSFER/GENERAL CAPITAL FUND									
02-8-8221-6111	ENGINEERING STRUCTURES	0	30,000	0	0	0			
Total TRANSFER/GENERAL CAF		0	30,000	0	0	0	0	0	
Total CAPITAL EXPENSES		0	30,000	0	0	0			



Account Code : . . . To : . . .

Function Type : Selective

GENERAL WATER FUND					
615 - ARBUTUS RIDGE WATER SYSTEM					
	2016	2016	2017	2017	2018
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET
Surplus/Deficit	13,187	0	100,380	0	0

531

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Arbutus Ridge Water

Function: 615

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$248,903	\$268,152	\$272,597	\$281,092	\$288,392	\$288,392
Long Term Debt	6,608	6,608	6,608	6,608	6,608	6,608
Short Term Debt						
Capital					50,000	50,000
Transfer to Capital Reserve			5,000	5,000	5,000	5,000
TOTAL APPLICATION OF FUNDS	\$255,511	\$274,760	\$284,205	\$292,700	\$350,000	\$350,000
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee	268,698	274,760	284,205	292,700	300,000	300,000
Transfer from Capital Reserve					50,000	50,000
Other						
Debt Proceeds						
Surplus/(Deficit)	(13,187)					
TOTAL SOURCE OF FUNDS	\$255,511	\$274,760	\$284,205	\$292,700	\$350,000	\$350,000

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$77,725	2031	\$6,608
Total			<u>\$6,608</u>

2018 Budget - Supplemental Item

Title	Looping of Water Networks	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	615 - Arbutus Ridge Water
Type	Capital - Replacement	Priority	1

Description

Looping is the tying together, with a section of new pipe, two dead-ends. This permits flow to circulate wither way depending on subtle differences in pressure permitting water to be refreshed. Also in a fire flow situation, water may flow through both peops enhancing over fire flow capacity.

Benefits

Looping of dead-ends in water distribution networks improve circulation, and therefore water quality and fire flow, in addition to improvement of redundancy.

Risks

Looping is the best method to ensure that water does not stagnate at the end of dead-end lines. In some circumstances stagnation could result in the loss of chlorine residual and regrowth of bacteria posing a direct health risk. Looping also provides alternte flow paths for fire flow which could be critical if a fire occured and on path was truned off for work being done. If not done, water quality issues arise due to stagnant water in the pipe and

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Reserve	50,000	50,000					50,000							-
							-							-
	50,000	50,000	-	-	-	-	50,000		-	-	-	-	-	-

Capital								Operating						
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng Structures	50,000	50,000					50,000	Debt Servicing						-
							-							-
	50,000	50,000	-	-	-	-	50,000		-	-	-	-	-	-

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

2018 Budget Review

Function: 615 - Arbutus Ridge Water

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$255,511	\$274,760	\$19,249	7.53%

Explanation of increase:

Increased Misc costs	2,249	0.88%
Increased Electricity	4,000	1.57%
Increased Distribution costs	13,000	5.09%
Subtotal section A	\$19,249	7.53%

B) Prior Year One-time Items

Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$0	0.00%
Subtotal section B	0.00%

534

Subtotal sections A + B	\$19,249	7.53%
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C) Supplemental Items

2018	Cost	Revenue	Requisition % Increase
1) Distribution Pipe Looping (funded thru capital reserve)	50,000	0	
Subtotal section C	\$50,000	\$0	0.00%

Subtotal sections A + B + C	\$19,249	7.53%
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Notes:

- 1) The Operating Reserve balance for this function is \$79,359
- 2) The Capital Reserve balance for this function is \$118,841

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND
616 - CARLTON WATER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
02-1-4411-0000 USER CHARGES	-16,858	-16,800	-20,309	-16,800	-17,200		
02-1-4411-1000 DISCOUNTS	1,308	1,600	763	1,600	1,600		
Total USER CHARGES	-15,550	-15,200	-19,545	-15,200	-15,600	0	0
4433 RECOVERY OF COSTS							
02-1-4433-0000 RECOVERY OF COSTS	-1,677	0	-1,949	0	0		
Total RECOVERY OF COSTS	-1,677	0	-1,949	0	0	0	0
4810 CONNECTION CHARGES							
02-1-4810-0000 CONNECTION CHARGES	-8,500	-3,500	0	0	0		
Total CONNECTION CHARGES	-8,500	-3,500	0	0	0	0	0
7574 REQUISITION - PARCEL TAX							
02-1-7574-0000 REQUISITION - PARCEL TAX	-27,000	-27,000	-27,000	-27,000	-30,000		
Total REQUISITION - PARCEL TAX	-27,000	-27,000	-27,000	-27,000	-30,000	0	0
9110 SURPLUS/DEFICIT							
02-1-9110-0000 SURPLUS/DEFICIT	8,997	8,997	3,136	3,136	0		
Total SURPLUS/DEFICIT	8,997	8,997	3,136	3,136	0	0	0
Total OPERATING REV	-43,730	-36,703	-45,358	-39,064	-45,600		

OPERATING EXP							
4110 OPERATING EXPENDITURES							
02-2-4110-1301 WAGES	10,062	10,062	12,785	12,785	16,426		
02-2-4110-1400 BENEFITS	2,616	2,616	3,324	3,324	4,271		
02-2-4110-2121 POSTAGE	55	50	0	50	50		
02-2-4110-2131 TELEPHONE	397	600	298	600	600		
02-2-4110-2370 INSURANCE - PROPERTY	901	1,500	0	1,500	1,500		
02-2-4110-2372 INSURANCE DEDUCTIBLES	24	24	0	0	0		
02-2-4110-2400 ALARM MAINTENANCE	239	200	239	200	200		
02-2-4110-4100 ALLOC - GENERAL GOVERNMENT	1,529	1,529	1,248	1,248	1,469		
02-2-4110-4575 ALLOC - ENGINEERING	1,923	1,923	1,599	1,599	2,222		
02-2-4110-4587 ALLOC - ADMINISTRATION	431	431	532	532	814		
02-2-4110-4588 ALLOC - RETRO ADJUSTMENT	247	247	247	247	247		
02-2-4110-5110 SUNDRY EXPENSES	158	500	20	500	500		
02-2-4110-7550 LICENCES & FEES	150	200	150	400	400		

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : . . . To : . . .

Function Type : Selective

		GENERAL WATER FUND							
		616 - CARLTON WATER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
02-2-4110-9910	CONTINGENCY	0	156	0	514	36			
Total OPERATING EXPENDITUR		18,733	20,038	20,442	23,499	28,735	0	0	
4130 SERVICE OF SUPPLY									
02-2-4130-2320	LEGAL SERVICES	74	1,000	0	500	500			
02-2-4130-2330	CONSULTANTS	0	100	0	0	800			
Total SERVICE OF SUPPLY		74	1,100	0	500	1,300	0	0	
4135 SOURCE OF SUPPLY & TREATMENT									
02-2-4135-2450	R & M - MACHINERY & EQUIPA	20	500	3,094	500	1,000			
02-2-4135-2620	RENTALS/MACHINERY & EQUI	0	-700	0	0	0			
02-2-4135-2650	CHLORINATION	303	400	189	400	1,000			
02-2-4135-2655	WATER ANALYSIS	755	500	298	500	1,000			
02-2-4135-5530	ELECTRICITY	2,099	2,000	1,823	2,000	2,200			
02-2-4135-5638	CONTRACT ELECTRICAL REP/	1,054	1,000	128	2,000	500			
Total SOURCE OF SUPPLY & TF		4,231	3,700	5,532	5,400	5,700	0	0	
4140 TRANSMISSION & DISTRIBUTION									
02-2-4140-2450	R & M - MACHINERY & EQUIPA	0	1,700	0	2,000	1,000			
02-2-4140-5923	SUPPLIES	11,164	1,000	3,283	2,000	3,200			
Total TRANSMISSION & DISTRIE		11,164	2,700	3,283	4,000	4,200	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
02-2-8123-8232	INTEREST (CVRD)	1,500	1,500	750	1,500	1,500			
Total INTEREST/MFA OWN DEB		1,500	1,500	750	1,500	1,500	0	0	
8133 PRINCIPAL (CVRD)									
02-2-8133-8332	PRINCIPAL (CVRD)	4,165	4,165	0	4,165	4,165			
Total PRINCIPAL (CVRD)		4,165	4,165	0	4,165	4,165	0	0	
8241 TRANSFER TO CAPITAL RESERVE									
02-2-8241-0000	TSF TO CAPITAL RESERVE	7,000	3,500	0	0	0			
Total TRANSFER TO CAPITAL R		7,000	3,500	0	0	0	0	0	
Total OPERATING EXP		46,866	36,703	30,007	39,064	45,600			
Surplus/Deficit		3,136	0	-15,351	0	0			

R29

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Carlton Water

Function: 616

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$33,399	\$39,935	\$40,335	\$40,335	\$41,335	\$41,335
Long Term Debt	5,665	5,665	5,665	5,665	5,665	5,665
Short Term Debt						
Capital				100,000		
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$39,064	\$45,600	\$46,000	\$146,000	\$47,000	\$47,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	27,000	30,000	30,000	30,000	31,000	31,000
User Fee	15,200	15,600	16,000	16,000	16,000	16,000
Transfer from Capital Reserve						
Other				100,000		
Debt Proceeds						
Surplus/(Deficit)	(3,136)					
TOTAL SOURCE OF FUNDS	\$39,064	\$45,600	\$46,000	\$146,000	\$47,000	\$47,000

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$37,000	2024	\$5,665
Total			<u>\$5,665</u>

2018 Budget Review

Function: 616 - Carlton Water

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$39,064	\$45,600	\$6,536	16.73%
Explanation of increase:				
Increased Administrative Expenses incl. wages, benefits, allocations			822	2.10%
			5,714	14.63%
		Subtotal section A	<u>\$6,536</u>	<u>16.73%</u>

B) Prior Year One-time Items

	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$0	0.00%
	<u>\$0</u>	<u>0.00%</u>
	Subtotal section B	<u>0.00%</u>

538

Subtotal sections A + B	<u>\$6,536</u>	<u>16.73%</u>
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C) Supplemental Items

	<u>2018 Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
	\$0	\$0	0.00%
	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
	Subtotal section C	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C	<u>\$6,536</u>	<u>16.73%</u>
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Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$7038

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		617 - SHELLWOOD WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-10,827	-11,000	-18,416	-24,300	-24,300		
02-1-4411-1000	DISCOUNTS	983	1,000	1,225	1,050	1,200		
	Total USER CHARGES	-9,844	-10,000	-17,190	-23,250	-23,100	0	0
4810 CONNECTION CHARGES								
02-1-4810-0000	CONNECTION CHARGES	-300	0	0	0	0		
	Total CONNECTION CHARGES	-300	0	0	0	0	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-21,700	-21,700	-24,500	-24,500	-24,500		
	Total REQUISITION - PARCEL TAX	-21,700	-21,700	-24,500	-24,500	-24,500	0	0
8250 MFA FUNDING								
02-1-8250-0001	M.F.A. FUNDING - LONG TERM	-84,150	-83,640	0	0	0		
	Total MFA FUNDING	-84,150	-83,640	0	0	0	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
02-1-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-826	0		
	Total TRANSFER FROM GAS TAX RESERVE	0	0	0	-826	0	0	0
9110 SURPLUS/DEFICIT								
02-1-9110-0000	SURPLUS/DEFICIT	2,839	2,839	11,756	11,756	0		
	Total SURPLUS/DEFICIT	2,839	2,839	11,756	11,756	0	0	0
	Total OPERATING REVENUES	-113,156	-112,501	-29,935	-36,820	-47,600		

OPERATING EXPE

4110 OPERATING EXPENDITURES

02-2-4110-1301	WAGES	12,994	12,994	15,008	15,008	17,789		
02-2-4110-1400	BENEFITS	3,378	3,378	3,902	3,902	4,625		
02-2-4110-2121	POSTAGE	35	50	0	50	50		
02-2-4110-2131	TELEPHONE	397	800	298	800	800		
02-2-4110-2370	INSURANCE - PROPERTY	1,106	1,246	0	1,246	1,246		
02-2-4110-2372	INSURANCE DEDUCTIBLES	20	20	0	0	0		
02-2-4110-2400	ALARM MAINTENANCE	360	250	270	250	250		
02-2-4110-2480	MINOR CAPITAL	0	0	0	826	0		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	1,282	1,282	1,744	1,744	1,714		

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND 617 - SHELLWOOD WATER SYSTEM							
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET			
02-2-4110-4575	ALLOC - ENGINEERING	1,923	1,923	1,599	1,599	1,497			
02-2-4110-4587	ALLOC - ADMINISTRATION	431	431	532	532	549			
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	857	857	857	857	857			
02-2-4110-5110	SUNDRY EXPENSES	403	100	113	100	100			
02-2-4110-7550	LICENCES & FEES	150	150	455	150	150			
02-2-4110-9910	CONTINGENCY	0	12	0	196	2,057			
Total OPERATING EXPENDITUR		23,336	23,493	24,777	27,260	31,684	0	0	
4130 SERVICE OF SUPPLY									
02-2-4130-2330	CONSULTANTS	0	0	0	0	2,000			
Total SERVICE OF SUPPLY		0	0	0	0	2,000	0	0	
4135 SOURCE OF SUPPLY & TREATMENT									
02-2-4135-2450	R & M - MACHINERY & EQUIP	756	400	0	400	1,000			
02-2-4135-2650	CHLORINATION	854	400	219	400	1,000			
02-2-4135-2655	WATER ANALYSIS	1,099	400	0	400	1,000			
02-2-4135-5530	ELECTRICITY	2,129	1,500	1,338	1,800	2,200			
02-2-4135-5638	CONTRACT ELECTRICAL REP	5,078	400	0	500	500			
Total SOURCE OF SUPPLY & TF		9,916	3,100	1,557	3,500	5,700	0	0	
4140 TRANSMISSION & DISTRIBUTION									
02-2-4140-2450	R & M - MACHINERY & EQUIP	3,189	400	297	344	2,000			
02-2-4140-5923	SUPPLIES	2,942	400	1,338	500	1,000			
Total TRANSMISSION & DISTRIE		6,130	800	1,635	844	3,000	0	0	
8115 SHORT TERM DEBT									
02-2-8115-8215	INTEREST	342	507	0	0	0			
02-2-8115-8216	PRINCIPAL	83,640	83,640	0	0	0			
Total SHORT TERM DEBT		83,982	84,147	0	0	0	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
02-2-8123-8232	INTEREST (CVRD)	1,547	961	1,105	3,006	2,210			
Total INTEREST/MFA OWN DEB		1,547	961	1,105	3,006	2,210	0	0	
8133 PRINCIPAL (CVRD)									
02-2-8133-8332	PRINCIPAL (CVRD)	0	0	3,006	2,210	3,006			
Total PRINCIPAL (CVRD)		0	0	3,006	2,210	3,006	0	0	
Total OPERATING EXPENSES		124,911	112,501	32,079	36,820	47,600			

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND					
617 - SHELLWOOD WATER SYSTEM					
	2016	2016	2017	2017	2018
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET
Surplus/Deficit	11,756	0	2,144	0	0

541

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shellwood Water

Function: 617

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$31,604	\$42,384	\$42,384	\$42,884	\$43,284	\$43,284
Long Term Debt	5,216	5,216	5,216	5,216	5,216	5,216
Short Term Debt						
Capital						
Transfer to Capital Reserve						
Transfer to Feasibility Studies						
TOTAL APPLICATION OF FUNDS	\$36,820	\$47,600	\$47,600	\$48,100	\$48,500	\$48,500
SOURCES OF FUNDS						
Requisition/Parcel Tax	24,500	24,500	24,500	25,000	25,000	25,000
User Fee	23,250	23,100	23,100	23,100	23,500	23,500
Transfer from Gas Tax Reserve	826					
Other						
Debt Proceeds						
Surplus/(Deficit)	(11,756)					
TOTAL SOURCE OF FUNDS	\$36,820	\$47,600	\$47,600	\$48,100	\$48,500	\$48,500

2018 Debt Long Term with Principle & Interest

<u>Borrowed</u>	<u>Amount</u>	<u>Maturity</u>	<u>P & I</u>
Upgrades	\$81,994	2036	\$5,216
Total			<u>\$5,216</u>

2018 Budget Review

Function: 617 - Shellwood Water

A) Core Budget

2017 <u>Revenue</u>	Proposed 2018 <u>Revenue</u>	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
\$36,820	\$47,600	\$10,780	29.28%

Explanation of increase:

incl. wages, benefits, allocations		2,563	6.96%
Increased operation & maintenance		8,217	22.32%
	Subtotal section A	<u>\$10,780</u>	<u>29.28%</u>

B) Prior Year One-time Items

Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
\$0	0.00%
Subtotal section B	<u>\$0</u> <u>0.00%</u>

543

Subtotal sections A + B	<u>\$10,780</u>	<u>29.28%</u>
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C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C	<u>\$10,780</u>	<u>29.28%</u>
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Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$0

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : -- - To : -- -

Function Type : Selective

GENERAL WATER FUND
618 - WOODLEY RANGE WATER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
02-1-4411-0000 USER CHARGES	-31,599	-33,000	-24,842	-33,000	-33,000		
02-1-4411-1000 DISCOUNTS	2,581	2,000	2,036	2,000	2,000		
Total USER CHARGES	-29,018	-31,000	-22,806	-31,000	-31,000	0	0
4810 CONNECTION CHARGES							
02-1-4810-0000 CONNECTION CHARGES	-300	0	-600	0	0		
Total CONNECTION CHARGES	-300	0	-600	0	0	0	0
7574 REQUISITION - PARCEL TAX							
02-1-7574-0000 REQUISITION - PARCEL TAX	-29,600	-29,600	-24,600	-24,600	-29,600		
Total REQUISITION - PARCEL TAX	-29,600	-29,600	-24,600	-24,600	-29,600	0	0
9110 SURPLUS/DEFICIT							
02-1-9110-0000 SURPLUS/DEFICIT	10,308	10,308	0	0	0		
Total SURPLUS/DEFICIT	10,308	10,308	0	0	0	0	0
Total OPERATING REV	-48,610	-50,292	-48,006	-55,600	-60,600		
OPERATING EXP							
4110 OPERATING EXPENDITURES							
02-2-4110-1301 WAGES	14,718	14,718	15,767	15,767	18,827		
02-2-4110-1400 BENEFITS	3,826	3,826	4,100	4,100	4,895		
02-2-4110-2121 POSTAGE	50	50	0	50	50		
02-2-4110-2131 TELEPHONE	0	500	0	500	500		
02-2-4110-2370 INSURANCE - PROPERTY	414	1,325	0	1,325	1,325		
02-2-4110-2372 INSURANCE DEDUCTIBLES	25	25	0	0	0		
02-2-4110-2400 ALARM MAINTENANCE	129	500	0	500	500		
02-2-4110-2561 ALARM MONITORING	0	0	324	0	0		
02-2-4110-4100 ALLOC - GENERAL GOVERNMENT	1,614	1,614	1,702	1,702	1,969		
02-2-4110-4575 ALLOC - ENGINEERING	2,296	2,296	1,908	1,908	1,787		
02-2-4110-4587 ALLOC - ADMINISTRATION	514	514	635	635	655		
02-2-4110-4588 ALLOC - RETRO ADJUSTMENT	53	53	53	53	53		
02-2-4110-5110 SUNDRY EXPENSES	230	200	155	200	200		
02-2-4110-7550 LICENCES & FEES	150	150	455	350	350		
02-2-4110-9910 CONTINGENCY	0	1,562	0	252	967		
Total OPERATING EXPENDITURES	24,019	27,333	25,099	27,342	32,078	0	0

R29

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND

618 - WOODLEY RANGE WATER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
4130 SERVICE OF SUPPLY							
02-2-4130-2320 LEGAL SERVICES	0	100	0	100	100		
Total SERVICE OF SUPPLY	0	100	0	100	100	0	0
4135 SOURCE OF SUPPLY & TREATMENT							
02-2-4135-2450 R & M - MACHINERY & EQUIPA	0	500	0	500	500		
02-2-4135-2650 CHLORINATION	0	500	293	500	500		
02-2-4135-2655 WATER ANALYSIS	723	500	577	1,500	1,500		
02-2-4135-5530 ELECTRICITY	3,800	4,000	2,603	4,100	4,100		
02-2-4135-5638 CONTRACT ELECTRICAL REPA	240	500	1,896	1,000	1,000		
Total SOURCE OF SUPPLY & TF	4,764	6,000	5,368	7,600	7,600	0	0
4135 TRANSMISSION & DISTRIBUTION							
02-2-4140-2450 R & M - MACHINERY & EQUIPA	0	3,500	0	1,500	1,500		
02-2-4140-2620 RENTALS/MACHINERY & EQUI	0	0	1,447	1,000	1,000		
02-2-4140-5923 SUPPLIES	16,608	13,000	4,758	18,000	18,000		
Total TRANSMISSION & DISTRIE	16,608	16,500	6,205	20,500	20,500	0	0
8123 INTEREST/MFA OWN DEBENTURES							
02-2-8123-8232 INTEREST (CVRD)	0	359	0	58	322		
Total INTEREST/MFA OWN DEB	0	359	0	58	322	0	0
8221 TRANSFER/GENERAL CAPITAL FUND							
02-2-8221-6111 ENGINEERING STRUCTURES	0	0	7,945	0	0		
Total TRANSFER/GENERAL CAF	0	0	7,945	0	0	0	0
Total OPERATING EXP	45,391	50,292	44,617	55,600	60,600		
CAPITAL REV							
7574 REQUISITION - PARCEL TAX							
02-7-7574-0000 REQUISITION - PARCEL TAX	0	0	-5,000	-5,000	0		
Total REQUISITION - PARCEL T/	0	0	-5,000	-5,000	0	0	0
8250 MFA FUNDING							
02-7-8250-0001 MFA FUNDING - LONG TERM	0	-49,200	0	-5,000	0		
Total MFA FUNDING	0	-49,200	0	-5,000	0	0	0
9009 TRANSFER FROM GAS TAX RESERVES							
02-7-9009-0000 TSF FROM GAS TAX RESERVE	0	-258,821	0	-50,000	-40,000		

R29

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : -- - To : -- -

Function Type : Selective

		GENERAL WATER FUND							
		618 - WOODLEY RANGE WATER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
Total TRANSFER FROM GAS TA		0	-258,821	0	-50,000	-40,000	0	0	
9010 TRANSFER FROM CAPITAL RESERVE									
02-7-9010-0000	TSF FROM CAPITAL RESERVE	0	-100,628	0	-40,000	-40,000			
Total TRANSFER FROM CAPITA		0	-100,628	0	-40,000	-40,000	0	0	
Total CAPITAL REV		0	-408,649	-5,000	-100,000	-80,000			
CAPITAL EXP									
8221 TRANSFER/GENERAL CAPITAL FUND									
02-8-8221-6111	ENGINEERING STRUCTURES	0	408,649	20,237	100,000	80,000			
Total TRANSFER/GENERAL CAF		0	408,649	20,237	100,000	80,000	0	0	
546	Total CAPITAL EXP	0	408,649	20,237	100,000	80,000			
Surplus/Deficit		-3,219	0	11,848	0	0			

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Woodley Range Water

Function: 618

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$55,542	\$60,600	\$59,444	\$59,444	\$60,444	\$60,444
Long Term Debt	58					
Short Term Debt						
Capital	100,000	80,000				230,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$155,600	\$140,600	\$59,444	\$59,444	\$60,444	\$290,444
SOURCES OF FUNDS						
Requisition/Parcel Tax	29,600	29,600	30,000	30,000	31,000	31,000
User Fee	31,000	31,000	29,444	29,444	29,444	29,444
Transfer from Capital Reserve	40,000	40,000				30,000
Transfer from Gas Tax Reserve	50,000	40,000				150,000
Other						
Debt Proceeds	5,000					50,000
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$155,600	\$140,600	\$59,444	\$59,444	\$60,444	\$290,444

2018 Year over Year Comparative Analysis

Function: 618 - Woodley Range Water

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$155,600	\$140,600	-\$15,000	-9.64%
Explanation of increase/decrease:				
incl. wages, benefits, allocations			4,021	2.58%
Increased contingency			715	0.46%
Increased Debt			264	0.17%
		Subtotal section A	<u>\$5,000</u>	<u>3.21%</u>

B) Prior Year One-time Items

		<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
			0.00%
Decrease Capital Engineering Structures Project not completed in 2017		-20,000	-12.85%
		Subtotal section B	<u>-12.85%</u>

548

Subtotal sections A + B -\$15,000 -9.64%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Gas Tax/Borrowing Reserves</u>	<u>Requisition % Increase</u>
				0.00%
				0.00%
				0.00%
		Subtotal section C	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C -\$15,000 -9.64%

Notes:

- 1) The Operating Reserve balance for this function is \$3,219
- 2) The Capital Reserve balance for this function is \$62,577

2018 Budget - Approved Capital Expenditure

Title	System Upgrade	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	618 - Woodley Range Water
Type	Capital - Replacement	Priority	1

Description

Upgrade of several components of the water system including wells.

Benefits

A number of components of the water system including provision of water from the wells are substandard and require upgrades. A program is being investigated in 2017 and will be presented and approved by the customers.

Risks

Substandard system.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Reserve Funds	40,000	40,000					40,000							-
Gas Tax	40,000	40,000					40,000							-
Cost Recovery							-							-
	80,000	80,000	-	-	-	-	80,000		-	-	-	-	-	-

Capital								Operating						
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng Structures	80,000	80,000					80,000	Debt Servicing						-
							-							-
	80,000	80,000	-	-	-	-	80,000		-	-	-	-	-	-

Administration

Author	Louise Knodel-Joy	Date Prepared	Oct 2, 2017
Approval Date	Jun 28, 2017		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		619 - BURNUM WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-39,255	-33,200	-37,215	-36,000	-36,000		
02-1-4411-1000	DISCOUNTS	2,743	0	1,342	3,300	3,300		
Total USER CHARGES		-36,512	-33,200	-35,874	-32,700	-32,700	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-33,160	-33,160	-39,160	-39,160	-47,200		
Total REQUISITION - PARCEL TAX		-33,160	-33,160	-39,160	-39,160	-47,200	0	0
Total OPERATING REV		-69,672	-66,360	-75,034	-71,860	-79,900		
OPERATING EXP								
4100 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	22,780	22,780	22,957	22,957	26,324		
02-2-4110-1400	BENEFITS	5,923	5,923	5,970	5,970	6,844		
02-2-4110-2121	POSTAGE	118	200	0	200	200		
02-2-4110-2131	TELEPHONE	0	750	48	750	750		
02-2-4110-2370	INSURANCE - PROPERTY	996	1,000	0	1,000	1,000		
02-2-4110-2372	INSURANCE DEDUCTIBLES	43	43	0	0	0		
02-2-4110-2400	ALARM MAINTENANCE	387	500	387	500	500		
02-2-4110-2480	MINOR CAPITAL	0	0	0	1,000	1,000		
02-2-4110-2561	ALARM MONITORING	0	0	270	0	0		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	2,740	2,740	1,958	1,958	2,947		
02-2-4110-4575	ALLOC - ENGINEERING	5,212	5,212	4,332	4,332	4,251		
02-2-4110-4587	ALLOC - ADMINISTRATION	1,167	1,167	1,441	1,441	1,558		
02-2-4110-5110	SUNDRY EXPENSES	103	150	7	150	150		
02-2-4110-7550	LICENCES & FEES	2,450	150	150	350	350		
02-2-4110-9910	CONTINGENCY	0	7,894	0	10,388	4,162		
Total OPERATING EXPENDITURES		41,919	48,509	37,520	50,996	50,036	0	0
4130 SERVICE OF SUPPLY								
02-2-4130-2320	LEGAL SERVICES	0	500	313	1,000	1,000		
02-2-4130-2330	CONSULTANTS	0	500	0	0	4,000		
Total SERVICE OF SUPPLY		0	1,000	313	1,000	5,000	0	0
4135 SOURCE OF SUPPLY & TREATMENT								
02-2-4135-2450	R & M - MACHINERY & EQUIPMENT	822	500	0	2,000	2,000		
02-2-4135-2650	CHLORINATION	645	1,800	126	1,800	1,800		

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND							
		619 - BURNUM WATER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
02-2-4135-2655	WATER ANALYSIS	1,411	3,000	660	3,000	3,000			
02-2-4135-5530	ELECTRICITY	5,004	5,000	3,476	5,200	5,200			
02-2-4135-5638	CONTRACT ELECTRICAL REP/	1,351	1,000	329	2,500	500			
02-2-4135-5923	SUPPLIES	0	0	29	0	0			
Total SOURCE OF SUPPLY & TF		9,232	11,300	4,619	14,500	12,500	0	0	
4140 TRANSMISSION & DISTRIBUTION									
02-2-4140-2620	RENTALS/MACHINERY & EQUI	0	1,000	579	1,000	1,000			
02-2-4140-5923	SUPPLIES	17,126	2,000	17,650	2,000	9,000			
Total TRANSMISSION & DISTRIE		17,126	3,000	18,228	3,000	10,000	0	0	
8123 INTEREST/MFA OWN DÉBENTURES									
02-2-8123-8232	INTEREST (CVRD)	0	2,551	0	2,364	2,364			
Total INTEREST/MFA OWN DEB		0	2,551	0	2,364	2,364	0	0	
8221 TRANSFER/GENERAL CAPITAL FUND									
02-2-8221-6111	ENGINEERING STRUCTURES	0	0	-7,682	0	0			
Total TRANSFER/GENERAL CAF		0	0	-7,682	0	0	0	0	
Total OPERATING EXP		68,277	66,360	52,999	71,860	79,900			
CAPITAL REV									
4433 RECOVERY OF COSTS									
02-7-4433-0000	RECOVERY OF COSTS	0	0	0	-34,000	-254,000			
Total RECOVERY OF COSTS		0	0	0	-34,000	-254,000	0	0	
4820 CONNECTION CAPITAL									
02-7-4820-0000	CONNECTION CAPITAL	-34,000	0	0	0	0			
Total CONNECTION CAPITAL		-34,000	0	0	0	0	0	0	
7574 REQUISITION - PARCEL TAX									
02-7-7574-0000	REQUISITION - PARCEL TAX	-6,000	-6,000	0	0	0			
Total REQUISITION - PARCEL T/		-6,000	-6,000	0	0	0	0	0	
8250 MFA FUNDING									
02-7-8250-0001	MFA FUNDING - LONG TERM	0	-350,000	0	-262,000	-262,000			
Total MFA FUNDING		0	-350,000	0	-262,000	-262,000	0	0	
9009 TRANSFER FROM GAS TAX RESERVES									
02-7-9009-0000	TSF FROM GAS TAX RESERVE	0	-100,000	0	-80,000	-74,000			

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

GENERAL WATER FUND
619 - BURNUM WATER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
Total TRANSFER FROM GAS TA	0	-100,000	0	-80,000	-74,000	0	0
9120 TRANSFER FROM OPERATING RESERVE							
02-7-9120-0000 TSF FROM OPERATING RESEI	0	0	0	-54,000	0		
Total TRANSFER FROM OPERA	0	0	0	-54,000	0	0	0
Total CAPITAL REV	-40,000	-456,000	0	-430,000	-590,000		
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL FUND							
02-8-8221-6111 ENGINEERING STRUCTURES	34,527	456,000	29,943	430,000	590,000		
Total TRANSFER/GENERAL CAF	34,527	456,000	29,943	430,000	590,000	0	0
Total CAPITAL EXP	34,527	456,000	29,943	430,000	590,000		
Surplus/Deficit	-6,868	0	7,908	0	0		

552

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Burnum Water

Function: 619

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$69,496	\$77,536	\$66,044	\$67,044	\$68,044	\$69,474
Long Term Debt	2,364	2,364	22,526	22,526	22,526	22,526
Short Term Debt						
Capital	430,000	590,000				
Transfer to Capital Reserve						
Transfer to Feasibility Studies						
TOTAL APPLICATION OF FUNDS	\$501,860	\$669,900	\$88,570	\$89,570	\$90,570	\$92,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	39,160	47,200	46,570	46,570	46,570	48,000
User Fee	32,700	32,700	42,000	43,000	44,000	44,000
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	80,000	74,000				
Other	34,000	254,000				
Debt Proceeds	262,000	262,000				
Transfer from Operating Reserve	54,000					
Surplus (Deficit)						
TOTAL SOURCE OF FUNDS	\$501,860	\$669,900	\$88,570	\$89,570	\$90,570	\$92,000

2018 Debt Long Term with Interest

Proposed	Amount	Maturity	Interest
Upgrades	\$262,000	2038	\$2,364
Total			\$2,364

2018 Budget - Approved Capital Expenditure

Title	System Upgrade	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	619 - Burnum Water
Type	Capital - Replacement	Priority	1

Description

Upgrade of several components of the water system.

Benefits

A number of components of the water system are substandard and require upgrades. A program was provided by an engineer and approved by the customers.

Risks

Substandard system.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Debt Proceeds	262,000	262,000					262,000							-
Gas Tax	74,000	74,000					74,000							-
Cost Recovery	254,000	256,000					256,000							-
	590,000	592,000	-	-	-	-	592,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng Structures	590,000	590,000					590,000	Debt Servicing						-
	590,000	590,000	-	-	-	-	590,000		-	-	-	-	-	-

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

2018 Year over Year Comparative Analysis

Function: 619 - Burnum Water

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$501,860	\$669,900	\$168,040	33.48%
Explanation of increase/decrease:				
incl. wages, benefits, allocations			5,266	1.05%
Increased operation & maintenance			-1,226	-0.24%
		Subtotal section A	<u>\$4,040</u>	<u>0.81%</u>

B) Prior Year One-time Items

		<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
Planning to do full project in 2018		164,000	32.68%
		Subtotal section B	<u>\$164,000</u> <u>32.68%</u>

555

Subtotal sections A + B	<u>\$168,040</u>	<u>33.48%</u>
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C) Supplemental Items

	<u>2018 Cost</u>	<u>Revenue</u>	<u>Revenue % Increase</u>
	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
	Subtotal section C	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C	<u>\$168,040</u>	<u>33.48%</u>
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Notes:

- 1) The Operating Reserve balance for this function is \$7,760
- 2) The Capital Reserve balance for this function is \$0

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		620 - MESACHIE LAKE WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-17,830	-19,000	-17,434	-19,000	-20,600		
02-1-4411-1000	DISCOUNTS	1,497	1,900	1,453	1,900	2,000		
	Total USER CHARGES	-16,333	-17,100	-15,980	-17,100	-18,600	0	0
4810 CONNECTION CHARGES								
02-1-4810-0000	CONNECTION CHARGES	-200	0	0	0	0		
	Total CONNECTION CHARGES	-200	0	0	0	0	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-30,300	-30,300	-32,600	-32,600	-32,600		
	Total REQUISITION - PARCEL T/	-30,300	-30,300	-32,600	-32,600	-32,600	0	0
9110 SURPLUS/DEFICIT								
02-1-9110-0000	SURPLUS/DEFICIT	0	0	6,752	6,752	0		
	Total SURPLUS/DEFICIT	0	0	6,752	6,752	0	0	0
	Total OPERATING REV	-46,833	-47,400	-41,828	-42,948	-51,200		
OPERATING EXP								
4110 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	18,016	18,016	17,790	17,790	20,278		
02-2-4110-1400	BENEFITS	4,685	4,685	4,625	4,625	5,272		
02-2-4110-2121	POSTAGE	127	105	0	105	105		
02-2-4110-2131	TELEPHONE	486	750	365	750	750		
02-2-4110-2210	ADVERTISING	451	300	0	300	300		
02-2-4110-2370	INSURANCE - PROPERTY	639	705	0	705	705		
02-2-4110-2372	INSURANCE DEDUCTIBLES	30	30	0	0	0		
02-2-4110-2561	ALARM MONITORING	324	500	661	500	500		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	1,941	1,941	1,856	1,856	2,323		
02-2-4110-4575	ALLOC - ENGINEERING	6,266	6,266	5,209	5,209	4,879		
02-2-4110-4587	ALLOC - ADMINISTRATION	1,403	1,403	1,733	1,733	1,788		
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	-1,128	-1,128	-1,128	-1,128	-1,128		
02-2-4110-5110	SUNDRY EXPENSES	48	500	72	500	500		
02-2-4110-7550	LICENCES & FEES	150	1,150	150	1,250	1,250		
02-2-4110-9910	CONTINGENCY	0	477	0	303	778		
	Total OPERATING EXPENDITUR	33,438	35,700	31,334	34,498	38,300	0	0

R29

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		620 - MESACHIE LAKE WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
4130 SERVICE OF SUPPLY								
02-2-4130-2320	LEGAL SERVICES	144	100	0	0	0		
02-2-4130-2330	CONSULTANTS	0	100	0	0	2,000		
Total SERVICE OF SUPPLY		144	200	0	0	2,000	0	0
4140 TRANSMISSION & DISTRIBUTION								
02-2-4140-2620	RENTALS/MACHINERY & EQUI	7,269	1,000	0	1,500	2,000		
02-2-4140-5923	SUPPLIES	6,665	1,500	2,842	1,200	2,000		
Total TRANSMISSION & DISTRIE		13,934	2,500	2,842	2,700	4,000	0	0
4150 SOURCE OF SUPPLY-PUMPING								
02-2-4150-2450	R & M - MACHINERY & EQUIPM	0	2,000	657	500	1,000		
02-2-4150-2655	WATER ANALYSIS	449	1,000	612	1,000	1,000		
02-2-4150-5530	ELECTRICITY	4,356	4,000	1,668	4,200	4,400		
02-2-4150-5638	CONTRACT ELECTRICAL REP)	1,264	2,000	935	50	500		
Total SOURCE OF SUPPLY-PUM		6,068	9,000	3,872	5,750	6,900	0	0
Total OPERATING EXP		53,585	47,400	38,047	42,948	51,200		
CAPITAL REV								
9010 TRANSFER FROM CAPITAL RESERVE								
02-7-9010-0000	TSF FROM CAPITAL RESERVE	0	0	-11,309	-35,000	0		
Total TRANSFER FROM CAPITA		0	0	-11,309	-35,000	0	0	0
Total CAPITAL REV		0	0	-11,309	-35,000	0		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL FUND								
02-8-8221-6111	ENGINEERING STRUCTURES	0	0	11,594	35,000	0		
Total TRANSFER/GENERAL CAF		0	0	11,594	35,000	0	0	0
Total CAPITAL EXP		0	0	11,594	35,000	0		
Surplus/Deficit		6,752	0	-3,496	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Mesachie Lake Water

Function: 620

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$42,948	\$51,200	\$52,600	\$53,000	\$53,000	\$53,000
Long Term Debt						
Short Term Debt						
Capital	35,000					
Transfer to Capital Reserve			3,000	3,000	3,000	3,000
TOTAL APPLICATION OF FUNDS	\$77,948	\$51,200	\$55,600	\$56,000	\$56,000	\$56,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	32,600	32,600	32,600	33,000	33,000	33,000
User Fee	17,100	18,600	23,000	23,000	23,000	23,000
Transfer from Capital Reserve	35,000					
Other						
Debt Proceeds						
Surplus/(Deficit)	-6,752					
TOTAL SOURCE OF FUNDS	\$77,948	\$51,200	\$55,600	\$56,000	\$56,000	\$56,000

558

2018 Budget Review

Function: 620 - Mesachie Lake Water

A) Core Budget

	<u>2017</u> <u>Revenue</u>	<u>Proposed</u> <u>2018</u> <u>Revenue</u>	<u>Revenue</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Revenue</u> <u>% Increase</u> <u>(Decrease)</u>
	\$42,948	\$51,200	\$8,252	19.21%
Explanation of increase:				
incl. wages, benefits, allocations			3,327	7.75%
Increased operation & maintenance			4,925	11.47%
		Subtotal section A	<u>\$8,252</u>	<u>19.21%</u>

B) Prior Year One-time Items

	<u>Revenue</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Revenue</u> <u>% Increase</u> <u>(Decrease)</u>
Decrease in Capital (\$35K funded thru capital reserves)	\$0	0.00%
	Subtotal section B	<u>\$0</u> <u>0.00%</u>

559

Subtotal sections A + B \$8,252 19.21%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
	Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$8,252 19.21%

Notes:
 1) The Operating Reserve balance for this function is \$22,527
 2) The Capital Reserve balance for this function is \$57,466

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : -- - To : -- -

Function Type : Selective

GENERAL WATER FUND
640 - SALT AIR WATER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
02-1-4411-0000 USER CHARGES	-222,738	-200,000	-98,943	-200,000	-200,000		
02-1-4411-1000 DISCOUNTS	17,402	9,000	7,887	9,000	9,000		
02-1-4411-1001 REFUND OF USER CHARGES	703	1,000	0	1,000	1,000		
Total USER CHARGES	-204,633	-190,000	-91,056	-190,000	-190,000	0	0
4433 RECOVERY OF COSTS							
02-1-4433-0000 RECOVERY OF COSTS	-6,967	0	-21,758	0	0		
Total RECOVERY OF COSTS	-6,967	0	-21,758	0	0	0	0
4810 CONNECTION CHARGES							
02-1-4810-0000 CONNECTION CHARGES	-19,600	0	-12,750	0	0		
Total CONNECTION CHARGES	-19,600	0	-12,750	0	0	0	0
7574 REQUISITION - PARCEL TAX							
02-1-7574-0000 REQUISITION - PARCEL TAX	-160,000	-160,000	-144,000	-144,000	-140,000		
Total REQUISITION - PARCEL TAX	-160,000	-160,000	-144,000	-144,000	-140,000	0	0
7575 PARCEL TAX CVRD							
02-1-7575-0000 PARCEL TAX CVRD	-3,424	-2,900	-3,605	-2,900	-2,900		
Total PARCEL TAX CVRD	-3,424	-2,900	-3,605	-2,900	-2,900	0	0
Total OPERATING REV	-394,624	-352,900	-273,169	-336,900	-332,900		

OPERATING EXP

4110 OPERATING EXPENDITURES							
02-2-4110-1301 WAGES	144,010	144,009	142,797	142,797	151,431		
02-2-4110-1400 BENEFITS	37,443	37,443	37,127	37,127	39,372		
02-2-4110-2121 POSTAGE	1,118	1,400	0	1,400	1,400		
02-2-4110-2131 TELEPHONE	794	2,500	596	2,500	2,500		
02-2-4110-2370 INSURANCE - PROPERTY	3,655	1,500	0	1,500	1,500		
02-2-4110-2372 INSURANCE DEDUCTIBLES	240	240	0	0	0		
02-2-4110-2480 MINOR CAPITAL	0	5,000	0	5,000	0		
02-2-4110-2561 ALARM MONITORING	1,005	500	1,097	500	500		
02-2-4110-4100 ALLOC - GENERAL GOVERNMENT	15,492	15,492	13,198	13,198	15,858		
02-2-4110-4575 ALLOC - ENGINEERING	52,427	52,427	43,583	43,583	41,492		
02-2-4110-4587 ALLOC - ADMINISTRATION	11,736	11,736	14,497	14,497	15,208		
02-2-4110-4588 ALLOC - RETRO ADJUSTMENT	-9,183	-9,183	-9,183	-9,183	-9,183		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

**GENERAL WATER FUND
640 - SALT AIR WATER SYSTEM**

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
02-2-4110-5110	SUNDRY EXPENSES	3,090	1,000	595	1,000	1,000	
02-2-4110-5920	SUPPLIES - OFFICE	0	500	0	500	500	
02-2-4110-7550	LICENCES & FEES	1,808	700	1,396	700	1,800	
02-2-4110-9910	CONTINGENCY	0	905	0	3,281	22	
Total OPERATING EXPENDITUR		263,635	266,169	245,703	258,400	263,400	0 0
4130 SERVICE OF SUPPLY							
02-2-4130-2320	LEGAL SERVICES	962	500	305	500	1,000	
02-2-4130-2330	CONSULTANTS	1,286	10,000	5,973	12,000	0	
02-2-4130-2338	CONTRACT FOR SERVICES	682	700	0	0	0	
Total SERVICE OF SUPPLY		2,929	11,200	6,278	12,500	1,000	0 0
4135 SOURCE OF SUPPLY & TREATMENT							
02-2-4135-2450	R & M - MACHINERY & EQUIPM	1,062	3,000	0	1,000	1,000	
02-2-4135-2620	RENTALS/MACHINERY & EQUI	420	5,000	0	5,000	4,000	
02-2-4135-2650	CHLORINATION	11,695	10,000	6,359	10,000	12,000	
02-2-4135-2655	WATER ANALYSIS	595	2,000	1,139	2,000	2,000	
02-2-4135-5530	ELECTRICITY	4,835	6,000	2,774	5,500	5,500	
02-2-4135-5630	PARTS/SUPPLIES	17,789	5,000	5,785	6,000	10,000	
02-2-4135-5638	CONTRACT ELECTRICAL REP/	5,866	4,000	1,845	1,500	1,000	
Total SOURCE OF SUPPLY & TF		42,262	35,000	17,902	31,000	35,500	0 0
4145 DISTRIBUTION							
02-2-4145-2450	R & M - MACHINERY & EQUIPM	0	3,000	0	3,000	3,000	
02-2-4145-2620	RENTALS/MACHINERY & EQUI	19,109	8,000	11,285	8,000	10,000	
02-2-4145-5630	PARTS/SUPPLIES	40,203	28,000	12,617	24,000	20,000	
Total DISTRIBUTION		59,312	39,000	23,902	35,000	33,000	0 0
8123 INTEREST/MFA OWN DEBENTURES							
02-2-8123-8232	INTEREST (CVRD)	0	1,531	0	0	0	
Total INTEREST/MFA OWN DEB		0	1,531	0	0	0	0 0
8241 TRANSFER TO CAPITAL RESERVE							
02-2-8241-0000	TSF TO CAPITAL RESERVE	17,500	0	0	0	0	
Total TRANSFER TO CAPITAL R		17,500	0	0	0	0	0 0
Total OPERATING EXP		385,638	352,900	293,785	336,900	332,900	

CAPITAL REV

7574 REQUISITION - PARCEL TAX

R29

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : --- To : ---

Function Type : Selective

		GENERAL WATER FUND							
		640 - SALT AIR WATER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
02-7-7574-0000	REQUISITION - PARCEL TAX	-330,000	-330,000	-346,000	-346,000	-350,000			
	Total REQUISITION - PARCEL TAX	-330,000	-330,000	-346,000	-346,000	-350,000	0	0	
8250 MFA FUNDING									
02-7-8250-0001	MFA FUNDING - LONG TERM	0	-210,000	0	0	0			
	Total MFA FUNDING	0	-210,000	0	0	0	0	0	
9009 TRANSFER FROM GAS TAX RESERVES									
02-7-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-20,000	-238,364			
	Total TRANSFER FROM GAS TAX	0	0	0	-20,000	-238,364	0	0	
9010 TRANSFER FROM CAPITAL RESERVE									
02-7-9010-0000	TSF FROM CAPITAL RESERVE	-43,365	-90,000	0	-50,435	0			
	Total TRANSFER FROM CAPITAL	-43,365	-90,000	0	-50,435	0	0	0	
9110 SURPLUS/DEFICIT									
02-7-9110-0000	SURPLUS/DEFICIT	0	0	-120,000	-120,000	0			
	Total SURPLUS/DEFICIT	0	0	-120,000	-120,000	0	0	0	
9120 TRANSFER FROM OPERATING RESERVE									
02-7-9120-0000	TSF FROM OPERATING RESERVE	0	0	0	-220,000	0			
	Total TRANSFER FROM OPERATING	0	0	0	-220,000	0	0	0	
	Total CAPITAL REV	-373,365	-630,000	-466,000	-756,435	-588,364			
CAPITAL EXP									
8221 TRANSFER/GENERAL CAPITAL FUND									
02-8-8221-6111	ENGINEERING STRUCTURES	262,333	630,000	237,119	756,435	588,364			
	Total TRANSFER/GENERAL CAPITAL	262,333	630,000	237,119	756,435	588,364	0	0	
	Total CAPITAL EXP	262,333	630,000	237,119	756,435	588,364			
	Surplus/Deficit	-120,018	0	-208,265	0	0			

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Saltair Water

Function: 640

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$336,900	\$332,900	\$383,910	\$384,920	\$385,930	\$386,940
Long Term Debt						
Short Term Debt						
Capital	756,435	588,364	400,000	300,000	300,000	400,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,093,335	\$921,264	\$783,910	\$684,920	\$685,930	\$786,940
SOURCES OF FUNDS						
Requisition/Parcel Tax	490,000	490,000	490,000	490,000	490,000	490,000
User Fee	190,000	190,000	191,000	192,000	193,000	194,000
Transfer from Capital Reserve	50,435		100,000			100,000
Transfer from Gas Tax Reserve	20,000	238,364				
Other	2,900	2,900	2,910	2,920	2,930	2,940
Debt Proceeds						
Transfer from Operating Reserve	220,000					
Surplus/(Deficit)	120,000					
TOTAL SOURCE OF FUNDS	\$1,093,335	\$921,264	\$783,910	\$684,920	\$685,930	\$786,940

563

2018 Budget - Approved Capital Expenditure

Title	System upgrades	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	640 - Saltair Water
Type	Capital - Replacement	Priority	1

Description

Sections of Old Victoria Road watermain are undersized at 50 mm and 100 mm respectively. Replacement is with 150mm PVC pipe. PRV Chamber installs. Pipe replacement.

Benefits

Improved fire flow and life cycle.

Risks

Inadaquate fire flows and pipe failure.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Gas Tax	238,364	238,364					238,364							-
Current Funds	350,000	350,000					350,000							-
	588,364	588,364	-	-	-	-	588,364		-	-	-	-	-	-

Expenses								Expenses						
Total Expenses	2018	2019	2020	2021	2022	5 Year Total	2018	2019	2020	2021	2022	5 Year Total		
Eng Structures	588,364	588,364				588,364	Debt Servicing					-		
												-		
	588,364	588,364	-	-	-	588,364		-	-	-	-	-		

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

2018 Budget Review

Function: 640 - Saltair Water

A) Core Budget

2017 <u>Revenue</u>	Proposed 2018 <u>Revenue</u>	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
\$1,093,335	\$921,264	-\$172,071	-15.74%

Explanation of increase:

incl. wages, benefits, allocations		7,159	0.65%
Increased operation & maintenance		841	0.08%
Decreased Consultants		-12,000	-1.10%
	Subtotal section A	-\$4,000	-0.37%

B) Prior Year One-time Items

	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
Capital project partially completed in 2017	-\$168,071	-15.37%
	Subtotal section B	-\$168,071

565

Subtotal sections A + B	-\$172,071	-15.74%
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C) Supplemental Items

2018	Cost	Revenue	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	-\$172,071	-15.74%
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Notes:

- 1) The Operating Reserve balance for this function is \$2,462
- 2) The Capital Reserve balance for this function is \$19,303

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : . . . To : . . .

Function Type : Selective

		GENERAL WATER FUND						
		652 - CENTRAL YOUNG WATER DEBT						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-36,850	-36,850	-36,850	-36,850	-36,850		
	Total REQUISITION - PARCEL TAX	-36,850	-36,850	-36,850	-36,850	-36,850	0	0
	Total OPERATING REV	-36,850	-36,850	-36,850	-36,850	-36,850		
OPERATING EXP								
8123 INTEREST/MFA OWN DEBENTURES								
02-2-8123-8232	INTEREST (CVRD)	25,132	25,132	12,566	25,132	25,132		
	Total INTEREST/MFA OWN DEB	25,132	25,132	12,566	25,132	25,132	0	0
8123-8133-8332	PRINCIPAL (CVRD)	11,718	11,718	0	11,718	11,718		
	Total PRINCIPAL (CVRD)	11,718	11,718	0	11,718	11,718	0	0
	Total OPERATING EXP	36,850	36,850	12,566	36,850	36,850		
	Surplus/Deficit	-0	0	-24,284	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Central Youbou Water Debt

Function: 652

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs						
Long Term Debt	\$36,850	\$36,850	\$36,850	\$36,850	\$36,850	\$36,850
Short Term Debt						
Capital						
Capital Projects						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$36,850	\$36,850	\$36,850	\$36,850	\$36,850	\$36,850
SOURCES OF FUNDS						
Requisition/Parcel Tax	36,850	36,850	36,850	36,850	36,850	36,850
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$36,850	\$36,850	\$36,850	\$36,850	\$36,850	\$36,850

2018 Debt Long Term with Principle & Interest

<u>Borrowed</u>	<u>Outstanding</u>	<u>Maturity</u>	<u>P & I</u>
Waterworks	\$363,992	2033	\$36,850
Total			<u>\$36,850</u>

2018 Budget Review

Function: 652 - Central Youbou Water Debt

A) Core Budget

<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
\$36,850	\$36,850	\$0	0.00%

Explanation of increase:

0.00%
0.00%
0.00%
0.00%

Subtotal section A \$0 0.00%

B) Prior Year One-time Items

568

<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
\$0	0.00%

Subtotal section B \$0 0.00%

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

1)

2)

<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
Subtotal section C		<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

- 1) The Operating Reserve balance for this function is 0
- 2) The Capital Reserve balance for this function is 0

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND 653 - YOUBOU WATER SYSTEM						
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-98,261	-85,000	-43,247	-85,000	-85,000		
02-1-4411-1000	DISCOUNTS	7,031	4,000	3,236	4,000	4,000		
	Total USER CHARGES	-91,230	-81,000	-40,012	-81,000	-81,000	0	0
4433 RECOVERY OF COSTS								
02-1-4433-2370	INSURANCE - PROPERTY	0	0	-63,220	0	0		
	Total RECOVERY OF COSTS	0	0	-63,220	0	0	0	0
4810 CONNECTION CHARGES								
02-1-4810-0000	CONNECTION CHARGES	-1,200	-600	-1,500	-600	0		
	Total CONNECTION CHARGES	-1,200	-600	-1,500	-600	0	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-107,696	-107,696	-103,196	-103,196	-113,660		
	Total REQUISITION - PARCEL TAX	-107,696	-107,696	-103,196	-103,196	-113,660	0	0
7575 PARCEL TAX CVRD								
02-1-7575-0000	PARCEL TAX CVRD	-524	-520	-551	-520	-520		
	Total PARCEL TAX CVRD	-524	-520	-551	-520	-520	0	0
	Total OPERATING REV	-200,650	-189,816	-208,479	-185,316	-195,180		
OPERATING EXP								
4110 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	89,641	89,641	87,153	87,153	91,814		
02-2-4110-1400	BENEFITS	23,307	23,307	22,660	22,660	23,872		
02-2-4110-2121	POSTAGE	675	700	0	700	700		
02-2-4110-2131	TELEPHONE	4,156	2,800	3,127	2,800	2,800		
02-2-4110-2370	INSURANCE - PROPERTY	1,986	2,265	0	2,265	2,265		
02-2-4110-2372	INSURANCE DEDUCTIBLES	124	124	0	0	0		
02-2-4110-2561	ALARM MONITORING	1,367	1,200	1,090	1,200	1,200		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	7,997	7,997	6,889	6,889	7,981		
02-2-4110-4575	ALLOC - ENGINEERING	37,102	37,102	30,843	30,843	28,354		
02-2-4110-4587	ALLOC - ADMINISTRATION	8,305	8,305	10,259	10,259	10,392		
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	-29,314	-29,314	-29,313	-29,314	-29,314		
02-2-4110-5110	SUNDRY EXPENSES	572	500	195	500	500		
02-2-4110-7550	LICENCES & FEES	1,338	400	655	600	600		

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND 653 - YOUBOU WATER SYSTEM							
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET			
02-2-4110-9910	CONTINGENCY	0	2,583	0	2,380	3,335			
Total OPERATING EXPENDITUR		147,256	147,610	133,559	138,935	144,499	0	0	
4130 SERVICE OF SUPPLY									
02-2-4130-2320	LEGAL SERVICES	0	100	0	1,000	1,000			
02-2-4130-2330	CONSULTANTS	1,856	100	0	0	0			
Total SERVICE OF SUPPLY		1,856	200	0	1,000	1,000	0	0	
4135 SOURCE OF SUPPLY & TREATMENT									
02-2-4135-2450	R & M - MACHINERY & EQUIPM	0	1,000	450	1,000	1,000			
02-2-4135-2650	CHLORINATION	2,880	2,500	1,181	2,500	2,800			
02-2-4135-2655	WATER ANALYSIS	2,438	2,000	1,534	2,000	2,500			
02-2-4135-5530	ELECTRICITY	5,852	5,000	3,465	5,000	6,000			
02-2-4135-5630	PARTS/SUPPLIES	11,616	7,000	1,466	7,000	12,000			
02-2-4135-5638	CONTRACT ELECTRICAL REPA	7,657	2,000	8,614	7,500	1,000			
Total SOURCE OF SUPPLY & TF		30,443	19,500	16,711	25,000	25,300	0	0	
4140 TRANSMISSION & DISTRIBUTION									
02-2-4140-2620	RENTALS/MACHINERY & EQUI	1,485	5,000	740	5,000	7,000			
02-2-4140-5923	SUPPLIES	4,442	9,000	2,097	5,000	7,000			
Total TRANSMISSION & DISTRIE		5,927	14,000	2,837	10,000	14,000	0	0	
8115 SHORT TERM DEBT									
02-2-8115-8215	INTEREST	0	0	0	1,875	1,875			
Total SHORT TERM DEBT		0	0	0	1,875	1,875	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
02-2-8123-8232	INTEREST (CVRD)	4,476	4,476	2,238	4,476	4,476			
Total INTEREST/MFA OWN DEB		4,476	4,476	2,238	4,476	4,476	0	0	
8133 PRINCIPAL (CVRD)									
02-2-8133-8332	PRINCIPAL (CVRD)	4,030	4,030	0	4,030	4,030			
Total PRINCIPAL (CVRD)		4,030	4,030	0	4,030	4,030	0	0	
8221 TRANSFER/GENERAL CAPITAL FUND									
02-2-8221-6111	ENGINEERING STRUCTURES	0	0	123	0	0			
Total TRANSFER/GENERAL CAF		0	0	123	0	0	0	0	
Total OPERATING EXP		193,988	189,816	155,468	185,316	195,180			

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND 653 - YOUBOU WATER SYSTEM						
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
CAPITAL REV								
7574 REQUISITION - PARCEL TAX								
02-7-7574-0000	REQUISITION - PARCEL TAX	-45,964	-45,964	-50,464	-50,464	-40,000		
	Total REQUISITION - PARCEL T/	-45,964	-45,964	-50,464	-50,464	-40,000	0	0
8250 MFA FUNDING								
02-7-8250-0002	SHORT TERM	0	0	0	-25,000	-25,000		
	Total MFA FUNDING	0	0	0	-25,000	-25,000	0	0
9009 TRANSFER FROM GAS TAX RESERVES								
02-7-9009-0000	TSF FROM GAS TAX RESERVE	0	-85,000	0	-70,000	-70,000		
	Total TRANSFER FROM GAS TA	0	-85,000	0	-70,000	-70,000	0	0
571	9010 TRANSFER FROM CAPITAL RESERVE							
02-7-9010-0000	TSF FROM CAPITAL RESERVE	0	-44,036	0	-44,036	-44,000		
	Total TRANSFER FROM CAPITA	0	-44,036	0	-44,036	-44,000	0	0
9120 TRANSFER FROM OPERATING RESERVE								
02-7-9120-0000	TSF FROM OPERATING RESEI	0	0	0	-125,500	0		
	Total TRANSFER FROM OPERA	0	0	0	-125,500	0	0	0
	Total CAPITAL REV	-45,964	-175,000	-50,464	-315,000	-179,000		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL FUND								
02-8-8221-6111	ENGINEERING STRUCTURES	0	175,000	80,406	315,000	179,000		
	Total TRANSFER/GENERAL CAF	0	175,000	80,406	315,000	179,000	0	0
	Total CAPITAL EXP	0	175,000	80,406	315,000	179,000		
	Surplus/Deficit	-52,626	0	-23,069	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Youbou Water

Function: 653

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$174,935	\$186,299	\$191,010	\$199,514	\$200,160	\$200,160
Long Term Debt	8,506	8,506	8,506	8,506	8,506	8,506
Short Term Debt	1,875	375	5,358	5,358	5,358	5,358
Capital	315,000	179,000		50,000		50,000
Transfer to Capital Reserve			40,000		50,000	
TOTAL APPLICATION OF FUNDS	\$500,316	\$374,180	\$244,874	\$263,378	\$264,024	\$264,024
SOURCES OF FUNDS						
Requisition/Parcel Tax	153,660	153,660	159,354	177,858	178,504	178,504
User Fee	81,000	81,000	85,000	85,000	85,000	85,000
Transfer from Capital Reserve	44,036	44,000				
Transfer from Gas Tax Reserve	70,000	70,000				
Other	1,120	520	520	520	520	520
Debt Proceeds	25,000	25,000				
Transfer from Operating Reserve	125,500					
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$500,316	\$374,180	\$244,874	\$263,378	\$264,024	\$264,024

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Pump Station	\$88,171	2030	\$8,506
Total			<u>\$8,506</u>

2018 Debt Short Term with Interest

Proposed	Amount	Maturity	Interest
Pipe Replacemen	\$25,000	2023	375
Total			<u>\$375</u>

572

2018 Budget - Approved Capital Expenditure

Title Replacement water mains. Well #4 tie-in **Department** ENGINEERING SERVICES
Division WATER MANAGEMENT **Function** 653 - Youbou Water
Type Capital - Replacement **Priority** 1

Description

Replacement of Lupin and Cypress mains which are in an advanced state of deterioration. Complete work on tie-in of well No 4 to avoid high cost of meeting 4-3-2-1 regulation.

Benefits

Improve reliability of service. Replace existing surface water source on Youbou creek with ground water source.

Risks

Watermain failure and damage to surface area. Substantial increases in cost to meet 4-3-2-1 regulation.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Current revenue	40,000	40,000					40,000							-
MFA - short term	25,000	25,000					25,000							-
Transfer reserve	44,000	44,000												-
Gat Tax	70,000	70,000					70,000							-
	179,000	179,000	-	-	-	-	135,000		-	-	-	-	-	-

Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng. Structures	179,000	179,000					179,000							-
														-
	179,000	179,000	-	-	-	-	179,000		-	-	-	-	-	-

Administration

Author Brian Dennison **Date Prepared** Sep 18, 2017
Approval Date ?

2018 Budget Review

Function:

653 - Youbou Water

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$500,316	\$374,180	-\$126,136	-25.21%

Explanation of increase:

incl. wages, benefits, allocations		4,608	0.92%
Increased operation & maintenance		5,256	1.05%
	Subtotal section A	<u>\$9,864</u>	<u>1.97%</u>

B) Prior Year One-time Items

	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
Capital project partially completed in 2017	-\$136,000	-27.18%
	Subtotal section B	<u>-\$136,000</u> <u>-27.18%</u>

574

Subtotal sections A + B	<u>-\$126,136</u>	<u>-25.21%</u>
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C) Supplemental Items

2018	Cost	Revenue	Requisition % Increase
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C	<u>-\$126,136</u>	<u>-25.21%</u>
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Notes:

- 1) The Operating Reserve balance for this function is \$52,647
- 2) The Capital Reserve balance for this function is \$716

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		660 - HONEYMOON BAY WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-69,633	-85,000	-36,480	-80,000	-80,000		
02-1-4411-1000	DISCOUNTS	6,044	5,000	3,323	8,000	8,000		
	Total USER CHARGES	-63,588	-80,000	-33,157	-72,000	-72,000	0	0
4433 RECOVERY OF COSTS								
02-1-4433-0000	RECOVERY OF COSTS	-1,419	0	0	0	0		
	Total RECOVERY OF COSTS	-1,419	0	0	0	0	0	0
4810 CONNECTION CHARGES								
02-1-4810-0000	CONNECTION CHARGES	-600	0	0	0	0		
575	Total CONNECTION CHARGES	-600	0	0	0	0	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-53,654	-53,654	-52,212	-52,212	-62,212		
	Total REQUISITION - PARCEL TAX	-53,654	-53,654	-52,212	-52,212	-62,212	0	0
9110 SURPLUS/DEFICIT								
02-1-9110-0000	SURPLUS/DEFICIT	9,375	9,375	0	0	0		
	Total SURPLUS/DEFICIT	9,375	9,375	0	0	0	0	0
	Total OPERATING REV	-109,887	-124,279	-85,369	-124,212	-134,212		
OPERATING EXP								
4110 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	41,372	41,372	39,620	39,620	43,597		
02-2-4110-1400	BENEFITS	10,757	10,757	10,302	10,302	11,335		
02-2-4110-2121	POSTAGE	254	300	0	300	300		
02-2-4110-2131	TELEPHONE	794	1,550	596	1,550	1,550		
02-2-4110-2370	INSURANCE - PROPERTY	1,325	1,500	0	1,500	1,500		
02-2-4110-2372	INSURANCE DEDUCTIBLES	73	73	0	0	0		
02-2-4110-2400	ALARM MAINTENANCE	304	500	198	500	500		
02-2-4110-2480	MINOR CAPITAL	0	5,800	0	0	0		
02-2-4110-2561	ALARM MONITORING	0	0	292	0	0		
02-2-4110-4100	ALLOC - GENERAL GOVERNMENT	4,720	4,720	5,695	5,695	3,990		
02-2-4110-4575	ALLOC - ENGINEERING	12,719	12,719	10,573	10,573	9,902		
02-2-4110-4587	ALLOC - ADMINISTRATION	2,847	2,847	3,517	3,517	3,629		
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	-3,077	-3,077	-3,077	-3,077	-3,077		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND							
		660 - HONEYMOON BAY WATER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
02-2-4110-5110	SUNDRY EXPENSES	815	500	579	500	500			
02-2-4110-7550	LICENCES & FEES	1,584	1,500	463	1,700	1,700			
02-2-4110-9910	CONTINGENCY	0	13	0	1,943	7,197			
Total OPERATING EXPENDITUR		74,489	81,074	68,757	74,623	82,623	0	0	
4130 SERVICE OF SUPPLY									
02-2-4130-2320	LEGAL SERVICES	0	100	501	1,000	1,000			
02-2-4130-2330	CONSULTANTS	0	1,000	0	0	0			
02-2-4130-2338	CONTRACT FOR SERVICES	0	100	0	1,000	1,000			
Total SERVICE OF SUPPLY		0	1,200	501	2,000	2,000	0	0	
4135 SOURCE OF SUPPLY & TREATMENT									
02-2-4135-2450	R & M - MACHINERY & EQUIPN	0	1,000	539	1,000	1,000			
02-2-4135-2620	RENTALS/MACHINERY & EQUI	242	1,000	260	1,000	1,000			
02-2-4135-2650	CHLORINATION	362	1,000	729	1,000	1,000			
02-2-4135-2655	WATER ANALYSIS	769	800	408	800	800			
02-2-4135-5530	ELECTRICITY	6,635	10,500	3,911	10,000	10,000			
02-2-4135-5638	CONTRACT ELECTRICAL REP/	380	1,000	2,909	1,000	1,000			
02-2-4135-5923	SUPPLIES	366	2,000	616	3,500	3,500			
Total SOURCE OF SUPPLY & TF		8,754	17,300	9,371	18,300	18,300	0	0	
4140 TRANSMISSION & DISTRIBUTION									
02-2-4140-2450	R & M - MACHINERY & EQUIPN	0	500	0	1,000	1,000			
02-2-4140-2620	RENTALS/MACHINERY & EQUI	4,438	2,000	2,246	5,000	5,000			
02-2-4140-2660	METERING	0	1,000	0	2,000	2,000			
02-2-4140-5923	SUPPLIES	5,790	2,000	2,008	5,000	7,000			
Total TRANSMISSION & DISTRIE		10,228	5,500	4,254	13,000	15,000	0	0	
8115 SHORT TERM DEBT									
02-2-8115-8215	INTEREST	599	944	310	596	241			
02-2-8115-8216	PRINCIPAL	15,345	15,345	15,693	15,693	16,048			
Total SHORT TERM DEBT		15,944	16,289	16,003	16,289	16,289	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
02-2-8123-8232	INTEREST (CVRD)	0	2,916	0	0	0			
Total INTEREST/MFA OWN DEB		0	2,916	0	0	0	0	0	
Total OPERATING EXP		109,415	124,279	98,886	124,212	134,212			

CAPITAL REV

R29

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		660 - HONEYMOON BAY WATER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
7574 REQUISITION - PARCEL TAX								
02-7-7574-0000	REQUISITION - PARCEL TAX	-8,558	-8,558	-10,000	-10,000	0		
	Total REQUISITION - PARCEL TAX	-8,558	-8,558	-10,000	-10,000	0	0	0
8250 MFA FUNDING								
02-7-8250-0001	MFA FUNDING - LONG TERM	0	0	0	-396,000	-396,000		
	Total MFA FUNDING	0	0	0	-396,000	-396,000	0	0
9009 TRANSFER FROM GAS TAX RESERVES								
02-7-9009-0000	TSF FROM GAS TAX RESERVE	0	-100,000	0	-100,000	0		
	Total TRANSFER FROM GAS TAX RESERVE	0	-100,000	0	-100,000	0	0	0
	Total CAPITAL REV	-8,558	-108,558	-10,000	-506,000	-396,000		
C. 577 CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL FUND								
02-8-8221-6111	ENGINEERING STRUCTURES	0	108,558	14,305	506,000	396,000		
	Total TRANSFER/GENERAL CAPITAL FUND	0	108,558	14,305	506,000	396,000	0	0
	Total CAPITAL EXP	0	108,558	14,305	506,000	396,000		
	Surplus/Deficit	-9,030	0	17,822	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Honeymoon Bay Water

Function: 660

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$107,923	\$117,923	\$129,212	\$129,212	\$130,212	\$131,000
Long Term Debt						
Short Term Debt	16,289	16,289				
Capital	506,000	396,000				
Transfer to Capital Reserve			5,000	5,000	5,000	6,000
TOTAL APPLICATION OF FUNDS	\$630,212	\$530,212	\$134,212	\$134,212	\$135,212	\$137,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	62,212	62,212	62,212	62,212	62,212	63,000
User Fee	72,000	72,000	72,000	72,000	73,000	74,000
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	100,000					
Other						
Debt Proceeds	396,000	396,000				
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$630,212	\$530,212	\$134,212	\$134,212	\$135,212	\$137,000

2018 Debt Long Term with Interest

Proposed	Amount	Maturity	
H.B. Well	\$396,000	2038	*

* Debt payments are in Function 662

2018 Debt Short Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$16,048	2018	16,289
Total			\$16,289

578

2018 Budget - Approved Capital Expenditure

Title New well tie-in **Department** ENGINEERING SERVICES
Division WATER MANAGEMENT **Function** 660 - Honeymoon Bay Water
Type Capital - New **Priority** 1

Description

Tie-in of a new well to provide an additional water source to the community

Benefits

This project will provide substantial additional water supply to the community eliminating the need for stage 3 restrictions in future. Also this would provide a supplementary source should a problem arise with the primary source.

Risks

Insufficient capacity which could result in inadequate ability for fire fighting, also lack of redundancy in water sources.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Debt Proceeds	396,000	396,000					396,000							-
							-							-
	396,000	396,000	-	-	-	-	396,000		-	-	-	-	-	-

Capital								Operating						
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng Structures	396,000	396,000					396,000							-
							-							-
	396,000	396,000	-	-	-	-	396,000		-	-	-	-	-	-

Administration

Author Brian Dennison **Date Prepared** Sep 18, 2017
Approval Date

2018 Budget Review

Function: 660 - Honeymoon Bay Water

A) Core Budget

2017 <u>Revenue</u>	Proposed 2018 <u>Revenue</u>	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
\$630,212	\$530,212	-\$100,000	-15.87%

Explanation of increase:

incl. wages, benefits, allocations		2,746	0.44%
Increased operation & maintenance		7,254	1.15%
	Subtotal section A	<u>\$10,000</u>	<u>1.59%</u>

B) Prior Year One-time Items

	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
Capital project partially completed in 2017	-\$110,000	-17.45%
	Subtotal section B	<u>-\$110,000</u>

580

	Subtotal sections A + B	<u>-\$100,000</u>	<u>-15.87%</u>
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C) Supplemental Items

	2018 <u>Cost</u>	<u>Borrowing</u>	Requisition % Increase
1) Ongoing well Project Continued from 2017	396,000	396,000	
	Subtotal section C	<u>\$396,000</u>	<u>0.00%</u>

	Subtotal sections A + B + C	<u>\$296,000</u>	<u>-15.87%</u>
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Notes:

- 1) The Operating Reserve balance for this function is \$9,030
- 2) The Capital Reserve balance for this function is \$0

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND						
661 - HONEYMOON BAY (S.C.) WATER SYS						
	2016	2016	2017	2017	2018	
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
OPERATING REV						
7574 REQUISITION - PARCEL TAX						
02-1-7574-0000	REQUISITION - PARCEL TAX	-2,623	-2,623	-2,623	-2,623	-2,623
	Total REQUISITION - PARCEL TAX	-2,623	-2,623	-2,623	-2,623	-2,623
	Total OPERATING REV	-2,623	-2,623	-2,623	-2,623	-2,623
OPERATING EXP						
8123 INTEREST/MFA OWN DEBENTURES						
02-2-8123-8232	INTEREST (CVRD)	1,380	1,380	690	1,380	1,380
	Total INTEREST/MFA OWN DEB	1,380	1,380	690	1,380	1,380
8123-8133-8332	PRINCIPAL (CVRD)	1,243	1,243	0	1,243	1,243
	Total PRINCIPAL (CVRD)	1,243	1,243	0	1,243	1,243
	Total OPERATING EXP	2,623	2,623	690	2,623	2,623
	Surplus/Deficit	-0	0	-1,933	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Honeymoon Bay (Sutton Creek) Water Debt

Function: 661

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs						
Long Term Debt	\$2,623	\$2,623	\$2,623	\$2,623	\$2,623	\$2,623
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$2,623	\$2,623	\$2,623	\$2,623	\$2,623	\$2,623
SOURCES OF FUNDS						
Requisition/Parcel Tax	2,623	2,623	2,623	\$2,623	\$2,623	\$2,623
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$2,623	\$2,623	\$2,623	\$2,623	\$2,623	\$2,623

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Water Works	\$27,186	2030	\$2,623
Total			<u>\$2,623</u>

2018 Budget Review

Function: 661 - Honeymoon Bay Water Debt

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$2,623	\$2,623	\$0	0.00%
Explanation of increase: No change				0.00%
				0.00%
				0.00%
				0.00%
Subtotal section A			<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

583		<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
		\$0	0.00%
Subtotal section B		<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)				
2)				
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

- 1) The Operating Reserve balance for this function is 0
- 2) The Capital Reserve balance for this function is 0

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : . . . To : . . .

Function Type : Selective

		GENERAL WATER FUND						
		662 - HONEYMOON BAY WATER (WELL 2) D						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	0	0	-25,744	-25,744	-25,744		
	Total REQUISITION - PARCEL TAX	0	0	-25,744	-25,744	-25,744	0	0
	Total OPERATING REV	0	0	-25,744	-25,744	-25,744		
OPERATING EXP								
8123 INTEREST/MFA OWN DEBENTURES								
02-2-8123-8232	INTEREST (CVRD)	0	0	0	11,600	11,600		
	Total INTEREST/MFA OWN DEB	0	0	0	11,600	11,600	0	0
8124-8133-8332	PRINCIPAL (CVRD)	0	0	0	14,144	14,144		
	Total PRINCIPAL (CVRD)	0	0	0	14,144	14,144	0	0
	Total OPERATING EXP	0	0	0	25,744	25,744		
	Surplus/Deficit	0	0	-25,744	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Honeymoon Bay Water (Well 2) Debt

Function: 662

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs						
Long Term Debt	\$25,744	\$25,744	\$25,744	\$25,744	\$25,744	\$25,744
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$25,744	\$25,744	\$25,744	\$25,744	\$25,744	\$25,744
SOURCES OF FUNDS						
Requisition/Parcel Tax	25,744	25,744	25,744	25,744	25,744	25,744
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$25,744	\$25,744	\$25,744	\$25,744	\$25,744	\$25,744

2018 Debt Long Term with Interest

Proposed	Amount	Maturity	Interest
Debt Servicing	\$396,000	2038	\$25,744
Total			\$25,744

*Proceeds go to Function 660

2018 Budget Review

Function:

662 - Honeymoon Bay Well 2 Debt

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$25,744	\$25,744	\$0	0.00%
Explanation of increase:	No change			0.00%
			0.00%	0.00%
			0.00%	0.00%
			0.00%	0.00%
		Subtotal section A	<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$0	0.00%
	Subtotal section B	<u>\$0</u>
	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)				
2)				
		Subtotal section C	<u>\$0</u>	<u>\$0</u>
			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.0

Notes:

- 1) The Operating Reserve balance for this function is 0
- 2) The Capital Reserve balance for this function is 0

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND
670 - CHERRY POINT ESTATES

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
02-1-4411-0000 USER CHARGES	-15,451	-14,770	-6,460	-15,000	-16,160		
02-1-4411-1000 DISCOUNTS	1,177	900	532	1,000	1,200		
Total USER CHARGES	-14,273	-13,870	-5,928	-14,000	-14,960	0	0
7574 REQUISITION - PARCEL TAX							
02-1-7574-0000 REQUISITION - PARCEL TAX	-20,250	-20,250	-21,000	-21,000	-21,000		
Total REQUISITION - PARCEL TAX	-20,250	-20,250	-21,000	-21,000	-21,000	0	0
Total OPERATING REV	-34,523	-34,120	-26,928	-35,000	-35,960		
OPERATING EXP							
4135 OPERATING EXPENDITURES							
02-2-4110-1301 WAGES	13,610	13,610	13,779	13,779	14,968		
02-2-4110-1400 BENEFITS	3,539	3,539	3,583	3,583	3,892		
02-2-4110-2121 POSTAGE	38	60	0	60	60		
02-2-4110-2131 TELEPHONE	397	750	298	750	750		
02-2-4110-2370 INSURANCE - PROPERTY	795	886	0	886	886		
02-2-4110-2372 INSURANCE DEDUCTIBLES	21	21	0	0	0		
02-2-4110-2561 ALARM MONITORING	324	350	243	350	350		
02-2-4110-4100 ALLOC - GENERAL GOVERNMENT	1,333	1,333	1,565	1,565	1,405		
02-2-4110-4575 ALLOC - ENGINEERING	1,861	1,861	1,547	1,547	1,449		
02-2-4110-4587 ALLOC - ADMINISTRATION	417	417	515	515	531		
02-2-4110-4588 ALLOC - RETRO ADJUSTMENT	2,355	2,355	2,355	2,355	2,355		
02-2-4110-5110 SUNDRY EXPENSES	233	150	75	150	150		
02-2-4110-7550 LICENCES & FEES	150	150	150	350	350		
02-2-4110-9910 CONTINGENCY	0	188	0	410	13		
Total OPERATING EXPENDITURES	25,073	25,670	24,110	26,300	27,159	0	0
4135 SOURCE OF SUPPLY & TREATMENT							
02-2-4135-2620 RENTALS/MACHINERY & EQUIPMENT	0	500	0	1,000	500		
02-2-4135-2650 CHLORINATION	159	600	419	600	600		
02-2-4135-2655 WATER ANALYSIS	363	750	0	750	700		
02-2-4135-2670 PRE TREATMENT	0	2,500	0	600	600		
02-2-4135-5530 ELECTRICITY	2,130	2,000	1,708	2,300	2,300		
02-2-4135-5638 CONTRACT ELECTRICAL REPAIRS	702	1,000	0	500	500		
02-2-4135-5923 SUPPLIES	685	500	353	2,350	2,001		

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

GENERAL WATER FUND
670 - CHERRY POINT ESTATES

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
Total SOURCE OF SUPPLY & TF	4,039	7,850	2,480	8,100	7,201	0	0
4140 TRANSMISSION & DISTRIBUTION							
02-2-4140-2620 RENTALS/MACHINERY & EQUI	616	100	0	100	100		
02-2-4140-5923 SUPPLIES	2,843	500	1,194	500	1,500		
Total TRANSMISSION & DISTRIE	3,458	600	1,194	600	1,600	0	0
Total OPERATING EXP	32,570	34,120	27,784	35,000	35,960		
Surplus/Deficit	-1,953	0	856	0	0		

588

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cherry Point Estates Water

Function: 670

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$35,000	\$35,960	\$37,000	\$40,000	\$40,600	\$40,600
Long Term Debt						
Short Term Debt						
Capital			10,000			
Transfer to Capital Reserve				2,000	3,000	3,000
TOTAL APPLICATION OF FUNDS	\$35,000	\$35,960	\$47,000	\$42,000	\$43,600	\$43,600
SOURCES OF FUNDS						
Requisition/Parcel Tax	21,000	21,000	23,000	28,000	29,600	29,600
User Fee	14,000	14,960	14,000	14,000	14,000	14,000
Transfer from Capital Reserve			10,000			
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$35,000	\$35,960	\$47,000	\$42,000	\$43,600	\$43,600

2018 Budget Review

Function: 670 - Cherry Point Estates Water

A) Core Budget

2017 <u>Revenue</u>	Proposed 2018 <u>Revenue</u>	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
\$35,000	\$35,960	\$960	2.74%

Explanation of increase:

Decreased Administrative Expenses
incl. wages, benefits, allocations

-296	-0.85%	
1,256	3.59%	
Subtotal section A	\$960	2.74%

B) Prior Year One-time Items

Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>	
\$0	0.00%	
Subtotal section B	\$0	0.00%

590

Subtotal sections A + B	\$960	2.74%
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C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	\$960	2.74%
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Notes:

- 1) The Operating Reserve balance for this function is 11,404
- 2) The Capital Reserve balance for this function is \$13,089

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		680 - SHAWNIGAN LAKE NORTH WATER SYS						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
4411 USER CHARGES								
02-1-4411-0000	USER CHARGES	-150,024	-149,380	-75,410	-151,000	-154,000		
02-1-4411-1000	DISCOUNTS	10,033	6,000	5,187	9,000	9,000		
	Total USER CHARGES	-139,991	-143,380	-70,223	-142,000	-145,000	0	0
4433 RECOVERY OF COSTS								
02-1-4433-0000	RECOVERY OF COSTS	-115,784	0	-500	-129,016	0		
	Total RECOVERY OF COSTS	-115,784	0	-500	-129,016	0	0	0
4810 CONNECTION CHARGES								
02-1-4810-0000	CONNECTION CHARGES	-18,400	0	-900	0	0		
	Total CONNECTION CHARGES	-18,400	0	-900	0	0	0	0
4820 CONNECTION CAPITAL								
02-1-4820-0000	CONNECTION CAPITAL	-20,500	0	0	0	0		
	Total CONNECTION CAPITAL	-20,500	0	0	0	0	0	0
7574 REQUISITION - PARCEL TAX								
02-1-7574-0000	REQUISITION - PARCEL TAX	-172,483	-172,483	-190,820	-190,820	-187,820		
	Total REQUISITION - PARCEL TAX	-172,483	-172,483	-190,820	-190,820	-187,820	0	0
7575 PARCEL TAX CVRD								
02-1-7575-0000	PARCEL TAX CVRD	-300	-254	-334	-316	-316		
	Total PARCEL TAX CVRD	-300	-254	-334	-316	-316	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
02-1-9009-0000	TSF FROM GAS TAX RESERVE	-193,830	0	0	-216,053	0		
	Total TRANSFER FROM GAS TAX RESERVE	-193,830	0	0	-216,053	0	0	0
	Total OPERATING REV	-661,287	-316,117	-262,776	-678,205	-333,136		
OPERATING EXP								
4110 OPERATING EXPENDITURES								
02-2-4110-1301	WAGES	112,504	112,504	113,901	113,901	125,281		
02-2-4110-1400	BENEFITS	29,251	29,251	29,614	29,614	32,573		
02-2-4110-2121	POSTAGE	928	500	0	501	502		
02-2-4110-2320	LEGAL SERVICES	592	0	289	0	0		
02-2-4110-2330	CONSULTANTS	5,918	5,000	4,109	10,000	10,000		

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND					
		680 - SHAWNIGAN LAKE NORTH WATER SYS					
		2016	2016	2017	2017	2018	
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
02-2-4110-2338	CONTRACT FOR SERVICES	0	1,000	0	1,000	1,000	
02-2-4110-2370	INSURANCE - PROPERTY	1,166	1,316	0	1,316	1,316	
02-2-4110-2372	INSURANCE DEDUCTIBLES	167	167	0	0	-1	
02-2-4110-2400	ALARM MAINTENANCE	503	5,000	498	5,000	5,000	
02-2-4110-2480	MINOR CAPITAL	290,746	5,000	281,603	361,069	0	
02-2-4110-2561	ALARM MONITORING	0	0	439	0	0	
02-2-4110-4100	ALLOC - GENERAL GOVERNMI	10,774	10,774	11,231	11,231	25,168	
02-2-4110-4575	ALLOC - ENGINEERING	42,810	42,810	35,588	35,588	34,247	
02-2-4110-4587	ALLOC - ADMINISTRATION	9,583	9,583	11,837	11,837	12,552	
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	-11,274	-11,274	-11,274	-11,274	-11,274	
02-2-4110-5110	SUNDRY EXPENSES	787	500	1,141	500	500	
02-2-4110-7550	LICENCES & FEES	1,868	500	1,064	700	700	
02-2-4110-9910	CONTINGENCY	0	3,833	0	4,461	2,370	
505	Total OPERATING EXPENDITUR	496,321	216,464	480,038	575,444	239,934	0 0
4130 SERVICE OF SUPPLY							
02-2-4130-2131	TELEPHONE	1,982	3,500	1,486	3,500	3,500	
02-2-4130-2330	CONSULTANTS	0	0	0	10,000	0	
	Total SERVICE OF SUPPLY	1,982	3,500	1,486	13,500	3,500	0 0
4135 SOURCE OF SUPPLY & TREATMENT							
02-2-4135-2620	RENTALS/MACHINERY & EQUI	652	2,000	160	2,000	2,000	
02-2-4135-2650	CHLORINATION	8,492	9,000	8,600	9,000	9,000	
02-2-4135-2655	WATER ANALYSIS	1,840	2,000	2,424	2,000	2,000	
02-2-4135-2665	IMPOUNDMENT AREA	0	5,000	0	5,000	5,000	
02-2-4135-5923	SUPPLIES	1,027	1,000	1,000	2,000	12,000	
	Total SOURCE OF SUPPLY & TF	12,011	19,000	12,184	20,000	30,000	0 0
4140 TRANSMISSION & DISTRIBUTION							
02-2-4140-2450	R & M - MACHINERY & EQUIPA	0	6,000	682	6,000	6,000	
02-2-4140-2620	RENTALS/MACHINERY & EQUI	15,626	18,000	10,315	18,000	18,000	
02-2-4140-2660	METERING	0	0	0	1,000	1,000	
02-2-4140-5923	SUPPLIES	25,049	1,500	25,401	3,000	9,000	
	Total TRANSMISSION & DISTRIE	40,675	25,500	36,399	28,000	34,000	0 0
4150 SOURCE OF SUPPLY-PUMPING							
02-2-4150-2450	R & M - MACHINERY & EQUIPA	0	10,000	0	10,000	5,000	
02-2-4150-5530	ELECTRICITY	18,691	20,000	10,475	20,000	20,000	
02-2-4150-5638	CONTRACT ELECTRICAL REP/	3,048	5,000	0	5,000	2,000	

R29

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND							
		680 - SHAWNIGAN LAKE NORTH WATER SYS							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
Total SOURCE OF SUPPLY-PUM		21,738	35,000	10,475	35,000	27,000	0	0	
8115 SHORT TERM DEBT									
02-2-8115-8215	INTEREST	0	141	0	1,517	0			
02-2-8115-8216	PRINCIPAL	0	0	0	6,042	0			
Total SHORT TERM DEBT		0	141	0	7,559	0	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
02-2-8123-8232	INTEREST (CVRD)	5,316	5,316	0	0	0			
Total INTEREST/MFA OWN DEB		5,316	5,316	0	0	0	0	0	
8133 PRINCIPAL (CVRD)									
02-2-8133-8332	PRINCIPAL (CVRD)	12,494	12,494	0	0	0			
Total PRINCIPAL (CVRD)		12,494	12,494	0	0	0	0	0	
8219 CONTRIBUTION TO SHAWNIGAN LAKE WEIR									
02-2-8219-0000	CONTRIBUTION TO SHAWNIG.	-2,499	-1,298	0	-1,298	-1,298			
Total CONTRIBUTION TO SHAW		-2,499	-1,298	0	-1,298	-1,298	0	0	
8221 TRANSFER/GENERAL CAPITAL FUND									
02-2-8221-6111	ENGINEERING STRUCTURES	0	0	376	0	0			
Total TRANSFER/GENERAL CAF		0	0	376	0	0	0	0	
8241 TRANSFER TO CAPITAL RESERVE									
02-2-8241-0000	TSF TO CAPITAL RESERVE	20,500	0	0	0	0			
Total TRANSFER TO CAPITAL R		20,500	0	0	0	0	0	0	
Total OPERATING EXP		608,539	316,117	540,959	678,205	333,136			
CAPITAL REV									
4433 RECOVERY OF COSTS									
02-7-4433-0000	RECOVERY OF COSTS	0	-244,800	0	0	0			
Total RECOVERY OF COSTS		0	-244,800	0	0	0	0	0	
7574 REQUISITION - PARCEL TAX									
02-7-7574-0000	REQUISITION - PARCEL TAX	-39,317	-39,317	-34,000	-34,000	-37,000			
Total REQUISITION - PARCEL T/		-39,317	-39,317	-34,000	-34,000	-37,000	0	0	
8250 MFA FUNDING									
02-7-8250-0002	SHORT TERM	0	-25,000	0	0	0			

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL WATER FUND						
		680 - SHAWNIGAN LAKE NORTH WATER SYS						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
Total MFA FUNDING		0	-25,000	0	0	0	0	0
9009 TRANSFER FROM GAS TAX RESERVES								
02-7-9009-0000	TSF FROM GAS TAX RESERVE	0	-305,883	0	0	-34,000		
Total TRANSFER FROM GAS TA		0	-305,883	0	0	-34,000	0	0
9010 TRANSFER FROM CAPITAL RESERVE								
02-7-9010-0000	TSF FROM CAPITAL RESERVE	0	-150,000	0	-137,872	-100,000		
Total TRANSFER FROM CAPITA		0	-150,000	0	-137,872	-100,000	0	0
9120 TRANSFER FROM OPERATING RESERVE								
02-7-9120-0000	TSF FROM OPERATING RESEI	0	0	0	-66,000	0		
Total TRANSFER FROM OPERA		0	0	0	-66,000	0	0	0
504	Total CAPITAL REV	-39,317	-765,000	-34,000	-237,872	-171,000		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL FUND								
02-8-8221-6111	ENGINEERING STRUCTURES	27,460	765,000	130,893	237,872	171,000		
Total TRANSFER/GENERAL CAF		27,460	765,000	130,893	237,872	171,000	0	0
Total CAPITAL EXP		27,460	765,000	130,893	237,872	171,000		
Surplus/Deficit		-64,605	0	375,076	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shawnigan Lake North Water

Function: 680

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$670,646	\$333,136	\$445,135	\$317,184	\$310,625	\$310,625
Long Term Debt			125,000	257,000	257,000	257,000
Short Term Debt	7,559					
Capital	237,872	171,000	4,000,000			
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$916,077	\$504,136	\$4,570,135	\$574,184	\$567,625	\$567,625
SOURCES OF FUNDS						
Requisition/Parcel Tax	224,820	224,820	281,025	281,025	281,025	281,025
User Fee	142,000	145,000	289,110	293,159	286,600	286,600
Transfer from Capital Reserve	137,872	100,000				
Transfer from Gas Tax Reserve	216,053	34,000				
Other	129,332	316				
Debt Proceeds			4,000,000			
Transfer from Operating Reserve	66,000					
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$916,077	\$504,136	\$4,570,135	\$574,184	\$567,625	\$567,625

2018 Budget - Approved Capital Expenditure

Title	Prelim. engineering, solar chlorinator	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	680 - Shawnigan Lake North Water
Type	Capital - New	Priority	1

Description

Preliminary engineering for a new groundwater source to avoid the cost of meeting 4-3-2-1 surface water treatment standards. Installation of a solar re-chlorination station at the reservoir.

Benefits

Developing cost estimates for a groundwater replacement is necessary to obtain assent for borrowing for the infrastructure. A groundwater source would avoid the very high cost of meeting 4-3-2-1 treatment standards. A solar re-chlorination station would allow for much better control over chlorine residuals through the system allowing for lower doses to be more effective saving money and decreasing consumption of chlorine

Risks

Substantial increases in customer charges would be necessary for the infrastructure required to meet 4-3-2-1 treatment standards. Without the re-chlorination station higher than necessary chlorine doses would continue to be the

Financial Information

		Capital						Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Capital reserve	100,000	100,000					100,000							-
Current funds	37,000	37,000					37,000							-
Gas Tax	34,000	34,000					34,000							-
	171,000	171,000	-	-	-	-	171,000		-	-	-	-	-	-

		2018	2019	2020	2021	2022	5 Year Total							
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng Structures	171,000	171,000					171,000							-
							-							-
	171,000	171,000	-	-	-	-	171,000		-	-	-	-	-	-

Administration

Author	Brian Dennison	Date Prepared	Sep 18, 2017
Approval Date			

2018 Budget Review

Function: 680 - Shawnigan lake N. Water

A) Core Budget

2017 <u>Revenue</u>	Proposed 2018 <u>Revenue</u>	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
\$916,077	\$504,136	-\$411,941	-44.97%

Explanation of increase:

Decrease in Debt Servicing costs		-7,559	-0.83%
Increase in wages, benefits, allocations		27,650	3.02%
Decreased operation & maintenance		-4,091	-0.45%
	Subtotal section A	<u>\$16,000</u>	<u>1.75%</u>

B) Prior Year One-time Items

	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
Capital project partially completed in 2017	-\$66,872	-7.30%
Decrease in Minor Capital	-361,069	-39.41%
	Subtotal section B	<u>-\$427,941</u>

597

Subtotal sections A + B -\$411,941 -44.97%

C) Supplemental Items

2018	Cost	Gas Tax/Reserve <u>Requisition</u>	Requisition <u>% Increase</u>
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C -\$411,941 -44.97%

Notes:

- 1) The Operating Reserve balance for this function is \$112,066
- 2) The Capital Reserve balance for this function is \$49,779

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND
681 - SHAWNIGAN LAKE WEIR

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING EXP							
4110 OPERATING EXPENDITURES							
02-2-4110-1301	WAGES	4,000	4,000	4,000	4,000	2,000	
02-2-4110-1400	BENEFITS	1,040	1,040	1,040	1,040	520	
02-2-4110-2338	CONTRACT FOR SERVICES	0	0	0	0	2,382	
02-2-4110-4575	ALLOC - ENGINEERING	1,490	1,490	1,490	1,490	740	
02-2-4110-4587	ALLOC - ADMINISTRATION	389	389	389	389	180	
02-2-4110-4588	ALLOC - RETRO ADJUSTMENT	-7,120	-7,120	-7,120	-7,120	-7,120	
02-2-4110-5110	SUNDRY EXPENSES	0	11	0	11	0	
	Total OPERATING EXPENDITUR	-201	-190	-201	-190	-1,298	0 0
4140 TRANSMISSION & DISTRIBUTION							
02-2-4140-5923	SUPPLIES	0	1,190	0	1,190	0	
	Total TRANSMISSION & DISTRIE	0	1,190	0	1,190	0	0 0
9800 RECOVERIES							
02-2-9800-6800	FROM SHAWNIGAN LAKE NOF	2,499	1,298	0	1,298	1,298	
02-2-9800-6810	FROM PARTNERS	-2,298	-2,298	0	-2,298	0	
	Total RECOVERIES	201	-1,000	0	-1,000	1,298	0 0
	Total OPERATING EXP	0	0	-201	0	0	
	Surplus/Deficit	0	0	-201	0	0	

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shawnigan Lake Weir

Function: 681

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	1,000	1,298	1,000	1,000	1,000	1,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,000	\$1,298	\$1,000	\$1,000	\$1,000	\$1,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Other	1,000	1,298	1,000	1,000	1,000	1,000
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$1,000	\$1,298	\$1,000	\$1,000	\$1,000	\$1,000

2018 Budget Review

Function: 681 - Shawnigan Lake Weir

A) Core Budget

	<u>2017</u> <u>Revenue</u>	<u>Proposed</u> <u>2018</u> <u>Revenue</u>	<u>Revenue</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Revenue</u> <u>% Increase</u> <u>(Decrease)</u>
	\$190	\$1,298	\$1,108	583.16%
Explanation of increase:				
Decrease in supplies			-1,190	-626.32%
Decrease in recovery from partners			2,298	1209.47%
		Subtotal section A	<u>\$1,108</u>	<u>583.16%</u>

B) Prior Year One-time Items

		<u>Revenue</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Revenue</u> <u>% Increase</u> <u>(Decrease)</u>
		\$0	0.00%
		Subtotal section B	<u>\$0</u> <u>0.00%</u>
		Subtotal sections A + B	<u>\$1,108</u> <u>583.16%</u>

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
1)				
2)				
		Subtotal section C	<u>\$0</u>	<u>\$0</u> <u>0.00%</u>
			Subtotal sections A + B + C	<u>\$1,108</u> <u>583.16%</u>

Notes:
 1) The Operating Reserve balance for this function is \$0
 2) The Capital Reserve balance for this function is \$0

600



STAFF REPORT TO COMMITTEE

DATE OF REPORT August 1, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Water Management Division
 Engineering Services Department
SUBJECT: 2018 Budget Review – Function 701 - 799 Drainage
FILE: 0540-20-EAS/05

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Drainage.

RECOMMENDED RESOLUTION

1. That the 701 Wilmot Road Drainage System 2018 Draft Budget be approved.
2. That the 702 Sentinel Ridge Drainage System 2018 Draft Budget be approved.
3. That the 703 Shawnigan Lake East Drainage System 2018 Draft Budget be approved.
4. That the 705 Arbutus Mt. Drainage System 2018 Draft Budget be approved.
5. That the 707 Lanes Road Drainage System 2018 Draft Budget be approved.
6. That the 711 Bald Mountain Drainage System 2018 Draft Budget be approved.
7. That the 714 Cobble Hill Drainage System 2018 Draft Budget be approved.
8. That the 715 Arbutus Ridge Drainage System 2018 Draft Budget be approved.
9. That the 799 Shawnigan Creek Cleanout System 2018 Draft Budget be approved.
10. That the 716 Shawnigan Station Drainage System Five Year Plan be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, draft budgets were prepared for Drainage functions based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

701 Wilmot Road Drainage System: No increase in Core Budget. No one-time changes or supplementary requests.

702 Sentinel Ridge Drainage System: No increase in Core Budget. No one-time changes or supplementary requests.

703 Shawnigan Lake East Drainage System: No increase in Core Budget. No one-time changes or supplementary requests.

705 Arbutus Mt. Drainage System: Increase Requisition \$530 due increase in Machinery/Equipment rentals. One-time change for reduced deficit from 2017. No supplementary requests.

707 Lanes Road Drainage System: No increase in Core Budget. No one-time changes or supplementary requests.

711 Bald Mountain Drainage System: Decrease Requisition \$300 due to lower operational costs. No one-time changes or supplementary requests.

714 Cobble Hill Drainage System: No increase in Core Budget. No one-time changes or supplementary requests.

715 Arbutus Ridge Drainage System: \$225 increase in Core Budget due to minor increases to wages, benefits and allocations with decreases to supplies. One-time change due to decreased deficit from 2017. No supplementary requests.

799 Shawnigan Creek Cleanout System: No increase in Core Budget. No one-time changes or supplementary requests.

FINANCIAL CONSIDERATIONS

701 Wilmot Road Drainage System: No increase in specified area requisition. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$9,372. The Capital Reserve Balance as at December 31, 2017 is estimated to be \$11,666.

702 Sentinel Ridge Drainage System: No increase in specified area requisition. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$12,466. The Capital Reserve Balance as at December 31, 2017 is estimated to be \$11,134.

703 Shawnigan Lake East Drainage System: No increase in specified area requisition. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$4,265. No Capital Reserves.

705 Arbutus Mt. Drainage System: Increase in specified area requisition by \$530. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$22,194. No Capital Reserves.

707 Lanes Road Drainage System: No increase in specified area requisition. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$11,894. No Capital Reserves.

711 Bald Mountain Drainage System: Decrease in specified area requisition by \$300 due to lower operating expenses. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$11,021. No Capital Reserves.

714 Cobble Hill Drainage System: No increase in specified area requisition. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$22,984. No Capital Reserves.

715 Arbutus Ridge Drainage System: No increase in specified area requisition. No Operating or Capital Reserves.

799 Shawnigan Creek Cleanout System: No increase in specified area requisition. The Operating Reserve Balance as at December 31, 2017 is estimated to be \$6,578. No Capital Reserves.

COMMUNICATION CONSIDERATIONS

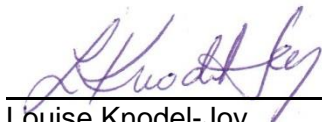
N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

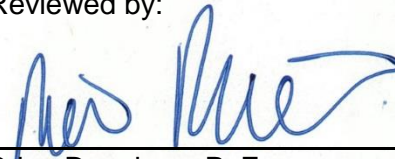
- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

Prepared by:



Louise Knodel-Joy
Senior Engineering Technologist

Reviewed by:



Brian Dennison, P. Eng.
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

- A. 701 Wilmot Road Drainage System
Attachment A – Vadim Draft Budget
Attachment B – 5 Year Plan
Attachment C – Year over Year Comparative Analysis
- B. 702 Sentinel Ridge Drainage System
Attachment A – Vadim Draft Budget
Attachment B – 5 Year Plan
Attachment C – Year over Year Comparative Analysis
- C. 703 Shawnigan Lake East Drainage
Attachment A – Vadim Draft Budget
Attachment B – 5 Year Plan
Attachment C – Year over Year Comparative Analysis
- D. 705 Arbutus Mt. Drainage System
Attachment A – Vadim Draft Budget
Attachment B – 5 Year Plan
Attachment C – Year over Year Comparative Analysis
- E. 707 Lanes Road Drainage System
Attachment A – Vadim Draft Budget
Attachment B – 5 Year Plan
Attachment C – Year over Year Comparative Analysis
- F. 711 Bald Mountain Drainage System
Attachment A – Vadim Draft Budget

Attachment B – 5 Year Plan
Attachment C – Year over Year Comparative Analysis

- G. 714 Cobble Hill Drainage System
 - Attachment A – Vadim Draft Budget
 - Attachment B – 5 Year Plan
 - Attachment C – Year over Year Comparative Analysis

- H. 715 Arbutus Ridge Drainage System
 - Attachment A – Vadim Draft Budget
 - Attachment B – 5 Year Plan
 - Attachment C – Year over Year Comparative Analysis

- I. 799 Shawnigan Creek Cleanout System
 - Attachment A – Vadim Draft Budget
 - Attachment B – 5 Year Plan
 - Attachment C – Year over Year Comparative Analysis

- J. 716 Shawnigan Station Drainage System
 - Attachment A – 5 Year Plan

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

ATTACHMENT A

GENERAL REVENUE FUND								
701 - WILMOT ROAD DRAINAGE SYSTEM								
	2016	2016	2017	2017	2018			
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-7,000	-7,000	-7,000	-7,000	-7,000		
	Total REQUISITION - SPECIFIEC	-7,000	-7,000	-7,000	-7,000	-7,000	0	0
	Total OPERATING REVENUES	-7,000	-7,000	-7,000	-7,000	-7,000		
OPERATING EXPE								
4210 OPERATING EXPENDITURES								
01-2-4210-1301	WAGES	2,500	2,500	2,500	2,500	2,500		
01-2-4210-1400	BENEFITS	650	650	650	650	650		
01-2-4210-4100	ALLOC - GENERAL GOVERNMENT	264	264	224	224	197		
01-2-4210-4575	ALLOC - ENGINEERING	974	974	680	680	596		
01-2-4210-4587	ALLOC - ADMINISTRATION	257	257	226	226	218		
01-2-4210-9910	CONTINGENCY	0	0	0	220	92		
	Total OPERATING EXPENDITUR	4,645	4,645	4,280	4,500	4,253	0	0
4235 DRAINAGE WORKS								
01-2-4235-2450	R & M - MACHINERY & EQUIPMENT	0	1,000	0	1,000	1,000		
01-2-4235-2620	RENTALS/MACHINERY & EQUIPMENT	0	1,000	350	1,000	1,000		
01-2-4235-5923	SUPPLIES	0	355	0	500	747		
	Total DRAINAGE WORKS	0	2,355	350	2,500	2,747	0	0
	Total OPERATING EXPENSES	4,645	7,000	4,630	7,000	7,000		
	Surplus/Deficit	-2,355	0	-2,370	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Wilmot Road Drainage

Function 701

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$7,000	\$7,000	\$7,500	\$10,000	\$10,000	\$8,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$7,000	\$7,000	\$7,500	\$10,000	\$10,000	\$8,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	7,000	7,000	7,500	7,000	8,000	8,000
User Fee						
Transfer from Capital Reserve						
Other				3,000	2,000	
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$7,000	\$7,000	\$7,500	\$10,000	\$10,000	\$8,000

606

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		702 - SENTINEL RIDGE DRAINAGE SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-4,970	-4,970	-4,970	-4,970	-4,970		
	Total REQUISITION - SPECIFIEC	-4,970	-4,970	-4,970	-4,970	-4,970	0	0
	Total OPERATING REVENUES	-4,970	-4,970	-4,970	-4,970	-4,970		
OPERATING EXPE								
4210 OPERATING EXPENDITURES								
01-2-4210-1301	WAGES	2,000	2,000	2,000	2,000	2,000		
01-2-4210-1400	BENEFITS	520	520	520	520	520		
01-2-4210-4100	ALLOC - GENERAL GOVERNMI	254	254	197	197	169		
01-2-4210-4575	ALLOC - ENGINEERING	974	974	453	453	398		
01-2-4210-4587	ALLOC - ADMINISTRATION	257	257	151	151	145		
01-2-4210-9910	CONTINGENCY	0	0	0	149	61		
	Total OPERATING EXPENDITUR	4,005	4,005	3,321	3,470	3,293	0	0
4235 DRAINAGE WORKS								
01-2-4235-2450	R & M - MACHINERY & EQUIPM	0	500	0	500	677		
01-2-4235-2620	RENTALS/MACHINERY & EQUI	0	465	0	1,000	1,000		
	Total DRAINAGE WORKS	0	965	0	1,500	1,677	0	0
	Total OPERATING EXPENSES	4,005	4,970	3,321	4,970	4,970		
	Surplus/Deficit	-965	0	-1,649	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Sentinel Ridge Drainage

Function 702

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$4,970	\$4,970	\$5,000	\$5,000	\$8,000	\$8,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$4,970	\$4,970	\$5,000	\$5,000	\$8,000	\$8,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	4,970	4,970	5,000	5,000	6,000	6,000
User Fee						
Transfer from Capital Reserve					2,000	2,000
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$4,970	\$4,970	\$5,000	\$5,000	\$8,000	\$8,000

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		703 - SHAWNIGAN LAKE EAST DRAINAGE						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-2,040	-2,040	-2,040	-2,040	-2,040		
	Total REQUISITION - SPECIFIEE	-2,040	-2,040	-2,040	-2,040	-2,040	0	0
	Total OPERATING REVENUES	-2,040	-2,040	-2,040	-2,040	-2,040		
OPERATING EXPE								
4210 OPERATING EXPENDITURES								
01-2-4210-1301	WAGES	700	700	700	700	700		
01-2-4210-1400	BENEFITS	182	182	182	182	182		
01-2-4210-4100	ALLOC - GENERAL GOVERNMENT	71	71	54	54	54		
01-2-4210-4575	ALLOC - ENGINEERING	252	252	227	227	199		
01-2-4210-4587	ALLOC - ADMINISTRATION	66	66	75	75	73		
01-2-4210-9910	CONTINGENCY	0	19	0	0	30		
	Total OPERATING EXPENDITUR	1,271	1,290	1,238	1,238	1,238	0	0
4235 DRAINAGE WORKS								
01-2-4235-2450	R & M - MACHINERY & EQUIPMENT	0	250	0	250	250		
01-2-4235-2620	RENTALS/MACHINERY & EQUIPMENT	0	250	0	250	250		
01-2-4235-5923	SUPPLIES	0	250	0	302	302		
	Total DRAINAGE WORKS	0	750	0	802	802	0	0
	Total OPERATING EXPENSES	1,271	2,040	1,238	2,040	2,040		
	Surplus/Deficit	-769	0	-802	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shawnigan Lake East Drainage

Function: 703

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$2,040	\$2,040	\$2,050	\$2,100	\$2,100	\$2,150
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$2,040	\$2,040	\$2,050	\$2,100	\$2,100	\$2,150
SOURCES OF FUNDS						
Requisition/Parcel Tax	2,040	2,040	2,050	2,100	2,100	2,150
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$2,040	\$2,040	\$2,050	\$2,100	\$2,100	\$2,150

2018 Year over Year Comparative Analysis

Function: 703 - Shawnigan Lake E. Drainage

A) Core Budget

	<u>2017 Requisition</u> \$2,040	<u>Proposed 2018 Requisition</u> \$2,040	<u>Requisition \$ Increase (Decrease)</u> \$0	<u>Requisition % Increase (Decrease)</u> 0.00%
Explanation of increase/decrease:				0.00%
Decrease in allocations			-30	-1.47%
Increase in Contingency			30	1.47%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
Subtotal section A			<u><u>\$0</u></u>	<u><u>0.00%</u></u>

B) Prior Year One-time Items

		<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
			0.00%
			0.00%
Subtotal section B		<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
				0.00%
				0.00%
				0.00%
Subtotal section C		<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C \$0 0.00%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$4,265

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		705 - ARBUTUS MT. DRAINAGE SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REV									
7572 REQUISITION - SPECIFIED AREA									
01-1-7572-0000	REQUISITION - SPECIFIED AREA	-3,079	-3,079	-4,370	-4,370	-4,900			
	Total REQUISITION - SPECIFIED	-3,079	-3,079	-4,370	-4,370	-4,900	0	0	
9110 SURPLUS/DEFICIT - CURRENT YEAR									
01-1-9110-0000	SURPLUS/DEFICIT	-1,291	-1,291	778	778	0			
	Total SURPLUS/DEFICIT - CURF	-1,291	-1,291	778	778	0	0	0	
	Total OPERATING REV	-4,370	-4,370	-3,592	-3,592	-4,900			
OPERATING EXP									
42 OPERATING EXPENDITURES									
01-2-4210-1301	WAGES	2,200	2,200	1,700	1,700	1,700			
01-2-4210-1400	BENEFITS	572	572	442	442	442			
01-2-4210-4100	ALLOC - GENERAL GOVERNMENT	254	254	208	208	220			
01-2-4210-4575	ALLOC - ENGINEERING	974	974	453	453	453			
01-2-4210-4587	ALLOC - ADMINISTRATION	257	257	151	151	151			
01-2-4210-9910	CONTINGENCY	0	0	0	0	506			
	Total OPERATING EXPENDITURES	4,257	4,257	2,954	2,954	3,472	0	0	
4235 DRAINAGE WORKS									
01-2-4235-2450	R & M - MACHINERY & EQUIPMENT	891	113	0	222	0			
01-2-4235-2620	RENTALS/MACHINERY & EQUIPMENT	0	0	1,144	416	1,428			
	Total DRAINAGE WORKS	891	113	1,144	638	1,428	0	0	
	Total OPERATING EXP	5,148	4,370	4,098	3,592	4,900			
	Surplus/Deficit	778	0	506	0	0			

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Arbutus Mountain Drainage

Function : 705

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$3,592	\$4,900	\$4,500	\$4,500	\$6,000	\$5,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$3,592	\$4,900	\$4,500	\$4,500	\$6,000	\$5,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	4,370	4,900	4,500	4,500	5,000	5,000
User Fee						
Transfer from Capital Reserve						
Other					1,000	
Debt Proceeds						
Surplus/(Deficit)	-778					
TOTAL SOURCE OF FUNDS	\$3,592	\$4,900	\$4,500	\$4,500	\$6,000	\$5,000

615

R30

2018 Year over Year Comparative Analysis

Function: 705 - Arbutus Mtn. Drainage

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$4,370	\$4,900	\$530	12.13%
Explanation of increase/decrease:				
Decreased Allocations			-49	-1.12%
Decreased Deficit			-272	-6.22%
Increased Drainage Works			851	19.47%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
			<u>\$530</u>	<u>12.13%</u>

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
			0.00%
			0.00%
		<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$530 12.13%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
				0.00%
				0.00%
		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$530 12.13%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$22,194

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		707 - LANES ROAD DRAINAGE SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-3,800	-3,800	-3,800	-3,800	-3,800		
	Total REQUISITION - SPECIFIEE	-3,800	-3,800	-3,800	-3,800	-3,800	0	0
	Total OPERATING REVENUES	-3,800	-3,800	-3,800	-3,800	-3,800		
OPERATING EXPE								
4210 OPERATING EXPENDITURES								
01-2-4210-1301	WAGES	900	900	900	900	900		
01-2-4210-1400	BENEFITS	234	234	234	234	234		
01-2-4210-4100	ALLOC - GENERAL GOVERNMI	114	114	131	131	82		
01-2-4210-4575	ALLOC - ENGINEERING	503	503	317	317	278		
01-2-4210-4587	ALLOC - ADMINISTRATION	133	133	105	105	102		
	Total OPERATING EXPENDITUR	1,884	1,884	1,687	1,687	1,596	0	0
4235 DRAINAGE WORKS								
01-2-4235-2450	R & M - MACHINERY & EQUIPM	0	500	0	750	750		
01-2-4235-2620	RENTALS/MACHINERY & EQUI	0	700	0	750	750		
01-2-4235-5923	SUPPLIES	45	716	0	613	704		
	Total DRAINAGE WORKS	45	1,916	0	2,113	2,204	0	0
	Total OPERATING EXPENSES	1,929	3,800	1,687	3,800	3,800		
	Surplus/Deficit	-1,871	0	-2,113	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Lanes Road Drainage

Function: 707

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800
SOURCES OF FUNDS						
Requisition/Parcel Tax	3,800	3,800	3,800	3,800	3,800	3,800
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		711 - BALD MOUNTAIN DRAINAGE SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-4,500	-4,500	-4,500	-4,500	-4,200		
	Total REQUISITION - SPECIFIEC	-4,500	-4,500	-4,500	-4,500	-4,200	0	0
	Total OPERATING REVENUES	-4,500	-4,500	-4,500	-4,500	-4,200		
OPERATING EXPE								
4210 OPERATING EXPENDITURES								
01-2-4210-1301	WAGES	2,200	2,200	2,500	2,500	2,000		
01-2-4210-1400	BENEFITS	572	572	650	650	520		
01-2-4210-4100	ALLOC - GENERAL GOVERNMENT	213	213	168	168	168		
(020) 4210-4575	ALLOC - ENGINEERING	756	756	680	680	398		
(020) 4210-4587	ALLOC - ADMINISTRATION	199	199	226	226	145		
	Total OPERATING EXPENDITUR	3,940	3,940	4,224	4,224	3,231	0	0
4235 DRAINAGE WORKS								
01-2-4235-2450	R & M - MACHINERY & EQUIPMENT	0	60	0	0	61		
01-2-4235-2620	RENTALS/MACHINERY & EQUIPMENT	0	500	0	276	908		
	Total DRAINAGE WORKS	0	560	0	276	969	0	0
	Total OPERATING EXPENSES	3,940	4,500	4,224	4,500	4,200		
	Surplus/Deficit	-560	0	-276	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Bald Mountain Drainage

Function: 711

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$4,500	\$4,200	\$4,200	\$4,400	\$5,000	\$5,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$4,500	\$4,200	\$4,200	\$4,400	\$5,000	\$5,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	4,500	4,200	4,200	4,400	5,000	5,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$4,500	\$4,200	\$4,200	\$4,400	\$5,000	\$5,000

621

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		714 - COBBLE HILL DRAINAGE SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REVE									
7572 REQUISITION - SPECIFIED AREA									
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-6,800	-6,800	-6,800	-6,800	-6,800			
	Total REQUISITION - SPECIFIEC	-6,800	-6,800	-6,800	-6,800	-6,800	0	0	
	Total OPERATING REVENUES	-6,800	-6,800	-6,800	-6,800	-6,800			
OPERATING EXPE									
4210 OPERATING EXPENDITURES									
01-2-4210-1301	WAGES	3,200	3,200	3,200	3,200	3,200			
01-2-4210-1400	BENEFITS	832	832	832	832	832			
01-2-4210-4100	ALLOC - GENERAL GOVERNMENT	382	382	237	237	237			
01-2-4210-4575	ALLOC - ENGINEERING	974	974	907	907	795			
01-2-4210-4587	ALLOC - ADMINISTRATION	257	257	301	301	291			
	Total OPERATING EXPENDITUR	5,645	5,645	5,477	5,477	5,355	0	0	
4235 DRAINAGE WORKS									
01-2-4235-2450	R & M - MACHINERY & EQUIPM	0	1,155	0	1,100	1,100			
01-2-4235-2620	RENTALS/MACHINERY & EQUI	0	0	0	223	345			
	Total DRAINAGE WORKS	0	1,155	0	1,323	1,445	0	0	
	Total OPERATING EXPENSES	5,645	6,800	5,477	6,800	6,800			
	Surplus/Deficit	-1,155	0	-1,323	0	0			

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cobble Hill Drainage

Function: 714

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$6,800	\$6,800	\$6,900	\$10,000	\$7,000	\$7,000
Debt Payments						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$6,800	\$6,800	\$6,900	\$10,000	\$7,000	\$7,000
Requisition/Parcel Tax	6,800	6,800	6,900	7,000	7,000	7,000
User Fee						
Transfer from Capital Reserve						
Other				3,000		
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$6,800	\$6,800	\$6,900	\$10,000	\$7,000	\$7,000

2018 Year over Year Comparative Analysis

Function: 714 - Cobble Hill Drainage

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$6,800	\$6,800	\$0	0.00%
Explanation of increase/decrease:				
Decrease to Allocations			-122	-1.79%
Increase to Drainage Works			122	1.79%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
Subtotal section A			<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

	<u>2017</u> <u>Requisition</u>	<u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
				0.00%
				0.00%
				0.00%
Subtotal section B			<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
				0.00%
				0.00%
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:
1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$22,984

625

R30

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		715 - ARBUTUS RIDGE DRAINAGE SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-25,370	-25,370	-20,000	-20,000	-20,000		
	Total REQUISITION - SPECIFIEC	-25,370	-25,370	-20,000	-20,000	-20,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	11,022	11,022	225	225	0		
	Total SURPLUS/DEFICIT - CURF	11,022	11,022	225	225	0	0	0
	Total OPERATING REVENUES	-14,348	-14,348	-19,775	-19,775	-20,000		
OPERATING EXPE								
42 OPERATING EXPENDITURES								
01-2-4210-1301	WAGES	5,700	5,700	5,700	5,700	6,200		
01-2-4210-1400	BENEFITS	1,482	1,482	1,482	1,482	1,612		
01-2-4210-4100	ALLOC - GENERAL GOVERNMI	608	608	596	596	628		
01-2-4210-4575	ALLOC - ENGINEERING	1,982	1,982	1,587	1,587	1,591		
01-2-4210-4587	ALLOC - ADMINISTRATION	523	523	527	527	582		
	Total OPERATING EXPENDITUR	10,295	10,295	9,892	9,892	10,613	0	0
4235 DRAINAGE WORKS								
01-2-4235-2338	CONTRACT FOR SERVICES	0	0	0	3,000	3,000		
01-2-4235-2450	R & M - MACHINERY & EQUIPM	0	1,000	0	3,000	3,000		
01-2-4235-2620	RENTALS/MACHINERY & EQUI	3,270	3,000	0	3,000	3,000		
01-2-4235-5923	SUPPLIES	1,008	53	0	883	387		
	Total DRAINAGE WORKS	4,278	4,053	0	9,883	9,387	0	0
	Total OPERATING EXPENSES	14,573	14,348	9,892	19,775	20,000		
	Surplus/Deficit	225	0	-9,883	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Arbutus Ridge Drainage

Function: 715

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$19,775	\$20,000	\$20,000	\$20,000	\$20,000	\$25,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$19,775	\$20,000	\$20,000	\$20,000	\$20,000	\$25,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	20,000	20,000	20,000	20,000	20,000	25,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	(225)					
TOTAL SOURCE OF FUNDS	19,775	\$20,000	\$20,000	\$20,000	\$20,000	\$25,000

627

2018 Year over Year Comparative Analysis

Function: 715 - Arbutus Ridge Drainage

A) Core Budget

	2017 <u>Requisition</u> \$20,000	Proposed 2018 <u>Requisition</u> \$20,000	<u>Requisition</u> \$ Increase (Decrease)	<u>Requisition</u> % Increase (Decrease)
			\$0	0.00%
Explanation of increase/decrease:				
Increase Wages, Benefits & Allocations			630	3.15%
Increased Allocations			91	
Decrease Drainage Works			-496	-2.48%
Decrease Deficit			-225	-1.13%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
				0.00%
			<u>\$0</u>	<u>-0.46%</u>

B) Prior Year One-time Items

			<u>Requisition</u> \$ Increase (Decrease)	<u>Requisition</u> % Increase (Decrease)
				0.00%
				0.00%
			<u>\$0</u>	<u>0.00%</u>
			<u>\$0</u>	<u>-0.46%</u>

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> % Increase
				0.00%
				0.00%
				0.00%
			<u>\$0</u>	<u>0.00%</u>
			<u>\$0</u>	<u>-0.46%</u>

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		799 - SHAWNIGAN CREEK CLEANOUT SYSTE						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-81	0	-21	0	0		
Total GRANTS		-81	0	-21	0	0	0	0
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-12,021	-12,021	-12,021	-12,021	-12,021		
Total REQUISITION - SPECIFIED		-12,021	-12,021	-12,021	-12,021	-12,021	0	0
Total OPERATING REVENUES		-12,102	-12,021	-12,042	-12,021	-12,021		
OPERATING EXPE								
4235 OPERATING EXPENDITURES								
01-2-4210-1301	WAGES	3,000	3,000	3,200	3,200	3,200		
01-2-4210-1400	BENEFITS	780	780	832	832	832		
01-2-4210-4100	ALLOC - GENERAL GOVERNMENT	475	475	624	624	440		
01-2-4210-4575	ALLOC - ENGINEERING	252	252	907	907	795		
01-2-4210-4586	ALLOC - UTILITIES OVERHEAD	66	66	301	301	0		
01-2-4210-4587	ALLOC - ADMINISTRATION	0	0	0	0	291		
Total OPERATING EXPENDITURES		4,573	4,573	5,864	5,864	5,558	0	0
4235 DRAINAGE WORKS								
01-2-4235-2313	CONSULTANTS - ENGINEERING	462	7,448	0	6,157	6,341		
01-2-4235-2338	CONTRACT FOR SERVICES	5,222	0	272	0	122		
Total DRAINAGE WORKS		5,684	7,448	272	6,157	6,463	0	0
Total OPERATING EXPENSES		10,257	12,021	6,136	12,021	12,021		
Surplus/Deficit		-1,845	0	-5,906	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shawnigan Creek Cleanout System

Function: 799

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$12,021	\$12,021	\$13,000	\$14,000	\$14,000	\$14,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
Transfer to Feasibility Fund						
TOTAL APPLICATION OF FUNDS	\$12,021	\$12,021	\$13,000	\$14,000	\$14,000	\$14,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	12,021	12,021	13,000	14,000	14,000	14,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus						
TOTAL SOURCE OF FUNDS	\$12,021	\$12,021	\$13,000	\$14,000	\$14,000	\$14,000

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

FORM C-1

Dept Function: Shawnigan Station Drainage

Function: 716

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs						
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000
SOURCES OF FUNDS						
Requisition/Parcel Tax				1,000	1,000	1,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000

632



STAFF REPORT TO COMMITTEE

DATE OF REPORT August 21, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Water Management Division
Engineering Services Department

SUBJECT: 2018 Budget Review – Function 800 - 860 Sewer

FILE: 0540-20-EAS/05

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for the sewer functions.

RECOMMENDED RESOLUTION

1. That the 800 Cowichan Bay Sewer System 2018 Draft Budget be approved.
2. That the 801 Brulette Sewer System 2018 Draft Budget be approved.
3. That the 802 Sentinel Ridge Sewer System 2018 Draft Budget be approved.
4. That the 803 Twin Cedars Sewer System 2018 Draft Budget be approved.
5. That the 804 Lambourn Sewer System 2018 Draft Budget be approved; and
That the Supplementary request for a capital inflow and infiltration program be approved.
6. That the 805 Arbutus Mt. Sewer System 2018 Draft Budget be approved; and
That the Supplementary request for a treatment plant Inlet Screen be approved.
7. That the 809 Cobble Hill Sewer System 2018 Draft Budget be approved; and
That the Supplementary request for design of a treatment plant replacement be approved.
8. That the 810 Mesachie Lake Sewer System 2018 Draft Budget be approved.
9. That the 811 Bald Mountain Sewer System 2018 Draft Budget be approved.
10. That the 813 Mill Springs Sewer System 2018 Draft Budget be approved.
11. That the 815 Arbutus Ridge Sewer System 2018 Draft Budget be approved.
12. That the 820 Eagle Heights Sewer System 2018 Draft Budget be approved.
13. That the 830 Maple Hills Sewer System 2018 Draft Budget be approved.
14. That the 840 Shawnigan Beach Estates Sewer System 2018 Draft Budget be approved.
15. That the 850 Kerry Village Sewer System 2018 Draft Budget be approved; and
That the Supplementary request for a treatment plant inlet screen be approved.
16. That the 860 Youbou Sewer System 2018 Draft Budget be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process, draft budgets were prepared for Sewer functions based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

800 Cowichan Bay Sewer System: Core Budget increases to parcel tax due to increases in administrative, operational and maintenance expenses and decreases in both connection fees and contribution to Eagle Heights sewer. No supplementary requests. One time changes include

reduction of capital funding for an ongoing capital inflow and infiltration program by reduced anticipated connection charges. Parcel tax requisition was reallocated from capital to operating to fund JUB Capital.

801 Brulette Sewer System: No increase in Core Budget. No one-time changes include capital project to replace sewer treatment plant, funded by 2/3 gas tax funding and 1/3 borrowing underway in 2017. No supplementary items.

802 Sentinel Ridge Sewer System: Core Budget increases are required to user fees and parcel tax for increased administrative expenses. There are decreases to operation and maintenance. No supplementary requests. Prior year one-time change reduction of capital due to capital project being completed in 2017.

803 Twin Cedars Sewer System: Core Budget changes include increased user fees and parcel taxes due to increased anticipated deficit. Administrative Expenses has increased. Operation and maintenance has decreased. No supplementary requests. One time changes include reduction of capital due to a project completed in 2017.

804 Lambourn Sewer System: Core Budget increases are required to user fees for increased administrative, operational and maintenance expenses. One-time changes include a capital inflow and infiltration project funded by borrowing that was not completed in 2017. Supplementary request includes capital Inflow and Infiltration project funded by gas tax for 2018.

805 Arbutus Mt. Sewer System: Core Budget increases are required to parcel taxes for increased administrative, operational and maintenance expenses. The one-time change includes a supplementary request for capital funding for a sewer inlet screen funded by gas tax in 2018.

809 Cobble Hill Sewer System: Core Budget increases are required to user fees for increased administrative, operational and maintenance and debt expenses. One-time change includes a 2017 capital project for sewer treatment plant repair that was completed, funded by borrowing. There is a supplementary request for capital funding for a treatment plant design upgrade, funded by gas tax in 2018.

810 Mesachie Lake Sewer System: Core Budget increases are required to parcel taxes for increased administrative, operational and maintenance and debt (interest only) expenses. No supplementary requests. One time change includes changes to capital for an ongoing new wastewater disposal and collection system replacement which will continue in 2018.

811 Bald Mountain Sewer System: Core Budget increases are required to parcel tax for increased operation and maintenance costs. No supplementary requests. One time change included funding for a minor capital project not competed in 2017 and not budgeted in 2018.

813 Mill Springs Sewer System: Core Budget increases are required to user fees for increased administrative, operation and maintenance costs. No one-time changes or supplementary requests.

815 Arbutus Ridge Sewer System: Sewer System: Core Budget increases are required to user fees for increased administrative, operational and maintenance expenses. No supplementary requests. One time changes included an increase in capital funding for an ongoing new waste water treatment and disposal system replacement.

820 Eagle Heights Sewer System: Core Budget increases are required for increased administrative and anticipated deficit costs. A decrease in connection fees and decreased contribution from Cowichan Bay sewer are also included in 2018. No supplementary requests. One time changes includes an increase to capital for an Inflow and Infiltration program funded by capital reserves. JUB third party capital also funded by capital reserves.

830 Maple Hills Sewer System: Core Budget increases are required to user fees for increased administrative, operational and maintenance expenses. No one-time changes or supplementary requests

840 Shawnigan Beach Estates Sewer System: Core Budget increases are required to user fees for increased administrative, operational and maintenance expenses. Small decrease to debt costs. No supplementary requests. One time changes include a decrease in capital funding for an ongoing capital Inflow and Infiltration program funded by reserves.

850 Kerry Village Sewer System: Core Budget has increased due to decreased deficit, with funding used for increased administrative, operational and maintenance expenses. A reduction in deficit is anticipated. There are no one-time changes. Supplementary request includes capital funding for an inlet screen for the wastewater treatment plant.

860 Youbou Sewer System: Minor increase in Core Budget including increase in user fees, due to additional customers. Larger increase to capital reserves with decreases to operational and maintenance. No one-time changes or supplementary requests.

FINANCIAL CONSIDERATIONS

800 Cowichan Bay Sewer System:

1. Revenue – Parcel tax increase of \$5,270 or \$5/lot
2. Debt payments – no change
3. Requisition used for \$70,000 JUB Capital
4. Capital - \$100,000 funded by \$70,000 Reserves & \$30,000 potentially from connection fees
5. Reduction of \$14,000 transfer to Eagle Heights (funding agreement ending in 2017)

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$132,320.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$290,495.

801 Brulette Sewer System:

1. Revenue – No change to parcel tax or user fee
2. Debt payments – reduction of \$5,643 as short term debt was not borrowed in 2017
3. Reserves – no change in reserves

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$23,197.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

802 Sentinel Ridge Sewer System:

1. Revenue – Increase to user fees \$15,000 or \$20/home
2. Debt payments – no debt
3. Reserves – no change in reserves

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$7,123.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$61,352.

803 Twin Cedars Sewer System:

1. Revenue – Increase user fees \$6,539 and parcel tax by \$1,314 by additional customers
2. Debt payments – no debt

3. Reserves – increase to capital reserves of \$195,000 from new customers joining service area in 2017

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$26,593.

804 Lambourn Sewer System:

1. Revenue – Increase user fees \$8,100 or \$63/home, also additional customers
2. Debt payments – no change
3. Reserves – no change
4. Administration costs increase of \$17,339
5. Supplementary – \$150,000 funded by gas tax for Inflow and infiltration capital project

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$17,522.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

805 Arbutus Mt. Sewer System:

1. Revenue – Increase parcel tax \$2,706 or \$22/lot
2. Debt payments – no debt
3. Reserves – no change
4. Capital - project \$50,000 funded by gas tax reserve

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$21,782

809 Cobble Hill Sewer System:

1. Revenue – Increase user fees \$6,020 or \$80/home
2. Debt payments – Increase \$95
3. Reserves – no change
4. Capital - project \$50,000 funded by gas tax reserves

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$33,502

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0

810 Mesachie Lake Sewer System:

1. Revenue – Increase parcel tax \$16,878 or \$206/home (partial increase for new debt)
2. Debt payments – increase \$7,536
3. Reserves – 2018 funding includes \$40,000 capital reserve, \$10,955 operating reserve
4. Capital – Project cost \$1,578,748 funded by \$40,000 Capital Reserve, \$200,000 Gas Tax Reserve, \$251,226 Borrowing, \$1,076,567 Grant funding, and \$10,955 operating reserve

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$6,168

811 Bald Mountain Sewer System:

1. Revenue – Increase parcel tax \$1,450 or \$11/lot
2. Debt payments – no debt

3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$25,270

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$21,278

813 Mill Springs Sewer System:

1. Revenue – Increased user fees \$14,220 or \$20/home, also additional customers
2. Debt payments – no debt
3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$48,883

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0

815 Arbutus Ridge Sewer System:

1. Revenue – Increase user fees \$47,440 or \$35/home (partial increase for new debt and increase due to adjusted billing in 2017)
2. Debt payments – increase \$15,750
3. Reserves – no change
4. Capital – Project cost \$2,250,000 funded by \$2,125,000 borrowing and \$125,000 gas tax.

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$189,997

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$3,374.

820 Eagle Heights Sewer System:

1. Revenue - Increase user fees \$25,057 or \$40/year,
2. Debt payments – no debt
3. Reserves – increase of \$50,000 to fund capital and third party capital
4. Reduction of \$14,000 transfer from Cowichan Bay (funding agreement ending in 2017).

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$1,211,702.

830 Maple Hills Sewer System:

1. Revenue – Increase user fees \$1,600 (net of discount) or \$30/home
2. Debt payments – no debt
3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$36,373.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$8,934.

840 Shawnigan Beach Estates Sewer System:

1. Revenue – Increase user fees \$8,906 (net of discount) or \$24/home
2. Debt payments – decrease \$1,695
3. Reserves – no change

- 4. Capital – decrease \$50,000 funded by reserves

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$22,229.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$3,519.

850 Kerry Village Sewer System:

- 1. Revenue – no change in user fees & parcel taxes, reduction in deficit \$11,503
- 2. Debt payments – no change.
- 3. Reserves –no change
- 4. Supplemental – Capital project \$25,000 funded by capital reserves.

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$39,972.

860 Youbou Sewer System:

- 1. Revenue – minor change in user fees due to additional user, no change to parcel tax
- 2. Debt payments – no change
- 3. Reserves – no change

The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$43,289.

The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$2,042.

COMMUNICATION CONSIDERATIONS

N/A

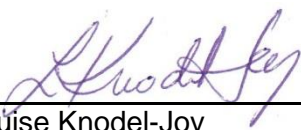
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

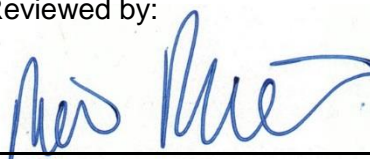
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



 Louise Knodel-Joy
 Senior Engineering Technologist

Reviewed by:



 Brian Dennison, P. Eng.
 Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

- Attachment A - 800 Cowichan Bay Sewer System
Vadim Draft Budget
5 Year Plan
Capital Form
Year over Year Comparative Analysis
- Attachment B - 801 Brulette Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment C - 802 Sentinel Ridge Sewer
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment D - 803 Twin Cedars Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
- Attachment E - 804 Lambourn Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
Supplemental Requests
- Attachment F - 805 Arbutus Mt. Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
Supplemental Requests
- Attachment G - 809 Cobble Hill Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
Supplemental Requests
- Attachment H - 810 Mesachie Lake Sewer System
Vadim Draft Budget
5 Year Plan
Capital Form
Year over Year Comparative Analysis

Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment J - 813 Mill Springs Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment K - 815 Arbutus Ridge Sewer System
Vadim Draft Budget
5 Year Plan
Capital Form
Year over Year Comparative Analysis

Attachment L - 820 Eagle Heights Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment M - 830 Maple Hills Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

Attachment N - 840 Shawnigan Beach Estates Sewer System
Vadim Draft Budget
5 Year Plan
Capital Form
Year over Year Comparative Analysis

Attachment O - 850 Kerry Village Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis
Supplemental Requests

Attachment P - 860 Youbou Sewer System
Vadim Draft Budget
5 Year Plan
Year over Year Comparative Analysis

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : -- - To : -- -

Function Type : Selective

**GENERAL SEWER FUND
800 - COWICHAN BAY SEWER SYSTEM**

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000 USER CHARGES	-228,722	-226,000	-232,601	-230,000	-233,000		
03-1-4411-1000 DISCOUNTS	18,728	14,000	18,974	15,000	14,500		
Total USER CHARGES	-209,994	-212,000	-213,628	-215,000	-218,500	0	0
4433 RECOVERY OF COSTS							
03-1-4433-0000 RECOVERY OF COSTS	-20,737	0	-4,200	0	0		
Total RECOVERY OF COSTS	-20,737	0	-4,200	0	0	0	0
4810 CONNECTION CHARGES							
03-1-4810-0000 CONNECTION CHARGES	-3,800	-87,000	-60,150	-168,000	-20,000		
Total CONNECTION CHARGES	-3,800	-87,000	-60,150	-168,000	-20,000	0	0
4820 CONNECTION CAPITAL							
03-1-4820-0000 CONNECTION CAPITAL	-30,800	0	0	0	0		
Total CONNECTION CAPITAL	-30,800	0	0	0	0	0	0
7574 REQUISITION - PARCEL TAX							
03-1-7574-0000 REQUISITION - PARCEL TAX	-162,000	-162,000	-98,230	-98,230	-233,500		
Total REQUISITION - PARCEL TAX	-162,000	-162,000	-98,230	-98,230	-233,500	0	0
7575 PARCEL TAX C.V.R.D.							
03-1-7575-0000 PARCEL TAX C.V.R.D.	-477	-522	-589	-522	-560		
Total PARCEL TAX C.V.R.D.	-477	-522	-589	-522	-560	0	0
Total OPERATING REV	-427,809	-461,522	-376,797	-481,752	-472,560		

OPERATING EXP							
4210 OPERATING EXPENDITURES							
03-2-4210-1301 WAGES	88,797	88,797	94,438	94,438	102,699		
03-2-4210-1400 BENEFITS	23,087	23,087	24,554	24,554	26,702		
03-2-4210-2121 POSTAGE	965	1,500	0	1,500	1,500		
03-2-4210-2131 TELEPHONE	794	1,000	644	1,000	1,000		
03-2-4210-2320 LEGAL SERVICES	0	2,500	0	2,500	2,500		
03-2-4210-2370 INSURANCE - PROPERTY	543	800	0	800	800		
03-2-4210-2372 INSURANCE DEDUCTIBLES	253	167	0	0	0		
03-2-4210-2400 ALARM MAINTENANCE	1,066	1,000	482	1,000	1,000		
03-2-4210-2561 ALARM MONITORING	0	0	874	0	0		

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND
800 - COWICHAN BAY SEWER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
03-2-4210-4100	10,735	10,735	12,193	12,193	14,447		
03-2-4210-4575	44,423	44,423	38,425	38,425	39,367		
03-2-4210-4587	9,944	9,944	12,781	12,781	14,429		
03-2-4210-4588	-14,530	-14,530	-14,529	-14,530	-14,530		
03-2-4210-5110	421	1,600	17	1,600	1,600		
03-2-4210-5310	17	500	0	500	500		
03-2-4210-7550	0	150	7,000	150	150		
03-2-4210-9910	0	18,216	0	2,668	763		
Total OPERATING EXPENDITUR	166,514	189,889	176,878	179,579	192,927	0	0
4215 SERVICE OF SUPPLY-SEWER							
03-2-4215-2325	0	500	0	500	500		
03-2-4215-2330	0	5,000	0	5,000	5,000		
03-2-4215-2338	0	2,000	0	2,000	2,000		
Total SERVICE OF SUPPLY-SEW	0	7,500	0	7,500	7,500	0	0
4220 SEWAGE COLLECTION SYSTEMS							
03-2-4220-2338	205	2,000	0	2,000	2,000		
03-2-4220-2564	0	4,000	0	10,390	7,000		
03-2-4220-2620	22,696	4,500	2,372	4,500	7,000		
03-2-4220-5923	11,191	6,000	3,388	10,000	7,000		
Total SEWAGE COLLECTION SY	34,092	16,500	5,760	26,890	23,000	0	0
4240 SEWAGE TREATMENT & PUMPING							
03-2-4240-2450	4,372	5,000	844	5,000	5,000		
03-2-4240-2620	15,300	5,000	1,503	5,000	5,000		
03-2-4240-5510	693	500	295	500	500		
03-2-4240-5525	85,179	67,000	23,511	67,000	67,000		
03-2-4240-5530	6,179	4,500	4,470	4,650	6,000		
03-2-4240-5533	330	500	241	500	500		
03-2-4240-5638	3,501	8,000	5,672	8,000	2,000		
03-2-4240-5923	2,216	6,000	4,576	6,000	6,000		
Total SEWAGE TREATMENT & F	117,769	96,500	41,112	96,650	92,000	0	0
4245 CONNECTION COSTS							
03-2-4245-5650	326	0	0	0	0		
Total CONNECTION COSTS	326	0	0	0	0	0	0
8123 INTEREST / MFA OWN DEBENTURES							
03-2-8123-8232	14,400	14,400	7,200	14,400	14,400		

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND
800 - COWICHAN BAY SEWER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
Total INTEREST / MFA OWN DEI	14,400	14,400	7,200	14,400	14,400	0	0
8133 PRINCIPAL/ MFA OWN DEBENTURES							
03-2-8133-8332 PRINCIPAL (CVRD)	18,146	18,146	0	18,146	18,146		
Total PRINCIPAL/ MFA OWN DEI	18,146	18,146	0	18,146	18,146	0	0
8222 CONTRIBUTION TO THIRD PARTY CAPITAL							
03-2-8222-0000 CONTRIBUTION TO THIRD PAF	10,757	100,000	29,408	70,000	70,000		
Total CONTRIBUTION TO THIRD	10,757	100,000	29,408	70,000	70,000	0	0
8226 TRANSFER TO FORCEMAIN RESERVE FUND							
03-2-8226-0000 TRANSFER TO FORCEMAIN RI	4,587	4,587	4,587	4,587	4,587		
Total TRANSFER TO FORCEMAI	4,587	4,587	4,587	4,587	4,587	0	0
8226 TRANSFER TO CAPITAL RESERVE							
03-2-8241-0000 TSF TO CAPITAL RESERVE	30,800	0	50,000	50,000	50,000		
Total TRANSFER TO CAPITAL R	30,800	0	50,000	50,000	50,000	0	0
8250 TRANSFER TO EAGLE HEIGHTS							
03-2-8250-0000 TRANSFER TO EAGLE HEIGHT	14,000	14,000	14,000	14,000	0		
Total TRANSFER TO EAGLE HEI	14,000	14,000	14,000	14,000	0	0	0
Total OPERATING EXP	411,392	461,522	328,945	481,752	472,560		
CAPITAL REV							
4810 CONNECTION CHARGES							
03-7-4810-0000 CONNECTION CHARGES	0	-25,000	0	0	-30,000		
Total CONNECTION CHARGES	0	-25,000	0	0	-30,000	0	0
7574 REQUISITION PARCEL TAX							
03-7-7574-0000 REQUISITION PARCEL TAX	-25,000	-25,000	-130,000	-130,000	0		
Total REQUISITION PARCEL TA)	-25,000	-25,000	-130,000	-130,000	0	0	0
9010 TRANSFER FROM CAPITAL RESERVE							
03-7-9010-0000 TSF FROM CAPITAL RESERVE	-40,842	-50,000	0	-70,000	-70,000		
Total TRANSFER FROM CAPITA	-40,842	-50,000	0	-70,000	-70,000	0	0
Total CAPITAL REV	-65,842	-100,000	-130,000	-200,000	-100,000		

CAPITAL EXP

R31



Account Code : . . . To : . . .

Function Type : Selective

		GENERAL SEWER FUND						
		800 - COWICHAN BAY SEWER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
8221 TRANSFER/GENERAL CAPITAL FUND								
03-8-8221-6111	ENGINEERING STRUCTURES	67,612	100,000	0	200,000	100,000		
	Total TRANSFER/GENERAL CAF	67,612	100,000	0	200,000	100,000	0	0
	Total CAPITAL EXP	67,612	100,000	0	200,000	100,000		
	Surplus/Deficit	-14,647	0	-177,852	0	0		

644

R31

2018 Budget - Approved Capital Expenditure

Title	Inflow & Infiltration Repair	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	800 - Cowichan Bay Sewer
Type	Capital - Replacement	Priority	1

Description

Rainwater entering the sewer system through infiltration and inflow is using up capacity in the piping and pumping system. Repairs or manholes and sewer pipes will reduce it.

Benefits

Prevent system overloading due to I & I.

Risks

Inability to convey all sewage to the JUB.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Capital reserve	70,000	70,000					70,000							-
Connection Charges	30,000	30,000					30,000							-
	100,000	100,000	-	-	-	-	100,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng. Structures	100,000	100,000					100,000	Debt Servicing						-
							-							-
	100,000	100,000	-	-	-	-	100,000		-	-	-	-	-	-

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Bay Sewer

Function: 800

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$310,619	\$315,427	\$386,367	\$384,240	\$366,126	\$332,626
Long Term Debt	32,546	32,546	32,546	44,673	132,787	132,787
Short Term Debt						
Capital	200,000	100,000	40,000			40,000
Third Party Capital	70,000	70,000	70,000	1,690,000	30,000	30,000
Transfer to Capital Reserve	50,000	50,000				
Transfer to Forcemain Reserve	4,587	4,587	4,587	4,587	4,587	4,587
Transfer to Eagle Heights	14,000					
TOTAL APPLICATION OF FUNDS	\$681,752	\$572,560	\$533,500	\$2,123,500	\$533,500	\$540,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	228,230	233,500	233,500	233,500	233,500	240,000
User Fee	215,000	218,500	300,000	300,000	300,000	300,000
Transfer from Capital Reserve	70,000	70,000		200,000		
Other	168,522	50,560				
Debt Proceeds				1,390,000		
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$681,752	\$572,560	\$533,500	\$2,123,500	\$533,500	\$540,000

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Treatment Plant	\$244,372	2023	\$32,546
Total			<u>\$32,546</u>

646

R31

2018 Budget Review

Function: 800 - Cowichan Bay Sewer

A) Core Budget

2017 <u>Revenue</u>	Proposed 2018 <u>Revenue</u>	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
\$681,752	\$572,560	-\$109,192	-16.02%

Explanation of increase:

Increase Operation & Maintenance	4,808	0.71%
Decrease Transfer to Eagle Heights	-14,000	-2.05%
Subtotal section A	-\$9,192	-1.35%

B) Prior Year One-time Items

	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
Capital project not started in 2017 removed from budget	-\$100,000	
Subtotal section B	-\$100,000	0.00%

647

Subtotal sections A + B	-\$109,192	-1.35%
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C) Supplemental Items

2018	<u>Cost</u>	<u>Reserve</u>	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	-\$109,192	-1.35%
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Notes:

- 1) The Operating Reserve balance for this function is \$132,320
- 2) The Capital Reserve balance for this function is \$290,495

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND								
801 - BRULETTE PLACE SEWER SYSTEM								
	2016	2016	2017	2017	2018			
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REV								
4411 USER CHARGES								
03-1-4411-0000	USER CHARGES	-30,800	-30,800	-30,800	-30,800	-30,800		
03-1-4411-1000	DISCOUNTS	2,778	1,800	2,585	2,000	2,000		
	Total USER CHARGES	-28,023	-29,000	-28,215	-28,800	-28,800	0 0	
7574 REQUISITION - PARCEL TAX								
03-1-7574-0000	REQUISITION - PARCEL TAX	-24,780	-24,780	-24,780	-24,780	-24,780		
	Total REQUISITION - PARCEL TAX	-24,780	-24,780	-24,780	-24,780	-24,780	0 0	
	Total OPERATING REV	-52,803	-53,780	-52,995	-53,580	-53,580		
OPERATING EXP								
4200 OPERATING EXPENDITURES								
03-2-4210-1301	WAGES	13,892	13,892	14,479	14,479	15,702		
03-2-4210-1400	BENEFITS	3,612	3,612	3,764	3,764	4,083		
03-2-4210-2121	POSTAGE	68	100	0	100	100		
03-2-4210-2131	TELEPHONE	794	200	596	500	500		
03-2-4210-2320	LEGAL SERVICES	120	100	0	100	100		
03-2-4210-2370	INSURANCE - PROPERTY	1,882	2,145	0	2,145	2,145		
03-2-4210-2372	INSURANCE DEDUCTIBLES	32	32	0	0	0		
03-2-4210-2400	ALARM MAINTENANCE	275	500	207	500	500		
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	2,047	2,047	2,137	2,137	1,697		
03-2-4210-4575	ALLOC - ENGINEERING	3,661	3,661	3,043	3,043	2,802		
03-2-4210-4587	ALLOC - ADMINISTRATION	819	819	1,012	1,012	1,027		
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	865	865	865	865	865		
03-2-4210-5110	SUNDRY EXPENSES	0	300	0	58	58		
03-2-4210-7550	LICENCES & FEES	105	300	209	300	300		
03-2-4210-9910	CONTINGENCY	0	694	0	226	876		
	Total OPERATING EXPENDITURES	28,172	29,267	26,311	29,229	30,755	0 0	
4215 SERVICE OF SUPPLY-SEWER								
03-2-4215-2338	CONTRACT FOR SERVICES	0	500	0	500	500		
	Total SERVICE OF SUPPLY-SEWER	0	500	0	500	500	0 0	
4220 SEWAGE COLLECTION SYSTEMS								
03-2-4220-5923	SUPPLIES	313	1,000	39	500	500		
	Total SEWAGE COLLECTION SYSTEMS	313	1,000	39	500	500	0 0	

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND						
801 - BRULETTE PLACE SEWER SYSTEM						
	2016	2016	2017	2017	2018	
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
4240 SEWAGE TREATMENT & PUMPING						
03-2-4240-2316	LABORATORY TESTING	3,063	4,000	2,258	2,500	2,500
03-2-4240-2445	SLUDGE DISPOSAL	1,034	5,000	892	2,500	4,000
03-2-4240-2620	RENTALS/MACHINERY & EQUI	1,793	5,000	2,514	4,000	1,700
03-2-4240-2623	UV SYSTEM	0	250	0	250	250
03-2-4240-5530	ELECTRICITY	3,835	4,000	2,369	4,000	4,000
03-2-4240-5533	GAS	316	400	219	400	400
03-2-4240-5630	PARTS/SUPPLIES	546	800	594	800	4,000
03-2-4240-5638	CONTRACT ELECTRICAL REP/	727	900	0	1,000	500
Total SEWAGE TREATMENT & F		11,315	20,350	8,847	15,450	17,350
4260 DISPOSAL FIELD/FORCEMAIN						
03-2-4260-5630	PARTS/SUPPLIES	0	500	0	283	2,500
Total DISPOSAL FIELD/FORCEM		0	500	0	283	2,500
8115 SHORT TERM DEBT						
03-2-8115-8215	INTEREST	0	188	0	810	0
03-2-8115-8216	PRINCIPAL	0	0	0	4,833	0
Total SHORT TERM DEBT		0	188	0	5,643	0
8123 INTEREST / MFA OWN DEBENTURES						
03-2-8123-8232	INTEREST (CVRD)	741	741	371	741	741
Total INTEREST / MFA OWN DEI		741	741	371	741	741
8133 PRINCIPAL/ MFA OWN DEBENTURES						
03-2-8133-8332	PRINCIPAL (CVRD)	0	1,234	0	1,234	1,234
Total PRINCIPAL/ MFA OWN DEI		0	1,234	0	1,234	1,234
Total OPERATING EXP		40,542	53,780	35,568	53,580	53,580
CAPITAL REV						
8250 MFA FUNDING						
03-7-8250-0002	MFA FUNDING - SHORT TERM	0	-20,000	0	-10,000	0
Total MFA FUNDING		0	-20,000	0	-10,000	0
9009 TRANSFER FROM GAS TAX RESERVE						
03-7-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-15,000	0
Total TRANSFER FROM GAS TA		0	0	0	-15,000	0

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

GENERAL SEWER FUND						
801 - BRULETTE PLACE SEWER SYSTEM						
	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET	
Total CAPITAL REV	0	-20,000	0	-25,000	0	
CAPITAL EXP						
8221 TRANSFER/GENERAL CAPITAL FUND						
03-8-8221-6111 ENGINEERING STRUCTURES	0	20,000	0	25,000	0	
Total TRANSFER/GENERAL CAF	0	20,000	0	25,000	0	0 0
Total CAPITAL EXP	0	20,000	0	25,000	0	
Surplus/Deficit	-12,261	0	-17,427	0	0	

650

R31

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Brulette Sewer

Function: 801

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$45,962	\$51,604	\$47,000	\$47,000	\$47,950	\$47,950
Long Term Debt	1,975	1,976	1,976	1,976	1,976	1,976
Short Term Debt	5,643					
Capital	25,000					
Transfer to Capital Reserve						
Transfer to Feasibility Studies						
TOTAL APPLICATION OF FUNDS	\$78,580	\$53,580	\$48,976	\$48,976	\$49,926	\$49,926
SOURCES OF FUNDS						
Requisition/Parcel Tax	24,780	24,780	24,000	24,000	25,000	25,000
User Fee	28,800	28,800	24,976	24,976	24,926	24,926
Transfer from Capital Reserve						
Other						
Transfer from Gas Tax Reserve	15,000					
Debt Proceeds	10,000					
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$78,580	\$53,580	\$48,976	\$48,976	\$49,926	\$49,926

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$20,860	2029	\$1,976
Total			<u>\$1,976</u>

651

R31

2018 Budget Review

Function:

801 - Brulette Sewer

A) Core Budget

	<u>2017 Revenue</u> \$53,580	<u>Proposed 2018 Revenue</u> \$53,580	<u>Revenue \$ Increase (Decrease)</u> \$0	<u>Revenue % Increase (Decrease)</u> 0.00%
Explanation of increase:				
Increase in Wages, Benefits and Allocations			876	1.63%
Increase in operating costs			4,767	8.90%
Decrease in short-term debt servicing costs			-5,643	-10.53%
		Subtotal section A	<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

	<u>Revenue \$ Increase (Decrease)</u> \$0	<u>Revenue % Increase (Decrease)</u> 0.00%
	Subtotal section B	<u>\$0</u> <u>0.00%</u>

652

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Gas Tax & Borrowing</u>	<u>Requisition % Increase</u>
1)				0.00%
		Subtotal section C	<u>\$0</u>	<u>0.00%</u>
			Subtotal sections A + B + C	<u>\$0</u> <u>0.00%</u>

Notes:

- 1) The Operating Reserve balance for this function is \$23,197
- 2) The Capital Reserve balance for this function is \$0

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : . . . To : . . .

Function Type : Selective

GENERAL SEWER FUND						
802 - SENTINEL RIDGE SEWER SYSTEM						
	2016	2016	2017	2017	2018	
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
OPERATING REV						
4411 USER CHARGES						
03-1-4411-0000	USER CHARGES	-68,727	-64,355	-75,262	-67,000	-83,000
03-1-4411-1000	DISCOUNTS	4,841	1,500	5,456	4,000	5,000
	Total USER CHARGES	-63,886	-62,855	-69,806	-63,000	-78,000
						0
						0
4810 CONNECTION CHARGES						
03-1-4810-0000	CONNECTION CHARGES	-5,800	0	-2,100	0	0
	Total CONNECTION CHARGES	-5,800	0	-2,100	0	0
						0
						0
7574 REQUISITION - PARCEL TAX						
03-1-7574-0000	REQUISITION - PARCEL TAX	-42,400	-42,400	-52,500	-52,500	-52,950
	Total REQUISITION - PARCEL TAX	-42,400	-42,400	-52,500	-52,500	-52,950
						0
						0
	Total OPERATING REV	-112,086	-105,255	-124,406	-115,500	-130,950
OPERATING EXP						
4210 OPERATING EXPENDITURES						
03-2-4210-1301	WAGES	37,944	37,944	41,204	41,204	54,986
03-2-4210-1400	BENEFITS	9,866	9,866	10,714	10,714	14,296
03-2-4210-2121	POSTAGE	110	120	0	120	120
03-2-4210-2131	TELEPHONE	1,588	1,000	1,191	1,000	1,000
03-2-4210-2370	INSURANCE - PROPERTY	2,220	2,537	0	2,537	2,537
03-2-4210-2372	INSURANCE DEDUCTIBLES	71	71	0	0	0
03-2-4210-2400	ALARM MAINTENANCE	909	1,000	659	1,000	1,000
03-2-4210-2561	ALARM MONITORING	0	0	401	0	0
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	4,603	4,603	4,783	4,783	4,610
03-2-4210-4575	ALLOC - ENGINEERING	6,453	6,453	5,364	5,364	7,100
03-2-4210-4587	ALLOC - ADMINISTRATION	1,444	1,444	1,784	1,784	2,603
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	6,357	6,357	6,357	6,357	6,357
03-2-4210-5110	SUNDRY EXPENSES	0	0	7	0	0
03-2-4210-7550	LICENCES & FEES	245	245	245	245	245
03-2-4210-9910	CONTINGENCY	0	195	0	942	696
	Total OPERATING EXPENDITURES	71,811	71,835	72,710	76,050	95,550
						0
						0
4215 SERVICE OF SUPPLY-SEWER						
03-2-4215-2320	LEGAL SERVICES	0	500	0	500	0
03-2-4215-2330	CONSULTANTS	0	0	2,600	1,000	0
03-2-4215-2338	CONTRACT FOR SERVICES	0	1,500	0	1,500	0

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND							
802 - SENTINEL RIDGE SEWER SYSTEM							
	2016	2016	2017	2017	2018		
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
Total SERVICE OF SUPPLY-SEW	0	2,000	2,600	3,000	0	0	0
4220 SEWAGE COLLECTION SYSTEMS							
03-2-4220-2620 RENTALS/MACHINERY & EQUI	520	1,000	105	1,000	1,000		
03-2-4220-5923 SUPPLIES	792	1,000	461	1,000	1,000		
Total SEWAGE COLLECTION SY	1,312	2,000	566	2,000	2,000	0	0
4240 SEWAGE TREATMENT & PUMPING							
03-2-4240-2316 LABORATORY TESTING	4,521	5,000	3,171	5,000	4,500		
03-2-4240-2445 SLUDGE DISPOSAL	8,232	8,000	8,105	9,000	9,000		
03-2-4240-2450 R & M - MACHINERY & EQUIPM	0	1,000	1,603	1,400	1,000		
03-2-4240-2620 RENTALS/MACHINERY & EQUI	692	1,000	532	1,000	500		
03-2-4240-2623 UV SYSTEM	0	0	0	1,000	1,000		
03-2-4240-5510 WATER	1,178	800	557	1,000	1,200		
03-2-4240-5530 ELECTRICITY	13,774	10,000	9,290	10,350	13,500		
03-2-4240-5533 GAS	334	120	232	200	200		
03-2-4240-5630 PARTS/SUPPLIES	3,146	1,000	5,301	2,000	2,000		
03-2-4240-5638 CONTRACT ELECTRICAL REPA	2,109	1,000	2,032	2,000	500		
Total SEWAGE TREATMENT & F	33,986	27,920	30,824	32,950	33,400	0	0
4260 DISPOSAL FIELD/FORCEMAIN							
03-2-4260-2450 R & M - MACHINERY & EQUIPM	0	500	0	500	0		
03-2-4260-2620 RENTALS/MACHINERY & EQUI	0	500	0	500	0		
03-2-4260-5630 PARTS/SUPPLIES	0	500	0	500	0		
Total DISPOSAL FIELD/FORCEM	0	1,500	0	1,500	0	0	0
Total OPERATING EXP	107,109	105,255	106,700	115,500	130,950		
CAPITAL REV							
4433 RECOVERY OF COSTS							
03-7-4433-0000 RECOVERY OF COSTS	0	-62,453	-50,631	-62,453	0		
Total RECOVERY OF COSTS	0	-62,453	-50,631	-62,453	0	0	0
Total CAPITAL REV	0	-62,453	-50,631	-62,453	0		
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL FUND							
03-8-8221-6111 ENGINEERING STRUCTURES	0	62,453	50,631	62,453	0		
Total TRANSFER/GENERAL CAF	0	62,453	50,631	62,453	0	0	0

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

GENERAL SEWER FUND						
802 - SENTINEL RIDGE SEWER SYSTEM						
	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET	
Total CAPITAL EXP	0	62,453	50,631	62,453	0	
Surplus/Deficit	-4,977	0	-17,706	0	0	

655

R31

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Sentinel Ridge Sewer

Function: 802

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$115,500	\$130,950	\$130,950	\$132,950	\$132,950	\$134,950
Long Term Debt						
Short term Debt						
Capital	62,453					
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$177,953	\$130,950	\$130,950	\$132,950	\$132,950	\$134,950
SOURCES OF FUNDS						
Requisition/Parcel Tax	52,500	52,950	52,950	52,950	52,950	52,950
User Fee	63,000	78,000	78,000	80,000	80,000	82,000
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve						
Other	62,453					
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$177,953	\$130,950	\$130,950	\$132,950	\$132,950	\$134,950

656

2018 Budget Review

Function: 802 - Sentinel Ridge Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$177,953	\$130,950	-\$47,003	-26.41%

Explanation of increase:

Increased wages, benefits, allocations	19,696	11.07%
Decreased operation & maintenance	-4,246	-2.39%
Subtotal section A	\$15,450	8.68%

B) Prior Year One-time Items

Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
-\$62,453	-35.10%
Subtotal section B	-\$62,453

657

Subtotal sections A + B	-\$47,003	-26.41%
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C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	-\$47,003	-26.41%
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Notes:

- 1) The Operating Reserve balance for this function is \$7,123
- 2) The Capital Reserve balance for this function is \$61,352

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

**GENERAL SEWER FUND
803 - TWIN CEDARS SEWER SYSTEM**

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000 USER CHARGES	-30,992	-29,008	-36,221	-35,400	-42,760		
03-1-4411-1000 DISCOUNTS	2,549	1,337	2,877	2,000	2,100		
Total USER CHARGES	-28,443	-27,671	-33,344	-33,400	-40,660	0	0
4810 CONNECTION CHARGES							
03-1-4810-0000 CONNECTION CHARGES	0	0	-195,075	0	0		
Total CONNECTION CHARGES	0	0	-195,075	0	0	0	0
4820 CONNECTION CAPITAL							
03-1-4820-0000 CONNECTION CAPITAL	-59,400	0	0	0	0		
Total CONNECTION CAPITAL	-59,400	0	0	0	0	0	0
7574 REQUISITION - PARCEL TAX							
03-1-7574-0000 REQUISITION - PARCEL TAX	-49,900	-49,900	-51,246	-51,246	-52,560		
Total REQUISITION - PARCEL TAX	-49,900	-49,900	-51,246	-51,246	-52,560	0	0
7575 PARCEL TAX C.V.R.D.							
03-1-7575-0000 PARCEL TAX C.V.R.D.	-657	-624	-691	-624	-657		
Total PARCEL TAX C.V.R.D.	-657	-624	-691	-624	-657	0	0
9110 SURPLUS/DEFICIT							
03-1-9110-0000 SURPLUS/DEFICIT	1,621	1,621	1,381	1,381	0		
Total SURPLUS/DEFICIT	1,621	1,621	1,381	1,381	0	0	0
Total OPERATING REV	-136,778	-76,574	-278,975	-83,889	-93,877		

OPERATING EXP

4210 OPERATING EXPENDITURES

03-2-4210-1301 WAGES	30,512	30,512	32,848	32,848	40,860
03-2-4210-1400 BENEFITS	7,933	7,933	8,540	8,540	10,623
03-2-4210-2121 POSTAGE	90	100	0	100	100
03-2-4210-2131 TELEPHONE	794	800	596	800	800
03-2-4210-2370 INSURANCE - PROPERTY	3,138	2,204	0	2,204	2,204
03-2-4210-2372 INSURANCE DEDUCTIBLES	54	54	0	54	54
03-2-4210-2400 ALARM MAINTENANCE	359	500	246	500	500
03-2-4210-2480 MINOR CAPITAL	4,360	0	0	0	0
03-2-4210-2561 ALARM MONITORING	0	0	385	0	0

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

**GENERAL SEWER FUND
803 - TWIN CEDARS SEWER SYSTEM**

		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	3,452	3,452	3,102	3,102	3,583		
03-2-4210-4575	ALLOC - ENGINEERING	4,715	4,715	3,920	3,920	3,768		
03-2-4210-4587	ALLOC - ADMINISTRATION	1,056	1,056	1,304	1,304	1,381		
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	558	558	558	558	558		
03-2-4210-5110	SUNDRY EXPENSES	9	100	9	100	100		
03-2-4210-7550	LICENCES & FEES	124	115	0	115	115		
03-2-4210-9910	CONTINGENCY	0	75	0	725	4,731		
Total OPERATING EXPENDITURE		57,153	52,174	51,508	54,870	69,377	0	0
4215 SERVICE OF SUPPLY-SEWER								
03-2-4215-2320	LEGAL SERVICES	0	0	0	500	0		
03-2-4215-2330	CONSULTANTS	0	0	0	500	0		
03-2-4215-2338	CONTRACT FOR SERVICES	0	0	0	500	0		
Total SERVICE OF SUPPLY-SEW		0	0	0	1,500	0	0	0
4220 SEWAGE COLLECTION SYSTEMS								
03-2-4220-2620	RENTALS/MACHINERY & EQUIP	0	0	0	500	500		
03-2-4220-5923	SUPPLIES	1,263	1,000	1,031	1,000	1,000		
Total SEWAGE COLLECTION SY		1,263	1,000	1,031	1,500	1,500	0	0
4240 SEWAGE TREATMENT & PUMPING								
03-2-4240-2316	LABORATORY TESTING	6,827	5,500	4,269	6,000	6,000		
03-2-4240-2445	SLUDGE DISPOSAL	2,078	7,000	3,189	5,000	3,000		
03-2-4240-2450	R & M - MACHINERY & EQUIP	735	3,000	767	1,619	1,000		
03-2-4240-2620	RENTALS/MACHINERY & EQUIP	692	1,000	1,657	1,600	1,000		
03-2-4240-2623	UV SYSTEM	0	0	0	1,500	500		
03-2-4240-5510	WATER	881	900	469	1,000	1,000		
03-2-4240-5530	ELECTRICITY	11,627	9,500	9,040	9,800	12,000		
03-2-4240-5630	PARTS/SUPPLIES	1,623	1,500	9,725	2,000	2,500		
03-2-4240-5638	CONTRACT ELECTRICAL REPAIR	6,587	1,000	5,821	2,000	500		
03-2-4240-5923	SUPPLIES	653	1,000	209	1,000	1,000		
Total SEWAGE TREATMENT & F		31,703	30,400	35,146	31,519	28,500	0	0
4260 DISPOSAL FIELD/FORCEMAIN								
03-2-4260-2450	R & M - MACHINERY & EQUIP	0	0	0	500	500		
03-2-4260-2620	RENTALS/MACHINERY & EQUIP	0	0	0	500	500		
03-2-4260-5630	PARTS/SUPPLIES	0	0	0	500	500		
Total DISPOSAL FIELD/FORCEN		0	0	0	1,500	1,500	0	0
8241 TRANSFER TO CAPITAL RESERVE								

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

		GENERAL SEWER FUND							
		803 - TWIN CEDARS SEWER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
03-2-8241-0000	TSF TO CAPITAL RESERVE	55,040	0	0	0	0			
Total TRANSFER TO CAPITAL R		55,040	0	0	0	0	0	0	
9900 INTERNAL RECOVERIES									
03-2-9900-4214	ALLOC - COMMUNITY PARKS	-7,000	-7,000	-7,000	-7,000	-7,000			
Total INTERNAL RECOVERIES		-7,000	-7,000	-7,000	-7,000	-7,000	0	0	
Total OPERATING EXP		138,159	76,574	80,685	83,889	93,877			
CAPITAL REV									
9009 TRANSFER FROM GAS TAX RESERVE									
03-7-9009-0000	TSF FROM GAS TAX RESERVE	0	-44,337	0	0	0			
Total TRANSFER FROM GAS TA		0	-44,337	0	0	0	0	0	
9000 TRANSFER FROM CAPITAL RESERVE									
03-7-9010-0000	TSF FROM CAPITAL RESERVE	0	0	-29,060	-30,000	0			
Total TRANSFER FROM CAPITA		0	0	-29,060	-30,000	0	0	0	
Total CAPITAL REV		0	-44,337	-29,060	-30,000	0			
CAPITAL EXP									
8221 TRANSFER/GENERAL CAPITAL FUND									
03-8-8221-6111	ENGINEERING STRUCTURES	0	44,337	29,060	30,000	0			
Total TRANSFER/GENERAL CAF		0	44,337	29,060	30,000	0	0	0	
Total CAPITAL EXP		0	44,337	29,060	30,000	0			
Surplus/Deficit		1,381	0	-198,290	0	0			

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Twin Cedars Sewer

Function: 803

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$83,889	\$93,877	\$94,157	\$97,157	\$94,977	\$95,977
Long Term Debt						
Short Term Debt						
Capital	30,000				10,000	10,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$113,889	\$93,877	\$94,157	\$97,157	\$104,977	\$105,977
SOURCES OF FUNDS						
Requisition/Parcel Tax	51,246	52,560	52,000	55,000	62,320	62,320
User Fee	33,400	40,660	34,500	34,500	35,000	36,000
Transfer from Capital Reserve	30,000					
Transfer from Gas Tax Reserve						
Other	624	657	7,657	7,657	7,657	7,657
Debt Proceeds						
Surplus/(Deficit)	(1,381)					
TOTAL SOURCE OF FUNDS	\$113,889	\$93,877	\$94,157	\$97,157	\$104,977	\$105,977

2018 Budget Review

Function: 803 - Twin Cedars Sewer

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$113,889	\$93,877	-\$20,012	-17.57%
Explanation of increase:				
incl. wages, benefits, allocations			10,501	9.22%
Decreased operation & maintenance			-513	-0.45%
		Subtotal section A	<u><u>\$9,988</u></u>	<u><u>8.77%</u></u>

B) Prior Year One-time Items

		<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
Capital project completed in 2017		-\$30,000	-26.34%
		Subtotal section B	<u><u>-\$30,000</u></u>

662

Subtotal sections A + B -\$20,012 -17.57%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
		<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>
		Subtotal section C	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C -\$20,012 -17.57%

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$26,593

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND						
		804 - LAMBOURN SEWER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
4411 USER CHARGES								
03-1-4411-0000	USER CHARGES	-84,149	-79,000	-87,989	-86,000	-101,360		
03-1-4411-1000	DISCOUNTS	6,884	4,000	6,914	7,500	7,000		
Total USER CHARGES		-77,265	-75,000	-81,075	-78,500	-94,360	0	0
4810 CONNECTION CHARGES								
03-1-4810-0000	CONNECTION CHARGES	-8,950	0	-13,700	0	0		
Total CONNECTION CHARGES		-8,950	0	-13,700	0	0	0	0
7574 REQUISITION - PARCEL TAX								
03-1-7574-0000	REQUISITION - PARCEL TAX	-31,200	-31,200	-31,200	-31,200	-31,200		
Total REQUISITION - PARCEL TAX		-31,200	-31,200	-31,200	-31,200	-31,200	0	0
Total OPERATING REV		-117,415	-106,200	-125,975	-109,700	-125,560		
OPERATING EXP								
4210 OPERATING EXPENDITURES								
03-2-4210-1301	WAGES	38,066	38,066	38,875	38,875	50,241		
03-2-4210-1400	BENEFITS	9,898	9,898	10,108	10,108	13,063		
03-2-4210-2121	POSTAGE	163	110	0	110	110		
03-2-4210-2131	TELEPHONE	794	1,000	596	1,000	800		
03-2-4210-2370	INSURANCE - PROPERTY	2,194	515	0	515	515		
03-2-4210-2372	INSURANCE DEDUCTIBLES	58	58	0	0	0		
03-2-4210-2400	ALARM MAINTENANCE	623	700	444	700	700		
03-2-4210-2561	ALARM MONITORING	0	0	385	0	0		
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	3,718	3,718	3,434	3,434	4,619		
03-2-4210-4575	ALLOC - ENGINEERING	6,887	6,887	5,725	5,725	7,052		
03-2-4210-4587	ALLOC - ADMINISTRATION	1,542	1,542	1,904	1,904	2,585		
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	6,213	6,213	6,213	6,213	6,213		
03-2-4210-5110	SUNDRY EXPENSES	316	185	9	185	7		
03-2-4210-7550	LICENCES & FEES	520	250	354	520	520		
03-2-4210-9910	CONTINGENCY	0	326	0	959	3		
Total OPERATING EXPENDITURES		70,991	69,468	68,046	70,248	86,428	0	0
4215 SERVICE OF SUPPLY-SEWER								
03-2-4215-2338	CONTRACT FOR SERVICES	0	100	0	100	0		
Total SERVICE OF SUPPLY-SEW		0	100	0	100	0	0	0

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND						
		804 - LAMBOURN SEWER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
4220 SEWAGE COLLECTION SYSTEMS								
03-2-4220-2620	RENTALS/MACHINERY & EQUI	196	500	600	500	500		
03-2-4220-5923	SUPPLIES	586	500	1,032	500	500		
Total SEWAGE COLLECTION SY		782	1,000	1,632	1,000	1,000	0	0
4240 SEWAGE TREATMENT & PUMPING								
03-2-4240-2316	LABORATORY TESTING	2,932	5,000	2,734	5,000	3,000		
03-2-4240-2445	SLUDGE DISPOSAL	9,672	6,000	3,213	8,000	8,000		
03-2-4240-2450	R & M - MACHINERY & EQUIPA	1,700	500	2,137	500	1,200		
03-2-4240-2620	RENTALS/MACHINERY & EQUI	488	500	830	500	500		
03-2-4240-5530	ELECTRICITY	12,714	9,000	9,754	9,300	13,000		
03-2-4240-5630	PARTS/SUPPLIES	206	500	483	500	500		
(C) 03-2-4240-5638	CONTRACT ELECTRICAL REPA	3,745	500	1,386	1,000	500		
(C) 03-2-4240-5923	SUPPLIES	3,193	3,000	557	2,600	800		
Total SEWAGE TREATMENT & F		34,649	25,000	21,093	27,400	27,500	0	0
8115 SHORT TERM DEBT								
03-2-8115-8215	INTEREST	0	0	0	320	0		
Total SHORT TERM DEBT		0	0	0	320	0	0	0
8123 INTEREST / MFA OWN DEBENTURES								
03-2-8123-8232	INTEREST (CVRD)	5,595	5,595	2,798	5,595	5,595		
Total INTEREST / MFA OWN DEI		5,595	5,595	2,798	5,595	5,595	0	0
8133 PRINCIPAL/ MFA OWN DEBENTURES								
03-2-8133-8332	PRINCIPAL (CVRD)	5,037	5,037	0	5,037	5,037		
Total PRINCIPAL/ MFA OWN DEI		5,037	5,037	0	5,037	5,037	0	0
Total OPERATING EXP		117,055	106,200	93,569	109,700	125,560		
CAPITAL REV								
4433 RECOVERY OF COSTS								
03-7-4433-0000	RECOVERY OF COSTS	-24,049	-34,734	0	-10,852	0		
Total RECOVERY OF COSTS		-24,049	-34,734	0	-10,852	0	0	0
8250 MFA FUNDING								
03-7-8250-0002	MFA FUNDING - SHORT TERM	0	0	0	-25,000	0		
Total MFA FUNDING		0	0	0	-25,000	0	0	0

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND
804 - LAMBOURN SEWER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
9110 SURPLUS/DEFICIT							
03-7-9110-0000 SURPLUS/DEFICIT	-185,266	-185,266	0	0	0		
Total SURPLUS/DEFICIT	-185,266	-185,266	0	0	0	0	0
Total CAPITAL REV	-209,315	-220,000	0	-35,852	0		
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL FUND							
03-8-8221-6111 ENGINEERING STRUCTURES	209,148	220,000	2,591	35,852	0		
Total TRANSFER/GENERAL CAF	209,148	220,000	2,591	35,852	0	0	0
Total CAPITAL EXP	209,148	220,000	2,591	35,852	0		
665 Surplus/Deficit	-527	0	-29,815	0	0		

2018 Budget - Supplemental Item

Title	Infiltration & Inflow Repair & System Upgrad	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	804 - Lambourn Sewer
Type	Capital - Replacement	Priority	1

Description

Rain water and ground water can get into sanitary pipe (I&I flows). The extra I/I flow overwhelms the capacity of the membrane treatment system to energy costs for pass treated water resulting in bypass of the membranes and release of partially treated water through the outfall putting the system out of compliance and potentially inspecting Cowichan Bay. Improved membrane funtion with new technology membranes would also be helpful.

Benefits

Improve compliance of system and reduce potential impacts to Cowichan Bay. Also reduction in energy costs for pumping excess water and reduced water flow through the plant will improve treatment efficiency.

Risks

Treatment plant being overwhelmed which will generated poor effluent quality and will create higher risk to the receiving environment.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Gas Tax Reserve	150,000	150,000					150,000							-
														-
														-
	150,000	150,000	-	-	-	-	150,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng. Structures	150,000	150,000					150,000	Debt Servicing						-
														-
	150,000	150,000	-	-	-	-	150,000		-	-	-	-	-	-

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Lambourn Sewer

Function: 804

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$98,748	\$114,928	\$114,928	\$114,827	\$116,327	\$117,327
Long Term Debt	10,632	10,632	10,632	10,632	10,632	10,632
Short Term Debt	320					
Capital	35,852					
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$145,552	\$125,560	\$125,560	\$125,459	\$126,959	\$127,959
SOURCES OF FUNDS						
Requisition/Parcel Tax	31,200	31,200	38,960	39,000	39,000	40,000
User Fee	78,500	94,360	86,600	86,459	87,959	87,959
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve						
Other	10,852					
Debt Proceeds	25,000					
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$145,552	\$125,560	\$125,560	\$125,459	\$126,959	\$127,959

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$110,214	2030	\$10,632
Total			\$10,632

2018 Budget Review

Function: 804 - Lambourn Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$145,552	\$125,560	-\$19,992	-13.74%

Explanation of increase:

incl. wages, benefits, allocations	17,317	11.90%
Increased operation & maintenance	-1,137	-0.78%
Decreased Short term Debt Servicing costs	-320	-0.22%
Subtotal section A	\$15,860	10.90%

B) Prior Year One-time Items

	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
2017 Capital project removed from budget	-\$35,852	-24.63%
Subtotal section B	-\$35,852	-24.63%

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Subtotal sections A + B **-\$19,992** **-13.74%**

C) Supplemental Items

	2018 Cost	Revenue	Requisition % Increase
1) Wastewater system & I & I Upgrade Capital Project (Gas Tax)	150,000	150,000	
Subtotal section C	\$150,000	\$150,000	0.00%

Subtotal sections A + B + C **\$130,008** **-13.74%**

Notes:

- 1) The Operating Reserve balance for this function is \$17,522
- 2) The Capital Reserve balance for this function is \$0

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : -- - To : -- -

Function Type : Selective

GENERAL SEWER FUND
805 - ARBUTUS MT. SEWER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000	USER CHARGES	-57,505	-56,265	-60,760	-59,290	-59,290	
03-1-4411-1000	DISCOUNTS	3,681	2,500	1,764	2,900	2,900	
	Total USER CHARGES	-53,823	-53,765	-58,996	-56,390	-56,390	0 0
7574 REQUISITION - PARCEL TAX							
03-1-7574-0000	REQUISITION - PARCEL TAX	-90,000	-90,000	-98,154	-98,154	-100,860	
	Total REQUISITION - PARCEL TAX	-90,000	-90,000	-98,154	-98,154	-100,860	0 0
9110 SURPLUS/DEFICIT							
03-1-9110-0000	SURPLUS/DEFICIT	5,096	5,097	12,738	12,738	0	
	Total SURPLUS/DEFICIT	5,096	5,097	12,738	12,738	0	0 0
	Total OPERATING REV	-138,728	-138,668	-144,412	-141,806	-157,250	
OPERATING EXP							
4210 OPERATING EXPENDITURES							
03-2-4210-1301	WAGES	58,645	58,645	60,374	60,374	60,758	
03-2-4210-1400	BENEFITS	15,248	15,248	15,697	15,697	15,797	
03-2-4210-2121	POSTAGE	146	120	0	120	120	
03-2-4210-2131	TELEPHONE	397	370	298	370	370	
03-2-4210-2320	LEGAL SERVICES	0	0	459	0	0	
03-2-4210-2370	INSURANCE - PROPERTY	2,045	2,204	0	500	500	
03-2-4210-2372	INSURANCE DEDUCTIBLES	75	75	0	0	0	
03-2-4210-2400	ALARM MAINTENANCE	264	264	198	264	264	
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	4,820	4,820	6,660	6,660	6,596	
03-2-4210-4575	ALLOC - ENGINEERING	7,631	7,631	6,344	6,344	5,941	
03-2-4210-4587	ALLOC - ADMINISTRATION	1,708	1,708	2,110	2,110	2,178	
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	16,114	16,113	16,113	16,113	16,113	
03-2-4210-5110	SUNDRY EXPENSES	0	25	0	313	313	
03-2-4210-7550	LICENCES & FEES	134	150	134	150	150	
03-2-4210-9910	CONTINGENCY	0	0	0	151	12,450	
	Total OPERATING EXPENDITURES	107,227	107,373	108,387	109,166	121,550	0 0
4215 SERVICE OF SUPPLY-SEWER							
03-2-4215-2320	LEGAL SERVICES	0	0	289	0	0	
03-2-4215-2338	CONTRACT FOR SERVICES	0	100	0	0	0	

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

**GENERAL SEWER FUND
805 - ARBUTUS MT. SEWER SYSTEM**

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
Total SERVICE OF SUPPLY-SEW	0	100	289	0	0	0	0
4220 SEWAGE COLLECTION SYSTEMS							
03-2-4220-2620 RENTALS/MACHINERY & EQUI	0	500	0	0	0		
03-2-4220-5923 SUPPLIES	351	500	103	500	500		
Total SEWAGE COLLECTION SY	351	1,000	103	500	500	0	0
4240 SEWAGE TREATMENT & PUMPING							
03-2-4240-2316 LABORATORY TESTING	4,189	4,000	2,906	4,000	4,500		
03-2-4240-2445 SLUDGE DISPOSAL	10,941	7,000	6,870	10,000	10,500		
03-2-4240-2450 R & M - MACHINERY & EQUIPM	0	500	0	500	500		
03-2-4240-2620 RENTALS/MACHINERY & EQUI	571	200	0	200	200		
03-2-4240-5530 ELECTRICITY	14,890	16,000	8,525	15,000	16,000		
03-2-4240-5630 PARTS/SUPPLIES	9,011	1,000	14,262	1,000	2,000		
03-2-4240-5638 CONTRACT ELECTRICAL REP/	4,286	895	2,608	440	500		
Total SEWAGE TREATMENT & F	43,888	29,595	35,170	31,140	34,200	0	0
4260 DISPOSAL FIELD/FORCEMAIN							
03-2-4260-2450 R & M - MACHINERY & EQUIPM	0	200	0	0	0		
03-2-4260-2620 RENTALS/MACHINERY & EQUI	0	200	0	500	500		
03-2-4260-5630 PARTS/SUPPLIES	0	200	0	500	500		
Total DISPOSAL FIELD/FORCEM	0	600	0	1,000	1,000	0	0
Total OPERATING EXP	151,465	138,668	143,950	141,806	157,250		
Surplus/Deficit	12,738	0	-463	0	0		

2018 Budget - Supplemental Item

Title	New Inlet Screen	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	805 - Arbutus Mountain Sewer
Type	Capital - Replacement	Priority	1

Description

The existing screen is inefficient and too coarse, so debris accumulates in the treatment plant necessitating early pump out and the result debris can pass through and cause failing of components in the treatment system. Early pump outs result in substantial unnecessary extra costs for this system which is already financially challenged.

Benefits

Reduced costs for pumpouts of solids and impacts on the treatment system.

Risks

Continued high costs for system pump outs impacting on the financial viability of the sewer service. Potential for expensive damage to system components.

Financial Information

		Capital						Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Gas Tax Reserve	50,000	50,000					50,000							-
	50,000	50,000	-	-	-	-	50,000							-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Equipment	50,000	50,000					50,000							-
	50,000	50,000	-	-	-	-	50,000							-

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Arbutus Mountain Sewer

Function: 805

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$141,806	\$157,520	\$150,000	\$150,000	\$151,000	\$151,000
Long Term Debt						
Short Term Debt						
Capital			20,000			
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$141,806	\$157,520	\$170,000	\$150,000	\$151,000	\$151,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	98,154	100,860	95,000	95,000	96,000	96,000
User Fee	56,390	56,390	55,000	55,000	55,000	55,000
Transfer from Capital Reserve			20,000			
Other						
Debt Proceeds						
Surplus/(Deficit)	(12,738)					
TOTAL SOURCE OF FUNDS	\$141,806	\$157,250	\$170,000	\$150,000	\$151,000	\$151,000

2018 Budget Review

Function: 805 - Arbutus Mtn. Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$141,806	\$157,250	\$15,444	10.89%

Explanation of increase:

incl. wages, benefits, allocations	85	0.06%
Increased operation & maintenance	3,060	2.16%
Increased Contingency	12,299	
Subtotal section A	\$15,444	2.22%

B) Prior Year One-time Items

673

Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$0	0.00%
Subtotal section B	\$0

Subtotal sections A + B **\$15,444** **2.22%**

C) Supplemental Items

2018	Cost	Revenues	Requisition % Increase
1) Upgrade Wastewater Treatment Plant (Gas Tax)	50,000		
Subtotal section C	\$50,000	\$0	0.00%

Subtotal sections A + B + C **\$15,444** **2.22%**

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$21,782

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND							
		809 - COBBLE HILL VILLAGE SEWER SYST							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REV									
4411 USER CHARGES									
03-1-4411-0000	USER CHARGES	-21,189	-20,500	-25,500	-25,200	-31,920			
03-1-4411-1000	DISCOUNTS	1,513	1,200	1,860	1,700	1,500			
Total USER CHARGES		-19,676	-19,300	-23,640	-23,500	-30,420	0	0	
7574 REQUISITION - PARCEL TAX									
03-1-7574-0000	REQUISITION - PARCEL TAX	-32,928	-32,928	-32,928	-32,928	-32,928			
Total REQUISITION - PARCEL TAX		-32,928	-32,928	-32,928	-32,928	-32,928	0	0	
Total OPERATING REV		-52,604	-52,228	-56,568	-56,428	-63,348			
OPERATING EXP									
42 OPERATING EXPENDITURES									
03-2-4210-1301	WAGES	16,720	16,720	17,270	17,270	20,200			
03-2-4210-1400	BENEFITS	4,347	4,347	4,490	4,490	5,252			
03-2-4210-2121	POSTAGE	110	100	0	100	100			
03-2-4210-2131	TELEPHONE	0	150	0	150	150			
03-2-4210-2370	INSURANCE - PROPERTY	1,021	1,200	0	1,200	1,200			
03-2-4210-2372	INSURANCE DEDUCTIBLES	28	28	0	0	0			
03-2-4210-2561	ALARM MONITORING	0	350	0	350	350			
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	1,819	1,819	2,146	2,146	1,786			
03-2-4210-4575	ALLOC - ENGINEERING	5,212	5,212	4,332	4,332	4,057			
03-2-4210-4587	ALLOC - ADMINISTRATION	1,167	1,167	1,441	1,441	1,487			
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	165	165	165	165	165			
03-2-4210-5110	SUNDRY EXPENSES	0	200	0	200	200			
03-2-4210-7550	LICENCES & FEES	135	150	135	150	150			
03-2-4210-9910	CONTINGENCY	0	5	0	419	941			
Total OPERATING EXPENDITURES		30,724	31,613	29,979	32,413	36,038	0	0	
4215 SERVICE OF SUPPLY-SEWER									
03-2-4215-2320	LEGAL SERVICES	0	100	0	100	100			
03-2-4215-2338	CONTRACT FOR SERVICES	0	100	0	100	100			
Total SERVICE OF SUPPLY-SEWER		0	200	0	200	200	0	0	
4220 SEWAGE COLLECTION SYSTEMS									
03-2-4220-2620	RENTALS/MACHINERY & EQUIPMENT	257	500	13	500	500			
Total SEWAGE COLLECTION SYSTEMS		257	500	13	500	500	0	0	

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

GENERAL SEWER FUND						
809 - COBBLE HILL VILLAGE SEWER SYST						
	2016	2016	2017	2017	2018	
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
4240 SEWAGE TREATMENT & PUMPING						
03-2-4240-2316	LABORATORY TESTING	120	500	73	500	500
03-2-4240-2445	SLUDGE DISPOSAL	4,094	8,000	3,047	5,000	5,000
03-2-4240-2450	R & M - MACHINERY & EQUIPM	0	500	0	500	500
03-2-4240-2620	RENTALS/MACHINERY & EQUI	1,255	2,000	1,053	1,400	1,000
03-2-4240-5510	WATER	300	500	235	500	500
03-2-4240-5530	ELECTRICITY	3,327	2,700	1,155	2,700	3,400
03-2-4240-5630	PARTS/SUPPLIES	960	1,000	650	1,100	1,500
03-2-4240-5638	CONTRACT ELECTRICAL REP/	112	1,000	0	1,000	500
03-2-4240-5923	SUPPLIES	385	100	197	2,000	5,000
Total SEWAGE TREATMENT & F		10,553	16,300	6,410	14,700	17,900
4240 DISPOSAL FIELD/FORCEMAIN						
03-2-4260-2450	R & M - MACHINERY & EQUIPM	0	500	0	500	500
Total DISPOSAL FIELD/FORCEM		0	500	0	500	500
8115 SHORT TERM DEBT						
03-2-8115-8215	INTEREST	0	0	0	5,000	4,589
03-2-8115-8216	PRINCIPAL	0	0	0	0	506
Total SHORT TERM DEBT		0	0	0	5,000	5,095
8123 INTEREST / MFA OWN DEBENTURES						
03-2-8123-8232	INTEREST (CVRD)	1,033	1,033	516	1,033	1,033
Total INTEREST / MFA OWN DEI		1,033	1,033	516	1,033	1,033
8133 PRINCIPAL/ MFA OWN DEBENTURES						
03-2-8133-8332	PRINCIPAL (CVRD)	2,082	2,082	0	2,082	2,082
Total PRINCIPAL/ MFA OWN DEI		2,082	2,082	0	2,082	2,082
Total OPERATING EXP		44,648	52,228	36,918	56,428	63,348
CAPITAL REV						
8250 MFA FUNDING						
03-7-8250-0002	MFA FUNDING - SHORT TERM	0	0	-24,009	-25,000	0
Total MFA FUNDING		0	0	-24,009	-25,000	0
Total CAPITAL REV		0	0	-24,009	-25,000	0
CAPITAL EXP						

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND						
		809 - COBBLE HILL VILLAGE SEWER SYST						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
8221 TRANSFER/GENERAL CAPITAL FUND								
03-8-8221-6111	ENGINEERING STRUCTURES	0	0	24,009	25,000	0		
	Total TRANSFER/GENERAL CAF	0	0	24,009	25,000	0	0	0
	Total CAPITAL EXP	0	0	24,009	25,000	0		
	Surplus/Deficit	-7,956	0	-19,650	0	0		

676

R31

2018 Budget - Supplemental Item

Title	Pre-design work for system replacement	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	809 - Cobble Hill Village Sewer
Type	Capital - Replacement	Priority	1

Description

The Cobble Hill sewage treatment plant is beyond it's operational life cycle and requiring replacement. In the assessment of CVRD systems conducted by Innova, this system was rated 1 out of 10. Pre-design is necessary for support petition process and to determine costs.

Benefits

Meet requirements of permit, reliable operation, address high failure rate. If combined with Twin Cedars Sewer System, much higher standard of effluent quality and XX XX for reuse of effluent.

Risks

Catastrophic system failure. Condition assessment ranking is poor. The chances of system failure is extremely high which could lead to substantial health and environmental risks.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Gas Tax Reserve	50,000	50,000					50,000							-
	50,000	50,000	-	-	-	-	50,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng. Structures	50,000	50,000					50,000							-
	50,000	50,000	-	-	-	-	50,000		-	-	-	-	-	-

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cobble Hill Village Sewer

Function: 809

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$48,313	\$55,138	\$55,315	\$57,295	\$68,405	\$63,405
Long Term Debt	3,115	3,115	2,880			
Short term Debt	5,000	5,095	5,305	5,305	5,305	5,305
Capital	25,000					510,000
Transfer to Capital Reserve			2,000	3,000	5,000	
TOTAL APPLICATION OF FUNDS	\$81,428	\$63,348	\$65,500	\$65,600	\$78,710	\$578,710
SOURCES OF FUNDS						
Requisition/Parcel Tax	32,928	32,928	35,000	35,000	46,710	46,710
User Fee	23,500	30,420	30,500	30,600	32,000	32,000
Transfer from Capital Reserve						
Other						
Debt Proceeds	25,000					500,000
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$81,428	\$63,348	\$65,500	\$65,600	\$78,710	\$578,710

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$5,813	2019	\$3,115
Total			\$3,115

2018 Debt Short Term with Principle & Interest

Borrowed	Amount	Maturity	P & I
Upgrades	\$24,009	2022	\$5,095
Total			\$5,095

678

2018 Budget Review

Function: 809 - Cobble Hill Village Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$81,428	\$63,348	-\$18,080	-22.20%

Explanation of increase:

incl. wages, benefits, allocations		3,103	3.81%
Increased operation & maintenance		3,722	4.57%
Increased Debt		95	0.12%
	Subtotal section A	\$6,920	8.50%

B) Prior Year One-time Items

679

2017 Capital Project removed from budget for 2018		-\$25,000	-30.70%
	Subtotal section B	-\$25,000	-30.70%

Subtotal sections A + B **-\$18,080** **-22.20%**

C) Supplemental Items

	2018	Cost	Revenue	Requisition % Increase
1) Wastewater Treatment Plant Upgrade (Gas Tax)		50,000	0	
	Subtotal section C	\$50,000	\$0	0.00%

Subtotal sections A + B + C **-\$18,080** **-22.20%**

Notes:

- 1) The Operating Reserve balance for this function is \$33,502
- 2) The Capital Reserve balance for this function is \$0

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND

810 - MESACHIE LAKE SEWER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000 USER CHARGES	-14,700	-14,700	-14,700	-14,700	-14,700		
03-1-4411-1000 DISCOUNTS	1,035	1,000	1,065	1,000	1,000		
Total USER CHARGES	-13,665	-13,700	-13,635	-13,700	-13,700	0	0
4810 CONNECTION CHARGES							
03-1-4810-0000 CONNECTION CHARGES	-300	0	0	0	0		
Total CONNECTION CHARGES	-300	0	0	0	0	0	0
7574 REQUISITION - PARCEL TAX							
03-1-7574-0000 REQUISITION - PARCEL TAX	-17,101	-17,101	-11,736	-11,736	-28,614		
Total REQUISITION - PARCEL T/	-17,101	-17,101	-11,736	-11,736	-28,614	0	0
Total OPERATING REV	-31,066	-30,801	-25,371	-25,436	-42,314		
OPERATING EXP							
4210 OPERATING EXPENDITURES							
03-2-4210-1301 WAGES	10,371	10,371	10,692	10,692	12,550		
03-2-4210-1400 BENEFITS	2,696	2,696	2,780	2,780	3,263		
03-2-4210-2121 POSTAGE	63	100	0	100	100		
03-2-4210-2370 INSURANCE - PROPERTY	614	700	0	700	700		
03-2-4210-2372 INSURANCE DEDUCTIBLES	13	13	0	0	0		
03-2-4210-4100 ALLOC - GENERAL GOVERNMENT	815	815	983	983	959		
03-2-4210-4575 ALLOC - ENGINEERING	3,040	3,040	2,527	2,527	2,367		
03-2-4210-4587 ALLOC - ADMINISTRATION	684	684	841	841	868		
03-2-4210-4588 ALLOC - RETRO ADJUSTMENT	-1,846	-1,846	-1,846	-1,846	-1,846		
03-2-4210-5110 SUNDRY EXPENSES	0	528	520	849	4,317		
Total OPERATING EXPENDITUR	16,450	17,101	16,497	17,626	23,278	0	0
4215 SERVICE OF SUPPLY-SEWER							
03-2-4215-2330 CONSULTANTS	0	100	0	0	0		
03-2-4215-2338 CONTRACT FOR SERVICES	0	100	0	1,310	5,000		
Total SERVICE OF SUPPLY-SEW	0	200	0	1,310	5,000	0	0
4230 SLUDGE DISPOSAL							
03-2-4230-2445 SLUDGE DISPOSAL	3,196	4,000	147	2,000	2,000		
03-2-4230-2450 R & M - MACHINERY & EQUIPMENT	112	2,000	0	2,000	2,000		
03-2-4230-2620 RENTALS/MACHINERY & EQUIPMENT	1,559	1,500	0	1,500	1,500		

R31

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND
810 - MESACHIE LAKE SEWER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
03-2-4230-5923 SUPPLIES	812	1,000	312	1,000	1,000		
Total SLUDGE DISPOSAL	5,679	8,500	459	6,500	6,500	0	0
8123 INTEREST / MFA OWN DEBENTURES							
03-2-8123-8232 INTEREST (CVRD)	0	0	0	0	7,536		
Total INTEREST / MFA OWN DEI	0	0	0	0	7,536	0	0
8241 TRANSFER TO CAPITAL RESERVE							
03-2-8241-0000 TSF TO CAPITAL RESERVE	5,000	5,000	0	0	0		
Total TRANSFER TO CAPITAL R	5,000	5,000	0	0	0	0	0
Total OPERATING EXP	27,130	30,801	16,956	25,436	42,314		
CAPITAL REV							
201 GRANTS							
03-7-2000-2121 PROVINCIAL CONDITIONAL	0	0	0	-1,226,567	-1,076,567		
Total GRANTS	0	0	0	-1,226,567	-1,076,567	0	0
7574 REQUISITION PARCEL TAX							
03-7-7574-0000 REQUISITION PARCEL TAX	0	0	-7,374	-7,374	0		
Total REQUISITION PARCEL TA	0	0	-7,374	-7,374	0	0	0
8250 MFA FUNDING							
03-7-8250-0001 MFA FUNDING - LONG TERM	0	0	0	-200,000	-251,226		
Total MFA FUNDING	0	0	0	-200,000	-251,226	0	0
9009 TRANSFER FROM GAS TAX RESERVE							
03-7-9009-0000 TSF FROM GAS TAX RESERVE	0	0	0	-200,000	-200,000		
Total TRANSFER FROM GAS TA	0	0	0	-200,000	-200,000	0	0
9010 TRANSFER FROM CAPITAL RESERVE							
03-7-9010-0000 TSF FROM CAPITAL RESERVE	0	0	0	-40,000	-40,000		
Total TRANSFER FROM CAPITA	0	0	0	-40,000	-40,000	0	0
9120 TRANSFER FROM OPERATING RESERVE							
03-7-9120-0000 TRANSFER FROM OPERATING	0	0	0	-10,955	-10,955		
Total TRANSFER FROM OPERA	0	0	0	-10,955	-10,955	0	0
Total CAPITAL REV	0	0	-7,374	-1,684,896	-1,578,748		

R31

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : . . . To : . . .

Function Type : Selective

GENERAL SEWER FUND						
810 - MESACHIE LAKE SEWER SYSTEM						
	2016	2016	2017	2017	2018	
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
CAPITAL EXP						
8221 TRANSFER/GENERAL CAPITAL FUND						
03-8-8221-6111 ENGINEERING STRUCTURES	0	0	0	1,684,896	1,578,748	
Total TRANSFER/GENERAL CAF	0	0	0	1,684,896	1,578,748	0 0
Total CAPITAL EXP	0	0	0	1,684,896	1,578,748	
Surplus/Deficit	-3,936	0	-15,789	0	0	

682

R31

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Mesachie Lake Sewer

Function: 810

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$25,436	\$34,778	\$36,414	\$37,414	\$37,414	\$38,414
Long Term Debt		7,536	16,940	16,940	16,940	16,940
Short Term Debt						
Capital	1,684,896	1,578,748				
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,710,332	\$1,621,062	\$53,354	\$54,354	\$54,354	\$55,354
SOURCES OF FUNDS						
Requisition/Parcel Tax	19,110	28,614	36,000	37,000	37,000	38,000
User Fee	13,700	13,700	17,354	17,354	17,354	17,354
Transfer from Capital Reserve	40,000	40,000				
Transfer from Gas Tax Reserve	200,000	200,000				
Other	1,226,567	1,076,567				
Debt Proceeds	200,000	251,226				
Transfer from Operating Reserve	10,955	10,955				
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$1,710,332	\$1,621,062	\$53,354	\$54,354	\$54,354	\$55,354

2018 Debt Long Term with Interest

Proposed	Outstanding	Maturity	Interest
Upgrade	\$251,226	2043	\$7,536
Total			<u>\$7,536</u>

2018 Budget - Approved Capital Expenditure

Title	Disposal & Collection System Replacement	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	810 - Mesachle Lake Sewer
Type	Capital - Replacement	Priority	1

Description

This system is in very poor shape with replacement of collection and disposal systems required.

Benefits

Address health and environmental risks.

Risks

Disease due to sewer backups and contaamination of lake. Environmental impact on lake.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Debt Proceeds	251,226	251,226					251,226							-
Prov Grant	1,076,567	1,076,567					1,076,567							-
Gas Tax Res	200,000	200,000					200,000							-
Reserve	40,000	40,000					40,000							-
Operational Reserve	10,955	10,955					10,955							-
Parcel Tax														-
	1,578,748	1,578,748	-	-	-	-	1,578,748		-	-	-	-	-	-

Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng. Structures	1,578,748	1,578,748					1,578,748	Debt Servicing						-
							-							-
	1,578,748	1,578,748	-	-	-	-	1,578,748		-	-	-	-	-	-

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

2018 Budget Review

Function: 810 - Mesachie Lake Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$1,710,332	\$1,621,062	-\$89,270	-5.22%

Explanation of increase:

incl. wages, benefits, allocations	2,184	0.13%
Increased operation & maintenance	7,158	0.42%
Increased Debt	7,536	0.44%
Subtotal section A	\$16,878	0.99%

B) Prior Year One-time Items

Capital project partially completed in 2017

Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
-\$106,148	-6.21%
Subtotal section B	-6.21%

Subtotal sections A + B	-\$89,270	-5.22%
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C) Supplemental Items

2018 Cost	Reserves, Gas Tax, Borrowing, Grant Requisition	Requisition % Increase
Subtotal section C	\$0	0.00%

Subtotal sections A + B + C	-\$89,270	-5.22%
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Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$6,168

685

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND
811 - BALD MOUNTAIN SEWER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000 USER CHARGES	-14,323	-14,310	-19,965	-22,680	-22,680		
03-1-4411-1000 DISCOUNTS	1,004	1,400	1,284	1,400	1,400		
Total USER CHARGES	-13,319	-12,910	-18,681	-21,280	-21,280	0	0
4810 CONNECTION CHARGES							
03-1-4810-0000 CONNECTION CHARGES	-6,000	0	-1,500	0	0		
Total CONNECTION CHARGES	-6,000	0	-1,500	0	0	0	0
7574 REQUISITION - PARCEL TAX							
03-1-7574-0000 REQUISITION - PARCEL TAX	-40,400	-40,400	-52,000	-52,000	-53,460		
Total REQUISITION - PARCEL TAX	-40,400	-40,400	-52,000	-52,000	-53,460	0	0
Total OPERATING REV	-59,719	-53,310	-72,181	-73,280	-74,740		
OPERATING EXP							
4210 OPERATING EXPENDITURES							
03-2-4210-1301 WAGES	16,195	16,195	22,737	22,737	27,403		
03-2-4210-1400 BENEFITS	4,211	4,211	5,911	5,911	7,125		
03-2-4210-2121 POSTAGE	63	50	0	50	50		
03-2-4210-2131 TELEPHONE	0	250	0	250	250		
03-2-4210-2370 INSURANCE - PROPERTY	2,703	3,096	0	3,000	3,000		
03-2-4210-2372 INSURANCE DEDUCTIBLES	27	27	0	0	0		
03-2-4210-2400 ALARM MAINTENANCE	372	350	279	350	350		
03-2-4210-2480 MINOR CAPITAL	0	0	0	10,000	0		
03-2-4210-4100 ALLOC - GENERAL GOVERNMENT	1,761	1,761	2,049	2,049	2,426		
03-2-4210-4575 ALLOC - ENGINEERING	4,839	4,839	6,602	6,602	6,376		
03-2-4210-4587 ALLOC - ADMINISTRATION	1,083	1,083	2,196	2,196	2,337		
03-2-4210-4588 ALLOC - RETRO ADJUSTMENT	-1,304	-1,304	-1,304	-1,304	-1,304		
03-2-4210-5110 SUNDRY EXPENSES	0	100	0	100	100		
03-2-4210-7550 LICENCES & FEES	126	250	126	250	250		
03-2-4210-9910 CONTINGENCY	0	702	0	589	77		
Total OPERATING EXPENDITURES	30,076	31,610	38,596	52,780	48,440	0	0
4215 SERVICE OF SUPPLY-SEWER							
03-2-4215-2320 LEGAL SERVICES	96	100	0	500	0		
03-2-4215-2330 CONSULTANTS	0	100	0	500	0		
03-2-4215-2338 CONTRACT FOR SERVICES	0	100	0	500	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

GENERAL SEWER FUND						
811 - BALD MOUNTAIN SEWER SYSTEM						
	2016	2016	2017	2017	2018	
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
Total SERVICE OF SUPPLY-SEW	96	300	0	1,500	0	0
4220 SEWAGE COLLECTION SYSTEMS						
03-2-4220-2620 RENTALS/MACHINERY & EQUI	0	500	0	500	0	
03-2-4220-5923 SUPPLIES	279	500	396	500	500	
Total SEWAGE COLLECTION SY	279	1,000	396	1,000	500	0
4240 SEWAGE TREATMENT & PUMPING						
03-2-4240-2316 LABORATORY TESTING	4,416	5,000	2,779	4,000	4,500	
03-2-4240-2445 SLUDGE DISPOSAL	2,316	2,000	3,286	2,500	4,000	
03-2-4240-2450 R & M - MACHINERY & EQUIPM	788	500	522	500	1,000	
03-2-4240-2620 RENTALS/MACHINERY & EQUI	0	500	0	500	500	
03-2-4240-2623 UV SYSTEM	0	300	0	300	300	
03-2-4240-5530 ELECTRICITY	4,297	3,500	5,221	5,000	9,000	
03-2-4240-5630 PARTS/SUPPLIES	2,798	3,000	2,277	1,700	3,000	
03-2-4240-5638 CONTRACT ELECTRICAL REP/	7,777	4,000	3,039	1,000	1,000	
03-2-4240-5923 SUPPLIES	1,613	100	579	1,000	1,500	
Total SEWAGE TREATMENT & F	24,005	18,900	17,704	16,500	24,800	0
4260 DISPOSAL FIELD/FORCEMAIN						
03-2-4260-2450 R & M - MACHINERY & EQUIPM	0	500	0	500	0	
03-2-4260-2620 RENTALS/MACHINERY & EQUI	1,248	500	0	500	1,000	
03-2-4260-5630 PARTS/SUPPLIES	0	500	0	500	0	
Total DISPOSAL FIELD/FORCEM	1,248	1,500	0	1,500	1,000	0
Total OPERATING EXP	55,705	53,310	56,696	73,280	74,740	
Surplus/Deficit	-4,014	0	-15,485	0	0	

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Bald Mountain Sewer

Function: 811

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$73,280	\$74,740	\$74,500	\$75,500	\$75,000	\$75,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve			1,000	2,000	5,000	5,000
TOTAL APPLICATION OF FUNDS	\$73,280	\$74,740	\$75,500	\$77,500	\$80,000	\$80,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	52,000	53,460	53,500	53,500	55,000	55,000
User Fee	21,280	21,280	22,000	24,000	25,000	25,000
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$73,280	\$74,740	\$75,500	\$77,500	\$80,000	\$80,000

2018 Budget Review

Function: 811 - Bald Mtn. Sewer

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$73,280	\$74,740	\$1,460	1.99%
Explanation of increase:				
incl. wages, benefits, allocations			6,172	8.42%
Increased operation & maintenance			5,288	7.22%
		Subtotal section A	<u>\$11,460</u>	<u>15.64%</u>

B) Prior Year One-time Items

	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
Decreased Minor Capital	-\$10,000	-13.65%
	Subtotal section B	<u>-13.65%</u>

689

Subtotal sections A + B \$1,460 1.99%

C) Supplemental Items

	<u>2018 Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
	Subtotal section C	<u>\$0</u>	<u>0.00%</u>
		Subtotal sections A + B + C	<u>\$1,460</u> <u>1.99%</u>

Notes:

- 1) The Operating Reserve balance for this function is \$25,270
- 2) The Capital Reserve balance for this function is \$21,451

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

		GENERAL SEWER FUND						
		813 - MILL SPRINGS SEWER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
4411 USER CHARGES								
03-1-4411-0000	USER CHARGES	-73,442	-69,750	-84,078	-75,200	-89,420		
03-1-4411-1000	DISCOUNTS	5,656	6,000	3,558	6,000	7,000		
Total USER CHARGES		-67,786	-63,750	-80,520	-69,200	-82,420	0	0
4810 CONNECTION CHARGES								
03-1-4810-0000	CONNECTION CHARGES	-4,500	0	-5,700	0	0		
Total CONNECTION CHARGES		-4,500	0	-5,700	0	0	0	0
7574 REQUISITION - PARCEL TAX								
03-1-7574-0000	REQUISITION - PARCEL TAX	-100,380	-100,380	-109,600	-109,600	-109,600		
Total REQUISITION - PARCEL TAX		-100,380	-100,380	-109,600	-109,600	-109,600	0	0
Total OPERATING REV		-172,666	-164,130	-195,820	-178,800	-192,020		
OPERATING EXP								
4210 OPERATING EXPENDITURES								
03-2-4210-1301	WAGES	24,744	24,744	46,606	46,606	58,551		
03-2-4210-1400	BENEFITS	6,433	6,433	12,117	12,117	15,224		
03-2-4210-2121	POSTAGE	311	400	0	400	400		
03-2-4210-2131	TELEPHONE	881	100	717	700	700		
03-2-4210-2370	INSURANCE - PROPERTY	414	2,000	0	2,000	2,000		
03-2-4210-2400	ALARM MAINTENANCE	473	3,200	300	3,200	3,200		
03-2-4210-2561	ALARM MONITORING	0	0	460	0	0		
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	0	0	3,159	3,159	6,135		
03-2-4210-4575	ALLOC - ENGINEERING	14,828	14,828	13,771	13,771	12,993		
03-2-4210-4587	ALLOC - ADMINISTRATION	3,319	3,319	4,581	4,581	4,762		
03-2-4210-5110	SUNDRY EXPENSES	256	3,300	113	1,000	1,000		
03-2-4210-7550	LICENCES & FEES	145	500	245	500	500		
03-2-4210-9910	CONTINGENCY	0	29,806	0	1,066	755		
Total OPERATING EXPENDITURES		51,804	88,630	82,069	89,100	106,220	0	0
4215 SERVICE OF SUPPLY-SEWER								
03-2-4215-2320	LEGAL SERVICES	373	2,500	0	1,000	500		
03-2-4215-2330	CONSULTANTS	3,015	5,000	2,255	5,000	500		
03-2-4215-2338	CONTRACT FOR SERVICES	0	1,000	0	1,000	500		
Total SERVICE OF SUPPLY-SEWER		3,388	8,500	2,255	7,000	1,500	0	0

R31

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND						
		813 - MILL SPRINGS SEWER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
4220 SEWAGE COLLECTION SYSTEMS								
03-2-4220-2620	RENTALS/MACHINERY & EQUI	0	1,000	0	2,000	1,000		
03-2-4220-5923	SUPPLIES	2,349	1,000	1,176	2,000	1,500		
Total SEWAGE COLLECTION SY		2,349	2,000	1,176	4,000	2,500	0	0
4240 SEWAGE TREATMENT & PUMPING								
03-2-4240-2316	LABORATORY TESTING	1,940	6,000	1,581	2,000	2,000		
03-2-4240-2445	SLUDGE DISPOSAL	31,005	24,000	12,320	30,000	30,000		
03-2-4240-2450	R & M - MACHINERY & EQUIPM	158	2,000	2,005	2,000	2,000		
03-2-4240-2620	RENTALS/MACHINERY & EQUI	2,278	2,000	765	4,000	4,000		
03-2-4240-2623	UV SYSTEM	0	2,000	0	2,000	2,000		
03-2-4240-5510	WATER	0	0	207	500	800		
03-2-4240-5530	ELECTRICITY	22,759	20,000	12,972	20,200	23,000		
03-2-4240-5630	PARTS/SUPPLIES	11,753	5,000	11,778	10,000	14,000		
03-2-4240-5638	CONTRACT ELECTRICAL REP/	7,203	1,000	1,315	5,000	1,000		
Total SEWAGE TREATMENT & F		77,097	62,000	42,944	75,700	78,800	0	0
4260 DISPOSAL FIELD/FORCEMAIN								
03-2-4260-2450	R & M - MACHINERY & EQUIPM	0	1,000	0	1,000	1,000		
03-2-4260-2620	RENTALS/MACHINERY & EQUI	1,073	1,000	0	1,000	1,000		
03-2-4260-5630	PARTS/SUPPLIES	633	1,000	817	1,000	1,000		
Total DISPOSAL FIELD/FORCEM		1,706	3,000	817	3,000	3,000	0	0
Total OPERATING EXP		136,344	164,130	129,262	178,800	192,020		
Surplus/Deficit		-36,322	0	-66,559	0	0		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Mill Springs Sewer

Function: 813

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$178,800	\$192,020	\$192,600	\$192,600	\$194,329	\$194,329
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Feasibility Studies						
Transfer to Capital Reserve			2,000	2,000	3,000	3,000
TOTAL APPLICATION OF FUNDS	\$178,800	\$192,020	\$194,600	\$194,600	\$197,329	\$197,329
SOURCES OF FUNDS						
Requisition/Parcel Tax	109,600	109,600	109,600	109,600	112,329	112,329
User Fee	69,200	82,420	85,000	85,000	85,000	85,000
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$178,800	\$192,020	\$194,600	\$194,600	\$197,329	\$197,329

692

R31

2018 Budget Review

Function:

813 - Mill Springs Sewer

A) Core Budget

	<u>2017</u> <u>Revenue</u>	<u>Proposed</u> <u>2018</u> <u>Revenue</u>	<u>Revenue</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Revenue</u> <u>% Increase</u> <u>(Decrease)</u>
	\$178,800	\$192,020	\$13,220	7.39%
Explanation of increase:				
incl. wages, benefits, allocations			17,431	9.75%
Increased operation & maintenance			-4,211	-2.36%
		Subtotal section A	<u>\$13,220</u>	<u>7.39%</u>

B) Prior Year One-time Items

	<u>Revenue</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Revenue</u> <u>% Increase</u> <u>(Decrease)</u>
	\$0	0.00%
	<u>\$0</u>	<u>0.00%</u>
	Subtotal section B	0.00%

693

Subtotal sections A + B \$13,220 7.39%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
		Subtotal section C	\$0	0.00%
		Subtotal sections A + B + C		<u>\$13,220</u> <u>7.39%</u>

- Notes:**
- 1) The Operating Reserve balance for this function is \$48,883
 - 2) The Capital Reserve balance for this function is 0

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND								
815 - ARBUTUS RIDGE SEWER SYSTEM								
	2016	2016	2017	2017	2018			
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REV								
4411 USER CHARGES								
03-1-4411-0000	USER CHARGES	-278,584	-259,710	-223,747	-242,852	-290,292		
	Total USER CHARGES	-278,584	-259,710	-223,747	-242,852	-290,292	0 0	
4810 CONNECTION CHARGES								
03-1-4810-0000	CONNECTION CHARGES	-900	0	-900	0	0		
	Total CONNECTION CHARGES	-900	0	-900	0	0	0 0	
	Total OPERATING REV	-279,484	-259,710	-224,647	-242,852	-290,292		
OPERATING EXP								
42 OPERATING EXPENDITURES								
03-2-4210-1301	WAGES	86,711	86,711	86,209	86,209	90,668		
03-2-4210-1400	BENEFITS	22,545	22,545	22,414	22,414	23,574		
03-2-4210-2131	TELEPHONE	199	2,500	149	250	250		
03-2-4210-2320	LEGAL SERVICES	0	100	277	100	100		
03-2-4210-2330	CONSULTANTS	4,500	5,000	0	5,000	5,000		
03-2-4210-2370	INSURANCE - PROPERTY	2,743	3,150	0	3,150	3,150		
03-2-4210-2372	INSURANCE DEDUCTIBLES	127	127	0	0	0		
03-2-4210-2400	ALARM MAINTENANCE	444	1,000	207	1,000	1,000		
03-2-4210-2480	MINOR CAPITAL	0	5,000	0	10,000	0		
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	8,196	8,196	10,269	10,269	9,801		
03-2-4210-4575	ALLOC - ENGINEERING	39,894	39,894	33,164	33,164	31,348		
03-2-4210-4587	ALLOC - ADMINISTRATION	8,930	8,930	11,031	11,031	11,490		
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	8,979	8,978	8,978	8,978	8,978		
03-2-4210-5110	SUNDRY EXPENSES	375	600	2,500	500	500		
03-2-4210-7550	LICENCES & FEES	353	400	353	400	400		
03-2-4210-9910	CONTINGENCY	0	337	0	1,626	2,422		
	Total OPERATING EXPENDITURES	183,995	193,468	175,550	194,091	188,681	0 0	
4220 SEWAGE COLLECTION SYSTEMS								
03-2-4220-2338	CONTRACT FOR SERVICES	0	1,000	0	1,000	1,000		
03-2-4220-2450	R & M - MACHINERY & EQUIPMENT	0	1,000	578	1,000	1,000		
03-2-4220-2564	CONTRACT-HYDRO/CAMERA & SUPPLIES	0	5,000	0	2,000	2,000		
03-2-4220-2620	RENTALS/MACHINERY & EQUIPMENT	1,205	2,000	4,985	2,000	2,000		
03-2-4220-5923	SUPPLIES	215	1,000	0	1,000	500		
	Total SEWAGE COLLECTION SYSTEMS	1,420	10,000	5,563	7,000	6,500	0 0	

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

GENERAL SEWER FUND									
815 - ARBUTUS RIDGE SEWER SYSTEM									
	2016	2016	2017	2017	2018				
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET				
4240 SEWAGE TREATMENT & PUMPING									
03-2-4240-2316	LABORATORY TESTING	348	1,500	229	1,000	5,000			
03-2-4240-2445	SLUDGE DISPOSAL	10,745	20,000	31,645	12,000	45,000			
03-2-4240-2450	R & M - MACHINERY & EQUIPM	564	3,000	4,419	1,500	1,500			
03-2-4240-2620	RENTALS/MACHINERY & EQUI	1,161	4,000	2,763	2,000	2,000			
03-2-4240-5530	ELECTRICITY	5,292	5,000	3,216	5,500	5,500			
03-2-4240-5630	PARTS/SUPPLIES	12,116	4,000	5,420	2,000	2,000			
03-2-4240-5638	CONTRACT ELECTRICAL REP/	9,727	3,000	823	3,000	3,000			
Total SEWAGE TREATMENT & F		39,953	40,500	48,514	27,000	64,000	0	0	
4260 DISPOSAL FIELD/FORCEMAIN									
03-2-4260-2450	R & M - MACHINERY & EQUIPM	0	2,000	0	1,000	1,000			
03-2-4260-2620	RENTALS/MACHINERY & EQUI	743	2,000	0	1,000	1,000			
03-2-4260-5630	PARTS/SUPPLIES	0	2,000	0	1,000	3,600			
Total DISPOSAL FIELD/FORCEM		743	6,000	0	3,000	5,600	0	0	
4270 EMERGENCY GENERATOR TRAILER #13									
03-2-4270-5310	FUEL & LUBRICANTS	0	500	0	500	500			
03-2-4270-5610	VEHICLE & EQUIPMENT PART:	0	1,000	0	1,000	1,000			
Total EMERGENCY GENERATOR		0	1,500	0	1,500	1,500	0	0	
8115 SHORT TERM DEBT									
03-2-8115-8215	INTEREST	0	0	0	2,000	0			
Total SHORT TERM DEBT		0	0	0	2,000	0	0	0	
8123 INTEREST / MFA OWN DEBENTURES									
03-2-8123-8232	INTEREST (CVRD)	4,063	4,062	2,031	4,063	19,813			
Total INTEREST / MFA OWN DEI		4,063	4,062	2,031	4,063	19,813	0	0	
8133 PRINCIPAL/ MFA OWN DEBENTURES									
03-2-8133-8332	PRINCIPAL (CVRD)	5,432	4,180	0	4,198	4,198			
Total PRINCIPAL/ MFA OWN DEI		5,432	4,180	0	4,198	4,198	0	-	0
Total OPERATING EXP		235,605	259,710	231,658	242,852	290,292			
CAPITAL REV									
4411 USER CHARGES									
03-7-4411-0000	USER CHARGES	0	0	-25,000	-25,000	0			
Total USER CHARGES		0	0	-25,000	-25,000	0	0	0	

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND						
		815 - ARBUTUS RIDGE SEWER SYSTEM						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
8250 MFA FUNDING								
03-7-8250-0001	MFA FUNDING - LONG TERM	0	0	0	-100,000	-2,125,000		
	Total MFA FUNDING	0	0	0	-100,000	-2,125,000	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
03-7-9009-0000	TSF FROM GAS TAX RESERVE	0	-175,000	0	-175,000	-125,000		
	Total TRANSFER FROM GAS TA	0	-175,000	0	-175,000	-125,000	0	0
9010 TRANSFER FROM CAPITAL RESERVE								
03-7-9010-0000	TSF FROM CAPITAL RESERVE	0	-75,000	0	-75,000	0		
	Total TRANSFER FROM CAPITA	0	-75,000	0	-75,000	0	0	0
	Total CAPITAL REV	0	-250,000	-25,000	-375,000	-2,250,000		
C. CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL FUND								
03-8-8221-6111	ENGINEERING STRUCTURES	0	250,000	0	375,000	2,250,000		
	Total TRANSFER/GENERAL CAF	0	250,000	0	375,000	2,250,000	0	0
	Total CAPITAL EXP	0	250,000	0	375,000	2,250,000		
Surplus/Deficit		-43,879	0	-17,989	0	0		

2018 Budget - Approved Capital Expenditure

Title	Treatment Plant & Disposal Field Replaceme	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	815 - Arbutus Ridge Sewer
Type	Capital - Replacement	Priority	1

Description

The disposal field has failed and the treatment plant is at the end of its operational life cycle.

Benefits

Meet environmental and health standards and achieve compliance.

Risks

Disease due to contact with sewage effluent; environmental impact.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Debt Proceeds	2,475,000	2,125,000	350,000				2,475,000	User Fees	15,750	41,818	168,570	168,570	168,570	563,278
Gas Tax Reserve	125,000	125,000					125,000							-
							-							-
	2,600,000	2,250,000	350,000	-	-	-	2,600,000		15,750	41,818	168,570	168,570	168,570	563,278
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng Structures	2,600,000	2,250,000	350,000				2,600,000	Debt Servicing	15,750	41,818	168,570	168,570	168,570	563,278
							-							-
	2,600,000	2,250,000	350,000	-	-	-	2,600,000		15,750	41,818	168,570	168,570	168,570	563,278

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Arbutus Ridge Sewer

Function: 815

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$232,591	\$266,281	\$279,471	\$274,471	\$274,471	\$274,471
Long Term Debt	8,261	24,011	143,284	143,284	143,284	143,284
Short Term Debt	2,000					
Capital	375,000	2,250,000				
Transfer to Capital Reserve				5,000	5,000	5,000
TOTAL APPLICATION OF FUNDS	\$617,852	\$2,540,292	\$422,755	\$422,755	\$422,755	\$422,755
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee	267,852	290,292	422,755	422,755	422,755	422,755
Transfer from Capital Reserve	75,000					
Transfer from Gas Tax Reserve	175,000	125,000				
Other						
Debt Proceeds	100,000	2,125,000				
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$617,852	\$2,540,292	\$422,755	\$422,755	\$422,755	\$422,755

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$97,157	2031	\$8,261
Proposed	Amount		Interest
Upgrades	\$2,125,000	2043	\$15,750
Total			<u>\$24,011</u>

2018 Budget Review

Function: 815 - Arbutus Ridge Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$617,852	\$2,540,292	\$1,922,440	311.15%

Explanation of increase:

Decreased Minor Capital incl. wages, benefits, allocations		-10,000	-1.62%
Increased operation & maintenance		3,794	0.61%
Increased Debt Servicing costs		39,896	6.46%
		13,750	2.23%
	Subtotal section A	\$47,440	7.68%

B) Prior Year One-time Items

Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$1,875,000	303.47%
Subtotal section B	303.47%

699

Subtotal sections A + B **\$1,922,440** **311.15%**

C) Supplemental Items

2018	Cost	Gas Tax Borrowing	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$1,922,440** **311.15%**

Notes:

- 1) The Operating Reserve balance for this function is \$189,997
- 2) The Capital Reserve balance for this function is \$3,374

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

**GENERAL SEWER FUND
820 - EAGLE HEIGHTS SEWER SYSTEM**

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000 USER CHARGES	-230,429	-250,800	-250,541	-253,100	-280,000		
03-1-4411-1000 DISCOUNTS	16,362	15,000	18,030	17,000	18,000		
Total USER CHARGES	-214,067	-235,800	-232,511	-236,100	-262,000	0	0
4433 RECOVERY OF COSTS							
03-1-4433-0000 RECOVERY OF COSTS	-667	0	0	-7,500	0		
Total RECOVERY OF COSTS	-667	0	0	-7,500	0	0	0
4810 CONNECTION CHARGES							
03-1-4810-0000 CONNECTION CHARGES	0	-336,000	-28,600	-100,000	-28,000		
Total CONNECTION CHARGES	0	-336,000	-28,600	-100,000	-28,000	0	0
4820 CONNECTION CAPITAL							
03-1-4820-0000 CONNECTION CAPITAL	-5,600	0	0	0	0		
Total CONNECTION CAPITAL	-5,600	0	0	0	0	0	0
9010 TRANSFER FROM CAPITAL RESERVE							
03-1-9010-0000 TSF FROM CAPITAL RESERVE	-11,382	-100,000	0	-70,000	-70,000		
Total TRANSFER FROM CAPITA	-11,382	-100,000	0	-70,000	-70,000	0	0
9015 TRANSFER FROM COWICHAN BAY							
03-1-9015-0000 TRANSFER FROM COWICHAN	-14,000	-14,000	-14,000	-14,000	0		
Total TRANSFER FROM COWIC	-14,000	-14,000	-14,000	-14,000	0	0	0
9110 SURPLUS/DEFICIT							
03-1-9110-0000 SURPLUS/DEFICIT	3,005	3,005	10,642	10,641	0		
Total SURPLUS/DEFICIT	3,005	3,005	10,642	10,641	0	0	0
Total OPERATING REV	-242,711	-682,795	-264,469	-416,959	-360,000		

OPERATING EXP

4210 OPERATING EXPENDITURES							
03-2-4210-1301 WAGES	64,163	64,163	64,235	64,235	73,728		
03-2-4210-1400 BENEFITS	16,683	16,683	16,702	16,702	19,170		
03-2-4210-2121 POSTAGE	738	700	0	700	700		
03-2-4210-2131 TELEPHONE	397	700	298	700	700		
03-2-4210-2370 INSURANCE - PROPERTY	722	800	0	800	800		

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND							
		820 - EAGLE HEIGHTS SEWER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
03-2-4210-2372	INSURANCE DEDUCTIBLES	122	122	0	0	0			
03-2-4210-2561	ALARM MONITORING	958	350	933	350	1,000			
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	7,851	7,851	8,643	8,643	10,028			
03-2-4210-4575	ALLOC - ENGINEERING	30,650	30,650	25,479	25,479	28,837			
03-2-4210-4587	ALLOC - ADMINISTRATION	6,861	6,861	8,475	8,475	10,569			
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	5,136	5,136	5,136	5,136	5,136			
03-2-4210-5110	SUNDRY EXPENSES	512	500	225	500	500			
03-2-4210-7550	LICENCES & FEES	0	150	0	150	150			
03-2-4210-9910	CONTINGENCY	0	69	0	1,433	13,735			
Total OPERATING EXPENDITURE		134,792	134,735	130,126	133,303	165,053	0	0	
4215 SERVICE OF SUPPLY-SEWER									
03-2-4215-2320	LEGAL SERVICES	1,606	2,000	0	2,000	2,000			
03-2-4215-2330	CONSULTANTS	0	2,000	0	2,000	2,000			
03-2-4215-2338	CONTRACT FOR SERVICES	0	100	0	300	900			
Total SERVICE OF SUPPLY-SEW		1,606	4,100	0	4,300	4,900	0	0	
4220 SEWAGE COLLECTION SYSTEMS									
03-2-4220-2450	R & M - MACHINERY & EQUIPMENT	236	7,000	980	15,709	5,000			
03-2-4220-2564	CONTRACT-HYDRO/CAMERA	0	9,535	0	10,000	0			
03-2-4220-2620	RENTALS/MACHINERY & EQUIPMENT	4,584	2,000	722	2,000	2,000			
03-2-4220-5530	ELECTRICITY	2,882	2,500	1,665	2,600	3,000			
03-2-4220-5638	CONTRACT ELECTRICAL REPAIR	3,991	2,000	905	2,000	500			
03-2-4220-5923	SUPPLIES	6,894	2,500	1,032	3,000	4,000			
Total SEWAGE COLLECTION SYSTEMS		18,588	25,535	5,304	35,309	14,500	0	0	
4240 SEWAGE TREATMENT & PUMPING									
03-2-4240-2448	EXTRAORDINARY REPAIR	0	1,000	0	0	0			
03-2-4240-5510	WATER	303	500	315	500	500			
03-2-4240-5525	LAGOON-USER FEE	75,196	65,000	56,505	65,000	70,000			
Total SEWAGE TREATMENT & PUMPING		75,499	66,500	56,820	65,500	70,500	0	0	
4260 DISPOSAL FIELD/FORCEMAIN									
03-2-4260-2450	R & M - MACHINERY & EQUIPMENT	0	500	0	1,000	500			
03-2-4260-2620	RENTALS/MACHINERY & EQUIPMENT	338	500	0	1,000	500			
03-2-4260-5630	PARTS/SUPPLIES	0	500	0	1,000	500			
Total DISPOSAL FIELD/FORCEMAIN		338	1,500	0	3,000	1,500	0	0	
8123 INTEREST / MFA OWN DEBENTURES									
03-2-8123-8232	INTEREST (CVRD)	0	8,878	0	0	0			

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND					
		820 - EAGLE HEIGHTS SEWER SYSTEM					
		2016	2016	2017	2017	2018	
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
Total INTEREST / MFA OWN DEI		0	8,878	0	0	0	0
8222 CONTRIBUTION TO THIRD PARTY CAPITAL							
03-2-8222-0000	CONTRIBUTION TO THIRD PAF	11,382	100,000	31,117	70,000	70,000	
Total CONTRIBUTION TO THIRD		11,382	100,000	31,117	70,000	70,000	0
8226 TRANSFER TO FORCEMAIN RESERVE FUND							
03-2-8226-0000	TRANSFER TO FORCEMAIN RI	5,547	5,547	5,547	5,547	5,547	
Total TRANSFER TO FORCEMAI		5,547	5,547	5,547	5,547	5,547	0
8241 TRANSFER TO CAPITAL RESERVE							
03-2-8241-0000	TSF TO CAPITAL RESERVE	5,600	336,000	0	100,000	28,000	
702	Total TRANSFER TO CAPITAL R	5,600	336,000	0	100,000	28,000	0
Total OPERATING EXP		253,352	682,795	228,915	416,959	360,000	
CAPITAL REV							
9010 TRANSFER FROM CAPITAL RESERVE							
03-7-9010-0000	TSF FROM CAPITAL RESERVE	0	-100,000	0	-50,000	-100,000	
Total TRANSFER FROM CAPITA		0	-100,000	0	-50,000	-100,000	0
Total CAPITAL REV		0	-100,000	0	-50,000	-100,000	
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL FUND							
03-8-8221-6111	ENGINEERING STRUCTURES	0	100,000	0	50,000	100,000	
Total TRANSFER/GENERAL CAF		0	100,000	0	50,000	100,000	0
Total CAPITAL EXP		0	100,000	0	50,000	100,000	
Surplus/Deficit		10,642	0	-35,555	0	0	

2018 Budget - Approved Capital Expenditure

Title	Replacement of pipeworks and installation o	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	820 - Eagle Heights Sewer
Type	Capital - New	Priority	1

Description

Replacing discharge pipeworks with stainless steel and installation of third pump in accordance with original design.

Benefits

Improved reliability and lifespan of system.

Risks

Backup of sewer system and surface spillage, a serious health and environmental concern.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Reserve	100,000	100,000					100,000	User Fees	14,586	16,940	16,940	16,940	16,940	82,346
							-							-
	100,000	100,000	-	-	-	-	100,000		14,586	16,940	16,940	16,940	16,940	82,346
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng Structures	100,000	100,000					100,000	Debt Servicing	14,586	16,940	16,940	16,940	16,940	82,346
							-							-
	100,000	100,000	-	-	-	-	100,000		14,586	16,940	16,940	16,940	16,940	82,346

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Eagle Heights Sewer

Function: 820

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$241,412	\$256,453	\$256,453	\$264,453	\$294,453	\$264,453
Long Term Debt						
Short Term Debt						
Capital	50,000	100,000	100,000		100,000	100,000
Third Party Capital	70,000	70,000	50,000	1,780,000	50,000	30,000
Transfer to Capital Reserve	100,000	28,000				80,000
Transfer to Forcemain Reserve	5,547	5,547	5,547	5,547	5,547	5,547
TOTAL APPLICATION OF FUNDS	\$466,959	\$460,000	\$412,000	\$2,050,000	\$450,000	\$480,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax						
User Fee	236,100	262,000	262,000	270,000	300,000	350,000
Transfer from Capital Reserve	120,000	170,000	150,000	1,780,000	150,000	130,000
Other	121,500	28,000				
Debt Proceeds						
Surplus/(Deficit)	(10,641)					
TOTAL SOURCE OF FUNDS	\$466,959	\$460,000	\$412,000	\$2,050,000	\$450,000	\$480,000

2018 Budget Review

Function: 820 - Eagle Heights Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$466,959	\$460,000	-\$6,959	-1.49%

Explanation of increase:

Decrease Transfer to Cowichan Bay	-1,500	-0.32%
Increased Lagoon User Fee	5,000	1.07%
incl. wages, benefits, allocations	19,448	4.16%
Decreased operation & maintenance	-7,907	-1.69%
Decrease Transfer to reserve	-72,000	-15.42%
Subtotal section A	-\$56,959	-12.20%

B) Prior Year One-time Items

705

	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
2 year of capital project started in 2017	50,000	10.71%
Subtotal section B	\$50,000	10.71%

Subtotal sections A + B -\$6,959 -1.49%

C) Supplemental Items

2018	Cost	Capital Reserve	Requisition % Increase
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C -\$6,959 -1.49%

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$1,231,702

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

**GENERAL SEWER FUND
830 - MAPLE HILLS SEWER**

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000	USER CHARGES	-18,000	-18,000	-18,000	-18,000	-19,800	
03-1-4411-1000	DISCOUNTS	1,395	1,100	1,350	1,300	1,500	
	Total USER CHARGES	-16,605	-16,900	-16,650	-16,700	-18,300	0 0
7574 REQUISITION - PARCEL TAX							
03-1-7574-0000	REQUISITION - PARCEL TAX	-25,000	-25,000	-27,000	-27,000	-27,000	
	Total REQUISITION - PARCEL TAX	-25,000	-25,000	-27,000	-27,000	-27,000	0 0
	Total OPERATING REV	-41,605	-41,900	-43,650	-43,700	-45,300	
OPERATING EXP							
4209 OPERATING EXPENDITURES							
03-2-4210-1301	WAGES	12,608	12,608	12,558	12,558	13,827	
03-2-4210-1400	BENEFITS	3,278	3,278	3,265	3,265	3,595	
03-2-4210-2121	POSTAGE	84	120	0	120	120	
03-2-4210-2131	TELEPHONE	397	750	298	750	750	
03-2-4210-2370	INSURANCE - PROPERTY	954	1,100	0	1,100	1,100	
03-2-4210-2372	INSURANCE DEDUCTIBLES	24	24	0	0	24	
03-2-4210-2561	ALARM MONITORING	324	200	243	200	300	
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	1,552	1,552	1,550	1,550	1,493	
03-2-4210-4575	ALLOC - ENGINEERING	3,723	3,723	3,095	3,095	2,898	
03-2-4210-4587	ALLOC - ADMINISTRATION	833	833	1,029	1,029	1,062	
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	2,700	2,700	2,700	2,700	2,700	
03-2-4210-5110	SUNDRY EXPENSES	150	100	0	100	100	
03-2-4210-7550	LICENCES & FEES	130	140	130	140	140	
03-2-4210-9910	CONTINGENCY	0	22	0	393	291	
	Total OPERATING EXPENDITURES	26,757	27,150	24,868	27,000	28,400	0 0
4215 SERVICE OF SUPPLY-SEWER							
03-2-4215-2320	LEGAL SERVICES	0	50	0	50	50	
03-2-4215-2330	CONSULTANTS	0	50	0	50	50	
03-2-4215-2338	CONTRACT FOR SERVICES	0	100	0	100	100	
	Total SERVICE OF SUPPLY-SEWER	0	200	0	200	200	0 0
4220 SEWAGE COLLECTION SYSTEMS							
03-2-4220-2564	CONTRACT-HYDRO/CAMERA S	0	500	0	500	500	
03-2-4220-2620	RENTALS/MACHINERY & EQUI	0	500	0	500	500	

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

**GENERAL SEWER FUND
830 - MAPLE HILLS SEWER**

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
03-2-4220-5923 SUPPLIES	273	500	49	500	500		
Total SEWAGE COLLECTION SY	273	1,500	49	1,500	1,500	0	0
4240 SEWAGE TREATMENT & PUMPING							
03-2-4240-2316 LABORATORY TESTING	130	1,000	90	250	250		
03-2-4240-2445 SLUDGE DISPOSAL	3,233	5,000	392	5,000	5,000		
03-2-4240-2450 R & M - MACHINERY & EQUIPM	0	500	1,698	500	2,000		
03-2-4240-2620 RENTALS/MACHINERY & EQUI	332	500	0	1,000	1,000		
03-2-4240-2717 PROPANE SYSTEM & STORAG	0	250	0	250	250		
03-2-4240-5510 WATER	588	500	570	800	800		
03-2-4240-5530 ELECTRICITY	2,306	1,700	1,575	2,200	2,400		
03-2-4240-5630 PARTS/SUPPLIES	307	1,000	136	1,000	1,000		
03-2-4240-5638 CONTRACT ELECTRICAL REP/	112	1,000	0	2,000	500		
03-2-4240-5923 SUPPLIES	0	100	0	500	500		
Total SEWAGE TREATMENT & F	7,009	11,550	4,461	13,500	13,700	0	0
4260 DISPOSAL FIELD/FORCEMAIN							
03-2-4260-2450 R & M - MACHINERY & EQUIPM	0	500	0	500	500		
03-2-4260-2620 RENTALS/MACHINERY & EQUI	725	500	865	500	500		
03-2-4260-5630 PARTS/SUPPLIES	0	500	0	500	500		
Total DISPOSAL FIELD/FORCEM	725	1,500	865	1,500	1,500	0	0
Total OPERATING EXP	34,764	41,900	30,243	43,700	45,300		
Surplus/Deficit	-6,841	0	-13,407	0	0		

707

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Maple Hills Sewer

Function: 830

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$43,700	\$45,300	\$46,000	\$46,000	\$46,000	\$52,950
Long Term Debt						4,000
Short Term Debt						
Capital						150,000
Transfer to Capital Reserve				2,000	4,000	
TOTAL APPLICATION OF FUNDS	\$43,700	\$45,300	\$46,000	\$48,000	\$50,000	\$206,950
SOURCES OF FUNDS						
Requisition/Parcel Tax	27,000	27,000	28,000	30,000	30,000	38,950
User Fee	16,700	18,300	18,000	18,000	20,000	18,000
Transfer from Capital Reserve						50,000
Other						
Debt Proceeds						100,000
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$43,700	\$45,300	\$46,000	\$48,000	\$50,000	\$206,950

2018 Budget Review

Function: 830 - Maple Hills Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$43,700	\$45,300	\$1,600	3.66%

Explanation of increase:

incl. wages, benefits, allocations		1,502	3.44%
Increased operation & maintenance		98	0.22%
	Subtotal section A	\$1,600	3.66%

B) Prior Year One-time Items

Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$0	0.00%
Subtotal section B	0.00%

709

Subtotal sections A + B	\$1,600	3.66%
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C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	\$1,600	3.66%
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Notes:

- 1) The Operating Reserve balance for this function is \$36,373
- 2) The Capital Reserve balance for this function is \$8934

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND

840 - SHAWNIGAN BEACH EST SEWER SYST

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000 USER CHARGES	-160,399	-160,194	-160,771	-160,194	-170,100		
03-1-4411-1000 DISCOUNTS	10,628	8,000	10,259	8,000	9,000		
Total USER CHARGES	-149,771	-152,194	-150,512	-152,194	-161,100	0	0
4433 RECOVERY OF COSTS							
03-1-4433-0000 RECOVERY OF COSTS	0	0	-2,457	0	0		
Total RECOVERY OF COSTS	0	0	-2,457	0	0	0	0
4810 CONNECTION CHARGES							
03-1-4810-0000 CONNECTION CHARGES	-3,500	0	0	0	0		
Total CONNECTION CHARGES	-3,500	0	0	0	0	0	0
7574 REQUISITION - PARCEL TAX							
03-1-7574-0000 REQUISITION - PARCEL TAX	-95,000	-95,000	-148,400	-148,400	-148,400		
Total REQUISITION - PARCEL T/	-95,000	-95,000	-148,400	-148,400	-148,400	0	0
7575 PARCEL TAX C.V.R.D.							
03-1-7575-0000 PARCEL TAX C.V.R.D.	-364	-364	-421	-364	-421		
Total PARCEL TAX C.V.R.D.	-364	-364	-421	-364	-421	0	0
8250 MFA FUNDING							
03-1-8250-0002 M.F.A. FUNDING - SHORT TERI	0	0	0	-45,000	0		
Total MFA FUNDING	0	0	0	-45,000	0	0	0
9110 SURPLUS/DEFICIT							
03-1-9110-0000 SURPLUS/DEFICIT	0	0	50,229	50,229	0		
Total SURPLUS/DEFICIT	0	0	50,229	50,229	0	0	0
Total OPERATING REV	-248,635	-247,558	-251,561	-295,729	-309,921		

OPERATING EXP

4210 OPERATING EXPENDITURES

03-2-4210-1301 WAGES	70,402	70,402	73,766	73,766	83,685
03-2-4210-1400 BENEFITS	18,305	18,305	19,179	19,179	21,759
03-2-4210-2121 POSTAGE	514	500	0	500	500
03-2-4210-2131 TELEPHONE	3,573	3,500	2,969	3,500	3,500
03-2-4210-2330 CONSULTANTS	0	1,000	0	1,000	1,000

R31

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND							
		840 - SHAWNIGAN BEACH EST SEWER SYST							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
03-2-4210-2370	INSURANCE - PROPERTY	2,105	2,400	0	2,400	2,400			
03-2-4210-2372	INSURANCE DEDUCTIBLES	116	116	0	0	0			
03-2-4210-2400	ALARM MAINTENANCE	3,420	4,000	3,638	4,000	4,000			
03-2-4210-2480	MINOR CAPITAL	0	0	0	15,000	0			
03-2-4210-2561	ALARM MONITORING	0	0	347	0	0			
03-2-4210-4100	ALLOC - GENERAL GOVERNMI	7,503	7,503	8,209	8,209	9,162			
03-2-4210-4575	ALLOC - ENGINEERING	23,018	23,018	19,135	19,135	17,920			
03-2-4210-4587	ALLOC - ADMINISTRATION	5,153	5,153	6,365	6,365	6,568			
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	-15,915	-15,915	-15,914	-15,915	-15,915			
03-2-4210-5110	SUNDRY EXPENSES	265	500	75	500	500			
03-2-4210-7550	LICENCES & FEES	247	150	262	150	300			
03-2-4210-9910	CONTINGENCY	0	456	0	2,774	4,071			
711 Total OPERATING EXPENDITUR		118,706	121,088	118,031	140,563	139,450	0	0	
42: 1 SEWAGE COLLECTION SYSTEMS									
03-2-4220-2338	CONTRACT FOR SERVICES	0	500	11,239	25,000	40,000			
03-2-4220-2448	EXTRAORDINARY REPAIR	0	1,000	10,203	1,000	1,000			
03-2-4220-2450	R & M - MACHINERY & EQUIPM	1,831	2,000	1,441	4,000	4,000			
03-2-4220-2564	CONTRACT-HYDRO/CAMERA S	0	0	0	0	500			
03-2-4220-2620	RENTALS/MACHINERY & EQUI	1,944	3,000	0	3,000	3,000			
03-2-4220-5923	SUPPLIES	3,705	3,000	2,420	3,000	3,000			
Total SEWAGE COLLECTION SY		7,481	9,500	25,302	36,000	51,500	0	0	
4240 SEWAGE TREATMENT & PUMPING									
03-2-4240-2316	LABORATORY TESTING	6,292	10,000	4,473	8,000	8,000			
03-2-4240-2445	SLUDGE DISPOSAL	3,708	5,000	4,784	5,000	5,000			
03-2-4240-2450	R & M - MACHINERY & EQUIPM	8,233	4,000	1,898	4,000	2,000			
03-2-4240-2620	RENTALS/MACHINERY & EQUI	1,431	2,000	1,303	2,000	2,000			
03-2-4240-5530	ELECTRICITY	41,179	38,000	31,331	39,500	42,000			
03-2-4240-5630	PARTS/SUPPLIES	8,773	5,000	3,793	5,000	9,000			
03-2-4240-5638	CONTRACT ELECTRICAL REPA	7,549	4,000	9,356	4,000	1,000			
Total SEWAGE TREATMENT & F		77,165	68,000	56,938	67,500	69,000	0	0	
4260 DISPOSAL FIELD/FORCEMAIN									
03-2-4260-2450	R & M - MACHINERY & EQUIPM	2,707	1,500	0	1,500	1,500			
03-2-4260-2620	RENTALS/MACHINERY & EQUI	4,907	4,000	990	4,000	4,000			
03-2-4260-5630	PARTS/SUPPLIES	246	2,500	448	2,500	2,500			
Total DISPOSAL FIELD/FORCEN		7,860	8,000	1,438	8,000	8,000	0	0	
8115 SHORT TERM DEBT									

R31

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL SEWER FUND						
		840 - SHAWNIGAN BEACH EST SEWER SYST						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
03-2-8115-8215	INTEREST	70	153	0	1,069	945		
03-2-8115-8216	PRINCIPAL	6,790	6,790	0	10,000	8,429		
Total SHORT TERM DEBT		6,860	6,943	0	11,069	9,374	0	0
8123 INTEREST / MFA OWN DEBENTURES								
03-2-8123-8232	INTEREST (CVRD)	13,127	13,960	6,265	12,530	12,530		
Total INTEREST / MFA OWN DEI		13,127	13,960	6,265	12,530	12,530	0	0
8133 PRINCIPAL/ MFA OWN DEBENTURES								
03-2-8133-8332	PRINCIPAL (CVRD)	20,067	20,067	3,327	20,067	20,067		
Total PRINCIPAL/ MFA OWN DEI		20,067	20,067	3,327	20,067	20,067	0	0
8241 TRANSFER TO CAPITAL RESERVE								
03241-0000	TSF TO CAPITAL RESERVE	3,500	0	0	0	0		
Total TRANSFER TO CAPITAL R		3,500	0	0	0	0	0	0
Total OPERATING EXP		254,766	247,558	211,300	295,729	309,921		
CAPITAL REV								
7574 REQUISITION PARCEL TAX								
03-7-7574-0000	REQUISITION PARCEL TAX	-40,000	-40,000	0	0	0		
Total REQUISITION PARCEL TA		-40,000	-40,000	0	0	0	0	0
8250 MFA FUNDING								
03-7-8250-0002	MFA FUNDING - SHORT TERM	0	0	-44,097	0	0		
Total MFA FUNDING		0	0	-44,097	0	0	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
03-7-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-150,000	-100,000		
Total TRANSFER FROM GAS TA		0	0	0	-150,000	-100,000	0	0
Total CAPITAL REV		-40,000	-40,000	-44,097	-150,000	-100,000		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL FUND								
03-8-8221-6111	ENGINEERING STRUCTURES	84,097	40,000	0	150,000	100,000		
Total TRANSFER/GENERAL CAF		84,097	40,000	0	150,000	100,000	0	0
Total CAPITAL EXP		84,097	40,000	0	150,000	100,000		

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

GENERAL SEWER FUND					
840 - SHAWNIGAN BEACH EST SEWER SYST					
	2016	2016	2017	2017	2018
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET
Surplus/Deficit	50,229	0	-84,358	0	0

713

R31

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shawnigan Beach Estates Sewer

Function: 840

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$252,063	\$267,950	\$276,001	\$277,474	\$282,495	\$286,000
Long Term Debt	32,597	32,597	31,725	5,252	4,131	
Short Term Debt	11,069	9,374	9,374	9,374	9,374	
Capital	150,000	100,000		20,000	20,000	20,000
Transfer to Capital Reserve				10,000	10,000	20,000
TOTAL APPLICATION OF FUNDS	\$445,729	\$409,921	\$317,100	\$322,100	\$326,000	\$326,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	148,400	148,400	155,000	160,000	160,000	160,000
User Fee	152,194	161,100	161,100	161,100	165,000	165,000
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	150,000	100,000				
Other	364	421	1,000	1,000	1,000	1,000
Debt Proceeds	45,000					
Surplus/(Deficit)	(50,229)					
TOTAL SOURCE OF FUNDS	\$445,729	\$409,921	\$317,100	\$322,100	\$326,000	\$326,000

2018 Debt Long Term with Principle & Interest

<u>Borrowed</u>	<u>Outstanding</u>	<u>Maturity</u>	<u>P & I</u>
Upgrades	\$74,119	2019	\$27,345
Upgrades	\$31,299	2021	\$5,252
Total			<u>\$32,597</u>

2018 Debt Short Term with Principle & Interest

<u>Borrowed</u>	<u>Outstanding</u>	<u>Maturity</u>	<u>P & I</u>
Ravenhill Bypass	\$44,097	2021	\$9,374
Total			<u>\$9,374</u>

2018 Budget - Approved Capital Expenditure

Title	I&I Rehabilitation	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	840 - Shawnigan Beach Estates Sewer
Type	Capital - Replacement	Priority	1

Description

Infiltration and inflow of rain water into the sewer system reduces system capacity and increase cost of operation. Continued from 2017.

Benefits

Improved reliability and lifespan of system.

Risks

Backup of sewer system and surface spillage, a serious health and environmental concern.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Debt Proceeds							-							-
Gas Tax	100,000	100,000					100,000							-
							-							-
	100,000	100,000	-	-	-	-	100,000		-	-	-	-	-	-

Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng Structures	100,000	100,000					100,000	Debt Servicing						-
							-							-
	100,000	100,000	-	-	-	-	100,000		-	-	-	-	-	-

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

2018 Budget Review

Function: 840 - Shawnigan Beach Estates Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$445,729	\$409,921	-\$35,808	-8.03%

Explanation of increase:

Increased Contract for Services	15,000	3.37%
Decreased Minor Capital incl. wages, benefits, allocations	-15,000	-3.37%
Increased operation & maintenance	12,440	2.79%
	1,752	0.39%
Subtotal section A	\$14,192	3.18%

B) Prior Year One-time Items

716

Partial completion of capital project in 2017	-\$50,000	-11.22%
Subtotal section B	-\$50,000	-11.22%

Subtotal sections A + B **-\$35,808** **-8.03%**

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **-\$35,808** **-8.03%**

Notes:

- 1) The Operating Reserve balance for this function is \$22,229
- 2) The Capital Reserve balance for this function is \$3,519

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

**GENERAL SEWER FUND
850 - KERRY VILLAGE SEWER SYSTEM**

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000	USER CHARGES	-74,675	-85,156	-76,728	-78,925	-76,125	
03-1-4411-1000	DISCOUNTS	6,453	5,000	6,199	5,000	3,500	
	Total USER CHARGES	-68,223	-80,156	-70,529	-73,925	-72,625	0 0
4810 CONNECTION CHARGES							
03-1-4810-0000	CONNECTION CHARGES	-3,300	-1,200	0	0	0	
	Total CONNECTION CHARGES	-3,300	-1,200	0	0	0	0 0
7574 REQUISITION - PARCEL TAX							
03-1-7574-0000	REQUISITION - PARCEL TAX	-24,900	-24,900	-27,160	-27,160	-27,160	
	Total REQUISITION - PARCEL TAX	-24,900	-24,900	-27,160	-27,160	-27,160	0 0
7575 PARCEL TAX C.V.R.D.							
03-1-7575-0000	PARCEL TAX C.V.R.D.	-3,598	-3,598	-4,126	-3,598	-4,126	
	Total PARCEL TAX C.V.R.D.	-3,598	-3,598	-4,126	-3,598	-4,126	0 0
9110 SURPLUS/DEFICIT							
03-1-9110-0000	SURPLUS/DEFICIT	25,934	25,935	11,503	11,503	0	
	Total SURPLUS/DEFICIT	25,934	25,935	11,503	11,503	0	0 0
	Total OPERATING REV	-74,086	-83,919	-90,312	-93,180	-103,911	

OPERATING EXP

4210 OPERATING EXPENDITURES

03-2-4210-1301	WAGES	35,368	35,368	37,350	37,350	43,354
03-2-4210-1400	BENEFITS	9,195	9,195	9,710	9,710	11,272
03-2-4210-2121	POSTAGE	117	113	0	113	113
03-2-4210-2131	TELEPHONE	993	993	744	993	993
03-2-4210-2370	INSURANCE - PROPERTY	1,246	1,408	0	400	400
03-2-4210-2372	INSURANCE DEDUCTIBLES	44	44	0	0	0
03-2-4210-2400	ALARM MAINTENANCE	540	400	405	400	400
03-2-4210-4100	ALLOC - GENERAL GOVERNMENT	2,827	2,827	3,138	3,138	3,342
03-2-4210-4575	ALLOC - ENGINEERING	5,956	5,956	4,951	4,951	4,685
03-2-4210-4587	ALLOC - ADMINISTRATION	1,333	1,333	1,647	1,647	1,717
03-2-4210-4588	ALLOC - RETRO ADJUSTMENT	1,054	1,054	1,054	1,054	1,054
03-2-4210-5110	SUNDRY EXPENSES	0	85	0	50	50
03-2-4210-7550	LICENCES & FEES	112	112	0	112	112

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

		GENERAL SEWER FUND							
		850 - KERRY VILLAGE SEWER SYSTEM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
03-2-4210-9910	CONTINGENCY	0	0	0	311	325			
Total OPERATING EXPENDITUR		58,784	58,888	58,999	60,229	67,817	0	0	
4215 SERVICE OF SUPPLY-SEWER									
03-2-4215-2330	CONSULTANTS	750	0	0	0	0			
Total SERVICE OF SUPPLY-SEW		750	0	0	0	0	0	0	
4220 SEWAGE COLLECTION SYSTEMS									
03-2-4220-2564	CONTRACT-HYDRO/CAMERA S	0	10	0	200	500			
03-2-4220-2620	RENTALS/MACHINERY & EQUI	0	10	0	250	500			
03-2-4220-5923	SUPPLIES	302	10	55	1,000	1,000			
Total SEWAGE COLLECTION SY		302	30	55	1,450	2,000	0	0	
4221 SEWAGE TREATMENT & PUMPING									
03-2-4240-2316	LABORATORY TESTING	3,600	3,900	2,574	4,000	4,000			
03-2-4240-2445	SLUDGE DISPOSAL	4,622	4,200	2,413	5,200	5,200			
03-2-4240-2450	R & M - MACHINERY & EQUIPM	319	1,600	0	1,600	1,600			
03-2-4240-2620	RENTALS/MACHINERY & EQUI	332	200	0	1,000	1,000			
03-2-4240-2717	PROPANE SYSTEM & STORAC	0	200	0	200	200			
03-2-4240-5530	ELECTRICITY	6,268	5,000	3,111	6,000	6,500			
03-2-4240-5533	GAS	0	0	0	0	100			
03-2-4240-5630	PARTS/SUPPLIES	2,158	1,400	1,852	2,000	4,000			
03-2-4240-5638	CONTRACT ELECTRICAL REP/	0	0	0	1,000	500			
03-2-4240-5923	SUPPLIES	0	0	0	0	500			
Total SEWAGE TREATMENT & F		17,299	16,500	9,949	21,000	23,600	0	0	
4245 CONNECTION COSTS									
03-2-4245-2338	CONTRACT FOR SERVICES	0	0	1,500	0	0			
Total CONNECTION COSTS		0	0	1,500	0	0	0	0	
4260 DISPOSAL FIELD/FORCEMAIN									
03-2-4260-2450	R & M - MACHINERY & EQUIPM	0	0	0	500	500			
03-2-4260-2620	RENTALS/MACHINERY & EQUI	0	0	0	1,000	1,000			
03-2-4260-5630	PARTS/SUPPLIES	0	0	0	500	500			
Total DISPOSAL FIELD/FORCEM		0	0	0	2,000	2,000	0	0	
8115 SHORT TERM DEBT									
03-2-8115-8215	INTEREST	81	128	42	81	33			
03-2-8115-8216	PRINCIPAL	2,086	2,086	2,133	2,133	2,174			

R31



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND							
850 - KERRY VILLAGE SEWER SYSTEM							
	2016	2016	2017	2017	2018		
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
Total SHORT TERM DEBT	2,167	2,214	2,175	2,214	2,207	0	0
8123 INTEREST / MFA OWN DEBENTURES							
03-2-8123-8232 INTEREST (CVRD)	3,600	3,600	1,800	3,600	3,600		
Total INTEREST / MFA OWN DEBENTURES	3,600	3,600	1,800	3,600	3,600	0	0
8133 PRINCIPAL/ MFA OWN DEBENTURES							
03-2-8133-8332 PRINCIPAL (CVRD)	2,687	2,687	2,687	2,687	2,687		
Total PRINCIPAL/ MFA OWN DEBENTURES	2,687	2,687	2,687	2,687	2,687	0	0
Total OPERATING EXP	85,589	83,919	77,166	93,180	103,911		
Surplus/Deficit	11,503	0	-13,146	0	0		

719

R31

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Kerry Village Sewer

Function: 850

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$84,679	\$95,417	\$97,713	\$97,713	\$100,813	\$100,813
Long Term Debt	6,287	6,287	6,287	6,287	6,287	6,287
Short Term Debt	2,214	2,207				
Capital						
Transfer to Capital Reserve			3,000	3,000	3,000	8,000
TOTAL APPLICATION OF FUNDS	\$93,180	\$103,911	\$107,000	\$107,000	\$110,100	\$115,100
SOURCES OF FUNDS						
Requisition/Parcel Tax	27,160	27,160	28,000	28,000	31,100	31,100
User Fee	73,925	72,625	75,000	75,000	75,000	80,000
Transfer from Capital Reserve						
Other	3,598	4,126	4,000	4,000	4,000	4,000
Debt Proceeds						
Surplus/(Deficit)	(11,503)					
TOTAL SOURCE OF FUNDS	\$93,180	\$103,911	\$107,000	\$107,000	\$110,100	\$115,100

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Upgrades	\$58,781	2030	\$6,287
Total			<u>\$6,287</u>

2018 Debt Short Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Safety Handrails	\$2,174	2018	\$2,207
Total			<u>\$2,207</u>

2018 Budget - Supplemental Item

Title	Wastewater Treatment Plant Upgrades	Department	ENGINEERING SERVICES
Division	WATER MANAGEMENT	Function	850 - Kerry Village Sewer
Type	Capital - Replacement	Priority	1

Description

The existing screen is inefficient and too coarse, so debris accumulates in the treatment plant necessitating early pump out and the result debris can pass through and cause failing of components in the treatment system. Early pump outs result in substantial unnecessary extra costs for this system which is already financially challenged.

Benefits

Improved reliability, effluent quality and lifespan of system. Long-term cost savings due to improved lifecycle times.

Risks

Non-compliance with Ministry of Environment and poor quality effluent discharged to environment. Higher costs due to early replacement.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Reserve funds	25,000	25,000					25,000							-
	25,000	25,000	-	-	-	-	25,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Eng Structures	25,000	25,000					25,000							-
	25,000	25,000	-	-	-	-	25,000		-	-	-	-	-	-

Administration

Author	Brian Dennison	Date Prepared	Aug 15, 2017
Approval Date	Jun 28, 2017		

2018 Budget Review

Function: 850 - Kerry Village Sewer

A) Core Budget

	2017 <u>Revenue</u>	Proposed 2018 <u>Revenue</u>	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
	\$93,180	\$104,683	\$11,503	12.34%
Explanation of increase:				
Increased Contingency			7,003	7.52%
Increased operation & maintenance			4,500	4.83%
		Subtotal section A	<u>\$11,503</u>	<u>12.34%</u>

B) Prior Year One-time Items

	Revenue \$ Increase <u>(Decrease)</u>	Revenue % Increase <u>(Decrease)</u>
	\$0	0.00%
	<u>\$0</u>	<u>0.00%</u>
	Subtotal section B	0.00%

722

Subtotal sections A + B \$11,503 12.34%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Revenue</u>	<u>Requisition % Increase</u>
1) Wastewater Treatment Plant Upgrades - Screen filter purchase (Capital Reserves)		25,000	0	
	Subtotal section C	<u>\$25,000</u>	<u>\$0</u>	<u>0.00%</u>
		Subtotal sections A + B + C		12.34%

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$39,972

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

GENERAL SEWER FUND
860 - YOUBOU SEWER SYSTEM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
4411 USER CHARGES							
03-1-4411-0000 USER CHARGES	-16,215	-16,215	-16,513	-16,215	-16,513		
03-1-4411-1000 DISCOUNTS	1,328	1,400	1,346	1,400	1,400		
Total USER CHARGES	-14,887	-14,815	-15,168	-14,815	-15,113	0	0
4810 CONNECTION CHARGES							
03-1-4810-0000 CONNECTION CHARGES	-600	0	-600	0	0		
Total CONNECTION CHARGES	-600	0	-600	0	0	0	0
7574 REQUISITION - PARCEL TAX							
03-1-7574-0000 REQUISITION - PARCEL TAX	-39,000	-39,000	-39,000	-39,000	-39,000		
Total REQUISITION - PARCEL TAX	-39,000	-39,000	-39,000	-39,000	-39,000	0	0
Total OPERATING REV	-54,487	-53,815	-54,768	-53,815	-54,113		
OPERATING EXP							
4210 OPERATING EXPENDITURES							
03-2-4210-1301 WAGES	12,467	12,467	12,532	12,532	14,279		
03-2-4210-1400 BENEFITS	3,241	3,241	3,259	3,259	3,712		
03-2-4210-2121 POSTAGE	46	100	0	100	100		
03-2-4210-2131 TELEPHONE	864	1,000	648	1,000	1,000		
03-2-4210-2370 INSURANCE - PROPERTY	2,160	2,467	0	2,467	2,467		
03-2-4210-2372 INSURANCE DEDUCTIBLES	22	22	0	0	22		
03-2-4210-2400 ALARM MAINTENANCE	162	200	243	200	200		
03-2-4210-4100 ALLOC - GENERAL GOVERNMENT	1,424	1,424	999	999	1,081		
03-2-4210-4575 ALLOC - ENGINEERING	4,839	4,839	4,023	4,023	3,768		
03-2-4210-4587 ALLOC - ADMINISTRATION	1,083	1,083	1,338	1,338	1,381		
03-2-4210-4588 ALLOC - RETRO ADJUSTMENT	-11,345	-11,345	-11,344	-11,345	-11,345		
03-2-4210-5110 SUNDRY EXPENSES	162	1,000	0	1,000	1,000		
03-2-4210-7550 LICENCES & FEES	108	250	108	250	250		
03-2-4210-9910 CONTINGENCY	0	5,883	0	1,108	814		
Total OPERATING EXPENDITURES	15,234	22,631	11,806	16,931	18,729	0	0
4215 SERVICE OF SUPPLY-SEWER							
03-2-4215-2320 LEGAL SERVICES	0	0	0	0	500		
03-2-4215-2330 CONSULTANTS	0	0	0	0	500		
03-2-4215-2338 CONTRACT FOR SERVICES	0	0	0	1,000	1,000		

723

R31

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : . . . To : . . .

Function Type : Selective

		GENERAL SEWER FUND 860 - YOUBOU SEWER SYSTEM							
		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET			
Total SERVICE OF SUPPLY-SEW		0	0	0	1,000	2,000	0	0	
4220 SEWAGE COLLECTION SYSTEMS									
03-2-4220-2620	RENTALS/MACHINERY & EQUI	0	1,000	0	1,000	1,000			
03-2-4220-5923	SUPPLIES	837	1,000	931	1,000	1,000			
Total SEWAGE COLLECTION SY		837	2,000	931	2,000	2,000	0	0	
4240 SEWAGE TREATMENT & PUMPING									
03-2-4240-2316	LABORATORY TESTING	2,561	3,000	3,190	3,000	3,000			
03-2-4240-2445	SLUDGE DISPOSAL	0	1,000	1,898	1,000	1,000			
03-2-4240-2450	R & M - MACHINERY & EQUIPM	0	3,000	1,140	3,000	3,000			
03-2-4240-2620	RENTALS/MACHINERY & EQUI	0	1,000	0	1,000	1,000			
03-2-4240-2623	UV SYSTEM	0	1,000	0	1,000	1,000			
03-2-4240-5530	ELECTRICITY	5,821	5,300	4,512	5,000	5,000			
03-2-4240-5630	PARTS/SUPPLIES	448	2,000	2,963	2,000	2,000			
03-2-4240-5638	CONTRACT ELECTRICAL REP/	559	2,000	680	5,000	500			
Total SEWAGE TREATMENT & F		9,389	18,300	14,383	21,000	16,500	0	0	
4260 DISPOSAL FIELD/FORCEMAIN									
03-2-4260-2450	R & M - MACHINERY & EQUIPM	0	1,000	0	1,000	500			
03-2-4260-2620	RENTALS/MACHINERY & EQUI	0	1,000	0	1,000	1,000			
03-2-4260-5630	PARTS/SUPPLIES	0	1,000	0	1,000	500			
Total DISPOSAL FIELD/FORCEM		0	3,000	0	3,000	2,000	0	0	
8115 SHORT TERM DEBT									
03-2-8115-8215	INTEREST	391	634	222	470	302			
03-2-8115-8216	PRINCIPAL	7,250	7,250	7,414	7,414	7,582			
Total SHORT TERM DEBT		7,641	7,884	7,636	7,884	7,884	0	0	
8241 TRANSFER TO CAPITAL RESERVE									
03-2-8241-0000	TSF TO CAPITAL RESERVE	0	0	2,000	2,000	5,000			
Total TRANSFER TO CAPITAL R		0	0	2,000	2,000	5,000	0	0	
Total OPERATING EXP		33,101	53,815	36,757	53,815	54,113			
Surplus/Deficit		-21,386	0	-18,011	0	0			

R31

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Youbou Sewer

Function: 860

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$43,931	\$41,229	\$43,116	\$46,000	\$46,000	\$46,000
Long Term Debt						
Short Term Debt	7,884	7,884	7,884			
Capital				20,000		
Transfer to Capital Reserve	2,000	5,000	5,000		11,000	12,000
TOTAL APPLICATION OF FUNDS	\$53,815	\$54,113	\$56,000	\$66,000	\$57,000	\$58,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	39,000	39,000	40,000	40,000	41,000	42,000
User Fee	14,815	15,113	16,000	16,000	16,000	16,000
Transfer from Capital Reserve				10,000		
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$53,815	\$54,113	\$56,000	\$66,000	\$57,000	\$58,000

2018 Debt Short Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Creekside Uplands	\$15,336	2019	\$7,884
Total			\$7,884

2018 Budget Review

Function: 860 - Youbou Sewer

A) Core Budget

2017 Revenue	Proposed 2018 Revenue	Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$53,815	\$54,113	\$298	0.55%

Explanation of increase:

incl. wages, benefits, allocations	2092	3.89%
Decreased operation & maintenance	-4,794	-8.91%
Increase Transfer to reserve	3,000	5.57%
Subtotal section A	\$298	0.55%

B) Prior Year One-time Items

726

Revenue \$ Increase (Decrease)	Revenue % Increase (Decrease)
\$0	0.00%
Subtotal section B	\$0
	0.00%

Subtotal sections A + B \$298 0.55%

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C \$298 0.55%

Notes:

- 1) The Operating Reserve balance for this function is \$43,289
- 2) The Capital Reserve balance for this function is \$2,042



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 2, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Recycling & Waste Management Division
Engineering Services Department

SUBJECT: 2018 Budget review – Function 515 Curbside Collection Service

FILE: 0540-20-EAS

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Function 515 CVRD Curbside Collection Service.

RECOMMENDED RESOLUTION

1. That Function 515 Curbside Collection 2018 Budget be approved

BACKGROUND

At the April 26, 2017 Board meeting, a report went forward recommending a revised budget process, as well as budget calendar, for the 2018 budget year. The recommendations were given approval at that meeting. In this report a number of changes to the previous process were identified including: preparing the 2018 Draft budget exclusively based on core expenses as well as presenting supplemental requests for any proposed non-core expenses.

The Cowichan Valley Regional District (CVRD) provides mandatory curbside collection service, including approximately 13,000 homes for recycling from all nine (9) electoral areas and approximately 5,500 homes for garbage in selective Electoral Areas. The curbside collection service is covered by two revenue streams, user fees and RecycleBC (previously known as Multi Materials BC or MMBC) funding. User fees for curbside collection service were initially lowered with the inception of in-house curbside pick-up service in 2013, and have remained static since. RecycleBC funding does not cover the entire expenses of curbside collection service for recycling.

In 2014, the CVRD began to receive annual funding (household incentive) from RecycleBC to deliver curbside recycling collection to the electoral areas. These funds were held in contingency in Function 515 Curbside Collection Service budgets in 2014 and 2015 while additional curbside programs were considered. Since 2016, RecycleBC rebate of \$32 per household, per year was applied to reduce user fees to electoral areas and the remaining RecycleBC rebate was used for education programs directly related to curbside recycling program.

ANALYSIS

Since 2013, User Fees have remained static while the expenses for the curbside collection service operations have gradually risen. In 2016, a portion of the accrued RecycleBC contingency funds were used to balance the budget and the same will be the case for 2017 and on-ward. User fees over the coming years are recommended to be adjusted to reflect inflationary pressures and the depletion of the 2014/2015 RecycleBC Funding that was being held in contingency. The 2014/2015 RecycleBC contingency funds are projected to run out in 2019. Staff will outline expected user fee increases for 2019 in early 2018.

As compared to 2017, the draft 2018 budget amount for revenue decreased \$133,970 or -6.71%. This decrease is due to the following factors:

1. The budgeted 2017 RecycleBC contingency is \$547,818. The 2018 budgeted contingency is \$264,913, a reduction of \$282,905 (-51.64%). Decrease of contingency is due to use of RecycleBC contingency to support operations.
2. Increased salaries and benefits \$93,980 (18.35%). Increased cost of salaries is mainly due to wage adjustments and to meet 2018 audit/education (RecycleBC) goals to minimize contamination in the curbside recycling totes. Benefits increase due to wage adjustment and also due to increased cost of benefits at 28% of salaries as opposed to 26% in 2017.
3. Increased allocations cost \$32,578 (23.98%) which includes increases to the General Government, Utility Billing Clerk and Engineering allocations. The largest increase (\$28,038) was to the IT allocation. Human Resources and Administration allocations were reduced slightly.
4. Increase expenses for repairs and bio-fuel for three curbside trucks \$30,000 (50%). Repairs expenses are based on the last two years of cost analysis. Also, all three trucks will be using bio-fuel and hence the fuel costs are adjusted to the 2018 anticipated fuel usage for the vehicles.
5. Decreased miscellaneous garbage and waste collection service expenses \$8,223 (-17.01%) due to reduction in telephone costs, movement of postage costs to another line item within the budget, and a reduction of \$12,123 (-33%) to the operating contingency.
6. Decreased consultant fee expenses \$30,000 (-85.71%). Funding for completion of a waste audit was budgeted in 2017 (split 50/50 with Function 520 Solid Waste Management). This item is not required for 2018.
7. Decreased RecycleBC advertising and education expenses \$17,500 (-89.74%). In 2018 the majority of RecycleBC funding received for advertising and education will be allocated to continuing curbside audits.
8. Increased garbage tipping fee \$30,000 (16.22%). The increased cost reflects the total anticipated tonnage increase in 2018, due to new customers or increased pick-up tonnage over the past year.
9. Increased RecycleBC tipping fee and RecycleBC miscellaneous expenses, \$11,600 (20.71%) and \$6,500 (92.86%), respectively. Miscellaneous expenses include postage and printing costs. The increase is primarily due to combining postage items, and to increasing calendar printing costs per last year's actuals.

FINANCIAL CONSIDERATIONS

Financial considerations are given below:

1. Requisition – not applicable

The curbside collection services budget is based on user fees and is supplemented by RecycleBC funds.

2. Debt Payments – no change

CVRD owns three (3) automated curbside collection trucks. Debt payments remain the same for 2018 budget.

3. Reserves – no change

Transfer to Capital Reserve is mainly to purchase replacement curbside collection trucks in future. The amount of transfer to Capital Reserve remains the same as 2017.

4. Other – revenue has decreased \$133,970 as summarized in Analysis section above.

The uncommitted Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$78,138.

The uncommitted Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$459,851.

COMMUNICATION CONSIDERATIONS

N/A

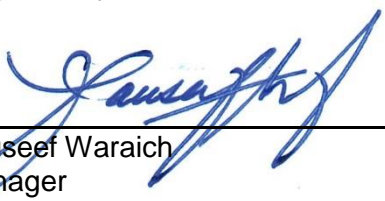
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services


Prepared by:



Tauseef Waraich
Manager

Reviewed by:

Not Applicable
Not Applicable



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

- Attachment A – Vadim Draft Budget
- Attachment B – 5 Year Plan
- Attachment C – Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective Attachment A

		GENERAL REVENUE FUND					
		515 - CURBSIDE COLLECTION GARBAGE/RE					
		2016	2016	2017	2017	2018	
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
OPERATING REVE							
2000 GRANTS							
01-1-2000-2150	FEDERAL WAGE SUBSIDIES	-1,647	0	0	0	0	
Total GRANTS		-1,647	0	0	0	0	0
4321 MULTI-MATERIAL BC							
01-1-4321-2883	MMBC HOUSEHOLD INCENTIV	-449,370	-442,000	-225,097	-442,000	-450,200	
01-1-4321-2884	EDUCATION & ADMINISTRATIC	-42,955	-45,500	-21,517	-45,500	-43,000	
Total MULTI-MATERIAL BC		-492,324	-487,500	-246,614	-487,500	-493,200	0
4411 USER CHARGES							
01-1-4411-0000	USER CHARGES	-784,229	-787,946	-797,457	-787,946	-797,500	
01-1-4411-1001	REFUND OF USER CHARGES	-125	0	150	0	0	
Total USER CHARGES		-784,354	-787,946	-797,307	-787,946	-797,500	0
4419 TICKET SALES							
01-1-4419-0000	TICKET SALES	-215	-500	-150	-500	-200	
Total TICKET SALES		-215	-500	-150	-500	-200	0
4433 RECOVERY OF COSTS							
01-1-4433-0000	GENERAL	-3,642	0	0	0	0	
Total RECOVERY OF COSTS		-3,642	0	0	0	0	0
5900 MISCELLANEOUS							
01-1-5900-2700	GENERAL	0	0	-1,731	0	0	
01-1-5900-5015	WCB RECOVERIES	-8,127	0	-4,989	0	0	
Total MISCELLANEOUS		-8,127	0	-6,720	0	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000	SURPLUS/DEFICIT	-698,218	-698,218	-720,177	-720,177	-571,253	
Total SURPLUS/DEFICIT - CURR		-698,218	-698,218	-720,177	-720,177	-571,253	0
Total OPERATING REVENUES		-1,988,527	-1,974,164	-1,770,967	-1,996,123	-1,862,153	
OPERATING EXPE							
2582 2014 FREIGHTLINER (FH3236)							
01-2-2582-2373	INSURANCE	2,368	2,500	2,468	2,500	2,500	
01-2-2582-2470	PURCHASED REPAIRS	25,782	20,000	11,975	20,000	25,000	
01-2-2582-5310	FUEL & LUBRICANTS	14,211	33,000	10,230	30,000	30,000	

730

R32



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		515 - CURBSIDE COLLECTION GARBAGE/RE							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-2582-5311	BIOFUEL	0	0	2,044	0	5,000			
	Total 2014 FREIGHTLINER (FH3:	42,361	55,500	26,717	52,500	62,500	0	0	
2583 2014 FREIGHTLINER (FH3237)									
01-2-2583-2373	INSURANCE	2,340	2,500	2,468	2,500	2,500			
01-2-2583-2470	PURCHASED REPAIRS	24,450	20,000	19,578	20,000	25,000			
01-2-2583-5310	FUEL & LUBRICANTS	12,874	23,104	8,921	30,000	30,000			
01-2-2583-5311	BIOFUEL	0	0	1,316	0	5,000			
	Total 2014 FREIGHTLINER (FH3:	39,664	45,604	32,284	52,500	62,500	0	0	
2584 2014 FREIGHTLINER (FH3241)									
01-2-2584-2373	INSURANCE	2,340	2,500	2,468	2,500	2,500			
01-2-2584-2470	PURCHASED REPAIRS	28,625	20,000	10,794	20,000	25,000			
01-2-2584-5310	FUEL & LUBRICANTS	15,454	33,000	9,737	30,000	30,000			
01-2-2584-5311	BIOFUEL	0	0	1,732	0	5,000			
	Total 2014 FREIGHTLINER (FH3:	46,419	55,500	24,731	52,500	62,500	0	0	
4012 SWM COMPLEX									
01-2-4012-2510	TIPPING FEES	208,503	170,000	103,182	185,000	215,000			
	Total SWM COMPLEX	208,503	170,000	103,182	185,000	215,000	0	0	
4320 GARBAGE & WASTE COLLECTION									
01-2-4320-1301	WAGES	363,642	365,711	225,984	367,000	409,000			
01-2-4320-1400	BENEFITS	85,746	96,980	59,833	95,420	115,000			
01-2-4320-2121	POSTAGE	3,535	0	3,620	4,500	0			
01-2-4320-2131	TELEPHONE	2,448	11,000	559	6,000	1,200			
01-2-4320-2210	ADVERTISING	3,408	5,500	1,366	1,000	3,300			
01-2-4320-2215	DOCUMENT PRODUCTION	0	0	0	500	500			
01-2-4320-2320	LEGAL SERVICES	0	4,000	0	0	1,500			
01-2-4320-2330	CONSULTANTS	0	5,000	22,095	35,000	5,000			
01-2-4320-2338	CONTRACT FOR SERVICES	582	5,000	0	0	2,500			
01-2-4320-2340	TRAINING & DEVELOPMENT	0	0	0	0	5,000			
01-2-4320-2372	INSURANCE DEDUCTIBLES	590	590	0	0	0			
01-2-4320-2475	MISCELLANEOUS EQUIPMENT	0	0	2,342	1,000	1,000			
01-2-4320-2480	MINOR CAPITAL	16,571	5,000	22,716	25,000	25,000			
01-2-4320-4100	ALLOC - GENERAL GOVERNME	38,020	38,020	43,185	43,185	45,671			
01-2-4320-4540	ALLOC - INFO TECHNOLOGY	0	0	14,696	14,696	39,026			
01-2-4320-4550	ALLOC - HUMAN RESOUCES	0	0	15,249	15,249	14,854			
01-2-4320-4570	ALLOC - BILLING CLERK	45,307	45,307	45,307	45,307	45,307			
01-2-4320-4575	ALLOC - ENGINEERING	22,290	22,290	15,367	15,367	16,954			

R32



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		515 - CURBSIDE COLLECTION GARBAGE/RE							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-4320-4587	ALLOC - ADMINISTRATION	21,729	21,729	2,076	2,076	1,258			
01-2-4320-5110	SUNDRY EXPENSES	1,125	1,000	826	500	500			
01-2-4320-8150	BANK CHARGES	1,352	2,000	517	100	2,000			
01-2-4320-9910	CONTINGENCY	0	0	0	36,735	30,000			
01-2-4320-9911	CONTINGENCY - MMBC	0	721,018	0	547,818	264,913			
Total GARBAGE & WASTE COLL		606,345	1,350,145	475,736	1,256,453	1,029,483	0	0	
4321 MULTI-MATERIAL BC									
01-2-4321-1301	WAGES	7,243	10,000	5,349	30,635	53,000			
01-2-4321-1400	BENEFITS	2,362	2,600	2,042	7,965	15,000			
01-2-4321-2121	POSTAGE	5,397	5,995	5,533	4,500	9,000			
01-2-4321-2210	ADVERTISING & EDUCATION	33,887	5,000	6,367	19,500	2,000			
01-2-4321-2215	DOCUMENT PRODUCTION	0	0	3,334	2,500	4,500			
01-2-4321-2510	TIPPING FEES	47,182	45,000	28,915	56,000	67,600			
01-2-4321-5110	SUNDRY EXPENSES	100	1,000	0	250	250			
Total MULTI-MATERIAL BC		96,171	69,595	51,541	121,350	151,350	0	0	
4361 RECYCLABLES COLLECTION									
01-2-4361-2121	POSTAGE	0	8,000	0	0	0			
01-2-4361-2210	ADVERTISING	0	5,000	0	0	0			
Total RECYCLABLES COLLECTION		0	13,000	0	0	0	0	0	
7142 SUMMER STUDENT PROGRAM									
01-2-7142-1204	WAGES - HOURLY	12,880	0	9,399	10,000	12,000			
01-2-7142-1400	BENEFITS	1,188	0	903	1,000	2,000			
Total SUMMER STUDENT PROGRAM		14,069	0	10,302	11,000	14,000	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
01-2-8123-8232	INTEREST (CVRD)	56,175	56,175	28,088	56,175	56,175			
Total INTEREST/MFA OWN DEBENTURES		56,175	56,175	28,088	56,175	56,175	0	0	
8133 PRINCIPAL/MFA OWN DEBENTURES									
01-2-8133-8332	PRINCIPAL (CVRD)	88,645	88,645	88,645	88,645	88,645			
Total PRINCIPAL/MFA OWN DEBENTURES		88,645	88,645	88,645	88,645	88,645	0	0	
8241 TRANSFER TO CAPITAL RESERVE									
01-2-8241-0000	TSF TO CAPITAL RESERVE	70,000	70,000	0	120,000	120,000			
Total TRANSFER TO CAPITAL RESERVE		70,000	70,000	0	120,000	120,000	0	0	
Total OPERATING EXPENSES		1,268,350	1,974,164	841,226	1,996,123	1,862,153			

732

R32



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 515 - CURBSIDE COLLECTION GARBAGE/RE

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
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Surplus/Deficit	-720,177	0	-929,741	0	0
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733

R32

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-1,988,527	-1,974,164	-1,770,967	-1,996,123	-1,862,153
Summary Total Expenses	1,268,350	1,974,164	841,226	1,996,123	1,862,153
Summary Surplus/Deficit	-720,177	0	-929,741	0	0

734

R32

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Curbside Garbage/Recycle

Function: 515

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$1,731,303	\$1,597,333	\$1,629,280	\$1,661,865	\$1,695,103	\$1,729,005
Long Term Debt	144,820	144,820	144,820	144,820	144,820	144,820
Short Term Debt						
Capital						
Transfer to Capital Reserve	120,000	120,000	120,000	120,000	120,000	120,000
TOTAL APPLICATION OF FUNDS	\$1,996,123	\$1,862,153	\$1,894,100	\$1,926,685	\$1,959,923	\$1,993,825
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee	787,946	797,500	1,135,787	1,121,296	1,107,458	1,094,284
Transfer from Capital Reserve						
Other	488,000	493,400	493,400	493,400	493,400	493,400
Debt Proceeds						
Surplus/(Deficit)	720,177	571,253	264,913	311,989	359,065	406,141
TOTAL SOURCE OF FUNDS	\$1,996,123	\$1,862,153	\$1,894,100	\$1,926,685	\$1,959,923	\$1,993,825

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Trucks & Totes	\$1,260,683	2028	\$130,305
Totes	\$147,718	2029	\$14,515
Total			<u>\$144,820</u>

2018 Year over Year Comparative Analysis

Attachment C

Function: 515 - Curbside Garbage/Recycling

A) Core Budget

	<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
	\$1,996,123	\$1,862,153	-\$133,970	-6.71%
Explanation of increase/decrease:				
Increased MMBC (now RecycleBC) household incentive increase (more homes added)			8,200	0.41%
Increased user charges revenue (more homes)			9,554	0.48%
Decreased MMBC (now RecycleBC) education/admin top-up (to match actuals)			(2,500)	-0.13%
Decrease ticket sales			(300)	-0.02%
Decrease MMBC (now RecycleBC) surplus			(148,924)	-7.46%
			0.00%	0.00%
			0.00%	0.00%
			0.00%	0.00%
			0.00%	0.00%
Subtotal section A			<u><u>-\$133,970</u></u>	<u><u>-6.71%</u></u>

B) Prior Year One-time Items

	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
		0.00%
		0.00%
Subtotal section B	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B	<u><u>-\$133,970</u></u>	<u><u>-6.71%</u></u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Revenue</u>	<u>Revenue % Increase</u>
				0.00%
				0.00%
				0.00%
Subtotal section C		<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C			<u><u>-\$133,970</u></u>	<u><u>-6.71%</u></u>
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Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$78,138
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$459,851

736

R32



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 10, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Environmental Services Division
Engineering Services Department

SUBJECT: 2018 Budget review – Function 531 South Cowichan Water Study

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for the South Cowichan Water Study function.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 531 - South Cowichan Water Study be approved

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for the South Cowichan Water Study function based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

Core Budget

In 2015, the requisition for the South Cowichan Water Study was reduced from \$100,000 to \$0. Activities under this function continued with funding coming from the accumulated surplus. Operational reserves for the function are nearly exhausted, so the proposed 2018 budget includes restoring the requisition to \$50,000.

This function recently funded a study in conjunction with the Ministry of the Environment which identified significant stresses on groundwater aquifers in the South Cowichan area. The work proposed for 2018 includes continuing to build a partnership with the province to establish observation wells for long-term monitoring of groundwater levels. Additional studies will be undertaken to compare the results of various groundwater analyses.

There were no prior year, one-time items, nor are there any supplemental items proposed for 2018.

FINANCIAL CONSIDERATIONS

1. Requisition for the Core budget is proposed to increase from \$0 to \$50,000
2. Use of Surplus revenue has decreased \$10,281 (21.29%) in 2018 from \$48,289 to \$38,008. This new amount is the exact amount of Project Expenditures in 2017 that are not being done.

Uncommitted Operating Reserve balance - \$10,000, May 31, 2017.

Uncommitted Capital Reserve balance - \$0, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS


This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):


- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



 Jeff Moore
 Environmental Analyst / Technician



 Kate Miller, MCIP, RPP, LEED AP
 Manager



 Hamid Hatami, P. Eng.
 General Manager

ATTACHMENTS:

- Attachment A – Vadim Budget
- Attachment B – 5 Year Plan
- Attachment C – Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		531 - SOUTH COWICHAN WATER STUDY PLA						
		2016	2016	2017	2017	2018		
		ACTUAL	BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-0	0	0	0	0		
Total GRANTS		-0	0	0	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	0	0	0	0	-50,000		
Total REQUISITION		0	0	0	0	-50,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-53,400	-35,208	-48,289	-48,289	-38,008		
Total SURPLUS/DEFICIT - CURR		-53,400	-35,208	-48,289	-48,289	-38,008	0	0
Total OPERATING REVENUES		-53,401	-35,208	-48,289	-48,289	-88,008		
OPERATING EXPE								
1120 GENERAL EXPENDITURES								
01-2-1120-1301	WAGES	0	0	3,273	5,300	5,700		
01-2-1120-1400	BENEFITS	0	0	960	1,378	1,596		
01-2-1120-4100	ALLOC - GENERAL GOVERNME	5,112	5,112	2,567	2,567	0		
01-2-1120-4105	PROJECT EXPENDITURES	0	0	0	38,008	79,898		
01-2-1120-4540	ALLOC - INFO TECHNOLOGY	0	0	227	227	0		
01-2-1120-4575	ALLOC - ENGINEERING	0	0	595	595	631		
01-2-1120-4587	ALLOC - ADMINISTRATION	0	0	80	80	49		
01-2-1120-9910	CONTINGENCY	0	30,096	0	134	134		
Total GENERAL EXPENDITURES		5,112	35,208	7,701	48,289	88,008	0	0
Total OPERATING EXPENSES		5,112	35,208	7,701	48,289	88,008		
Surplus/Deficit		-48,289	0	-40,587	0	0		

739

R33



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-53,401	-35,208	-48,289	-48,289	-88,008
Summary Total Expenses	5,112	35,208	7,701	48,289	88,008
Summary Surplus/Deficit	-48,289	0	-40,587	0	0

740

R33

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: South Cowichan Water Study Plan

Function: 531

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$48,289	\$88,008	\$75,000	\$75,000	\$75,000	\$75,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$48,289	\$88,008	\$75,000	\$75,000	\$75,000	\$75,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax		\$50,000	\$75,000	\$75,000	\$75,000	\$75,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	\$48,289	\$38,008				
TOTAL SOURCE OF FUNDS	\$48,289	\$88,008	\$75,000	\$75,000	\$75,000	\$75,000

2018 Budget Review

Function: 531 - S. Cowichan Water Study Plan

A) Core Budget

	<u>2017 Requisition</u>	<u>Proposed 2018 Requisition</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$0	\$50,000	\$50,000	N/A
Explanation of increase/decrease:				
Increased Project Expenditures expense			41,890	N/A
Decreased Surplus			10,281	N/A
Increased wages (2017 & 2018 increases)			400	N/A
Increased benefit expense due to increase in wages			218	N/A
Decreased Allocations			(2,789)	N/A
		Subtotal section A	\$50,000	N/A

B) Prior Year One-time Items

	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
None		
	Subtotal section B	0.00%

742

Subtotal sections A + B	\$50,000	N/A
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C) Supplemental Items

	<u>2018 Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
None			
	Subtotal section C	\$0	0.00%
		Subtotal sections A + B + C	N/A

Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$10,000.
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 10, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Environmental Services Division
Engineering Services Department

SUBJECT: 2018 Budget review – Function 540 South Sector Liquid Waste Management Plan

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for the South Sector Liquid Waste Management Plan.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 540 - South Sector Liquid Waste Management Plan be approved

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for the South Sector Liquid Waste Management Plan based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

ANALYSIS

Core Budget

The Environmental Services division is leading the update to the South Sector Liquid Waste Management Plan (SSLWMP). This function is funded primarily through requisition, supplemented by gas tax funding. It was anticipated that much of the work on the first phase of the plan update would take place during 2017; however, two separate requests for proposals for a consultant to undertake the plan update failed to produce a suitable proposal. As such, some of the gas tax funding allocated to this project will be realized in 2018 instead of 2017.

The remaining gas tax funding is not sufficient to complete the update to the SSLWMP. In 2018, the transfer from gas tax reserves decreased \$62,967 (47.77%). Furthermore, the current requisition is insufficient to cover staff time and internal allocations for this function.

An increase to the requisition of \$50,000 (71.43%) will be required to fund both staff time and the services of a consultant. Specific increases in expenditures include:

Salaries and benefits increased \$5,020 (6.75%).

Allocations increased \$7,771 (75.40%) across multiple areas.

Decreased expenditures include:

Contract for services decreased \$20,762 (19.08%).

Feasibility study recovery decreased \$4,996 (69.78%).

There were no prior year, one-time items, nor are there any supplemental items proposed for 2018.

FINANCIAL CONSIDERATIONS

- 1. Requisition for the Core budget is proposed to increase \$50,000 (71.43%) which is an additional \$1.19 per \$100,000 household
- 2. The remaining gas tax funding for this project (estimated to be \$68,844) will be spent in 2018.

Uncommitted Operating Reserve balance - \$16,644, May 31, 2017.

Uncommitted Capital Reserve balance - \$0, May 31, 2017.

COMMUNICATION CONSIDERATIONS

N/A


STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):


- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



 Jeff Moore
 Environmental Analyst / Technician

Reviewed by:



 Kate Miller, MCIP, RPP. LEED AP
 Manager



 Hamid Hatami, P. Eng.
 General Manager

ATTACHMENTS:

Attachment A – Vadim Budget

Attachment B – 5 Year Plan

Attachment C – Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		540 - LIQUID WASTE PLAN - SOUTH SECT						
		2016	2016	2017	2017	2018		
		ACTUAL	BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-19	0	-25	0	0		
Total GRANTS		-19	0	-25	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-50,000	-50,000	-70,000	-70,000	-120,000		
Total REQUISITION		-50,000	-50,000	-70,000	-70,000	-120,000	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
01-1-9009-0000	TSF FROM GAS TAX RESERVE	-11,001	-142,812	0	-131,811	-68,844		
Total TRANSFER FROM GAS TA		-11,001	-142,812	0	-131,811	-68,844	0	0
Total OPERATING REVENUES		-61,021	-192,812	-70,025	-201,811	-188,844		
OPERATING EXPE								
1120 GENERAL EXPENDITURES								
01-2-1120-1301	WAGES	37,789	39,000	37,781	59,000	62,000		
01-2-1120-1400	BENEFITS	9,279	10,140	10,178	15,340	17,360		
01-2-1120-2210	ADVERTISING	0	2,000	0	0	0		
01-2-1120-2313	CONSULTANTS - ENGINEERIN	0	113,068	0	0	0		
01-2-1120-2314	CONSULTANTS - PUBLIC INPU	0	10,000	0	0	0		
01-2-1120-2338	CONTRACT FOR SERVICES	0	0	0	108,844	88,082		
01-2-1120-2372	INSURANCE DEDUCTIBLES	28	28	0	0	0		
01-2-1120-4100	ALLOC - GENERAL GOVERNME	1,790	1,790	1,420	1,420	2,664		
01-2-1120-4540	ALLOC - INFO TECHNOLOGY	0	0	1,364	1,364	4,273		
01-2-1120-4550	ALLOC - HUMAN RESOURCES	0	0	0	0	3,440		
01-2-1120-4575	ALLOC - ENGINEERING	6,065	6,065	6,627	6,627	7,140		
01-2-1120-4587	ALLOC - ADMINISTRATION	6,069	6,069	895	895	560		
01-2-1120-9910	CONTINGENCY	0	4,652	0	1,161	1,161		
Total GENERAL EXPENDITURES		61,021	192,812	58,265	194,651	186,680	0	0
8240 TRANSFER/FEASIBILITY RESERVE								
01-2-8240-0000	TRANSFER/FEASIBILITY RESE	0	0	0	7,160	2,164		
Total TRANSFER/FEASIBILITY R		0	0	0	7,160	2,164	0	0
Total OPERATING EXPENSES		61,021	192,812	58,265	201,811	188,844		

746

R34



Account Code : - - - To : - - -

Function Type : Selective

	GENERAL REVENUE FUND				
	540 - LIQUID WASTE PLAN - SOUTH SECT				
	2016	2016	2017	2017	2018
	ACTUAL	BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET
Surplus/Deficit	0	0	-11,75€	0	0

747

R34

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-61,021	-192,812	-70,025	-201,811	-188,844
Summary Total Expenses	61,021	192,812	58,265	201,811	188,844
Summary Surplus/Deficit	0	0	-11,759	0	0

748

R34

COWICHAN VALLEY REGIONAL DISTRICT**2018-2022 FINANCIAL EXPENDITURE PROGRAM**

Service: Liquid Waste Plan South Sector

Function: 540

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$194,651	\$186,680	\$190,414	\$194,222	\$198,106	\$202,068
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Feasibility Reserve	\$7,160	\$2,164				
TOTAL APPLICATION OF FUNDS	\$201,811	\$188,844	\$190,414	\$194,222	\$198,106	\$202,068
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$70,000	\$120,000	\$190,414	\$194,222	\$198,106	\$202,068
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	\$131,811	\$68,844				
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$201,811	\$188,844	\$190,414	\$194,222	\$198,106	\$202,068

2018 Budget Review

Function: 540 - Liquid Waste South Sector

A) Core Budget

	<u>2017 Requisition</u>	<u>Proposed 2018 Requisition</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$70,000	\$120,000	\$50,000	71.43%
Explanation of decrease:				
Decreased Transfer from Gas Tax Reserve			62,967	89.95%
Decreased Contract for Services Expenses			(20,762)	-29.66%
Increased Wage expense (2017 and 2018 increases)			3,000	4.29%
Increased benefit expense due to increase in wages			2,020	2.89%
Increased Allocations			7,771	11.10%
Decreased Feasibility Study Recovery			(4,996)	-7.14%
		Subtotal section A	<u>\$50,000</u>	<u>71.43%</u>

B) Prior Year One-time Items

	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	Subtotal section B	<u>\$0</u> <u>0.00%</u>

750

Subtotal sections A + B	<u>\$50,000</u>	<u>71.43%</u>
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C) Supplemental Items

	<u>2018 Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
None			
	Subtotal section C	<u>\$0</u>	<u>\$0</u> <u>0.00%</u>

Subtotal sections A + B + C	<u>\$50,000</u>	<u>71.43%</u>
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Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$16,644.
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0.



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 19, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Public Safety Division
 Community Services Department
SUBJECT: 2018 Budget Review - Function 350 Fire Protection North Oyster
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for North Oyster Fire Protection.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for function 350 - North Oyster Fire Protection be approved.
2. That the Supplementary Request for the Emergency Water Source be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for North Oyster Fire based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

North Oyster Fire Rescue volunteers provide fire suppression, fire prevention, first responders and other emergency services to the community 24/7/365 and as such needs to be activated as quickly as possible and have the safest equipment afforded to them to enact their rescues.

The North Oyster Fire department has been working for a number of years on building a new fire hall. There have been many meetings with the public, fire commission as well as a special citizens group to review all the issues around the construction of a new hall. At present, an additional land purchase to accommodate the fire hall footprint is complete along with compliance with the appropriate covenants, zoning and environmental regulation. The CVRD is now the registered landowner.

All architectural and design services are complete along with geotechnical engineer services that are currently taking place. Moving forward, coordination, constructability and construction administration are services that will be managed by the Public Safety Division.

ANALYSIS**Core Budget**

Overall, the 2018 Budget for North Oyster Fire Protection Requisition increased \$29,764 or 7.19% due to the following:

- Interest payment of \$7,822 for short-term borrowing for fire hall project. This is a new expense in 2018
- \$49,500 (495%) increase to Contingency
- \$51,245 (100%) decrease to Transfer to Capital Reserve
- \$2,558 decrease to various other expenses
- There is a \$1,043,480 increase to Capital – Buildings that is funded partially by a \$26,245 increase to Requisition

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as a Tier 2 request:

1. \$50,000 for an Emergency Water Source. Funding is proposed through Community Works Fund (Gas Tax).

FINANCIAL CONSIDERATIONS

1. Requisition for the Core Budget is projected to increase \$29,764 which is \$4.24 per \$100,000 household
2. The uncommitted Operating Reserve balance for this function as at May 31, 2017 was \$184,502
3. The uncommitted Capital Reserve balance for this function as at May 31, 2017 was \$149,771
4. Transfer from the Stz'uminus First Nation is expected to remain the same at \$94,633
5. \$476,520 of Community Works Fund (Area H specific) is projected to be contributed to the fire hall project
6. Total project costs for 2018 including all fees, permits, site development costs, engineering reports etc is anticipated to be \$2,900,000

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to:

- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology)*
- Engineering Services *(Environmental Services, Capital Projects, Water Management, Recycling & Waste Management)*
- Planning & Development Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

- Attachment A – Year over Year Comparative Analysis
- Attachment B – 5 Year Plan
- Attachment C - Vadim Budget
- Attachment D – Supplementary Requests



Account Code : - - - To : - - -

Function Type : Selective
Attachment A

		GENERAL REVENUE FUND							
		350 - FIRE PROTECTION NORTH OYSTER							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REV									
4200 SALE OF SERVICES - PROTECTIVE									
01-1-4200-0000	SALE OF SERVICES - PROTEC	-94,633	-94,633	0	-94,633	-94,633			
Total SALE OF SERVICES - PRC		-94,633	-94,633	0	-94,633	-94,633	0	0	
4433 RECOVERY OF COSTS									
01-1-4433-0000	GENERAL	-3,603	0	0	0	0			
Total RECOVERY OF COSTS		-3,603	0	0	0	0	0	0	
5900 MISCELLANEOUS									
01-1-5900-2700	GENERAL	-2,716	0	-61	0	0			
Total MISCELLANEOUS		-2,716	0	-61	0	0	0	0	
7572 ACQUISITION - SPECIFIED AREA									
01-7572-0000	REQUISITION - SPECIFIED ARI	-224,253	-224,253	-230,990	-230,990	-234,509			
Total REQUISITION - SPECIFIED		-224,253	-224,253	-230,990	-230,990	-234,509	0	0	
Total OPERATING REV		-325,205	-318,886	-231,051	-325,623	-329,142			
OPERATING EXP									
2421 ADMINISTRATION DIVISION									
01-2-2421-1400	BENEFITS	6	400	473	400	400			
01-2-2421-1600	DONATION - FIREMANS FUND	2,500	2,500	2,500	2,500	2,500			
01-2-2421-1601	RECRUITMENT & RETENTION	302	1,000	0	1,000	1,000			
01-2-2421-2111	TRAVEL	428	700	81	700	700			
01-2-2421-2210	ADVERTISING	264	500	0	500	500			
01-2-2421-2313	CONSULTANTS - ENGINEERING	48,269	15,000	0	1,000	1,000			
01-2-2421-2320	LEGAL SERVICES	1,247	1,000	0	1,000	1,000			
01-2-2421-2371	INSURANCE - VOLUNTEER FF	3,530	4,000	4,845	4,000	4,900			
01-2-2421-2372	INSURANCE DEDUCTIBLES	160	160	0	0	0			
01-2-2421-2480	MINOR CAPITAL	3,638	10,000	0	10,000	10,000			
01-2-2421-2532	COMPUTER SOFTWARE UPGR	171	500	0	500	500			
01-2-2421-2610	RENTALS - BUILDING	1,427	1,560	1,261	1,560	1,560			
01-2-2421-2620	RENTALS/MACHINERY & EQUI	0	300	0	300	300			
01-2-2421-4100	ALLOC - GENERAL GOVERNMI	10,296	10,296	12,083	12,083	13,133			
01-2-2421-4211	ALLOC - PROTECTIVE SERVIC	22,973	22,973	28,469	28,470	23,962			
01-2-2421-5117	WCB LUNG TESTING	1,089	700	1,507	3,000	3,000			
01-2-2421-5920	SUPPLIES - OFFICE	997	1,000	1,003	1,500	1,500			
01-2-2421-7550	LICENCES & FEES	1,173	1,200	779	1,200	1,200			
01-2-2421-9910	CONTINGENCY	0	22,791	0	10,000	59,500			

R35

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		350 - FIRE PROTECTION NORTH OYSTER							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
Total ADMINISTRATION DIVISIO		98,470	96,580	52,999	79,713	126,655	0	0	
2430 FIRE SUPPRESSION DIVISION									
01-2-2430-1101	SALARIES/FULL TIME REGULA	2,280	8,000	820	8,000	8,000			
01-2-2430-1400	BENEFITS	1,312	300	69	300	300			
01-2-2430-1600	DONATION - FIREMANS FUND	50,000	50,000	0	50,000	50,000			
01-2-2430-2134	ALARM SYSTEM	288	500	288	500	500			
01-2-2430-2139	HOSE	0	1,000	0	1,000	1,000			
01-2-2430-2230	SUBSCRIPTIONS	3,060	1,700	2,104	2,500	2,500			
01-2-2430-2340	TRAINING & DEVELOPMENT	12,690	25,000	2,976	25,000	25,000			
01-2-2430-2374	INSURANCE - FF BENEFITS	0	7,700	0	7,700	7,700			
01-2-2430-2450	R & M - MACHINERY & EQUIPM	2,751	2,500	1,365	2,500	2,500			
01-2-2430-2452	S.C.B.A.	42,838	35,000	1,497	6,500	6,500			
01-2-2430-2468	PAGERS AND PAGER MAINTEN	4,327	4,100	2,115	4,100	4,100			
01-2-2430-2475	MISCELLANEOUS EQUIPMENT	15,175	11,000	3,179	11,000	11,000			
01-2-2430-5110	SUNDRY EXPENSES	1,116	500	1,539	500	500			
01-2-2430-5411	CLOTHING	10,561	13,000	6,066	17,000	17,000			
01-2-2430-5505	FIRST RESPONDER SUPPLIES	1,288	1,500	1,524	1,500	1,500			
01-2-2430-5511	WATER SOURCES DEVELOPM	396	2,000	221	2,000	2,000			
Total FIRE SUPPRESSION DIVIS		148,082	163,800	23,764	140,100	140,100	0	0	
2431 FIRE STATION # 1									
01-2-2431-2131	TELEPHONE	6,117	6,000	5,694	6,000	6,000			
01-2-2431-2370	INSURANCE - PROPERTY	2,604	5,000	0	5,250	5,250			
01-2-2431-2410	R & M - BUILDINGS - GENERAL	3,929	5,000	2,269	5,000	5,000			
01-2-2431-5512	FUEL	1,464	3,500	2,437	3,500	3,500			
01-2-2431-5530	ELECTRICITY	4,533	3,500	4,183	3,622	3,622			
01-2-2431-5550	GARBAGE DISPOSAL	2,651	2,800	2,175	2,800	2,800			
01-2-2431-5924	SUPPLIES - JANITORIAL	321	1,000	132	1,000	1,000			
Total FIRE STATION # 1		21,618	26,800	16,890	27,172	27,172	0	0	
2433 FIRE EDUCATION DIVISION									
01-2-2433-5920	SUPPLIES - OFFICE	0	500	0	500	500			
Total FIRE EDUCATION DIVISIO		0	500	0	500	500	0	0	
2505 TRAILER 2016									
01-2-2505-2373	INSURANCE/AUTOMOTIVE EQ	193	0	232	193	193			
01-2-2505-2466	R & M - FIRE VEHICLES	0	0	907	500	500			
Total TRAILER 2016		193	0	1,139	693	693	0	0	
2510 ENGINE #1 - 2									
01-2-2510-2373	INSURANCE/AUTOMOTIVE EQ	963	900	973	1,000	1,000			

R35

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 350 - FIRE PROTECTION NORTH OYSTER

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-2510-2466	R & M - FIRE VEHICLES	1,478	1,500	1,379	1,500	1,500		
01-2-2510-5310	FUEL & LUBRICANTS	283	600	233	600	600		
Total ENGINE #1 - 2		2,724	3,000	2,585	3,100	3,100	0	0
2530 RESCUE #1 - 1989 (9852FG)								
01-2-2530-2373	INSURANCE/AUTOMOTIVE EQ	982	950	991	1,000	1,000		
01-2-2530-2466	R & M - FIRE VEHICLES	4,919	5,000	2,479	5,000	5,000		
01-2-2530-5310	FUEL & LUBRICANTS	739	1,000	526	1,000	1,000		
Total RESCUE #1 - 1989 (9852FG)		6,640	6,950	3,997	7,000	7,000	0	0
2540 2015 RAM PU (JN3491)								
01-2-2540-2373	INSURANCE/AUTOMOTIVE EQ	1,884	2,600	2,196	2,000	2,000		
01-2-2540-2466	R & M - FIRE VEHICLES	3,141	2,000	1,046	2,000	2,000		
01-2-2540-5310	FUEL & LUBRICANTS	3,108	3,000	1,962	3,000	3,000		
Total 2015 RAM PU (JN3491)		8,133	7,600	5,204	7,000	7,000	0	0
2545 ENGINE #1-1								
01-2-2545-2373	INSURANCE/AUTOMOTIVE EQ	2,078	1,500	1,558	1,600	1,600		
01-2-2545-2466	R & M - FIRE VEHICLES	10,168	1,000	1,878	1,400	1,400		
01-2-2545-5310	FUEL & LUBRICANTS	789	1,000	341	1,000	1,000		
Total ENGINE #1-1		13,035	3,500	3,778	4,000	4,000	0	0
2561 TANKER #2								
01-2-2561-2373	INSURANCE/AUTOMOTIVE EQ	1,208	1,200	1,222	1,300	1,300		
01-2-2561-2466	R & M - FIRE VEHICLES	1,648	3,000	2,027	3,000	3,000		
01-2-2561-5310	FUEL & LUBRICANTS	542	800	211	800	800		
Total TANKER #2		3,398	5,000	3,460	5,100	5,100	0	0
8115 SHORT TERM DEBT								
01-2-8115-8215	INTEREST	0	5,156	0	0	7,822		
Total SHORT TERM DEBT		0	5,156	0	0	7,822	0	0
8241 TRANSFER TO CAPITAL RESERVE								
01-2-8241-0000	TSF TO CAPITAL RESERVE	0	0	51,245	51,245	0		
Total TRANSFER TO CAPITAL RESERVE		0	0	51,245	51,245	0	0	0
Total OPERATING EXP		302,294	318,886	165,061	325,623	329,142		
CAPITAL REV								
7572 REQUISITION - SPECIFIED AREA								
01-7-7572-0000	REQUISITION - SPECIFIED ARI	-183,020	-183,020	-183,020	-183,020	-209,265		

756

R35



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND							
350 - FIRE PROTECTION NORTH OYSTER							
	2016	2016	2017	2017	2018		
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
Total REQUISITION - SPECIFIED	-183,020	-183,020	-183,020	-183,020	-209,265	0	0
8250 M.F.A. FUNDING							
01-7-8250-0002 M.F.A. FUNDING - SHORT TERI	0	-550,000	0	0	-794,497		
Total M.F.A. FUNDING	0	-550,000	0	0	-794,497	0	0
9009 TRANSFER FROM GAS TAX RESERVE							
01-7-9009-0000 TSF FROM GAS TAX RESERVE	0	-348,500	0	-348,500	-476,520		
Total TRANSFER FROM GAS TA	0	-348,500	0	-348,500	-476,520	0	0
9010 TRANSFER FROM CAPITAL RES							
01-7-9010-0000 TSF FROM CAPITAL RESERVE	0	-1,025,000	0	-1,025,000	-1,119,718		
Total TRANSFER FROM CAPITA	0	-1,025,000	0	-1,025,000	-1,119,718	0	0
9110 SURPLUS/DEFICIT							
01-7-9110-0000 SURPLUS/DEFICIT	-300,000	-300,000	-300,000	-300,000	-300,000		
Total SURPLUS/DEFICIT	-300,000	-300,000	-300,000	-300,000	-300,000	0	0
Total CAPITAL REV	-483,020	-2,406,520	-483,020	-1,856,520	-2,900,000		
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL							
01-8-8221-6112 BUILDINGS	22,092	2,406,520	64,256	1,856,520	2,900,000		
01-8-8221-6114 LAND	6,800	0	111,572	0	0		
Total TRANSFER/GENERAL CAF	28,892	2,406,520	175,829	1,856,520	2,900,000	0	0
Total CAPITAL EXP	28,892	2,406,520	175,829	1,856,520	2,900,000		
Surplus/Deficit	-477,039	0	-373,182	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-325,205	-318,886	-231,051	-325,623	-329,142
Summary Total Expenses	302,294	318,886	165,061	325,623	329,142
Summary Surplus/Deficit	-477,039	0	-373,182	0	0

758

R35

COWICHAN VALLEY REGIONAL DISTRICT

Attachment B

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Fire Protection-North Oyster

Function: 350

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$274,378	\$321,320	\$274,033	\$276,774	\$279,541	\$282,337
Long Term Debt						
Short Term Debt		7,822	168,764	168,764	168,764	168,764
Capital	1,856,520	2,900,000				
Transfer to Capital Reserve	51,245		100,812	102,553	104,313	106,089
TOTAL APPLICATION OF FUNDS	\$2,182,143	\$3,229,142	\$543,609	\$548,091	\$552,618	\$557,190
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	414,010	443,774	448,976	453,458	457,985	462,557
User Fee	94,633	94,633	94,633	94,633	94,633	94,633
Transfer from Capital Reserve	1,025,000	1,119,718				
Transfer from Gas Tax Reserve	348,500	476,520				
Other						
Debt Proceeds		794,497				
Surplus/(Deficit)	300,000	300,000				
TOTAL SOURCE OF FUNDS	\$2,182,143	\$3,229,142	\$543,609	\$548,091	\$552,618	\$557,190

2018 Debt Short Term with Interest

Proposed	Amount	Maturity	Interest
Firehall	\$794,497	2023	\$7,822
Total			\$7,822

2018 Budget Review

Function: 350 - N. Oyster Fire Protection

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$414,010	\$443,774	\$29,764	7.19%
Explanation of changes:				
Increased Insurance - Volunteer Firefighter			900	0.00%
Increased Contingency for Firehall miscellaneous			49,500	11.96%
Increased Debt Payment			32,822	7.93%
Moved Operating to Firehall build			(50,000)	-12.08%
Decreased Allocations			-3,458	-0.84%
				0.00%
				0.00%
				0.00%
Subtotal section A			<u><u>\$29,764</u></u>	<u><u>7.19%</u></u>

B) Prior Year One-time Items

760

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0.00%
		0.00%
Subtotal section B	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B \$29,764 7.19%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
1) Water Source Development (from Gas tax Reserves)		50,000		0.00%
2) Fire Hall				0.00%
Subtotal section C		<u><u>\$50,000</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C \$29,764 7.19%

Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$184,502.
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$X.

2018 Budget - Supplemental Item

Title	Emergency Water Source	Department	COMMUNITY SERVICES	Attachment D
Division	PUBLIC SAFETY	Function	350 - Fire Protection – North Oyster	
Type	Capital - New	Priority	1	

Description

This water source will be a drilled well or static tank feeding a fire hydrant. This fire hydrant will be placed in a strategic location to supply the fire department with water for firefighting and training purposes. The area Director has agreed to use Gas Tax Reserves to fund this project.

Benefits

This water source will be placed in an area close to Cedar Road & Island Highway. This will reduce shuttling/ driving times as well as provide a reliable source of firefighting water to an important area of the fire district. This would allow the fire department to provide better service to the area.

Risks

Most of the North Oyster Fire district is without hydrant protection and the fire department relies on drafting water from specific points. However these water sources are dwindling and the Stz'uminus First Nation has restricted the use of their water sources for emergency use only on their lands. Without a strategic water supply source in this area the fire department's capacity to provide better service will continue to be hampered.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Gas Tax Reserves	50,000	50,000					50,000							
							-							-
							-							-
	50,000	50,000	-	-	-	-	50,000		-	-	-	-	-	-

Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Water Source	50,000	50,000					50,000							
							-							-
							-							-
	50,000	50,000	-	-	-	-	50,000		-	-	-	-	-	-

Administration

Author	Jason deJong	Date Prepared	Aug 15, 2017
Approval Date			



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 12, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Public Safety Division
 Community Services Department
SUBJECT: 2018 Budget Review - Function 351 Fire Protection Mesachie Lake
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Fire Protection Mesachie Lake.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 351 - Fire Protection Mesachie Lake be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Mesachie Lake Fire based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

Mesachie Lake Fire Rescue volunteers provide fire suppression, fire prevention, first responders and other emergency services to the community 24/7/365 and as such needs to be activated as quickly as possible and have the safest equipment afforded to them to enact their rescues.

In addition to this report a comparative analysis worksheet, five-year plan and Vadim budget printout are included for backup.

ANALYSIS

Core Budget

Overall, the Fire Protection Mesachie Lake Requisition stayed the same as there were no significant changes to core expenses or existing service levels.

There are no prior year, one-time items or supplementary requests for this function.

FINANCIAL CONSIDERATIONS

1. Requisition for the Core budget is projected to remain the same at \$47,382.
2. For 351 Fire Protection Mesachie Lake, Donations in Lieu of Tax Requisition from the Imadene Foundation is anticipated at \$6,000 annually, but not guaranteed. Therefore, the \$6,000 will be budgeted in the Contingency line.
3. The Operating Reserve balance for this function as of December 31, 2017 is estimated to be \$25,011.

- 4. The Capital Reserve balance for this function as of December 31, 2017 is estimated to be \$30,860.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to:

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

- Attachment A – Year over Year Comparative Analysis
- Attachment B – 5 Year Plan
- Attachment C - Vadim Budget



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND								
351 - FIRE PROTECTION MESACHIE LAKE								
	2016	2017	2017	2017	2018			
	ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REVE								
5921 DONATIONS								
01-1-5921-2700 GENERAL	-6,000	-6,000	-3,500	-6,000	-6,000			
Total DONATIONS	-6,000	-6,000	-3,500	-6,000	-6,000	0	0	
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000 REQUISITION - SPECIFIED AREA	-47,156	-47,382	-47,382	-47,382	-47,382			
Total REQUISITION - SPECIFIED	-47,156	-47,382	-47,382	-47,382	-47,382	0	0	
Total OPERATING REVENUES	-53,156	-53,382	-50,882	-53,382	-53,382			
OPERATING EXPE								
2422 MESACHIE LAKE FIRE DEPT EXPEND								
01-2-2422-1400 BENEFITS	285	400	0	400	400			
01-2-2422-1600 DONATION - FIREMANS FUND	1,000	2,550	2,550	2,550	3,450			
01-2-2422-1601 RECRUITMENT & RETENTION	82	250	0	250	250			
01-2-2422-2110 CONFERENCES & SEMINARS	267	500	0	500	500			
01-2-2422-2111 TRAVEL	147	300	0	300	300			
01-2-2422-2131 TELEPHONE	711	850	418	850	850			
01-2-2422-2139 HOSE	5,238	2,300	3,075	2,300	2,300			
01-2-2422-2140 FOAM	0	300	0	300	300			
01-2-2422-2265 ASSET MANAGEMENT	0	0	110	0	0			
01-2-2422-2320 LEGAL SERVICES	1,734	200	0	200	200			
01-2-2422-2340 TRAINING & DEVELOPMENT	1,120	4,500	1,689	4,500	4,500			
01-2-2422-2370 INSURANCE - PROPERTY	1,667	1,750	0	1,750	1,750			
01-2-2422-2371 INSURANCE - VOLUNTEER FF	1,874	1,900	2,151	1,900	1,900			
01-2-2422-2372 INSURANCE DEDUCTIBLES	21	0	0	0	0			
01-2-2422-2395 MEMBERSHIPS	406	1,000	250	1,000	1,000			
01-2-2422-2410 R & M - BUILDINGS - GENERAL	406	1,800	229	1,800	1,800			
01-2-2422-2450 R & M - MACHINERY & EQUIP	990	2,000	0	2,000	2,000			
01-2-2422-2452 S.C.B.A.	658	2,000	2,006	2,000	2,000			
01-2-2422-2468 PAGERS AND PAGER MAINTENANCE	221	500	54	500	500			
01-2-2422-2475 MISCELLANEOUS EQUIPMENT	218	1,500	0	1,500	1,500			
01-2-2422-2480 MINOR CAPITAL	0	1,500	0	1,500	1,500			
01-2-2422-2675 INTERNET	1,049	0	0	0	0			
01-2-2422-4100 ALLOC - GENERAL GOVERNMENT	1,378	2,459	2,459	2,459	1,658			
01-2-2422-4211 ALLOC - PROTECTIVE SERVICES	4,156	4,778	4,778	4,778	4,548			
01-2-2422-4803 SEWER USER FEE	270	140	270	140	140			
01-2-2422-5110 SUNDRY EXPENSES	105	1,200	10	1,200	1,200			



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		351 - FIRE PROTECTION MESACHIE LAKE						
		2016	2017	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-2422-5117	WCB LUNG TESTING	808	1,200	0	1,200	1,200		
01-2-2422-5411	CLOTHING	3,035	3,000	1,076	3,000	3,000		
01-2-2422-5505	FIRST RESPONDER SUPPLIES	659	500	338	500	500		
01-2-2422-5510	WATER	70	80	70	80	80		
01-2-2422-5512	HEATING FUEL	1,824	2,400	1,168	2,400	2,400		
01-2-2422-5530	ELECTRICITY	938	1,500	146	1,500	1,500		
01-2-2422-5550	GARBAGE DISPOSAL	138	150	138	150	150		
01-2-2422-5920	SUPPLIES - OFFICE	1,001	500	206	500	500		
01-2-2422-5924	SUPPLIES - JANITORIAL	160	300	0	300	300		
01-2-2422-7550	LICENCES & FEES	871	900	871	900	900		
01-2-2422-9910	CONTINGENCY	0	2,000	0	2,000	2,000		
Total MESACHIE LAKE FIRE DEPT		33,508	47,207	24,063	47,207	47,076	0	0
2581 97 TANKER (BP1779)								
01-2-2581-2373	INSURANCE/AUTOMOTIVE EQUIP	919	975	926	975	975		
01-2-2581-2466	R & M - FIRE VEHICLES	3,005	2,600	209	2,600	2,600		
01-2-2581-5310	FUEL & LUBRICANTS	802	1,300	337	1,300	1,300		
Total 97 TANKER (BP1779)		4,726	4,875	1,472	4,875	4,875	0	0
8241 TRANSFER TO CAPITAL RESERVE								
01-2-8241-0000	TSF TO CAPITAL RESERVE	500	1,300	0	1,300	1,431		
Total TRANSFER TO CAPITAL RESERVE		500	1,300	0	1,300	1,431	0	0
Total OPERATING EXPENSES		38,734	53,382	25,535	53,382	53,382		
Surplus/Deficit		-14,422	0	-25,347	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2017 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-53,156	-53,382	-50,882	-53,382	-53,382
Summary Total Expenses	38,734	53,382	25,535	53,382	53,382
Summary Surplus/Deficit	-14,422	0	-25,347	0	0

767

R36

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Fire Protection-Mesachie Lake

Function: 351

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$52,082	\$45,951	\$52,082	\$54,700	\$54,700	\$54,700
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve	1,300	1,431	1,300	1,300	1,300	1,300
TOTAL APPLICATION OF FUNDS	\$53,382	\$47,382	\$53,382	\$56,000	\$56,000	\$56,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	47,382	47,382	47,382	50,000	50,000	50,000
User Fee						
Transfer from Capital Reserve						
Other	6,000	6,000	6,000	6,000	6,000	6,000
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$53,382	\$53,382	\$53,382	\$56,000	\$56,000	\$56,000



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 18, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Public Safety Division
 Community Services Department
SUBJECT: 2018 Budget Review – Function 352 Fire Protection Cowichan Lake
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Fire Protection Cowichan Lake.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 352 - Fire Protection Cowichan Lake be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Lake Cowichan Fire based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

Lake Cowichan Fire Department provides the fire protection contract for service for a portion of Area I – Youbou/Meade Creek and Area F – Cowichan Lake South/Skutz Falls that Youbou Fire Rescue augments by providing automatic aid for confirmed structure fires.

ANALYSIS

This function is 100% funded by tax requisition which increased by \$33,384 (13.48%) for the 2018 budget.

Core Budget

This increase was primarily due to a \$32,650 (13.61%) increase in Contract for Service which is due to the Lake Cowichan Fire Protection Service Areas proportionate share of the Total Cowichan Lake Fire Protection budget based on assessment.

There were no prior year, one-time expenses or supplemental requests for this function.

FINANCIAL CONSIDERATIONS

Requisition for the Core budget increased \$33,384 which is a cost of \$12.48 per \$100,000 household.

COMMUNICATION CONSIDERATIONS

N/A


STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
Select GM Title Here

ATTACHMENTS:

- Attachment A – Vadim Budget
- Attachment B – 5 Year Plan
- Attachment C – Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		352 - FIRE PROTECTION COWICHAN LAKE						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARE	-224,157	-224,157	-247,711	-247,711	-281,095		
	Total REQUISITION - SPECIFIED	-224,157	-224,157	-247,711	-247,711	-281,095	0	0
	Total OPERATING REV	-224,157	-224,157	-247,711	-247,711	-281,095		
OPERATING EXP								
2423 LAKE COWICHAN FIRE DEPT EXPEND								
01-2-2423-2338	CONTRACT FOR SERVICES	216,658	216,658	239,861	239,861	272,511		
01-2-2423-2339	CONTRACT BALANCE -PRIOR	0	0	0	0	171		
01-2-2423-2372	INSURANCE DEDUCTIBLES	118	118	0	0	0		
01-2-2423-4100	ALLOC - GENERAL GOVERNME	3,381	3,381	3,850	3,850	4,413		
01-2-2423-4211	ALLOC - PROTECTIVE SERVIC	4,000	4,000	4,000	4,000	4,000		
	Total LAKE COWICHAN FIRE DE	224,157	224,157	247,711	247,711	281,095	0	0
	Total OPERATING EXP	224,157	224,157	247,711	247,711	281,095		
	Surplus/Deficit	0	0	0	0	0		

773

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-224,157	-224,157	-247,711	-247,711	-281,095
Summary Total Expenses	224,157	224,157	247,711	247,711	281,095
Summary Surplus/Deficit	0	0	0	0	0

774

R37

COWICHAN VALLEY REGIONAL DISTRICT**2018-2022 FINANCIAL EXPENDITURE PROGRAM**

Service: Fire Protection-Cowichan Lake

Function: 352

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$247,711	\$281,095	\$286,717	\$292,451	\$298,300	\$304,266
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$247,711	\$281,095	\$286,717	\$292,451	\$298,300	\$304,266
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$247,711	\$281,095	\$286,717	\$292,451	\$298,300	\$304,266
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$247,711	\$281,095	\$286,717	\$292,451	\$298,300	\$304,266

2018 Budget Review

Function: 352 - Cowichan Lake Fire

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$247,711	\$281,095	\$33,384	13.48%
Explanation of changes:				
Increased Allocations			563	0.23%
Increased prior year under payment			171	0.07%
Increased Contract for Services			32,650	13.18%
		Subtotal section A	<u><u>\$33,384</u></u>	<u><u>13.48%</u></u>

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0.00%
Subtotal section B	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B \$33,384 13.48%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
Subtotal section C		<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B + C \$33,384 13.48%

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 18, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Public Safety Division
 Community Services Department
SUBJECT: 2018 Budget Review – Function 353 Fire Protection Saltair
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Fire Protection Saltair.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 353 - Fire Protection Saltair be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Fire Protection Saltair based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team.

Fire Protection Saltair, Ladysmith Fire Department and North Cowichan Fire Department – Chemainus Fire Department jointly provide the fire protection contract for service with the lagoon bridge de-marking the dividing line. Ladysmith and Chemainus Fire Department provides fire suppression, fire prevention, first responder and other emergency services to the community 24/7/365.

ANALYSIS

Fire Protection Saltair is 100% funded by tax requisition of \$187,444 which is a \$26,394 (16.39%) increase for the 2018 budget.

Core Budget

The Contract for Service expense increased \$31,534 (21.53%). This expense is based on the Chemainus Fire Protection area assessment and the total budget for the Ladysmith Fire Protection service. This expense was partially offset by a decrease in prior year adjustment payments.

There are no supplemental requests for this function.

FINANCIAL CONSIDERATIONS

The \$26,394 increase in Requisition for this function costs \$6.41 per \$100,000

There is no Capital or Operating Reserve for this function.

COMMUNICATION CONSIDERATIONS

N/A

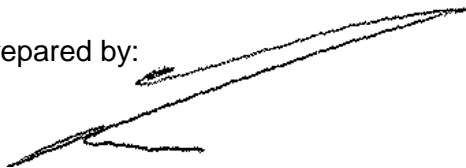
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services


Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable


John Elzinga
Select GM Title Here

ATTACHMENTS:

- Attachment A – Year over Year Comparative Analysis
- Attachment B – 5 Year Plan
- Attachment C - Vadim Budget



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 353 - FIRE PROTECTION SALTAIR

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
<u>OPERATING REVE</u>							
7572 REQUISITION - SPECIFIED AREA							
01-1-7572-0000 REQUISITION - SPECIFIED ARE	-143,122	-143,122	-161,050	-161,050	-187,444		
Total REQUISITION - SPECIFIED	-143,122	-143,122	-161,050	-161,050	-187,444	0	0
Total OPERATING REVENUES	-143,122	-143,122	-161,050	-161,050	-187,444		
<u>OPERATING EXPE</u>							
2424 SALTAIR FIRE DEPT EXPEND							
01-2-2424-2338 CONTRACT FOR SERVICES	135,676	135,676	146,467	146,467	178,001		
01-2-2424-2339 CONTRACT BALANCE -PRIOR	741	741	7,911	7,911	2,635		
01-2-2424-2372 INSURANCE DEDUCTIBLES	91	91	0	0	0		
01-2-2424-4100 ALLOC - GENERAL GOVERNME	2,614	2,614	2,672	2,672	2,808		
01-2-2424-4211 ALLOC - PROTECTIVE SERVIC	4,000	4,000	4,000	4,000	4,000		
779 Total SALTAIR FIRE DEPT EXPEI	143,122	143,122	161,050	161,050	187,444	0	0
Total OPERATING EXPENSES	143,122	143,122	161,050	161,050	187,444		
Surplus/Deficit	0	0	0	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-143,122	-143,122	-161,050	-161,050	-187,444
Summary Total Expenses	143,122	143,122	161,050	161,050	187,444
Summary Surplus/Deficit	0	0	0	0	0

780

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Fire Protection-Saltair

Function: 353

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$161,050	\$187,444	\$191,193	\$195,017	\$198,917	\$202,895
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$161,050	\$187,444	\$191,193	\$195,017	\$198,917	\$202,895
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	161,050	187,444	191,193	195,017	198,917	202,895
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$161,050	\$187,444	\$191,193	\$195,017	\$198,917	\$202,895

2018 Budget Review

Function: 353 - Saltair Fire Protection

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$161,050	\$187,444	\$26,394	16.39%

Explanation of change:

Increased Contract for Services	31,534	19.58%
Decreased prior year payment	(5,276)	-3.28%
Increased Allocations	136	0.08%
Subtotal section A	\$26,394	16.39%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	
Subtotal section B	0.00%

782

Subtotal sections A + B \$26,394 16.39%

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
	\$0	\$0	0.00%
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C \$26,394 16.39%

Notes:

1) There is no Capital or Operating Reserve for this function.



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 12, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Public Safety Division
 Community Services Department
SUBJECT: 2018 Budget Review - Function 354 Fire Protection Sahtlam
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Fire Protection Sahtlam.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 354 - Fire Protection Sahtlam be approved.
2. That the Supplementary request for a Water Storage Tank be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Sahtlam Fire based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

Sahtlam Fire Rescue volunteers provide fire suppression, fire prevention, first responders and other emergency services to the community 24/7/365 and as such needs to be activated as quickly as possible and have the safest equipment afforded to them to enact their rescues.

In addition to this report a comparative analysis worksheet, five-year plan and Vadim budget printout are included for backup.

ANALYSIS

Core Budget

Overall, the Fire Protection Sahtlam Requisition remained static at \$246,777. There is, however, a net increase to operations that is offset by a prior year, one time decrease to capital.

Transfer to Reserve increased \$9,512 (59.67%) in order to achieve desired levels while Asset Management decreased \$11,000 (100%) as it is not needed in 2018 as per the Asset Management Coordinator.

Contingency was increased \$5,000 (72.78%) for potential capital overruns of requested capital supplemental.

Prior year, one-time items

Capital – Furniture, Fixtures, Equipment was reduced \$8,000 (100%)

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as Tier 2:

- 1. Water Storage Tank for \$20,000. Funding sources are \$15,000 from The Community Works Fund (Gas Tax) and \$5,000 requisition.

FINANCIAL CONSIDERATIONS

- 1. Uncommitted Operating Reserve balance for this function as of December 31, 2017 is estimated to be \$60,932.
- 2. Uncommitted Capital Reserve balance for this function as of December 31, 2017 is estimated to be \$118,070.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to:

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

- Attachment A – Year over Year Comparative Analysis
- Attachment B – 5 Year Plan
- Attachment C - Vadim Budget
- Attachment D – Supplementary Request



Account Code : - - - To : - - -

Function Type : Selective

Attachment A

		GENERAL REVENUE FUND							
		354 - FIRE PROTECTION SAHTLAM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REV									
4200 SALE OF SERVICES - PROTECTIVE									
01-1-4200-0000	SALE OF SERVICES - PROTEC	-1,935	-1,935	0	-1,935	-1,935			
Total SALE OF SERVICES - PRC		-1,935	-1,935	0	-1,935	-1,935	0	0	
4433 RECOVERY OF COSTS									
01-1-4433-0000	GENERAL	-504	0	0	0	0			
Total RECOVERY OF COSTS		-504	0	0	0	0	0	0	
6930 SALE OF ASSETS									
01-1-6930-0000	TANGIBLE CAPITAL	0	-2,500	0	0	0			
Total SALE OF ASSETS		0	-2,500	0	0	0	0	0	
7572 ACQUISITION - SPECIFIED AREA									
01-72-0000	REQUISITION - SPECIFIED ARI	-246,777	-246,777	-238,777	-238,777	-246,777			
Total REQUISITION - SPECIFIED		-246,777	-246,777	-238,777	-238,777	-246,777	0	0	
Total OPERATING REV		-249,217	-251,212	-238,777	-240,712	-248,712			
OPERATING EXP									
2425 SAHTLAM FIRE DEPT EXPEND									
01-2-2425-1400	BENEFITS	742	500	666	500	500			
01-2-2425-1600	DONATION - FIREMANS FUND	18,000	18,000	10,500	18,000	18,000			
01-2-2425-2110	CONFERENCES & SEMINARS	5,861	8,000	4,590	8,000	8,000			
01-2-2425-2111	TRAVEL	659	1,000	403	1,000	1,000			
01-2-2425-2131	TELEPHONE	1,407	1,500	1,161	1,500	1,500			
01-2-2425-2134	ALARM SYSTEM	288	300	288	300	300			
01-2-2425-2139	HOSE	660	2,000	3,199	2,000	2,000			
01-2-2425-2140	FOAM	0	600	345	600	600			
01-2-2425-2210	ADVERTISING	0	100	0	100	100			
01-2-2425-2230	SUBSCRIPTIONS	600	150	600	300	300			
01-2-2425-2265	ASSET MANAGEMENT	0	0	4,905	11,000	0			
01-2-2425-2320	LEGAL SERVICES	0	200	0	200	200			
01-2-2425-2340	TRAINING & DEVELOPMENT	10,651	15,000	11,165	15,000	15,000			
01-2-2425-2356	FIRE PREVENTION EDUCATIO	0	700	0	700	700			
01-2-2425-2370	INSURANCE - PROPERTY	4,370	4,500	0	4,725	4,725			
01-2-2425-2371	INSURANCE - VOLUNTEER FF	3,927	5,000	6,042	5,000	6,000			
01-2-2425-2372	INSURANCE DEDUCTIBLES	95	95	0	0	0			
01-2-2425-2384	MISC. EQUIPMENT	961	3,000	1,301	3,000	3,000			
01-2-2425-2395	MEMBERSHIPS	1,476	1,700	1,328	1,700	1,700			
01-2-2425-2410	R & M - BUILDINGS - GENERAL	8,946	6,000	2,336	18,000	18,000			

R39

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 354 - FIRE PROTECTION SAHTLAM

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-2425-2450	R & M - MACHINERY & EQUIPM	3,689	8,000	571	3,000	3,000		
01-2-2425-2452	S.C.B.A.	1,432	2,000	135	2,000	2,000		
01-2-2425-2466	R & M - FIRE VEHICLES	1,473	100	779	500	500		
01-2-2425-2468	PAGERS AND PAGER MAINTEN	3,398	3,000	3,357	4,000	4,000		
01-2-2425-2480	MINOR CAPITAL	171	5,000	7,911	10,000	10,000		
01-2-2425-2620	RENTALS/MACHINERY & EQUI	0	200	0	200	200		
01-2-2425-2675	INTERNET	699	900	1,039	1,000	1,000		
01-2-2425-4100	ALLOC - GENERAL GOVERNMI	6,211	6,211	4,589	4,589	5,428		
01-2-2425-4211	ALLOC - PROTECTIVE SERVIC	10,434	10,434	12,345	12,345	14,768		
01-2-2425-5110	SUNDRY EXPENSES	469	600	983	600	600		
01-2-2425-5117	WCB LUNG TESTING	2,015	1,200	431	1,200	1,200		
01-2-2425-5411	CLOTHING	10,384	10,000	2,843	10,000	10,000		
01-2-2425-5505	FIRST RESPONDER SUPPLIES	1,434	400	396	800	800		
01-2-2425-5512	FUEL	387	48	10	0	0		
01-2-2425-5530	ELECTRICITY	5,680	5,000	5,856	5,175	5,400		
01-2-2425-5550	GARBAGE DISPOSAL	197	200	151	300	300		
01-2-2425-5920	SUPPLIES - OFFICE	309	300	302	300	300		
01-2-2425-5924	SUPPLIES - JANITORIAL	497	200	317	400	400		
01-2-2425-7550	LICENCES & FEES	738	900	738	900	900		
01-2-2425-9910	CONTINGENCY	0	0	0	6,870	11,870		
Total SAHTLAM FIRE DEPT EXP		108,259	123,038	91,583	155,804	154,291	0	0
2452 PUMPER # 52 - FREIGHTLINER (2254HS)								
01-2-2452-2373	INSURANCE/AUTOMOTIVE EQ	1,356	1,300	1,376	1,300	1,300		
01-2-2452-2466	R & M - FIRE VEHICLES	2,660	1,400	623	1,400	1,400		
01-2-2452-5310	FUEL & LUBRICANTS	647	500	290	500	500		
Total PUMPER # 52 - FREIGHTLI		4,663	3,200	2,289	3,200	3,200	0	0
2453 TANKER #53 2011 (DA7127)								
01-2-2453-2373	INSURANCE/AUTOMOTIVE EQ	1,208	1,200	1,222	1,200	1,200		
01-2-2453-2466	R & M - FIRE VEHICLES	150	500	277	500	500		
01-2-2453-5310	FUEL & LUBRICANTS	501	400	352	400	400		
Total TANKER #53 2011 (DA7127)		1,859	2,100	1,851	2,100	2,100	0	0
2456 PUMPER #56 - 1984 (0648NM)								
01-2-2456-2373	INSURANCE/AUTOMOTIVE EQ	726	2,500	82	2,500	2,500		
01-2-2456-2466	R & M - FIRE VEHICLES	5,029	1,000	150	1,000	1,000		
01-2-2456-5310	FUEL & LUBRICANTS	641	800	193	800	800		
Total PUMPER #56 - 1984 (0648)		6,396	4,300	425	4,300	4,300	0	0
2457 RESCUE #54 - 2014 (HR2765)								
01-2-2457-2373	INSURANCE/AUTOMOTIVE EQ	4,245	1,900	1,983	2,200	2,200		

R39



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		354 - FIRE PROTECTION SAHTLAM							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
01-2-2457-2466	R & M - FIRE VEHICLES	871	700	666	700	700			
01-2-2457-5310	FUEL & LUBRICANTS	624	800	488	800	800			
Total RESCUE #54 - 2014 (HR27)		5,740	3,400	3,136	3,700	3,700	0	0	
2458 2016 FREIGHTLINER (KF 1968)									
01-2-2458-2373	INSURANCE/AUTOMOTIVE EQ	0	0	2,369	0	0			
Total 2016 FREIGHTLINER (KF 1		0	0	2,369	0	0	0	0	
8115 SHORT TERM DEBT									
01-2-8115-8215	INTEREST	626	3,036	1,622	3,074	2,260			
01-2-8115-8216	PRINCIPAL	35,460	35,460	35,916	35,916	36,731			
Total SHORT TERM DEBT		36,086	38,496	37,538	38,990	38,991	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
01-2-8123-8232	INTEREST (CVRD)	5,850	5,850	5,850	5,850	5,850			
Total INTEREST/MFA OWN DEBI		5,850	5,850	5,850	5,850	5,850	0	0	
8133 PRINCIPAL/MFA OWN DEBENTURES									
01-2-8133-8332	PRINCIPAL (CVRD)	10,828	10,828	10,828	10,828	10,828			
Total PRINCIPAL/MFA OWN DEB		10,828	10,828	10,828	10,828	10,828	0	0	
8241 TRANSFER TO CAPITAL RESERVE									
01-2-8241-0000	TSF TO CAPITAL RESERVE	60,000	60,000	15,940	15,940	25,452			
Total TRANSFER TO CAPITAL R		60,000	60,000	15,940	15,940	25,452	0	0	
Total OPERATING EXP		239,680	251,212	171,809	240,712	248,712			
CAPITAL REV									
7572 REQUISITION - SPECIFIED AREA									
01-7-7572-0000	REQUISITION - SPECIFIED ARI	0	0	-8,000	-8,000	0			
Total REQUISITION - SPECIFIED		0	0	-8,000	-8,000	0	0	0	
8250 M.F.A. FUNDING									
01-7-8250-0002	M.F.A. FUNDING - SHORT TERI	-184,085	-184,085	0	0	0			
Total M.F.A. FUNDING		-184,085	-184,085	0	0	0	0	0	
9110 SURPLUS/DEFICIT									
01-7-9110-0000	SURPLUS/DEFICIT	-10,915	-10,915	0	0	0			
Total SURPLUS/DEFICIT		-10,915	-10,915	0	0	0	0	0	
Total CAPITAL REV		-195,000	-195,000	-8,000	-8,000	0			

787

R39



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 354 - FIRE PROTECTION SAHTLAM

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL							
01-8-8221-6113 FURNITURE, FIXTURES, EQUIP	0	0	0	8,000	0		
01-8-8221-6126 VEHICLES & MACHINERY	191,002	195,000	0	0	0		
Total TRANSFER/GENERAL CAF	191,002	195,000	0	8,000	0	0	0
Total CAPITAL EXP	191,002	195,000	0	8,000	0		
Surplus/Deficit	-13,535	0	-74,968	0	0		

788

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-249,217	-251,212	-238,777	-240,712	-248,712
Summary Total Expenses	239,680	251,212	171,809	240,712	248,712
Summary Surplus/Deficit	-13,535	0	-74,968	0	0

789

COWICHAN VALLEY REGIONAL DISTRICT

Attachment B

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Fire Protection-Sahtlam

Function: 354

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$169,104	\$ 160,721.00	\$191,173	\$180,364	\$196,842	\$196,842
Long Term Debt	16,678	16,678	16,678	12,487		
Short Term Debt	38,990	38,991	38,991	38,991		
Capital	8,000	20,000	40,000	15,000	50,000	50,000
Transfer to Capital Reserve	15,940	25,452	0			
TOTAL APPLICATION OF FUNDS	\$248,712	\$261,842	\$286,842	\$246,842	\$246,842	\$246,842
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	246,777	244,907	244,907	244,907	244,907	244,907
User Fee	1,935	1,935	1,935	1,935	1,935	1,935
Transfer from Capital Reserve			40,000			
Other						
Debt Proceeds						
Gas Tax Reserves		15,000				
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$248,712	\$261,842	\$286,842	\$246,842	\$246,842	\$246,842

2018 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Mobile Water	\$44,479	2020	\$16,678
Total			<u>\$16,678</u>

2018 Debt Short Term with Principle & Interest

Borrowed	Amount	Maturity	P & I
Pumper Truck	\$112,709	2020	\$38,990
Total			<u>\$38,990</u>

790

2018 Budget Review

Attachment C

Function: 354 - Sahtlam Fire Protection

A) Core Budget

	<u>2017 Requisition</u>	<u>Proposed 2018 Requisition</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$238,777	\$244,907	\$6,130	2.57%
Explanation of change:				
Increase Insurance - Volunteer Firefighter			1,000	0.42%
Decrease Asset Management			(11,000)	-4.61%
Increase Allocations			3,262	1.37%
				0.00%
Decrease Contingency			(1,870)	-0.78%
Increase - Other (aggregate of smaller amounts)			226	0.09%
				0.00%
Increase to Transfer to Reserve			9,512	3.98%
				0.00%
			Subtotal section A	0.47%
			<u><u>\$1,130</u></u>	<u><u>0.47%</u></u>

B) Prior Year One-time Items

	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
791		
Decreased Capital - Furniture, Fixtures & Equip (8000)		0.00%
		0.00%
	Subtotal section B	0.00%
	<u><u>\$0</u></u>	<u><u>0.00%</u></u>

Subtotal sections A + B \$1,130 0.47%

C) Supplemental Items

	<u>2018 Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1) Water Storage Tank			
Replace rotten wooden tank with new poly tank	20,000	5,000	2.09%
			0.00%
			0.00%
	<u><u>\$20,000</u></u>	<u><u>\$5,000</u></u>	<u><u>2.09%</u></u>

Subtotal sections A + B + C \$6,130 2.57%

Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$60,932
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$118,070

2018 Budget - Supplemental Item

Attachment D

Title	Water Storage Tank	Department	COMMUNITY SERVICES
Division	PUBLIC SAFETY	Function	354 - Fire Protection – Sahtlam
Type	Capital - New	Priority	1

Description

A new water storage tank at the Sahtlam Fire Station. The water storage tank is trickle-fed from the local well to keep the tank full for filling the fire trucks. The Sahtlam Fire protection area does not have fire hydrants therefore relies on various static water tanks and drafting points to replenish fire trucks. The building condition assessment has identified the water as being in poor condition and needing immediate replacement.

Benefits

To ensure the fire department has a a reliable water source and storage for fire fighting water. Having a water source in this section of the district also reduces water shuttling time between water source and firefighting location for that area.

Risks

The fire department does not have the benefit of a hydrant system anywhere in the service area. They rely on various refill points. The current tank at the fire hall is in poor shape and has been categorized as a critical replacement item.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Requisition	20,000	5,000					5,000							-
Gas Tax Reserves		15,000					15,000							-
							-							-
	20,000	20,000	-	-	-	-	20,000		-	-	-	-	-	-
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Water Tank	20,000	20,000					20,000							-
							-							-
	20,000	20,000	-	-	-	-	20,000		-	-	-	-	-	-

Administration

Author	Jason deJong	Date Prepared	Aug 3, 2017
Approval Date			



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 12, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Public Safety Division
Community Services Department

SUBJECT: 2018 Budget Review - Function 355 Fire Protection Malahat

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Fire Protection Malahat.

RECOMMENDED RESOLUTION

1. That Contingency be reduced by \$14,137
2. That Transfer to Capital Reserve be reduced by \$4,134
3. That the Requisition be reduced by \$18,271
4. That the 2018 Budget for Function 355 - Fire Protection Malahat, as amended, be approved.
5. That the Supplementary request for an Emergency Generator be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Malahat Fire Rescue based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

Malahat Fire Rescue volunteers provide fire suppression, fire prevention, first responders and other emergency services to the community 24/7/365 and as such needs to be activated as quickly as possible and have the safest equipment afforded to them to enact their rescues.

In addition to this report a comparative analysis worksheet, five-year plan and Vadim budget printout are included for backup.

ANALYSIS

Core Budget

Overall, the Fire Protection Malahat Requisition stayed the same as there were minor offsetting increases and decreases to core expenses. One rather significant increase was a \$14,137 increase to Contingency. This increase was funded by a \$16,934 (32.18%) increase in transfer payment from the Capital Regional District (CRD). This increased payment is due to prior year adjustments but may be more than the CRD's ability to pay in 2018 so the funds were budgeted in Contingency.

There was also a \$5,000 (25%) increase in Transfer to Capital Reserve that is being partially funded by the \$3,994 (100%) decrease in Deficit budgeted in 2018 with the remainder funded by the CRD transfer.

Subsequent to the creation of the 2018 budget new information was obtained which necessitates the recommended reductions to Contingency and Transfer to Capital Reserve as outlined in the recommended resolution.

There are no prior year, one-time items for this function.

Supplemental Items

Supplemental requests were presented to the Senior Management Team and subsequently ranked into tiers. The following Request was ranked as Tier 1:

1. \$15,000 for an Emergency Generator for the Fire Station funded by The Community Works Fund (Gas Tax).

FINANCIAL CONSIDERATIONS

1. With approval of the recommended resolutions, the requisition for the Core budget will decrease \$18,271 (9.65%) to \$171,041.
2. Transfer from the Capital Regional District has increased \$16,934 in 2018 from \$52,621 to \$69,555. This is due to a prior year adjustment and increased operational costs.
3. Uncommitted Operating Reserve balance for this function as of December 31, 2017 is estimated to be \$0.
4. Uncommitted Capital Reserve balance for this function as of December 31, 2017 is estimated to be \$147,505.

COMMUNICATION CONSIDERATIONS

N/A

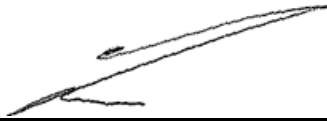
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to:

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

- Attachment A – Year over Year Comparative Analysis
- Attachment B – 5 Year Plan
- Attachment C - Vadim Budget
- Attachment D – Supplementary Requests



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		355 - FIRE PROTECTION MALAHAT						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
4200 SALE OF SERVICES - PROTECTIVE								
01-1-4200-0000	SALE OF SERVICES - PROTEC	0	0	-4,500	0	0		
	Total SALE OF SERVICES - PRO	0	0	-4,500	0	0	0	0
4433 RECOVERY OF COSTS								
01-1-4433-0000	GENERAL	0	0	-400	0	0		
	Total RECOVERY OF COSTS	0	0	-400	0	0	0	0
4435 P.E.P. - RECOVERY OF COSTS								
01-1-4435-0000	P.E.P. - RECOVERY OF COSTS	-553	0	0	0	0		
	Total P.E.P. - RECOVERY OF CC	-553	0	0	0	0	0	0
5900 MISCELLANEOUS								
01-1-5900-2700	GENERAL	-45	0	0	0	0		
	Total MISCELLANEOUS	-45	0	0	0	0	0	0
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARE	-155,841	-155,841	-189,312	-189,312	-189,312		
	Total REQUISITION - SPECIFIED	-155,841	-155,841	-189,312	-189,312	-189,312	0	0
8316 TRANSFER FROM CRD								
01-1-8316-0000	TRANSFER FROM CRD	-52,570	-52,621	0	-52,621	-52,621		
	Total TRANSFER FROM CRD	-52,570	-52,621	0	-52,621	-52,621	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	5,875	5,875	3,994	3,994	0		
	Total SURPLUS/DEFICIT - CURR	5,875	5,875	3,994	3,994	0	0	0
	Total OPERATING REVENUES	-203,134	-202,587	-190,218	-237,939	-241,933		
OPERATING EXPE								
2426 MALAHAT FIRE DEPT EXPEND								
01-2-2426-1400	BENEFITS	648	300	116	300	300		
01-2-2426-1600	DONATION - FIREMANS FUND	12,730	16,000	150	20,000	20,000		
01-2-2426-2110	CONFERENCES & SEMINARS	3,892	9,000	4,950	10,000	10,000		
01-2-2426-2111	TRAVEL	442	2,000	0	2,000	2,000		
01-2-2426-2131	TELEPHONE	1,385	1,500	734	1,500	1,500		
01-2-2426-2139	HOSE	49	1,770	0	4,000	4,000		

796

R40



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND					
		355 - FIRE PROTECTION MALAHAT					
		2016	2016	2017	2017	2018	
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
01-2-2426-2265	ASSET MANAGEMENT	0	0	110	2,000	0	
01-2-2426-2320	LEGAL SERVICES	0	200	0	200	200	
01-2-2426-2340	TRAINING & DEVELOPMENT	17,319	15,000	10,326	20,000	20,000	
01-2-2426-2370	INSURANCE - PROPERTY	2,628	2,600	0	2,730	2,730	
01-2-2426-2371	INSURANCE - VOLUNTEER FF	3,438	3,000	3,829	3,000	3,900	
01-2-2426-2372	INSURANCE DEDUCTIBLES	136	136	0	0	0	
01-2-2426-2374	INSURANCE-FF BENEFITS	0	5,000	0	5,000	5,000	
01-2-2426-2395	MEMBERSHIPS	1,794	1,100	738	1,500	1,500	
01-2-2426-2410	R & M - BUILDINGS - GENERAL	6,548	6,125	1,804	17,806	20,000	
01-2-2426-2450	R & M - MACHINERY & EQUIPM	2,124	5,000	1,154	5,000	5,000	
01-2-2426-2452	S.C.B.A.	3,611	5,000	0	8,000	8,000	
01-2-2426-2468	PAGERS AND PAGER MAINTEN	5,395	5,000	387	5,000	5,000	
01-2-2426-2475	MISCELLANEOUS EQUIPMENT	5,176	3,500	0	2,500	2,500	
01-2-2426-2480	MINOR CAPITAL	0	0	0	2,500	2,500	
01-2-2426-2583	PUBLIC EDUCATION	716	500	0	500	500	
01-2-2426-2675	INTERNET	1,314	1,200	996	1,200	1,200	
01-2-2426-4100	ALLOC - GENERAL GOVERNME	8,788	8,788	8,286	8,286	7,116	
01-2-2426-4211	ALLOC - PROTECTIVE SERVIC	18,047	18,047	15,281	15,281	17,148	
01-2-2426-5110	SUNDRY EXPENSES	654	1,500	289	750	750	
01-2-2426-5411	CLOTHING	15,793	10,000	237	15,000	15,000	
01-2-2426-5505	FIRST RESPONDER SUPPLIES	2,459	3,000	1,022	3,000	3,000	
01-2-2426-5530	ELECTRICITY	5,683	4,400	2,924	4,554	4,554	
01-2-2426-5550	GARBAGE DISPOSAL	112	100	22	100	100	
01-2-2426-5920	SUPPLIES - OFFICE	1,034	1,500	0	1,000	1,000	
01-2-2426-7550	LICENCES & FEES	920	900	820	900	900	
01-2-2426-9910	CONTINGENCY	0	0	0	0	7,203	
Total MALAHAT FIRE DEPT EXP		122,834	132,166	54,175	163,607	172,601	0 0
2440 ENGINE #1 - 1992 (HM2281)							
01-2-2440-2373	INSURANCE/AUTOMOTIVE EQ	3,684	950	940	950	950	
01-2-2440-2466	R & M - FIRE VEHICLES	6,148	2,000	2,252	2,500	2,500	
01-2-2440-5310	FUEL & LUBRICANTS	1,946	1,500	747	1,500	1,500	
Total ENGINE #1 - 1992 (HM2281)		11,778	4,450	3,939	4,950	4,950	0 0
2449 2001 KENWORTH (DN1301)							
01-2-2449-2373	INSURANCE/AUTOMOTIVE EQ	1,375	1,000	1,024	1,300	1,300	
01-2-2449-2466	R & M - FIRE VEHICLES	3,944	1,500	581	1,500	1,500	
01-2-2449-5310	FUEL & LUBRICANTS	990	1,500	237	1,500	1,500	
Total 2001 KENWORTH (DN1301)		6,310	4,000	1,842	4,300	4,300	0 0

R40



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		355 - FIRE PROTECTION MALAHAT							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
2450 2013 FREIGHTLINER (FH3233)									
01-2-2450-2373	INSURANCE/AUTOMOTIVE EQUIPMENT	1,303	1,200	1,254	1,400	1,400			
01-2-2450-2466	R & M - FIRE VEHICLES	6,492	3,000	1,188	4,000	4,000			
01-2-2450-5310	FUEL & LUBRICANTS	1,356	1,700	0	1,700	1,700			
Total 2013 FREIGHTLINER (FH3233)		9,151	5,900	2,442	7,100	7,100	0	0	
2454 2001 DODGE (690XBT)									
01-2-2454-2373	INSURANCE/AUTOMOTIVE EQUIPMENT	747	800	748	800	800			
01-2-2454-2466	R & M - FIRE VEHICLES	4,960	1,500	127	2,000	2,000			
01-2-2454-5310	FUEL & LUBRICANTS	2,257	3,500	1,973	3,500	3,500			
Total 2001 DODGE (690XBT)		7,964	5,800	2,848	6,300	6,300	0	0	
2460 MINI #5 - 1999 (HM2282)									
01-2-2460-2373	INSURANCE/AUTOMOTIVE EQUIPMENT	1,062	1,300	1,068	1,300	1,300			
01-2-2460-2466	R & M - FIRE VEHICLES	477	2,000	231	2,000	2,000			
01-2-2460-5310	FUEL & LUBRICANTS	901	1,500	221	1,500	1,500			
Total MINI #5 - 1999 (HM2282)		2,439	4,800	1,520	4,800	4,800	0	0	
2562 RESCUE #6 - 2002 (HM2280)									
01-2-2562-2373	INSURANCE/AUTOMOTIVE EQUIPMENT	1,379	900	911	1,300	1,300			
01-2-2562-2466	R & M - FIRE VEHICLES	5,130	3,500	736	3,000	3,000			
01-2-2562-5310	FUEL & LUBRICANTS	71	1,000	0	1,000	1,000			
Total RESCUE #6 - 2002 (HM2280)		6,581	5,400	1,647	5,300	5,300	0	0	
8123 INTEREST/MFA OWN DEBENTURES									
01-2-8123-8232	INTEREST (CVRD)	8,348	8,348	4,174	8,348	8,348			
Total INTEREST/MFA OWN DEBENTURES		8,348	8,348	4,174	8,348	8,348	0	0	
8133 PRINCIPAL/MFA OWN DEBENTURES									
01-2-8133-8332	PRINCIPAL (CVRD)	13,234	13,234	13,234	13,234	13,234			
Total PRINCIPAL/MFA OWN DEBENTURES		13,234	13,234	13,234	13,234	13,234	0	0	
8241 TRANSFER TO CAPITAL RESERVE									
01-2-8241-0000	TSF TO CAPITAL RESERVE	18,489	18,489	0	20,000	15,000			
Total TRANSFER TO CAPITAL RESERVE		18,489	18,489	0	20,000	15,000	0	0	
Total OPERATING EXPENSES		207,128	202,587	85,820	237,939	241,933			



Account Code : - - - To : - - -

Function Type : Selective

GENERAL WATER FUND
 355 - FIRE PROTECTION MALAHAT

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
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Surplus/Deficit	3,994	0	-104,397	0	0
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799

R40

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-203,134	-202,587	-190,218	-237,939	-241,933
Summary Total Expenses	207,128	202,587	85,820	237,939	241,933
Summary Surplus/Deficit	3,994	0	-104,397	0	0

800

R40

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Attachment B

Service: Fire Protection-Malahat

Function: 355

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$196,357	\$205,351	\$200,351	\$220,351	\$200,351	\$200,351
Long Term Debt	21,582	21,582	21,582	21,582	21,582	21,582
Short Term Debt						
Capital		15,000	20,000	40,000		45,000
Transfer to Capital Reserve	20,000	15,000			20,000	
TOTAL APPLICATION OF FUNDS	\$237,939	\$256,933	\$241,933	\$281,933	\$241,933	\$266,933
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	189,312	189,312	189,312	189,312	189,312	189,312
User Fee	52,621	52,621	52,621	52,621	52,621	52,621
Transfer from Capital Reserve				40,000		25,000
Other: CWFund		15,000				
Debt Proceeds						
Surplus/(Deficit)	(3,994)					
TOTAL SOURCE OF FUNDS	\$237,939	\$256,933	\$241,933	\$281,933	\$241,933	\$266,933

2017 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Fire Truck	\$223,688	2028	\$21,582

Total \$21,582

2018 Budget - Supplemental Item

Attachment D

Title	Emergency Generator - Fire Hall	Department	COMMUNITY SERVICES
Division	PUBLIC SAFETY	Function	355 - Fire Protection – Malahat
Type	Capital - New	Priority	1

Description

An emergency generator for the Malahat Fire Hall facility. In the winter months, power failure is common and the current, old generator does not run much of the building. The new emergency generator will be sized to be on standby, ready to operate critical components of the fire hall such as apparatus doors, heating, air compressors, and critical lighting. Approval has been granted from Electoral Areas A & B to fund upto \$15,000 from Gas Tax Reserves.

Benefits

Power outages happen often on the Malahat and, at times, for many hours or days at a time. An emergency generator will allow the fire department members to operate more effectively and for longer periods of time inside the fire station during power outages as a properly sized generator will enable the heat pump to operate. Also, the firefighters can safely and efficiently respond to emergency incidents as the apparatus doors do not have to be opened manually and critical lighting will be operational.

Risks

The current generator is not able operate the heat pump, apparatus doors and most plugs in the building. Only one plug and some lights inside the building are operational with the current generator.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Gas Tax Reserves	15,000	15,000					15,000							-
							-							-
	15,000	15,000	-	-	-	-	15,000		-	-	-	-	-	-

Expenses								Expenses						
Total Expenses	2018	2019	2020	2021	2022	5 Year Total	2018	2019	2020	2021	2022	5 Year Total		
Equipment	15,000	15,000				15,000						-		
						-						-		
	15,000	15,000	-	-	-	15,000		-	-	-	-	-		

Administration

Author	Jason deJong	Date Prepared	Aug 3, 2017
Approval Date			



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 18, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Public Safety Division
Community Services Department

SUBJECT: 2018 Budget Review – Function 356 Fire Protection Eagle Heights

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Fire Protection Eagle Heights.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 356 - Fire Protection Eagle Heights be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Eagle Heights Fire based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

Duncan Fire Department provides the Eagle Heights Fire Protection Contract for Service. Duncan Fire Rescue provides fire suppression, fire prevention, first responder and other emergency services to the community 24/7/365.

ANALYSIS

This function is 100% funded by tax requisition which has increased \$2,868 (1.46%) for the 2018 budget

Contract for Service has increased \$3,602 (1.96%) as per agreement with the City of Duncan. In addition, there is an increase in allocation cost (\$383) and an increase in prior year adjustment (\$4,589). There is a decrease in Transfer to Capital Reserve (\$5,706). These changes result in the net increase to requisition.

Prior Year, One-Time Items

There was a Transfer to Capital Reserve in 2017 for \$5,706 that has been removed from the 2018 budget.

There are no supplemental requests for this function.

FINANCIAL CONSIDERATIONS

Requisition for the Core budget has increased \$2,868 which is \$0.51 per \$100,000 household.

COMMUNICATION CONSIDERATIONS

N/A

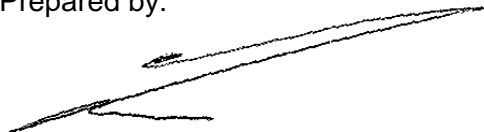
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

- Attachment A – Vadim Budget
- Attachment B – 5 Year Plan
- Attachment C – Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective Attachment A

		GENERAL REVENUE FUND							
		356 - FIRE PROTECTION EAGLE HEIGHTS							
		2016	2016	2017	2017	2018			
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET			
OPERATING REV									
7572 REQUISITION - SPECIFIED AREA									
01-1-7572-0000	REQUISITION - SPECIFIED ARE	-196,743	-196,743	-196,743	-196,743	-199,611			
	Total REQUISITION - SPECIFIED	-196,743	-196,743	-196,743	-196,743	-199,611	0	0	
9010 TRANSFER FROM CAPITAL RESERVE									
01-1-9010-0000	TSF FROM CAPITAL RESERVE	-299,488	-303,701	0	0	0			
	Total TRANSFER FROM CAPITAL	-299,488	-303,701	0	0	0	0	0	
	Total OPERATING REV	-496,231	-500,444	-196,743	-196,743	-199,611			
OPERATING EXP									
2427 EAGLE HEIGHTS FIRE DEPT EXPEND									
01-2-2427-2338	CONTRACT FOR SERVICES	171,698	171,698	183,343	183,343	186,945			
01-2-2427-2339	CONTRACT BALANCE -PRIOR	2,678	2,678	407	407	4,996			
01-2-2427-2370	INSURANCE - PROPERTY	100	100	100	100	100			
01-2-2427-4100	ALLOC - GENERAL GOVERNME	3,267	3,267	3,187	3,187	3,570			
01-2-2427-4211	ALLOC - PROTECTIVE SERVIC	4,000	4,000	4,000	4,000	4,000			
	Total EAGLE HEIGHTS FIRE DEF	181,743	181,743	191,037	191,037	199,611	0	0	
8222 CONTRIBUTION TO THIRD PARTY CAPITAL									
01-2-8222-0000	CONTRIBUTION TO THIRD PAR	304,488	308,701	0	0	0			
	Total CONTRIBUTION TO THIRD	304,488	308,701	0	0	0	0	0	
8241 TRANSFER TO CAPITAL RESERVE									
01-2-8241-0000	TSF TO CAPITAL RESERVE	10,000	10,000	5,706	5,706	0			
	Total TRANSFER TO CAPITAL RI	10,000	10,000	5,706	5,706	0	0	0	
	Total OPERATING EXP	496,231	500,444	196,743	196,743	199,611			
	Surplus/Deficit	0	0	0	0	0			

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-496,231	-500,444	-196,743	-196,743	-199,611
Summary Total Expenses	496,231	500,444	196,743	196,743	199,611
Summary Surplus/Deficit	0	0	0	0	0

808

R41

COWICHAN VALLEY REGIONAL DISTRICT**2018-2022 FINANCIAL EXPENDITURE PROGRAM**

Service: Fire Protection-Eagle Heights

Function: 356

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$191,037	\$199,611	\$203,603	\$207,675	\$211,829	\$216,065
Long Term Debt						
Short term Debt						
Capital						
Transfer to Capital Reserve	5,706					
TOTAL APPLICATION OF FUNDS	\$196,743	\$199,611	\$203,603	\$207,675	\$211,829	\$216,065
SOURCES OF FUNDS						
Requisition/Parcel Tax	196,743	199,611	203,603	207,675	211,829	216,065
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$196,743	\$199,611	\$203,603	\$207,675	\$211,829	\$216,065

2018 Year over Year Comparative Analysis

Function: 356 - Eagle Heights Fire

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$196,743	\$199,611	\$2,868	1.46%

Explanation of increase/decrease:

Increased Contract for Services		8,191	4.16%
Decreased Transfer to Capital Reserve		-5,706	-2.90%
Increased Allocations		383	0.19%
Subtotal section A		\$2,868	1.46%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)	
Subtotal section B	\$0	0.00%

Subtotal sections A + B **\$2,868** **1.46%**

C) Supplemental Items

2018 Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	0.00%

Subtotal sections A + B + C **\$2,868** **1.46%**

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$22,452



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 12, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Public Safety Division
Community Services Department

SUBJECT: 2018 Budget Review - Function 357 Fire Protection Honeymoon Bay

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Fire Protection Honeymoon Bay.

RECOMMENDED RESOLUTION

1. That Gas Tax Revenue be increased by \$16,671.
2. That Contingency be reduced by \$3,109
3. That Transfer to Reserves be increased to \$19,780
4. That the 2018 Budget for Function 357 – Fire Protection Honeymoon Bay, as amended, be approved

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Honeymoon Bay Fire Rescue based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

Honeymoon Bay Fire Rescue volunteers provide fire suppression, fire prevention, first responders and other emergency services to the community 24/7/365 and as such needs to be activated as quickly as possible and have the safest equipment afforded to them to enact their rescues.

In addition to this report a comparative analysis worksheet, five-year plan and Vadim budget printout are included for backup.

ANALYSIS

Core Budget

Overall, the Fire Protection Honeymoon Bay Requisition stayed the same due to offsetting increases and decreases including the following:

- \$16,671 (166.71%) increase in R & M Buildings for various energy efficient upgrades
- \$2,118 (11.9%) increase in Allocations
- \$3,000 (100%) increase in Hose and Foam
- \$3,109 (31.09%) increase in Contingency
- \$26,398 (100%) decrease in Long-term Debt servicing payments on retired debt for a Fire Truck

This function does not have any prior year, one-time items or supplementary requests.

FINANCIAL CONSIDERATIONS

1. Requisition for the Core budget is projected to remain the same at \$188,469.
2. Revenue from Phase 1 - Gas Tax Reserves of \$16,671 needs to be included as a revenue item as the increase in R & M Buildings was intended to be funded by Gas Tax. With the addition of this Gas Tax revenue there will be Requisition freed up to fund a Transfer to Capital Reserves.
3. Contingency is recommended to be reduced from \$13,109 to \$10,000 in order to partially fund the Transfer to Capital Reserves.
4. Transfer to Reserves is recommended to be increased from 0 to \$19,780.
5. Uncommitted Operating Reserve balance for this function as of December 31, 2017 is estimated to be \$12,608.
6. Uncommitted Capital Reserve balance for this function as of December 31, 2017 is estimated to be \$126,478

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to:

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

Attachment A – Year over Year Comparative Analysis

Attachment B – 5 Year Plan

Attachment C - Vadim Budget



Account Code : - - - To : - - -

Function Type : Selective
Attachment A

		GENERAL REVENUE FUND						
		357 - FIRE PROTECTION HONEYMOON BAY						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
5900 MISCELLANEOUS								
01-1-5900-2700	GENERAL	0	0	-1,000	0	0		
Total MISCELLANEOUS		0	0	-1,000	0	0	0	0
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-169,581	-169,581	-188,469	-188,469	-188,469		
Total REQUISITION - SPECIFIED		-169,581	-169,581	-188,469	-188,469	-188,469	0	0
Total OPERATING REV		-169,581	-169,581	-189,469	-188,469	-188,469		
OPERATING EXP								
2428 HONEYMOON BAY FIRE DEPT EXPEND								
01-2-2428-1400	BENEFITS	474	200	378	200	200		
01-2-2428-1600	DONATION - FIREMANS FUND	14,959	15,000	0	17,000	18,000		
01-2-2428-1601	RECRUITMENT & RETENTION	1,668	2,000	1,816	3,000	4,000		
01-2-2428-2111	TRAVEL	2,966	2,000	2,539	4,000	4,000		
01-2-2428-2131	TELEPHONE	2,034	2,000	2,562	2,600	2,600		
01-2-2428-2134	ALARM SYSTEM	288	300	288	400	400		
01-2-2428-2139	HOSE	3,537	4,000	1,454	2,000	4,000		
01-2-2428-2140	FOAM	0	2,000	1,256	1,000	2,000		
01-2-2428-2210	ADVERTISING	0	1,000	210	1,000	1,000		
01-2-2428-2230	SUBSCRIPTIONS	600	500	600	500	500		
01-2-2428-2265	ASSET MANAGEMENT	0	0	1,980	2,000	0		
01-2-2428-2320	LEGAL SERVICES	25,548	2,000	0	200	200		
01-2-2428-2340	TRAINING & DEVELOPMENT	9,281	15,000	7,874	15,000	15,000		
01-2-2428-2370	INSURANCE - PROPERTY	2,702	2,600	0	2,730	2,730		
01-2-2428-2371	INSURANCE - VOLUNTEER FF	1,874	3,000	2,151	3,000	3,000		
01-2-2428-2372	INSURANCE DEDUCTIBLES	72	72	0	0	0		
01-2-2428-2384	MISC. EQUIPMENT	4,056	3,000	5,183	4,000	5,000		
01-2-2428-2395	MEMBERSHIPS	1,159	940	823	1,200	1,200		
01-2-2428-2410	R & M - BUILDINGS - GENERAL	4,351	3,000	7,540	10,000	26,671		
01-2-2428-2450	R & M - MACHINERY & EQUIPM	2,520	3,000	1,319	4,000	4,000		
01-2-2428-2452	S.C.B.A.	45	6,000	7,289	8,000	8,000		
01-2-2428-2468	PAGERS AND PAGER MAINTEN	633	5,000	1,032	3,000	3,000		
01-2-2428-2480	MINOR CAPITAL	0	4,500	4,129	5,000	5,000		
01-2-2428-2675	INTERNET	1,592	1,500	2,064	1,500	1,500		
01-2-2428-2771	FIRE PREVENTION	0	500	729	500	1,000		
01-2-2428-4100	ALLOC - GENERAL GOVERNMI	4,657	4,657	6,017	6,017	5,755		
01-2-2428-4211	ALLOC - PROTECTIVE SERVIC	13,338	13,338	11,774	11,774	14,154		
01-2-2428-5110	SUNDRY EXPENSES	502	500	461	1,000	1,000		

R42



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 357 - FIRE PROTECTION HONEYMOON BAY

		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
01-2-2428-5411	CLOTHING	12,103	11,000	10,151	12,000	12,000		
01-2-2428-5505	FIRST RESPONDER SUPPLIES	1,206	1,000	1,701	2,000	2,000		
01-2-2428-5510	WATER	216	160	72	160	160		
01-2-2428-5530	ELECTRICITY	5,441	4,000	3,655	4,140	4,140		
01-2-2428-5915	SUPPLIES & RENTAL - PHOTO	76	200	262	400	400		
01-2-2428-5920	SUPPLIES - OFFICE	797	300	191	500	500		
01-2-2428-5924	SUPPLIES - JANITORIAL	0	200	93	400	400		
01-2-2428-7550	LICENCES & FEES	820	1,000	820	1,000	1,000		
01-2-2428-9910	CONTINGENCY	0	678	0	10,000	13,109		
Total HONEYMOON BAY FIRE D		119,515	116,145	88,411	141,221	167,619	0	0
2490 RESCUE # 22 - 2000 GMC (3107DL)								
01-2-2490-2373	INSURANCE/AUTOMOTIVE EQ	944	900	933	1,000	1,000		
01-2-2490-2466	R & M - FIRE VEHICLES	2,263	1,000	2,369	2,000	2,000		
01-2-2490-5310	FUEL & LUBRICANTS	324	400	476	600	600		
Total RESCUE # 22 - 2000 GMC		3,532	2,300	3,778	3,600	3,600	0	0
2491 TENDER # 24 - 2011 FREIGHTLINER (EC2073)								
01-2-2491-2373	INSURANCE/AUTOMOTIVE EQ	1,294	1,300	1,312	1,300	1,300		
01-2-2491-2466	R & M - FIRE VEHICLES	261	1,000	152	2,000	2,000		
01-2-2491-5310	FUEL & LUBRICANTS	243	300	97	300	300		
Total TENDER # 24 - 2011 FREIC		1,798	2,600	1,562	3,600	3,600	0	0
2492 RESCUE #29 1988 FORD (FC5589)								
01-2-2492-2373	INSURANCE/AUTOMOTIVE EQ	702	700	697	700	700		
01-2-2492-2466	R & M - FIRE VEHICLES	2,957	2,000	1,187	5,000	5,000		
01-2-2492-5310	FUEL & LUBRICANTS	164	300	67	300	300		
Total RESCUE #29 1988 FORD (3,823	3,000	1,950	6,000	6,000	0	0
2498 FIRE BOAT # 26 - (776 533)								
01-2-2498-2373	INSURANCE/AUTOMOTIVE EQ	397	450	394	450	450		
01-2-2498-2466	R & M - FIRE VEHICLES	234	1,200	199	1,500	1,500		
01-2-2498-5310	FUEL & LUBRICANTS	219	250	366	300	300		
Total FIRE BOAT # 26 - (776 53		850	1,900	959	2,250	2,250	0	0
2500 ENGINE #25-2007 FREIGHTLINER (5598KT)								
01-2-2500-2373	INSURANCE/AUTOMOTIVE EQ	1,356	1,300	1,376	1,400	1,400		
01-2-2500-2466	R & M - FIRE VEHICLES	1,237	2,000	445	3,000	3,000		
01-2-2500-5310	FUEL & LUBRICANTS	513	500	365	1,000	1,000		
Total ENGINE #25-2007 FREIGH'		3,106	3,800	2,186	5,400	5,400	0	0

8115 SHORT TERM DEBT

R42



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND					
		357 - FIRE PROTECTION HONEYMOON BAY					
		2016	2016	2017	2017	2018	
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET	
01-2-8115-8215	INTEREST	128	278	0	0	0	
01-2-8115-8216	PRINCIPAL	12,340	12,340	0	0	0	
	Total SHORT TERM DEBT	12,468	12,618	0	0	0	0
8123 INTEREST/MFA OWN DEBENTURES							
01-2-8123-8232	INTEREST (CVRD)	9,977	9,977	4,989	9,157	0	
	Total INTEREST/MFA OWN DEBI	9,977	9,977	4,989	9,157	0	0
8133 PRINCIPAL/MFA OWN DEBENTURES							
01-2-8133-8332	PRINCIPAL (CVRD)	17,241	17,241	0	17,241	0	
	Total PRINCIPAL/MFA OWN DEB	17,241	17,241	0	17,241	0	0
	Total OPERATING EXP	172,309	169,581	103,835	188,469	188,469	
CAPITAL REV							
01-7-7572-0000	REQUISITION - SPECIFIED ARI	-10,000	-10,000	0	0	0	
	Total REQUISITION - SPECIFIED	-10,000	-10,000	0	0	0	0
9010 TRANSFER FROM CAPITAL RES							
01-7-9010-0000	TSF FROM CAPITAL RESERVE	0	0	0	-15,000	0	
	Total TRANSFER FROM CAPITA	0	0	0	-15,000	0	0
	Total CAPITAL REV	-10,000	-10,000	0	-15,000	0	
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL							
01-8-8221-6113	FURNITURE, FIXTURES, EQUIP	5,350	10,000	0	15,000	0	
	Total TRANSFER/GENERAL CAF	5,350	10,000	0	15,000	0	0
	Total CAPITAL EXP	5,350	10,000	0	15,000	0	
	Surplus/Deficit	-1,922	0	-85,634	0	0	

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-169,581	-169,581	-189,469	-188,469	-188,469
Summary Total Expenses	172,309	169,581	103,835	188,469	188,469
Summary Surplus/Deficit	-1,922	0	-85,634	0	0

817

R42

COWICHAN VALLEY REGIONAL DISTRICT

Attachment B

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Fire Protection-Honeymoon Bay

Function: 357

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$187,000	\$185,360	\$188,469	\$175,354	\$177,257	\$149,180
Long Term Debt	26,398					
Short Term Debt						
Capital	15,000		50,000			45,000
Transfer to Capital Reserve		19,780		15,000	15,000	
TOTAL APPLICATION OF FUNDS	\$228,398	\$205,140	\$238,469	\$190,354	\$192,257	\$194,180
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	213,398	188,469	188,469	190,354	192,257	194,180
User Fee						
Transfer from Capital Reserve	15,000		50,000			
Other						
Transfer from Gas Tax Reserve		16,671				
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$228,398	\$205,140	\$238,469	\$190,354	\$192,257	\$194,180

2018 Budget Review

Function: 357 - Honeymoon Bay Fire

A) Core Budget

		<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		\$188,469	\$188,469	\$0	0.00%
Explanation of change:	Increased Donation Firemans Fund			1,000	0.53%
	Increased Recruitment & Retention			1,000	0.53%
	Increased Hose			2,000	1.06%
	Increased Foam			1,000	0.53%
	Decrease Asset Management			(2,000)	-1.06%
	Increase Misc. Equipment			1,000	0.53%
	Decrease Principal (short term)			(17,241)	-9.15%
	Decrease Interest (short term)			(9,157)	-4.86%
	Increase Allocations			2,118	1.12%
	Increase transfer to Reserve			19,780	10.50%
	Increase - Other (aggregate of smaller, immaterial amounts)			500	0.27%
Subtotal section A				<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	Increased Capital Transfer from Reserve	15,000	7.96%
	Decreased Capital - Furniture, Fixtures & Equip	(15,000)	-7.96%
Subtotal section B		<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

		<u>2018</u> <u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
	Capital			0.00%
	Operating			0.00%
	Operating			0.00%
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$12,608.
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$126,478.



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 12, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Public Safety Division
 Community Services Department
SUBJECT: 2018 Budget Review - Function 358 Fire Protection Youbou
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Fire Protection Youbou.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 358 - Fire Protection Youbou be approved.
2. That the Supplementary request for a Vehicle Exhaust Removal System be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for Youbou Fire Rescue based on core expenses and existing service levels. Supplemental requests were prepared by staff for review by the Senior Management Team. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended budget with an explanation of significant changes.

Youbou Fire Rescue volunteers provide fire suppression, fire prevention, first responders and other emergency services to the community 24/7/365 and as such needs to be activated as quickly as possible and have the safest equipment afforded to them to enact their rescues.

In addition to this report a comparative analysis worksheet, five-year plan and Vadim budget printout are included for backup.

ANALYSIS

Core Budget

Overall, the Fire Protection Youbou Requisition decreased \$37,646 or 20.24% due to the following:

SCBA decreased \$40,000 (80%) removed from budget. SCBA equipment purchase was completed in 2017.

Increased Allocations \$2,485 (12.6%).

Increased Safety Clothing \$4,000 (50%).

Decrease in various other areas \$4,131.

Prior Year, One-Time Items

A capital purchase for a Pumper Truck for \$405,291 in 2017 was removed for the 2018 budget.

Supplemental Items

Supplemental Requests were presented to the Senior Management Team and subsequently ranked into Tiers. The following request was ranked as Tier 1 request:

- 1. \$50,000 for a Vehicle Exhaust Removal System. Funding is proposed through increasing requisition for the full amount which will result in the 2018 requisition being \$12,354 higher than last year or an increase of 6.6%.

FINANCIAL CONSIDERATIONS

- 1. Requisition for the Core budget is projected to decrease \$37,646 (20.24%).
- 2. Uncommitted Operating Reserve balance for this function as of December 31, 2017 is estimated to be \$272,200.
- 3. Uncommitted Capital Reserve balance for this function as of December 31, 2017 is estimated to be \$370,186.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to:

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Conrad Cowan
Manager

Reviewed by:

Not Applicable
Not Applicable



John Elzinga
General Manager

ATTACHMENTS:

- Attachment A – Year over Year Comparative Analysis
- Attachment B – 5 Year Plan
- Attachment C - Vadim Budget
- Attachment D – Supplementary Requests

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective
Attachment A

		GENERAL REVENUE FUND						
		358 - FIRE PROTECTION YOUNG						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
6930 SALE OF ASSETS								
01-1-6930-0000	TANGIBLE CAPITAL	0	0	-18,692	0	0		
Total SALE OF ASSETS		0	0	-18,692	0	0	0	0
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARI	-177,992	-177,992	-185,992	-185,992	-148,346		
Total REQUISITION - SPECIFIED		-177,992	-177,992	-185,992	-185,992	-148,346	0	0
Total OPERATING REV		-177,992	-177,992	-204,684	-185,992	-148,346		
OPERATING EXP								
2429 YOUNG FIRE DEPT EXPEND								
01-2-2429-1400	BENEFITS	333	400	284	400	400		
01-2-2429-1600	DONATION - FIREMANS FUND	11,500	11,500	0	11,500	11,500		
01-2-2429-2111	TRAVEL	214	550	0	550	550		
01-2-2429-2131	TELEPHONE	1,122	1,600	1,092	1,600	1,600		
01-2-2429-2139	HOSE	0	5,000	38	5,000	5,000		
01-2-2429-2210	ADVERTISING	0	200	0	200	200		
01-2-2429-2265	ASSET MANAGEMENT	0	0	1,980	2,000	0		
01-2-2429-2320	LEGAL SERVICES	0	200	0	200	200		
01-2-2429-2338	CONTRACT FOR SERVICES	2,316	2,400	777	2,400	2,400		
01-2-2429-2340	TRAINING & DEVELOPMENT	5,994	10,000	2,526	15,000	15,000		
01-2-2429-2370	INSURANCE - PROPERTY	3,497	4,000	0	4,200	4,200		
01-2-2429-2371	INSURANCE - VOLUNTEER FF	1,874	3,500	2,459	3,500	3,500		
01-2-2429-2372	INSURANCE DEDUCTIBLES	51	51	0	0	0		
01-2-2429-2410	R & M - BUILDINGS - GENERAL	1,604	2,200	2,580	2,200	2,200		
01-2-2429-2413	R & M - GROUNDS	578	2,000	480	2,000	2,000		
01-2-2429-2450	R & M - MACHINERY & EQUIPM	17,965	5,000	133	5,000	5,000		
01-2-2429-2452	S.C.B.A.	41,717	50,000	40,569	50,000	10,000		
01-2-2429-2468	PAGERS AND PAGER MAINTEN	2,303	2,500	2,395	2,500	2,500		
01-2-2429-2475	MISCELLANEOUS EQUIPMENT	27	2,500	1,256	2,500	2,500		
01-2-2429-2480	MINOR CAPITAL	1,490	13,000	0	13,000	13,000		
01-2-2429-2675	INTERNET	1,638	1,500	1,736	1,500	1,500		
01-2-2429-4100	ALLOC - GENERAL GOVERNMI	3,262	3,262	3,578	3,578	5,972		
01-2-2429-4211	ALLOC - PROTECTIVE SERVIC	16,252	16,252	16,152	16,152	16,243		
01-2-2429-5110	SUNDRY EXPENSES	300	1,000	286	1,000	1,000		
01-2-2429-5411	CLOTHING	1,198	8,000	720	8,000	12,000		
01-2-2429-5505	FIRST RESPONDER SUPPLIES	436	3,500	697	3,500	3,500		
01-2-2429-5510	WATER	135	400	68	400	400		
01-2-2429-5530	ELECTRICITY	6,914	5,000	4,469	5,175	5,175		

R43



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 358 - FIRE PROTECTION YOUNG

		2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
01-2-2429-5550	GARBAGE DISPOSAL	138	350	138	350	350		
01-2-2429-5920	SUPPLIES - OFFICE	771	250	112	250	250		
01-2-2429-5924	SUPPLIES - JANITORIAL	184	200	190	200	200		
01-2-2429-7550	LICENCES & FEES	574	656	574	656	656		
01-2-2429-9910	CONTINGENCY	0	2,671	0	3,131	1,000		
Total YOUNG FIRE DEPT EXPE		124,386	159,642	85,287	167,642	129,996	0	0
2510 ENGINE #1 - 2								
01-2-2510-5310	FUEL & LUBRICANTS	0	0	55	0	0		
Total ENGINE #1 - 2		0	0	55	0	0	0	0
2570 VOLVO #501 - 1995 (2199XD)								
01-2-2570-2373	INSURANCE/AUTOMOTIVE EQ	1,065	1,100	797	1,100	1,100		
01-2-2570-2466	R & M - FIRE VEHICLES	603	3,000	3,162	3,000	3,000		
01-2-2570-5310	FUEL & LUBRICANTS	325	500	400	500	500		
Total VOLVO #501 - 1995 (2199X		1,993	4,600	4,358	4,600	4,600	0	0
2571 2010 F350 #500 (BV9253)								
01-2-2571-2373	INSURANCE/AUTOMOTIVE EQ	1,354	1,300	1,329	1,300	1,300		
01-2-2571-2466	R & M - FIRE VEHICLES	0	1,000	294	1,000	1,000		
01-2-2571-5310	FUEL & LUBRICANTS	881	1,800	475	1,800	1,800		
Total 2010 F350 #500 (BV9253)		2,235	4,100	2,098	4,100	4,100	0	0
2572 FREIGHTLINER #501 (KW 5535)								
01-2-2572-2373	INSURANCE/AUTOMOTIVE EQ	0	0	2,848	0	0		
Total FREIGHTLINER #501 (KW		0	0	2,848	0	0	0	0
2575 MINI #502 - 1998 (0895CX)								
01-2-2575-2373	INSURANCE/AUTOMOTIVE EQ	1,014	1,000	1,024	1,000	1,000		
01-2-2575-2466	R & M - FIRE VEHICLES	2,537	2,000	285	2,000	2,000		
01-2-2575-5310	FUEL & LUBRICANTS	405	400	183	400	400		
Total MINI #502 - 1998 (0895CX		3,956	3,400	1,492	3,400	3,400	0	0
2580 RESCUE #503 - 2003 (9347GS)								
01-2-2580-2373	INSURANCE/AUTOMOTIVE EQ	1,014	1,000	1,024	1,000	1,000		
01-2-2580-2466	R & M - FIRE VEHICLES	0	1,400	1,132	1,400	1,400		
01-2-2580-5310	FUEL & LUBRICANTS	551	400	213	400	400		
Total RESCUE #503 - 2003 (9347		1,565	2,800	2,370	2,800	2,800	0	0
2585 TANKER #504 - 1998 (6463CF)								
01-2-2585-2373	INSURANCE/AUTOMOTIVE EQ	982	950	991	950	950		
01-2-2585-2466	R & M - FIRE VEHICLES	657	2,100	997	2,100	2,100		

R43



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND						
		358 - FIRE PROTECTION YOUNG						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
01-2-2585-5310	FUEL & LUBRICANTS	259	400	278	400	400		
	Total TANKER #504 - 1998 (6463)	1,899	3,450	2,266	3,450	3,450	0	0
	Total OPERATING EXP	136,034	177,992	100,775	185,992	148,346		
CAPITAL REV								
7572 REQUISITION - SPECIFIED AREA								
01-7-7572-0000	REQUISITION - SPECIFIED ARI	-10,000	-10,000	0	0	0		
	Total REQUISITION - SPECIFIED	-10,000	-10,000	0	0	0	0	0
9010 TRANSFER FROM CAPITAL RES								
01-7-9010-0000	TSF FROM CAPITAL RESERVE	0	-240,000	0	-405,291	0		
	Total TRANSFER FROM CAPITA	0	-240,000	0	-405,291	0	0	0
9110 SURPLUS/DEFICIT								
01-10-0000	SURPLUS/DEFICIT	-200,000	-200,000	0	0	0		
	Total SURPLUS/DEFICIT	-200,000	-200,000	0	0	0	0	0
	Total CAPITAL REV	-210,000	-450,000	0	-405,291	0		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL								
01-8-8221-6126	VEHICLES & MACHINERY	128,573	450,000	264,418	405,291	0		
	Total TRANSFER/GENERAL CAF	128,573	450,000	264,418	405,291	0	0	0
	Total CAPITAL EXP	128,573	450,000	264,418	405,291	0		
	Surplus/Deficit	-123,385	0	160,509	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-177,992	-177,992	-204,684	-185,992	-148,346
Summary Total Expenses	136,034	177,992	100,775	185,992	148,346
Summary Surplus/Deficit	-123,385	0	160,509	0	0

827

R43

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Fire Protection-Youbou

Function: 358

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$185,992	\$148,346	\$185,992	\$185,992	\$185,992	\$185,992
Long Term Debt						
Short Term Debt						
Capital	405,291		50,000	100,000	7,000	
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$591,283	\$148,346	\$235,992	\$285,992	\$192,992	\$185,992
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	185,992	148,346	185,992	185,992	185,992	185,992
User Fee						
Transfer from Capital Reserve	405,291		50,000	100,000	7,000	
Transfer from Operating Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$591,283	\$148,346	\$235,992	\$285,992	\$192,992	\$185,992

2018 Budget - Supplemental Item

Attachment D

Title	Vehicle Exhaust Removal System - Worksafe B	Department	COMMUNITY SERVICES
Division	PUBLIC SAFETY	Function	358 - Fire Protection – Youbou
Type	Capital - New	Priority	1

Description

Under WorksafeBC section 31.32, Vehicle Exhaust in Firehalls, effective local venting for the exhaust gases must be provided in vehicle areas in firehalls. A vehicle exhaust removal system is a standalone, ceiling suspended air filtration process that effectively captures dangerous particulate contamination and gaseous pollutants that fire trucks produce. Currently, the Youbou Fire Department does not have a stand alone filtration exhaust system and solely relies on small fans and the apparatus door openings.

Benefits

Protect Firefighter Health and Safety, Continuous Cleaning and Recirculation of Clean Air, Conditional Air Saves Energy/Money, Low Cost, Easy Maintenance/No adjustments, Comply with Government Regulations, Optimize Operating Efficiency, Use with Open or Closed Doors, Improve Product Quality. The Youbou Fire Department currently has \$272,200 in Operating Reserves.

Risks

Long term effects on volunteer firefighter health and safety and risk of not complying with WorksafeBC requirements with resulting fines.

Financial Information

Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Requisition	50,000	50,000					50,000							
							-							-
							-							-
	50,000	50,000	-	-	-	-	50,000		-	-	-	-	-	-

Expenses								Expenses						
Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	
Veh. Exh. Rem. Sys	50,000	50,000				50,000								
						-							-	
						-							-	
	50,000	50,000	-	-	-	50,000		-	-	-	-	-	-	

Administration

Author	Jason deJong	Date Prepared	Aug 2, 2017
Approval Date			

830

R43



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 22, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Finance Division
Corporate Services Department

SUBJECT: 2018 Budget review – Function 102 Vancouver Island Regional Library

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for the Vancouver Island Regional Library (VIRL).

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 102 – Vancouver Island Regional Library be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

In keeping with this process a draft budget was prepared for the VIRL based on core expenses and existing service levels. In addition, a comparative analysis worksheet was prepared contrasting the 2018 draft budget to the 2017 Amended Budget with an explanation of significant changes.

The Cowichan Valley Regional District (CVRD) is a member of the VIRL and is required to pay a levy under the British Columbia Library Act for its share of the VIRL budget. This levy is based 50% on converted value of land and improvements and 50% on population.

ANALYSIS

Core Budget

Overall, the Requisition for the VIRL function increased \$69,836 or 3.85% due to the following:

- A \$68,956 (3.87%) increase in annual levy payable to the VIRL. \$31,711 due to increases in assessment value and \$37,245 due to increases in population; and
- An \$880 (2.67%) increase in General Government allocation.

There were no prior year, one-time items for this function nor are there any supplemental requests.

FINANCIAL CONSIDERATIONS

Requisition is the sole funding source for this function

There is no Operating or Capital Reserve for this function.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD’s Regional Strategic Focus Areas.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Lyle Smith, CPA, CGA
Assistant Manager

Reviewed by:



Sharon Moss, CPA, CGA
Manager



Mark Kueber, CPA, CGA
General Manager

ATTACHMENTS:

- Attachment A – Vadim Budget
- Attachment B – 5 Year Plan
- Attachment C – Year over Year Comparative Analysis



Account Code : - - - To : - - -

Function Type : Selective

Attachment A

		GENERAL REVENUE FUND						
		102 - VANCOUVER ISLAND REGIONAL LIBR						
		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-565	0	0		
	Total GRANTS	0	0	-565	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-1,724,670	-1,724,670	-1,814,783	-1,814,783	-1,884,619		
	Total REQUISITION	-1,724,670	-1,724,670	-1,814,783	-1,814,783	-1,884,619	0	0
	Total OPERATING REVENUES	-1,724,670	-1,724,670	-1,815,348	-1,814,783	-1,884,619		
OPERATING EXPE								
8050 GENERAL GOVERNMENT CHARGE								
01-8050-2372	INSURANCE DEDUCTIBLES	1,100	1,099	0	0	0		
01-8050-4100	ALLOC - GENERAL GOVERNME	31,474	31,474	32,962	32,962	33,842		
	Total GENERAL GOVERNMENT (32,574	32,573	32,962	32,962	33,842	0	0
8330 TRANSFER TO OTHER GOVERNMENTS								
01-2-8330-0000	TRANSFER TO OTHER GOVER	1,692,096	1,692,097	1,336,365	1,781,821	1,850,777		
	Total TRANSFER TO OTHER GO	1,692,096	1,692,097	1,336,365	1,781,821	1,850,777	0	0
	Total OPERATING EXPENSES	1,724,670	1,724,670	1,369,327	1,814,783	1,884,619		
	Surplus/Deficit	0	0	-446,021	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-1,724,670	-1,724,670	-1,815,348	-1,814,783	-1,884,619
Summary Total Expenses	1,724,670	1,724,670	1,369,327	1,814,783	1,884,619
Summary Surplus/Deficit	0	0	-446,021	0	0

834

R44

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Attachment B

Service: Vancouver Island Regional Library

Function: 102

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$1,814,783	\$1,884,619	\$1,922,311	\$1,960,758	\$1,999,973	\$2,039,972
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,814,783	\$1,884,619	\$1,922,311	\$1,960,758	\$1,999,973	\$2,039,972
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	1,814,783	1,884,619	1,922,311	1,960,758	1,999,973	2,039,972
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$1,814,783	\$1,884,619	\$1,922,311	\$1,960,758	\$1,999,973	\$2,039,972

2018 Year over Year Comparative Analysis

Attachment C

Function: 102 - Vancouver Island Reg. Library

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$1,814,783	\$1,884,619	\$69,836	3.85%
Explanation of increase/decrease:	Increase in annual payments to VIRL		68,956	3.80%
			880	0.05%
		Subtotal section A	\$69,836	3.85%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

836

Subtotal sections A + B **\$69,836** **3.85%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$69,836** **3.85%**

Notes:

1) There is no Operating or Capital reserve for this function



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 10, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Finance Division
Corporate Services Department

SUBJECT: 2018 Budget review – Electoral Area Grant in Aid Functions

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Electoral Area Grant in Aid functions.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 111 – Grant in Aid – Area A be approved.
2. That the 2018 Budget for Function 112 – Grant in Aid – Area B be approved.
3. That the 2018 Budget for Function 113 – Grant in Aid – Area C be approved.
4. That the 2018 Budget for Function 114 – Grant in Aid – Area D be approved.
5. That the 2018 Budget for Function 115 – Grant in Aid – Area E be approved.
6. That the 2018 Budget for Function 116 – Grant in Aid – Area F be approved.
7. That the 2018 Budget for Function 117 – Grant in Aid – Area G be approved.
8. That the 2018 Budget for Function 118 – Grant in Aid – Area I be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

Direction on the level of expenditure, use of operating reserves and the use of surplus was provided by the Electoral Area Directors in order to prepare these budgets. In addition, a comparative analysis worksheet was prepared contrasting the 2018 Draft Budget to the 2017 Amended Budget with an explanation of significant changes.

ANALYSIS

See attached.

FINANCIAL CONSIDERATIONS

See attached.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS


This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):


- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

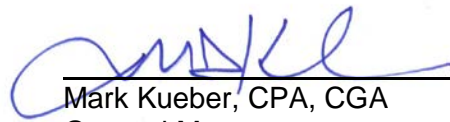
Reviewed by:



 Lyle Smith, CPA, CGA
 Assistant Manager



 Sharon Moss, CPA, CGA
 Manager



 Mark Kueber, CPA, CGA
 General Manager

ATTACHMENTS:

- Attachment A – Function 111 – Grant in Aid – Area A
- Attachment B – Function 112 – Grant in Aid – Area B
- Attachment C – Function 113 – Grant in Aid – Area C
- Attachment D – Function 114 – Grant in Aid – Area D
- Attachment E – Function 115 – Grant in Aid – Area E
- Attachment F – Function 116 – Grant in Aid – Area F
- Attachment G – Function 117 – Grant in Aid – Area G
- Attachment H – Function 118 – Grant in Aid – Area I



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 111 - GRANTS IN AID - AREA A

Attachment A

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-3	0	0		
	Total GRANTS	0	0	-3	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-10,800	-10,800	-14,703	-14,703	0		
	Total REQUISITION	-10,800	-10,800	-14,703	-14,703	0	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-4,200	-4,200	-297	-297	-10,334		
	Total SURPLUS/DEFICIT - CURR	-4,200	-4,200	-297	-297	-10,334	0	0
9120 TRANSFER FROM OPERATING RESERVE								
01-1-9120-0000	TSF FROM OPERATING RESEF	0	0	0	0	-1,008		
	Total TRANSFER FROM OPERA	0	0	0	0	-1,008	0	0
	Total OPERATING REVENUES	-15,000	-15,000	-15,003	-15,000	-11,342		
OPERATING EXPE								
1950 GRANTS TO ORGANIZATIONS								
01-2-1950-0000	GRANTS TO ORGANIZATIONS	0	14,797	0	14,831	10,689		
01-2-1950-0103	FRANCES KELSEY SECONDAF	2,000	0	2,000	0	0		
01-2-1950-0161	FRANCES KELSEY DRY GRAD	500	0	500	0	0		
01-2-1950-0183	MILL BAY COMMUNITY LEAGUI	0	0	1,000	0	0		
01-2-1950-0358	BAMBERTON HISTORICAL SOC	10,000	0	0	0	0		
01-2-1950-0422	COBBLE HILL EVENT SOCIETY	0	0	1,000	0	0		
01-2-1950-0427	MILL BAY TENNIS CLUB	2,000	0	0	0	0		
	Total GRANTS TO ORGANIZATIC	14,500	14,797	4,500	14,831	10,689	0	0
8050 GENERAL GOVERNMENT CHARGE								
01-2-8050-4100	ALLOC - GENERAL GOVERNME	203	203	169	169	653		
	Total GENERAL GOVERNMENT	203	203	169	169	653	0	0
	Total OPERATING EXPENSES	14,703	15,000	4,669	15,000	11,342		
	Surplus/Deficit	-297	0	-10,334	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-15,000	-15,000	-15,003	-15,000	-11,342
Summary Total Expenses	14,703	15,000	4,669	15,000	11,342
Summary Surplus/Deficit	-297	0	-10,334	0	0

840

R45

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Grant in Aid - Area A

Function: 111

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$15,000	\$11,342	\$15,000	\$15,000	\$15,000	\$15,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$15,000	\$11,342	\$15,000	\$15,000	\$15,000	\$15,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	14,703	0	15,000	15,000	15,000	15,000
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve		1,008				
Other						
Debt Proceeds						
Surplus/(Deficit)	297	10,334				
TOTAL SOURCE OF FUNDS	\$15,000	\$11,342	\$15,000	\$15,000	\$15,000	\$15,000

2018 Year over Year Comparative Analysis

Function:

111 - Grant In Aid - Area A

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$14,703	\$0	-\$14,703	-100.00%
Explanation of increase/decrease:				
Increased Surplus carry forward			-10,037	-68.26%
Increased Transfer from Operating Reserves			-1,008	-6.86%
Decreased Grants to Organizations			-4,142	-28.17%
Increased allocation			484	3.29%
		Subtotal section A	-\$14,703	-100.00%

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	0	0.00%
	Subtotal section B	0.00%
	\$0	0.00%

842

Subtotal sections A + B	-\$14,703	-100.00%
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	-\$14,703	-100.00%
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$1,008

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 112 - GRANTS IN AID - AREA B

Attachment B

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-26	0	-8	0	0		
	Total GRANTS	-26	0	-8	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-10,000	-10,000	-10,000	-10,000	-10,000		
	Total REQUISITION	-10,000	-10,000	-10,000	-10,000	-10,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-9,500	-9,500	-8,311	-8,311	-11,353		
	Total SURPLUS/DEFICIT - CURR	-9,500	-9,500	-8,311	-8,311	-11,353	0	0
9120 TRANSFER FROM OPERATING RESERVE								
01-1-9120-0000	TSF FROM OPERATING RESEF	0	0	0	0	-67		
	Total TRANSFER FROM OPERATI	0	0	0	0	-67	0	0
	Total OPERATING REVENUES	-19,526	-19,500	-18,319	-18,311	-21,420		
OPERATING EXPE								
1950 GRANTS TO ORGANIZATIONS								
01-2-1950-0000	GRANTS TO ORGANIZATIONS	0	18,285	0	17,445	20,970		
01-2-1950-0103	FRANCES KELSEY SECONDAF	1,000	0	1,500	0	0		
01-2-1950-0105	SPIRIT OF WOMEN	0	0	250	0	0		
01-2-1950-0161	FRANCES KELSEY DRY GRAD	0	0	500	0	0		
01-2-1950-0176	DRY GRAD-COWICHAN SECON	0	0	500	0	0		
01-2-1950-0205	COWICHAN SECONDARY SCHI	1,000	0	1,500	0	0		
01-2-1950-0224	COW VALLEY FAMILY CAREGIV	1,500	0	0	0	0		
01-2-1950-0387	SHAWNIGAN RESIDENTS ASSC	6,500	0	1,500	0	0		
01-2-1950-0430	VICTORIA AQUA SKI CLUB OF	0	0	350	0	0		
	Total GRANTS TO ORGANIZATIC	10,000	18,285	6,100	17,445	20,970	0	0
8050 GENERAL GOVERNMENT CHARGE								
01-2-8050-4100	ALLOC - GENERAL GOVERNME	1,215	1,215	866	866	450		
	Total GENERAL GOVERNMENT C	1,215	1,215	866	866	450	0	0
	Total OPERATING EXPENSES	11,215	19,500	6,966	18,311	21,420		
	Surplus/Deficit	-8,311	0	-11,353	0	0		

R45

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-19,526	-19,500	-18,319	-18,311	-21,420
Summary Total Expenses	11,215	19,500	6,966	18,311	21,420
Summary Surplus/Deficit	-8,311	0	-11,353	0	0

844

R45

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Grant in Aid - Area B

Function: 112

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$18,311	\$21,420	\$20,000	\$20,000	\$20,000	\$20,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$18,311	\$21,420	\$20,000	\$20,000	\$20,000	\$20,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$10,000	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve		67				
Other						
Debt Proceeds						
Surplus/(Deficit)	8,311	11,353				
TOTAL SOURCE OF FUNDS	\$18,311	\$21,420	\$20,000	\$20,000	\$20,000	\$20,000

2018 Year over Year Comparative Analysis

Function:

112 - Grant In Aid - Area B

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$10,000	\$10,000	\$0	0.00%
Explanation of increase/decrease:				
Increased Surplus carry forward			-3,042	-30.42%
Increased Transfer from Operating Reserves			-67	-0.67%
Decreased Grants to Organizations			3,525	35.25%
Increased allocation			-416	-4.16%
		Subtotal section A	\$0	0.00%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

846

Subtotal sections A + B	\$0	0.00%
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	\$0	0.00%
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$67

Cowichan Valley Regional District
 Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 113 - GRANTS IN AID - AREA C

Attachment C

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-4	0	0		
	Total GRANTS	0	0	-4	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-20,000	-20,000	-80,000	-80,000	0		
	Total REQUISITION	-20,000	-20,000	-80,000	-80,000	0	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-10,000	-10,000	-6,059	-6,059	-25,000		
	Total SURPLUS/DEFICIT - CURR	-10,000	-10,000	-6,059	-6,059	-25,000	0	0
	Total OPERATING REVENUES	-30,000	-30,000	-86,063	-86,059	-25,000		
OPERATING EXPE								
1950 GRANTS TO ORGANIZATIONS								
01-2-1950-0000	GRANTS TO ORGANIZATIONS	0	29,309	0	85,766	23,954		
01-2-1950-0103	FRANCES KELSEY SECONDAR	0	0	1,000	0	0		
01-2-1950-0161	FRANCES KELSEY DRY GRAD	0	0	500	0	0		
01-2-1950-0205	COWICHAN SECONDARY SCH	0	0	1,500	0	0		
01-2-1950-0291	COWICHAN GREEN COMMUNI	2,000	0	0	0	0		
01-2-1950-0325	SHAWNIGAN COBBLE HILL FAF	3,500	0	5,500	0	0		
01-2-1950-0350	COWICHAN STATION AREA AS	0	0	500	0	0		
01-2-1950-0377	EVERGREEN INDEPENDENT S	500	0	0	0	0		
01-2-1950-0401	SOUTH COWICHAN SENIORS	1,500	0	0	0	0		
01-2-1950-0422	COBBLE HILL EVENT SOCIETY	15,750	0	20,000	0	0		
01-2-1950-0429	ARBUTUS RIDGE STRATA COU	0	0	1,000	0	0		
	Total GRANTS TO ORGANIZATIO	23,250	29,309	30,000	85,766	23,954	0	0
8050 GENERAL GOVERNMENT CHARGE								
01-2-8050-4100	ALLOC - GENERAL GOVERNME	691	691	293	293	1,046		
	Total GENERAL GOVERNMENT C	691	691	293	293	1,046	0	0
	Total OPERATING EXPENSES	23,941	30,000	30,293	86,059	25,000		
	Surplus/Deficit	-6,059	0	-55,770	0	0		

847

R45

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-30,000	-30,000	-86,063	-86,059	-25,000
Summary Total Expenses	23,941	30,000	30,293	86,059	25,000
Summary Surplus/Deficit	-6,059	0	-55,770	0	0

848

R45

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Grant in Aid - Area C

Function: 113

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$86,059	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$86,059	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	80,000		25,000	25,000	25,000	25,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	6,059	25,000				
TOTAL SOURCE OF FUNDS	\$86,059	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

2018 Year over Year Comparative Analysis

Function:

113 - Grant In Aid - Area C

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$80,000	\$0	-\$80,000	-100.00%
Explanation of increase/decrease:				
Increased Surplus carry forward			-18,941	-23.68%
Decreased Grants to Organizations			-61,812	-77.27%
Increased allocation			753	0.94%
		Subtotal section A	-\$80,000	-100.00%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

850

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

	Subtotal sections A + B + C	-\$80,000	-100.00%
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Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 was \$309

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 114 - GRANTS IN AID - AREA D

Attachment D

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-12,700	-12,700	-12,400	-12,400	-14,542		
Total REQUISITION	-12,700	-12,700	-12,400	-12,400	-14,542	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000 SURPLUS/DEFICIT	-2,300	-2,300	-2,600	-2,600	-58		
Total SURPLUS/DEFICIT - CURR	-2,300	-2,300	-2,600	-2,600	-58	0	0
Total OPERATING REVENUES	-15,000	-15,000	-15,000	-15,000	-14,600		
OPERATING EXPE							
1950 GRANTS TO ORGANIZATIONS							
01-1-1950-0000 GRANTS TO ORGANIZATIONS	0	14,350	0	14,458	14,071		
01-1-1950-0103 FRANCES KELSEY SECONDAF	1,000	0	1,000	0	0		
01-2-1950-0105 SPIRIT OF WOMEN	250	0	500	0	0		
01-2-1950-0108 COWICHAN BAY IMPROVEMEN	3,000	0	1,000	0	0		
01-2-1950-0161 FRANCES KELSEY DRY GRAD	500	0	500	0	0		
01-2-1950-0205 COWICHAN SECONDARY SCHI	0	0	1,000	0	0		
01-2-1950-0207 COWICHAN ESTUARY PRESEF	5,500	0	0	0	0		
01-2-1950-0350 COWICHAN STATION AREA AS:	0	0	3,000	0	0		
01-2-1950-0366 CITTASLOW COWICHAN	0	0	2,000	0	0		
01-2-1950-0374 COWICHAN MUSIC FESTIVAL E	0	0	2,500	0	0		
01-2-1950-0414 KAATZA HISTORICAL SOCIETY	0	0	1,000	0	0		
01-2-1950-0423 VIU MASTERS PLANNING PRO	500	0	0	0	0		
01-2-1950-0424 SOUTH COWICHAN LAWN & TE	1,000	0	500	0	0		
01-2-1950-0428 ONE COWICHAN	0	0	1,000	0	0		
Total GRANTS TO ORGANIZATIC	11,750	14,350	14,000	14,458	14,071	0	0
8050 GENERAL GOVERNMENT CHARGE							
01-2-8050-4100 ALLOC - GENERAL GOVERNME	650	650	542	542	529		
Total GENERAL GOVERNMENT C	650	650	542	542	529	0	0
Total OPERATING EXPENSES	12,400	15,000	14,542	15,000	14,600		
Surplus/Deficit	-2,600	0	-458	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-15,000	-15,000	-15,000	-15,000	-14,600
Summary Total Expenses	12,400	15,000	14,542	15,000	14,600
Summary Surplus/Deficit	-2,600	0	-458	0	0

852

R45

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Grant in Aid - Area D

Function: 114

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$15,000	\$14,600	\$15,000	\$15,000	\$15,000	\$15,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$15,000	\$14,600	\$15,000	\$15,000	\$15,000	\$15,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	12,400	14,542	15,000	15,000	15,000	15,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	2,600	58				
TOTAL SOURCE OF FUNDS	\$15,000	\$14,600	\$15,000	\$15,000	\$15,000	\$15,000

853

R45

2018 Year over Year Comparative Analysis

Function:

114 - Grant In Aid - Area D

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$12,400	\$14,542	\$2,142	17.27%
Explanation of increase/decrease:				
Decreased Surplus carry forward			2,542	20.50%
Increased Transfer from Operating Reserves			0	0.00%
Decreased Grants to Organizations			-387	-3.12%
Decreased allocation			-13	-0.10%
	Subtotal section A		\$2,142	17.27%

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	0	0.00%
	\$0	0.00%
	Subtotal section B	

854

	Subtotal sections A + B		\$2,142	17.27%
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C		\$0	0.00%

	Subtotal sections A + B + C		\$2,142	17.27%
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 115 - GRANTS IN AID - AREA E

Attachment E

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-10,000	-10,000	-10,000	-10,000	-10,000		
Total REQUISITION	-10,000	-10,000	-10,000	-10,000	-10,000	0	0
9120 TRANSFER FROM OPERATING RESERVE							
01-1-9120-0000 TSF FROM OPERATING RESEF	0	0	0	-3,097	-47		
Total TRANSFER FROM OPERA	0	0	0	-3,097	-47	0	0
Total OPERATING REVENUES	-10,000	-10,000	-10,000	-13,097	-10,047		
OPERATING EXPE							
1950 GRANTS TO ORGANIZATIONS							
01-1-1950-0000 GRANTS TO ORGANIZATIONS	0	9,647	0	12,802	9,615		
01-1-1950-0118 GLENORA COMMUNITY ASSOC	0	0	600	0	0		
01-2-1950-0161 FRANCES KELSEY DRY GRAD	0	0	100	0	0		
01-2-1950-0350 COWICHAN STATION AREA AS	7,600	0	1,380	0	0		
01-2-1950-0379 COWICHAN VALLEY NATURALI	0	0	500	0	0		
01-2-1950-0411 ALEXANDER SCHOOL DISTRIC	500	0	0	0	0		
01-2-1950-0412 WINDFEST NITINAT LAKE	0	0	500	0	0		
01-2-1950-0419 COWICHAN VALLEY COMMUNI	1,500	0	0	0	0		
Total GRANTS TO ORGANIZATIC	9,600	9,647	3,080	12,802	9,615	0	0
8050 GENERAL GOVERNMENT CHARGE							
01-2-8050-4100 ALLOC - GENERAL GOVERNME	353	353	295	295	432		
Total GENERAL GOVERNMENT (353	353	295	295	432	0	0
Total OPERATING EXPENSES	9,953	10,000	3,375	13,097	10,047		
Surplus/Deficit	-47	0	-6,625	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-10,000	-10,000	-10,000	-13,097	-10,047
Summary Total Expenses	9,953	10,000	3,375	13,097	10,047
Summary Surplus/Deficit	-47	0	-6,625	0	0

856

R45

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Grant in Aid - Area E

Function: 115

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$13,097	\$10,047	\$10,000	\$10,000	\$10,000	\$10,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$13,097	\$10,047	\$10,000	\$10,000	\$10,000	\$10,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Transfer from Operating Reserve	3,097					
Surplus/(Deficit)		47				
TOTAL SOURCE OF FUNDS	\$13,097	\$10,047	\$10,000	\$10,000	\$10,000	\$10,000

2018 Year over Year Comparative Analysis

Function:

115 - Grant In Aid - Area E

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$10,000	\$10,000	\$0	0.00%
Explanation of increase/decrease:				
Decreased Transfer from Operating Reserve			3,050	30.50%
Increased allocation			137	1.37%
Decreased Grants to Organizations			-3,187	-31.87%
		Subtotal section A	\$0	0.00%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

858

Subtotal sections A + B **\$0** **0.00%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$0** **0.00%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$47

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 116 - GRANTS IN AID - AREA F

Attachment F

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-29	0	-22	0	0		
	Total GRANTS	-29	0	-22	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-20,000	-20,000	-15,273	-15,273	-13,050		
	Total REQUISITION	-20,000	-20,000	-15,273	-15,273	-13,050	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-5,000	-5,000	-7,727	-7,727	-3,576		
	Total SURPLUS/DEFICIT - CURR	-5,000	-5,000	-7,727	-7,727	-3,576	0	0
9120 TRANSFER FROM OPERATING RESERVE								
01-1-9120-0000	TSF FROM OPERATING RESEF	0	0	0	0	-8,374		
	Total TRANSFER FROM OPERATI	0	0	0	0	-8,374	0	0
	Total OPERATING REVENUES	-25,029	-25,000	-23,022	-23,000	-25,000		
OPERATING EXPE								
1950 GRANTS TO ORGANIZATIONS								
01-2-1950-0000	GRANTS TO ORGANIZATIONS	0	24,248	0	22,104	24,278		
01-2-1950-0144	COWICHAN LAKE DISTRICT CH	7,500	0	7,500	0	0		
01-2-1950-0174	CAYCUSE VOLUNTEER FIRE D	5,000	0	5,000	0	0		
01-2-1950-0225	HONEYMOON BAY COMMUNIT	0	0	500	0	0		
01-2-1950-0243	LAKE DAYS SOCIETY	550	0	550	0	0		
01-2-1950-0267	HONEYMOON BAY FIREFIGHTI	0	0	1,500	0	0		
01-2-1950-0304	COWICHAN LAKE LADY OF TH	0	0	2,000	0	0		
01-2-1950-0326	COWICHAN VALLEY COMMUNI	500	0	500	0	0		
01-2-1950-0364	LAKE COWICHAN SECONDAR)	1,000	0	0	0	0		
01-2-1950-0412	WINDFEST NITINAT LAKE	1,000	0	1,000	0	0		
01-2-1950-0421	LAKE COWICHAN FOOD BANK	500	0	0	0	0		
	Total GRANTS TO ORGANIZATIC	16,050	24,248	18,550	22,104	24,278	0	0
8050 GENERAL GOVERNMENT CHARGE								
01-2-8050-4100	ALLOC - GENERAL GOVERNME	752	752	896	896	722		
	Total GENERAL GOVERNMENT (752	752	896	896	722	0	0
	Total OPERATING EXPENSES	16,802	25,000	19,446	23,000	25,000		

R45



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
116 - GRANTS IN AID - AREA F

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Surplus/Deficit	-8,227	0	-3,576	0	0

860

R45

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-25,029	-25,000	-23,022	-23,000	-25,000
Summary Total Expenses	16,802	25,000	19,446	23,000	25,000
Summary Surplus/Deficit	-8,227	0	-3,576	0	0

861

R45

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Grant in Aid - Area F

Function: 116

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$23,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$23,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$15,273	\$13,050	\$25,000	\$25,000	\$25,000	\$25,000
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve		8,374				
Other						
Debt Proceeds						
Surplus/(Deficit)	7,727	3,576				
TOTAL SOURCE OF FUNDS	\$23,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

2018 Year over Year Comparative Analysis

Function:

116 - Grant In Aid - Area F

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$15,273	\$13,050	-\$2,223	-14.56%
Explanation of increase/decrease:				
Decreased Surplus carry forward			4,151	27.18%
Increased Transfer from Operating Reserves			-8,374	-54.83%
Increased Grants to Organizations			2,174	14.23%
Decreased allocation			-174	-1.14%
	Subtotal section A		-\$2,223	-14.56%

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	0	0.00%
	Subtotal section B	0.00%
	\$0	0.00%

863

Subtotal sections A + B	-\$2,223	-14.56%
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	-\$2,223	-14.56%
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$8,374



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 117 - GRANTS IN AID - AREA G

Attachment G

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-5,000	-5,000	-6,000	-6,000	-6,000		
Total REQUISITION	-5,000	-5,000	-6,000	-6,000	-6,000	0	0
Total OPERATING REVENUES	-5,000	-5,000	-6,000	-6,000	-6,000		
OPERATING EXPE							
1950 GRANTS TO ORGANIZATIONS							
01-2-1950-0000 GRANTS TO ORGANIZATIONS	0	4,932	0	5,950	5,797		
01-2-1950-0318 CHEMAINUS SECONDARY SCH	1,000	0	0	0	0		
01-2-1950-0329 SALTAIR & DISTRICT RATEPAY	1,000	0	250	0	0		
01-2-1950-0361 NANAIMO-LADYSMITH SCHOO	500	0	500	0	0		
01-2-1950-0426 SALTAIR COMMUNITY SOCIET	2,000	0	0	0	0		
01-2-1950-0431 THETIS ISLAND PARENTS ASS	0	0	345	0	0		
Total GRANTS TO ORGANIZATIONS	4,500	4,932	1,095	5,950	5,797	0	0
8050 GENERAL GOVERNMENT CHARGE							
01-2-8050-4100 ALLOC - GENERAL GOVERNMENT	68	68	50	50	203		
Total GENERAL GOVERNMENT CHARGE	68	68	50	50	203	0	0
Total OPERATING EXPENSES	4,568	5,000	1,145	6,000	6,000		
Surplus/Deficit	-432	0	-4,855	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-5,000	-5,000	-6,000	-6,000	-6,000
Summary Total Expenses	4,568	5,000	1,145	6,000	6,000
Summary Surplus/Deficit	-432	0	-4,855	0	0

865

R45

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Grant in Aid - Area G

Function: 117

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	6,000	6,000	6,000	6,000	6,000	6,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000

2018 Year over Year Comparative Analysis

Function:

117 - Grant In Aid - Area G

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$6,000	\$6,000	\$0	0.00%

Explanation of increase/decrease:

Decreased Grants to Organizations
Increased allocation

-153	-2.55%
153	2.55%
Subtotal section A	\$0
	0.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B	\$0
	0.00%

867

Subtotal sections A + B **\$0** **0.00%**

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$0** **0.00%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$2,249



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 118 - GRANTS IN AID - AREA I

Attachment H

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-25,000	-25,000	-5,000	-5,000	-5,591		
Total REQUISITION	-25,000	-25,000	-5,000	-5,000	-5,591	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000 SURPLUS/DEFICIT	-4,249	-4,249	-15,248	-15,248	-10,014		
Total SURPLUS/DEFICIT - CURR	-4,249	-4,249	-15,248	-15,248	-10,014	0	0
Total OPERATING REVENUES	-29,249	-29,249	-20,248	-20,248	-15,605		
OPERATING EXPE							
1950 GRANTS TO ORGANIZATIONS							
01-2-1950-0000 GRANTS TO ORGANIZATIONS	0	28,698	0	19,564	15,000		
01-2-1950-0144 COWICHAN LAKE DISTRICT CH	7,500	0	7,500	0	0		
01-2-1950-0243 LAKE DAYS SOCIETY	550	0	550	0	0		
01-2-1950-0304 COWICHAN LAKE LADY OF TH	2,000	0	0	0	0		
01-2-1950-0324 LAKE COWICHAN SECONDARY	500	0	500	0	0		
01-2-1950-0326 COWICHAN VALLEY COMMUNI	500	0	500	0	0		
01-2-1950-0364 LAKE COWICHAN SECONDARY	500	0	0	0	0		
01-2-1950-0425 YUBOU COMMUNITY ASSOCI	1,900	0	500	0	0		
Total GRANTS TO ORGANIZATIO	13,450	28,698	9,550	19,564	15,000	0	0
8050 GENERAL GOVERNMENT CHARGE							
01-2-8050-4100 ALLOC - GENERAL GOVERNME	551	551	684	684	605		
Total GENERAL GOVERNMENT CH	551	551	684	684	605	0	0
Total OPERATING EXPENSES	14,001	29,249	10,234	20,248	15,605		
Surplus/Deficit	-15,248	0	-10,014	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-29,249	-29,249	-20,248	-20,248	-15,605
Summary Total Expenses	14,001	29,249	10,234	20,248	15,605
Summary Surplus/Deficit	-15,248	0	-10,014	0	0

869

R45

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Grant in Aid - Area I

Function: 118

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	20,248	15,605	25,000	25,000	25,000	25,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$20,248	\$15,605	\$25,000	\$25,000	\$25,000	\$25,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	5,000	5,591	25,000	25,000	25,000	25,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	15,248	10,014				
TOTAL SOURCE OF FUNDS	\$20,248	\$15,605	\$25,000	\$25,000	\$25,000	\$25,000

2018 Year over Year Comparative Analysis

Function:

118 - Grant In Aid - Area I

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$5,000	\$5,591	\$591	11.82%
Explanation of increase/decrease:				
Decreased Surplus carry forward			5,234	104.68%
Decreased Grants to Organizations			-4,564	-91.28%
Decreased allocation			-79	-1.58%
	Subtotal section A		\$591	11.82%

B) Prior Year One-time Items

	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	0	0.00%
	\$0	0.00%
	Subtotal section B	

871

Subtotal sections A + B **\$591** **11.82%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
		\$0	\$0	0.00%
	Subtotal section C			

Subtotal sections A + B + C **\$591** **11.82%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 10, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Finance Division
Corporate Services Department

SUBJECT: 2018 Budget review – Grant Functions for Non Profit Organizations

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budgets for the Grant functions that provide financial assistance to Non-Profit Organizations.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 440 – Cowichan Sportsplex – Area A be approved.
2. That the 2018 Budget for Function 442 – Cowichan Sportsplex – Area C be approved.
3. That the 2018 Budget for Function 443 – Cowichan Sportsplex – Area D be approved.
4. That the 2018 Budget for Function 444 – Cowichan Sportsplex – Area E be approved.
5. That the 2018 Budget for Function 450 – Recreation – Mill Bay be approved.
6. That the 2018 Budget for Function 451 – Recreation - Glenora be approved.
7. That the 2018 Budget for Function 460 – Recreation – North Oyster be approved.
8. That the 2018 Budget for Function 461 – Cowichan Aquatic Centre Area E be approved.
9. That the 2018 Budget for Function 463 – Cowichan Wooden Boat Society be approved.
10. That the 2018 Budget for Function 465 – Cobble Hill Historical Society be approved.
11. That the 2018 Budget for Function 466 – Recreation – Cobble Hill be approved.
12. That the 2018 Budget for Function 467 – Shawnigan Lake Historical Society be approved.
13. That the 2018 Budget for Function 469 – Cowichan Station Assoc. – Area E be approved.
14. That the 2018 Budget for Function 470 – Frank Jameson Community Centre be approved.
15. That the 2018 Budget for Function 475 – Mill Bay/Malahat Historical Society be approved.
16. That the 2018 Budget for Function 478 – Cowichan Station Assoc. – Area B be approved.
17. That the 2018 Budget for Function 480 – Cowichan Aquatic Centre – Area F be approved.
18. That the 2018 Budget for Function 481 – Cowichan Aquatic Centre – Area I be approved.
19. That the 2018 Budget for Function 488 – Shawnigan Basin Society be approved.
20. That the 2018 Budget for Function 489 – Nature and Habitat Area I be approved.
21. That the 2018 Budget for Function 492 – Cowichan Lake Water Protection be approved.
22. That the 2018 Budget for Function 495 – South Cowichan Comm. Policing be approved.
23. That the 2018 Budget for Function 510 – Thetis Island Solid Waste & Recycling be approved.
24. That the 2018 Budget for Function 435 – Theatre – Area A be approved.
25. That the 2018 Budget for Function 436 – Theatre – Area B be approved.
26. That the 2018 Budget for Function 437 – Theatre – Area C be approved.
27. That the 2018 Budget for Function 438 – Theatre – North Cowichan be approved.
28. That the 2018 Budget for Function 439 – Theatre – Ladysmith be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One new change to the process was the preparation of the 2018 budget based

exclusively on core expenses and presenting any proposed non-core expenses as supplemental items.

Budgets were prepared for these functions based on submissions from organizations and/or prior year actuals. In addition, a comparative analysis worksheet was prepared contrasting the 2018 Draft Budget to the 2017 Amended Budget with an explanation of significant changes.

ANALYSIS

See attached.

FINANCIAL CONSIDERATIONS

See attached.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve the financial planning process and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per 3.3 of the CVRD's Regional Strategic Focus Areas.

Referred to (upon completion):


- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

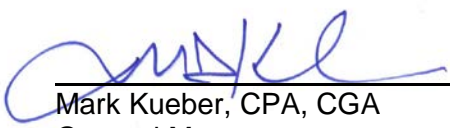
Reviewed by:



 Lyle Smith, CPA, CGA
 Assistant Manager



 Sharon Moss, CPA, CGA
 Manager



 Mark Kueber, CPA, CGA
 General Manager

ATTACHMENTS:

- Attachment A – Function 440 – Cowichan Sportsplex – Area A
- Attachment B – Function 442 – Cowichan Sportsplex – Area C
- Attachment C – Function 443 – Cowichan Sportsplex – Area D
- Attachment D – Function 444 – Cowichan Sportsplex – Area E

Attachment E – Function 450 – Recreation – Mill Bay
Attachment F – Function 451 – Recreation - Glenora
Attachment G – Function 460 – Recreation – North Oyster
Attachment H – Function 461 – Cowichan Aquatic Centre Area E
Attachment I – Function 463 – Cowichan Wooden Boat Society
Attachment J – Function 465 – Cobble Hill Historical Society
Attachment K – Function 466 – Recreation – Cobble Hill
Attachment L – Function 467 – Shawnigan Lake Historical Society
Attachment M – Function 469 – Cowichan Station Assoc. – Area E
Attachment N – Function 470 – Frank Jameson Community Centre
Attachment O – Function 475 – Mill Bay/Malahat Historical Society
Attachment P – Function 478 – Cowichan Station Assoc. – Area B
Attachment Q – Function 480 – Cowichan Aquatic Centre – Area F
Attachment R – Function 481 – Cowichan Aquatic Centre – Area I
Attachment S – Function 488 – Shawnigan Basin Society
Attachment T – Function 489 – Nature and Habitat Area I
Attachment U – Function 492 – Cowichan Lake Water Protection
Attachment V – Function 495 – South Cowichan Comm. Policing
Attachment W – Function 510 – Thetis Island Solid Waste & Recycling
Attachment X – Function 435 – Theatre – Area A
Attachment Y – Function 436 – Theatre – Area B
Attachment Z – Function 437 – Theatre – Area C
Attachment AA – Function 438 – Theatre – North Cowichan
Attachment AB – Function 439 – Theatre – Ladysmith



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 440 - COWICHAN SPORTSPLEX - AREA A

Attachment A

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-3	0	0		
	Total GRANTS	0	0	-3	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-13,065	-13,065	-13,989	-13,989	-15,668		
	Total REQUISITION	-13,065	-13,065	-13,989	-13,989	-15,668	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	0	0	-3		
	Total SURPLUS/DEFICIT - CURR	0	0	0	0	-3	0	0
	Total OPERATING REVENUES	-13,065	-13,065	-13,992	-13,989	-15,671		
OPERATING EXPENSES								
7183 GENERAL EXPENDITURES								
01-2-7183-4100	ALLOC - GENERAL GOVERNMENT	0	0	250	250	261		
01-2-7183-7540	GRANT TO ORGANIZATION	13,065	13,065	13,739	13,739	15,410		
	Total GENERAL EXPENDITURES	13,065	13,065	13,989	13,989	15,671	0	0
	Total OPERATING EXPENSES	13,065	13,065	13,989	13,989	15,671		
	Surplus/Deficit	0	0	-3	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-13,065	-13,065	-13,992	-13,989	-15,671
Summary Total Expenses	13,065	13,065	13,989	13,989	15,671
Summary Surplus/Deficit	0	0	-3	0	0

877

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Sportsplex - Area A

Function: 440

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$13,989	15,671	15,984	16,304	16,630	16,963
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$13,989	\$15,671	\$15,984	\$16,304	\$16,630	\$16,963
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	13,989	15,668	15,984	16,304	16,630	16,963
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)		3				
TOTAL SOURCE OF FUNDS	\$13,989	\$15,671	\$15,984	\$16,304	\$16,630	\$16,963

2018 Year over Year Comparative Analysis

Function: 440 - Cowichan Sportsplex - Area A

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$13,989	\$15,668	\$1,679	12.00%
Explanation of increase/decrease:			
Increased Grant to Organization		1,668	11.92%
Increased Allocations		11	0.08%
Subtotal section A		\$1,679	12.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
Subtotal section B	\$0
	0.00%

Subtotal sections A + B **\$1,679** **12.00%**

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$1,679** **12.00%**

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 442 - COWICHAN SPORTSPLEX - AREA C

Attachment B

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
2000 GRANTS							
01-1-2000-2100 FEDERAL GRANTS IN LIEU	0	0	-3	0	0		
Total GRANTS	0	0	-3	0	0	0	0
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-12,667	-12,667	-13,365	-13,365	-14,964		
Total REQUISITION	-12,667	-12,667	-13,365	-13,365	-14,964	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000 SURPLUS/DEFICIT	0	0	0	0	-3		
Total SURPLUS/DEFICIT - CURR	0	0	0	0	-3	0	0
Total OPERATING REVENUES	-12,667	-12,667	-13,368	-13,365	-14,967		
OPERATING EXPE							
7183 GENERAL EXPENDITURES							
01-2-7183-4100 ALLOC - GENERAL GOVERNME	0	0	242	242	253		
01-2-7183-7540 GRANT TO ORGANIZATION	12,667	12,667	13,123	13,123	14,714		
Total GENERAL EXPENDITURES	12,667	12,667	13,365	13,365	14,967	0	0
Total OPERATING EXPENSES	12,667	12,667	13,365	13,365	14,967		
Surplus/Deficit	0	0	-3	0	0		



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-12,667	-12,667	-13,368	-13,365	-14,967
Summary Total Expenses	12,667	12,667	13,365	13,365	14,967
Summary Surplus/Deficit	0	0	-3	0	0

881

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Sportsplex - Area C

Function: 442

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$13,365	14,967	15,266	15,572	15,883	16,200
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$13,365	\$14,967	\$15,266	\$15,572	\$15,883	\$16,200
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	13,365	14,964	15,266	15,572	15,883	16,200
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)		3				
TOTAL SOURCE OF FUNDS	\$13,365	\$14,967	\$15,266	\$15,572	\$15,883	\$16,200

2018 Year over Year Comparative Analysis

Function:

442 - Cowichan Sportsplex - Area C

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$13,365	\$14,964	\$1,599	11.96%
Explanation of increase/decrease:				
Increased Grant to Organization			1,588	11.88%
Increased Allocations			11	0.08%
		Subtotal section A	<u>\$1,599</u>	<u>11.96%</u>

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	Subtotal section B	<u>\$0</u>	<u>0.00%</u>

883

Subtotal sections A + B \$1,599 11.96%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
	Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$1,599 11.96%

Notes:

- 1) The Operating Reserve balance for this function as at December 31, 2107 is estimated to be \$0
- 2) The Capital Reserve balance for this function as at December 31, 2017 is estimated to be \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 443 - COWICHAN SPORTSPLEX - AREA D

Attachment C

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-7,959	-7,959	-8,474	-8,474	-9,281		
Total REQUISITION	-7,959	-7,959	-8,474	-8,474	-9,281	0	0
Total OPERATING REVENUES	-7,959	-7,959	-8,474	-8,474	-9,281		
OPERATING EXPE							
7183 GENERAL EXPENDITURES							
01-2-7183-4100 ALLOC - GENERAL GOVERNME	0	0	148	148	159		
01-2-7183-7540 GRANT TO ORGANIZATION	7,959	7,959	8,326	8,326	9,122		
Total GENERAL EXPENDITURES	7,959	7,959	8,474	8,474	9,281	0	0
Total OPERATING EXPENSES	7,959	7,959	8,474	8,474	9,281		
884 Surplus/Deficit	0	0	0	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-7,959	-7,959	-8,474	-8,474	-9,281
Summary Total Expenses	7,959	7,959	8,474	8,474	9,281
Summary Surplus/Deficit	0	0	0	0	0

885

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Sportsplex - Area D

Function: 443

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$8,474	9,281	9,467	9,656	9,849	10,046
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$8,474	\$9,281	\$9,467	\$9,656	\$9,849	\$10,046
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	8,474	9,281	9,467	9,656	9,849	10,046
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$8,474	\$9,281	\$9,467	\$9,656	\$9,849	\$10,046

2018 Year over Year Comparative Analysis

Function: 443 - Cowichan Sportsplex - Area D

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$8,474	\$9,281	\$807	9.52%
Explanation of increase/decrease:			
Increased Grant to Organization		796	9.39%
Increased Allocations		11	0.13%
Subtotal section A		\$807	9.52%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
Subtotal section B	\$0
	0.00%

Subtotal sections A + B **\$807** **9.52%**

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$807** **9.52%**

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 444 - COWICHAN SPORTSPLEX - AREA E

Attachment D

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-9,618	-9,618	-9,935	-9,935	-11,198		
Total REQUISITION	-9,618	-9,618	-9,935	-9,935	-11,198	0	0
Total OPERATING REVENUES	-9,618	-9,618	-9,935	-9,935	-11,198		
OPERATING EXPE							
7183 GENERAL EXPENDITURES							
01-2-7183-4100 ALLOC - GENERAL GOVERNME	0	0	181	181	192		
01-2-7183-7540 GRANT TO ORGANIZATION	9,618	9,618	9,754	9,754	11,006		
Total GENERAL EXPENDITURES	9,618	9,618	9,935	9,935	11,198	0	0
Total OPERATING EXPENSES	9,618	9,618	9,935	9,935	11,198		
000 Surplus/Deficit	0	0	0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-9,618	-9,618	-9,935	-9,935	-11,198
Summary Total Expenses	9,618	9,618	9,935	9,935	11,198
Summary Surplus/Deficit	0	0	0	0	0

889

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Sportsplex - Area E

Function: 444

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$9,935	11,198	11,422	11,650	11,883	12,121
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$9,935	\$11,198	\$11,422	\$11,650	\$11,883	\$12,121
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	9,935	11,198	11,422	11,650	11,883	12,121
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$9,935	\$11,198	\$11,422	\$11,650	\$11,883	\$12,121

2018 Year over Year Comparative Analysis

Function:

444 - Cowichan Sportsplex - Area E

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$9,935	\$11,198	\$1,263	12.71%
Explanation of increase/decrease:				
Increased Grant to Organization			1,252	12.60%
Increased Allocations			11	0.11%
		Subtotal section A	<u>\$1,263</u>	<u>12.71%</u>

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	Subtotal section B	<u>\$0</u>	<u>0.00%</u>

801

Subtotal sections A + B \$1,263 12.71%

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
				0.00%
	Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$1,263 12.71%

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 450 - RECREATION - MILL BAY

Attachment E

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-3	0	0		
Total GRANTS		0	0	-3	0	0	0	0
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARE	-10,000	-10,000	-10,000	-10,000	-10,000		
Total REQUISITION - SPECIFIED		-10,000	-10,000	-10,000	-10,000	-10,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	0	0	-3		
Total SURPLUS/DEFICIT - CURR		0	0	0	0	-3	0	0
9120 TRANSFER FROM OPERATING RESERVE								
01-20-0000	TSF FROM OPERATING RESEF	0	0	0	0	-302		
Total TRANSFER FROM OPERA		0	0	0	0	-302	0	0
Total OPERATING REV		-10,000	-10,000	-10,003	-10,000	-10,305		
OPERATING EXP								
7121 GENERAL RECREATION EXPEND								
01-2-7121-2370	INSURANCE - PROPERTY	1,642	1,902	1,902	1,902	1,902		
01-2-7121-4100	ALLOC - GENERAL GOVERNME	196	196	195	195	191		
01-2-7121-7193	CONTR. TO COMMUNITY FACIL	7,902	7,902	7,903	7,903	8,212		
Total GENERAL RECREATION E		9,740	10,000	10,000	10,000	10,305	0	0
Total OPERATING EXP		9,740	10,000	10,000	10,000	10,305		
Surplus/Deficit		-260	0	-3	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-10,000	-10,000	-10,003	-10,000	-10,305
Summary Total Expenses	9,740	10,000	10,000	10,000	10,305
Summary Surplus/Deficit	-260	0	-3	0	0

893

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Recreation - Mill Bay

Function: 450

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$10,000	\$10,305	\$10,000	\$10,000	\$10,000	\$10,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$10,000	\$10,305	\$10,000	\$10,000	\$10,000	\$10,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	10,000	10,000	10,000	10,000	10,000	10,000
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve		302				
Other						
Debt Proceeds						
Surplus/(Deficit)		3				
TOTAL SOURCE OF FUNDS	\$10,000	\$10,305	\$10,000	\$10,000	\$10,000	\$10,000

2018 Year over Year Comparative Analysis

Function: 450 - Recreation Mill Bay

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$10,000	\$10,000	\$0	0.00%
Explanation of increase/decrease:			0.00%
Subtotal section A		<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B	<u>\$0</u> <u>0.00%</u>

Subtotal sections A + B \$0 0.00%

Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 was \$302

805



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 451 - RECREATION - GLENORA

Attachment F

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-8,454	-8,454	-8,454	-8,454	-8,454		
Total REQUISITION	-8,454	-8,454	-8,454	-8,454	-8,454	0	0
Total OPERATING REVENUES	-8,454	-8,454	-8,454	-8,454	-8,454		
OPERATING EXPE							
7121 GENERAL RECREATION EXPEND							
01-2-7121-4100 ALLOC - GENERAL GOVERNME	185	185	185	185	165		
01-2-7121-7193 CONTR. TO COMMUNITY FACIL	8,269	8,269	8,269	8,269	8,289		
Total GENERAL RECREATION E:	8,454	8,454	8,454	8,454	8,454	0	0
Total OPERATING EXPENSES	8,454	8,454	8,454	8,454	8,454		
896 Surplus/Deficit	0	0	0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-8,454	-8,454	-8,454	-8,454	-8,454
Summary Total Expenses	8,454	8,454	8,454	8,454	8,454
Summary Surplus/Deficit	0	0	0	0	0

897

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Recreation - Glenora

Function: 451

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$8,454	\$8,454	\$8,454	\$8,454	\$8,454	\$8,454
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$8,454	\$8,454	\$8,454	\$8,454	\$8,454	\$8,454
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$8,454	\$8,454	\$8,454	\$8,454	\$8,454	\$8,454
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$8,454	\$8,454	\$8,454	\$8,454	\$8,454	\$8,454

2018 Year over Year Comparative Analysis

Function: 451 - Recreation Glenora

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$8,454	\$8,454	\$0	0.00%
Explanation of increase/decrease:			0.00%
Subtotal section A		<u>\$0</u>	<u>0.00%</u>

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B	<u>\$0</u> <u>0.00%</u>

Subtotal sections A + B \$0 0.00%

Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0

899



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 460 - RECREATION - NORTH OYSTER

Attachment G

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
7572 REQUISITION - SPECIFIED AREA								
01-1-7572-0000	REQUISITION - SPECIFIED ARE	-89,114	-89,114	-90,805	-90,805	-97,606		
	Total REQUISITION - SPECIFIED	-89,114	-89,114	-90,805	-90,805	-97,606	0	0
	Total OPERATING REVENUES	-89,114	-89,114	-90,805	-90,805	-97,606		
OPERATING EXPE								
7121 GENERAL RECREATION EXPEND								
01-2-7121-2372	INSURANCE DEDUCTIBLES	60	60	0	0	0		
01-2-7121-4100	ALLOC - GENERAL GOVERNMI	1,727	1,727	1,753	1,753	1,747		
01-2-7121-7541	GRANT TO LADYSMITH RECRE	87,327	87,327	89,052	89,052	95,859		
	Total GENERAL RECREATION E:	89,114	89,114	90,805	90,805	97,606	0	0
	Total OPERATING EXPENSES	89,114	89,114	90,805	90,805	97,606		
000	Surplus/Deficit	0	0	0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-89,114	-89,114	-90,805	-90,805	-97,606
Summary Total Expenses	89,114	89,114	90,805	90,805	97,606
Summary Surplus/Deficit	0	0	0	0	0

901

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Recreation - North Oyster

Function: 460

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$90,805	\$97,606	\$94,474	\$96,363	\$98,290	\$100,256
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$90,805	\$97,606	\$94,474	\$96,363	\$98,290	\$100,256
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$90,805	\$97,606	\$94,474	\$96,363	\$98,290	\$100,256
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$90,805	\$97,606	\$94,474	\$96,363	\$98,290	\$100,256

902

R46

2018 Year over Year Comparative Analysis

Function: 460 - Recreation N. Oyster

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$90,805	\$97,606	\$6,801	7.49%
Explanation of increase/decrease:	Increased Grant to Ladysmith Rec		6,807	7.50%
			-6	-0.01%
		Subtotal section A	<u>\$6,801</u>	<u>7.49%</u>

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	<u>\$0</u>	<u>0.00%</u>

903

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C	<u>\$6,801</u>	<u>7.49%</u>
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 461 - COWICHAN AQUATIC CENTRE-AREA E

Attachment H

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-23,000	-23,000	-23,837	-23,837	-26,868		
Total REQUISITION	-23,000	-23,000	-23,837	-23,837	-26,868	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000 SURPLUS/DEFICIT	855	855	0	0	0		
Total SURPLUS/DEFICIT - CURR	855	855	0	0	0	0	0
Total OPERATING REVENUES	-22,145	-22,145	-23,837	-23,837	-26,868		
OPERATING EXPE							
7183 GENERAL EXPENDITURES							
01-1-7183-4100 ALLOC - GENERAL GOVERNME	384	384	401	401	435		
01-1-7183-7540 GRANT TO ORGANIZATION	21,761	21,761	23,436	23,436	26,433		
Total GENERAL EXPENDITURES	22,145	22,145	23,837	23,837	26,868	0	0
Total OPERATING EXPENSES	22,145	22,145	23,837	23,837	26,868		
Surplus/Deficit	0	0	0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-22,145	-22,145	-23,837	-23,837	-26,868
Summary Total Expenses	22,145	22,145	23,837	23,837	26,868
Summary Surplus/Deficit	0	0	0	0	0

905

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Aquatic Centre - Area E

Function: 461

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$23,837	\$26,868	\$27,405	\$27,953	\$28,512	\$29,083
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$23,837	\$26,868	\$27,405	\$27,953	\$28,512	\$29,083
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$23,837	\$26,868	\$27,405	\$27,953	\$28,512	\$29,083
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$23,837	\$26,868	\$27,405	\$27,953	\$28,512	\$29,083

2018 Year over Year Comparative Analysis

Function: 461 - Cowichan Aquatic Centre Area E

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$23,837	\$26,868	\$3,031	12.72%
Explanation of increase/decrease:			
Increased Grant to Organization		2,997	12.57%
Increased Allocations		34	0.14%
Subtotal section A		\$3,031	12.72%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
Subtotal section B	\$0
	0.00%

Subtotal sections A + B **\$3,031** **12.72%**

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$3,031** **12.72%**

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$0

907



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 463 - COWICHAN WOODEN BOAT SOCIETY

Attachment I

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-13,553	-13,553	-13,553	-13,553	-13,553		
Total REQUISITION	-13,553	-13,553	-13,553	-13,553	-13,553	0	0
Total OPERATING REVENUES	-13,553	-13,553	-13,553	-13,553	-13,553		
OPERATING EXPE							
7183 GENERAL EXPENDITURES							
01-2-7183-4100 ALLOC - GENERAL GOVERNME	196	196	268	268	267		
01-2-7183-7548 GRANT TO HISTORICAL SOCIE	13,357	13,357	13,285	13,285	13,286		
Total GENERAL EXPENDITURES	13,553	13,553	13,553	13,553	13,553	0	0
Total OPERATING EXPENSES	13,553	13,553	13,553	13,553	13,553		
906 Surplus/Deficit	0	0	0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-13,553	-13,553	-13,553	-13,553	-13,553
Summary Total Expenses	13,553	13,553	13,553	13,553	13,553
Summary Surplus/Deficit	0	0	0	0	0

606

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Wooden Boat Society

Function: 463

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$13,553	\$13,553	\$13,600	\$13,600	\$13,600	\$13,600
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$13,553	\$13,553	\$13,600	\$13,600	\$13,600	\$13,600
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	13,553	\$13,553	\$13,600	\$13,600	\$13,600	\$13,600
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$13,553	\$13,553	\$13,600	\$13,600	\$13,600	\$13,600

2018 Year over Year Comparative Analysis

Function:

463 - Cowichan Wooden Boat Soc

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$13,553	\$13,553	\$0	0.00%

Explanation of increase/decrease:

	0.00%
	0.00%
	0.00%
Subtotal section A	0.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B	0.00%

011

Subtotal sections A + B	\$0	0.00%
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C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	\$0	0.00%
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Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 465 - COBBLE HILL HIST. SOCIETY

Attachment J

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-3	0	0		
	Total GRANTS	0	0	-3	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-15,000	-15,000	-15,000	-15,000	-11,300		
	Total REQUISITION	-15,000	-15,000	-15,000	-15,000	-11,300	0	0
	Total OPERATING REVENUES	-15,000	-15,000	-15,003	-15,000	-11,300		
OPERATING EXPE								
7121 GENERAL RECREATION EXPEND								
01-1-7121-21-4100	ALLOC - GENERAL GOVERNME	10	10	300	300	300		
01-1-7121-21-7548	GRANT TO HISTORICAL SOCIE	14,990	14,990	14,700	14,700	11,000		
	Total GENERAL RECREATION E	15,000	15,000	15,000	15,000	11,300	0	0
	Total OPERATING EXPENSES	15,000	15,000	15,000	15,000	11,300		
	Surplus/Deficit	0	0	-3	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-15,000	-15,000	-15,003	-15,000	-11,300
Summary Total Expenses	15,000	15,000	15,000	15,000	11,300
Summary Surplus/Deficit	0	0	-3	0	0

913

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cobble Hill Historical Society

Function: 465

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	15,000	11,300	15,000	15,000	15,000	15,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$15,000	\$11,300	\$15,000	\$15,000	\$15,000	\$15,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	15,000	11,300	15,000	15,000	15,000	15,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$15,000	\$11,300	\$15,000	\$15,000	\$15,000	\$15,000

2018 Year over Year Comparative Analysis

Function:

465 - Cobble Hill Historical Soc.

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$15,000	\$11,300	-\$3,700	-24.67%
Explanation of increase/decrease:	Decreased Grant to Historical Society		-3,700	-24.67%
		Subtotal section A	-\$3,700	-24.67%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

015

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%
		Subtotal sections A + B + C	-\$3,700	-24.67%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 466 - RECREATION - COBBLE HILL HALL

Attachment K

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-4	0	0		
	Total GRANTS	0	0	-4	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-18,000	-18,000	-22,500	-22,500	-22,500		
	Total REQUISITION	-18,000	-18,000	-22,500	-22,500	-22,500	0	0
9009 TRANSFER FROM GAS TAX RESERVE								
01-1-9009-0000	TSF FROM GAS TAX RESERVE	-90,716	-23,000	0	-25,000	0		
	Total TRANSFER FROM GAS TA:	-90,716	-23,000	0	-25,000	0	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-10-0000	SURPLUS/DEFICIT	0	0	0	0	-4		
	Total SURPLUS/DEFICIT - CURR	0	0	0	0	-4	0	0
	Total OPERATING REVENUES	-108,716	-41,000	-22,504	-47,500	-22,504		
OPERATING EXPE								
7121 GENERAL RECREATION EXPEND								
01-2-7121-4100	ALLOC - GENERAL GOVERNME	856	856	1,921	1,921	2,157		
01-2-7121-7542	GRANT TO COBBLE HILL HALL	107,860	40,144	20,579	45,579	20,347		
	Total GENERAL RECREATION E:	108,716	41,000	22,500	47,500	22,504	0	0
	Total OPERATING EXPENSES	108,716	41,000	22,500	47,500	22,504		
	Surplus/Deficit	0	0	-4	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-108,716	-41,000	-22,504	-47,500	-22,504
Summary Total Expenses	108,716	41,000	22,500	47,500	22,504
Summary Surplus/Deficit	0	0	-4	0	0

917

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Recreation - Cobble Hill

Function: 466

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$47,500	\$22,504	\$18,000	\$18,000	\$18,000	\$18,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$47,500	\$22,504	\$18,000	\$18,000	\$18,000	\$18,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$22,500	\$22,500	\$18,000	\$18,000	\$18,000	\$18,000
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve	25,000					
Other						
Debt Proceeds						
Surplus/(Deficit)		4				
TOTAL SOURCE OF FUNDS	\$47,500	\$22,504	\$18,000	\$18,000	\$18,000	\$18,000

2018 Year over Year Comparative Analysis

Function:

466 - Recreation Cobble Hill

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$22,500	\$22,500	\$0	0.00%
Explanation of increase/decrease:				
Decreased Grant to Senior Centre			-232	-1.03%
Increased allocation			236	1.05%
Increased Surplus revenue			-4	-0.02%
		Subtotal section A	\$0	0.00%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	Removal of \$25K in Gas Tax funding for completed project	0	0.00%
		Subtotal section B	0.00%

019

Subtotal sections A + B **\$0** **0.00%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$0** **0.00%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 467 - SHAWNIGAN LAKE HIST. SOCIETY

Attachment L

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-15	0	-14	0	0		
	Total GRANTS	-15	0	-14	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-17,000	-17,000	-18,100	-18,100	-18,100		
	Total REQUISITION	-17,000	-17,000	-18,100	-18,100	-18,100	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-18	-18	-15	-15	-14		
	Total SURPLUS/DEFICIT - CURR	-18	-18	-15	-15	-14	0	0
	Total OPERATING REVENUES	-17,033	-17,018	-18,129	-18,115	-18,114		
920 NG EXPE								
7121 GENERAL RECREATION EXPEND								
01-2-7121-2372	INSURANCE DEDUCTIBLES	12	12	0	0	0		
01-2-7121-4100	ALLOC - GENERAL GOVERNME	334	334	333	333	333		
01-2-7121-7548	GRANT TO HISTORICAL SOCIE	16,672	16,672	17,782	17,782	17,781		
	Total GENERAL RECREATION E:	17,018	17,018	18,115	18,115	18,114	0	0
	Total OPERATING EXPENSES	17,018	17,018	18,115	18,115	18,114		
	Surplus/Deficit	-15	0	-14	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-17,033	-17,018	-18,129	-18,115	-18,114
Summary Total Expenses	17,018	17,018	18,115	18,115	18,114
Summary Surplus/Deficit	-15	0	-14	0	0

921

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shawnigan Lake Historical Society

Function: 467

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$18,115	\$18,114	\$17,015	\$17,015	\$17,015	\$17,015
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$18,115	\$18,114	\$17,015	\$17,015	\$17,015	\$17,015
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	18,100	18,100	17,015	17,015	17,015	17,015
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	15	14				
TOTAL SOURCE OF FUNDS	\$18,115	\$18,114	\$17,015	\$17,015	\$17,015	\$17,015

922

R46

2018 Year over Year Comparative Analysis

Function:

467 - Shawnigan Lake Hist. Soc.

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$18,100	\$18,100	\$0	0.00%

Explanation of increase/decrease:

0.00%

0.00%

0.00%

Subtotal section A \$0 0.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B <u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 was \$0

2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 469 - COWICHAN STATION ASSOC- AREA E

Attachment M

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
2000 GRANTS							
01-1-2000-2100 FEDERAL GRANTS IN LIEU	-4	0	0	0	0		
Total GRANTS	-4	0	0	0	0	0	0
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-21,506	-21,506	-21,520	-21,520	-21,520		
Total REQUISITION	-21,506	-21,506	-21,520	-21,520	-21,520	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000 SURPLUS/DEFICIT	0	0	-4	-4	0		
Total SURPLUS/DEFICIT - CURR	0	0	-4	-4	0	0	0
Total OPERATING REVENUES	-21,510	-21,506	-21,524	-21,524	-21,520		
OPERATING EXPENSES							
7183 GENERAL EXPENDITURES							
01-2-7183-2372 INSURANCE DEDUCTIBLES	14	14	0	0	0		
01-2-7183-4100 ALLOC - GENERAL GOVERNMENT	394	394	426	426	422		
01-2-7183-7540 GRANT TO ORGANIZATION	21,098	21,098	21,098	21,098	21,098		
Total GENERAL EXPENDITURES	21,506	21,506	21,524	21,524	21,520	0	0
Total OPERATING EXPENSES	21,506	21,506	21,524	21,524	21,520		
Surplus/Deficit	-4	0	-0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-21,510	-21,506	-21,524	-21,524	-21,520
Summary Total Expenses	21,506	21,506	21,524	21,524	21,520
Summary Surplus/Deficit	-4	0	-0	0	0

925

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Station Association - Area E

Function: 469

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$21,524	\$21,520	\$21,524	\$21,524	\$21,524	\$21,524
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$21,524	\$21,520	\$21,524	\$21,524	\$21,524	\$21,524
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	21,520	\$21,520	\$21,524	\$21,524	\$21,524	\$21,524
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	4					
TOTAL SOURCE OF FUNDS	\$21,524	\$21,520	\$21,524	\$21,524	\$21,524	\$21,524

2018 Year over Year Comparative Analysis

Function:

469 - Cowichan Station - Area E

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$21,520	\$21,520	\$0	0.00%

Explanation of increase/decrease:

	0.00%
	0.00%
	0.00%
Subtotal section A	0.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B	0.00%

927

Subtotal sections A + B	0.00%
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C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	0.00%
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Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 470 - FRANK JAMESON COMMUNITY CENTRE

Attachment N

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
7572 REQUISITION - SPECIFIED AREA							
01-1-7572-0000 REQUISITION - SPECIFIED ARE	-40,000	-40,000	-40,000	-40,000	-40,000		
Total REQUISITION - SPECIFIED	-40,000	-40,000	-40,000	-40,000	-40,000	0	0
Total OPERATING REV	-40,000	-40,000	-40,000	-40,000	-40,000		
OPERATING EXP							
7121 GENERAL RECREATION EXPEND							
01-2-7121-2372 INSURANCE DEDUCTIBLES	27	27	0	0	0		
01-2-7121-4100 ALLOC - GENERAL GOVERNMI	775	784	784	784	784		
01-2-7121-7543 GRANT TO FRANK JAMESON C	39,198	39,189	39,216	39,216	39,216		
Total GENERAL RECREATION E:	40,000	40,000	40,000	40,000	40,000	0	0
Total OPERATING EXP	40,000	40,000	40,000	40,000	40,000		
928 Surplus/Deficit	0	0	0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-40,000	-40,000	-40,000	-40,000	-40,000
Summary Total Expenses	40,000	40,000	40,000	40,000	40,000
Summary Surplus/Deficit	0	0	0	0	0

929

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Frank Jameson Community Centre

Function: 470

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
SOURCES OF FUNDS						
Requisition/Parcel Tax	40,000	40,000	40,000	40,000	40,000	40,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000

2018 Year over Year Comparative Analysis

Function:

470 - Frank Jameson Comm. Ctre

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$40,000	\$40,000	\$0	0.00%

Explanation of increase/decrease:

0.00%
0.00%
0.00%

Subtotal section A \$0 0.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B <u>\$0</u>	<u>0.00%</u>

031

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 475 - MILL BAY/MALAHAT HISTORICAL SO

Attachment O

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-3	0	0		
	Total GRANTS	0	0	-3	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-10,000	-10,000	-15,000	-15,000	-15,000		
	Total REQUISITION	-10,000	-10,000	-15,000	-15,000	-15,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	0	0	-3		
	Total SURPLUS/DEFICIT - CURR	0	0	0	0	-3	0	0
	Total OPERATING REVENUES	-10,000	-10,000	-15,003	-15,000	-15,003		
OPERATING EXPE								
7183 GENERAL EXPENDITURES								
01-2-7183-4100	ALLOC - GENERAL GOVERNME	196	196	196	196	196		
01-2-7183-7540	GRANT TO ORGANIZATION	9,804	9,804	14,804	14,804	14,807		
	Total GENERAL EXPENDITURES	10,000	10,000	15,000	15,000	15,003	0	0
	Total OPERATING EXPENSES	10,000	10,000	15,000	15,000	15,003		
	Surplus/Deficit	0	0	-3	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-10,000	-10,000	-15,003	-15,000	-15,003
Summary Total Expenses	10,000	10,000	15,000	15,000	15,003
Summary Surplus/Deficit	0	0	-3	0	0

933

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Mill Bay/Malahat Historical Society

Function: 475

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$15,000	\$15,003	\$10,000	\$10,000	\$10,000	\$10,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$15,000	\$15,003	\$10,000	\$10,000	\$10,000	\$10,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	15,000	15,000	10,000	10,000	10,000	10,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)		3				
TOTAL SOURCE OF FUNDS	\$15,000	\$15,003	\$10,000	\$10,000	\$10,000	\$10,000

934

R46

2018 Year over Year Comparative Analysis

Function:

475 - Mill Bay/Malahat Hist. Soc.

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$15,000	\$15,000	\$0	0.00%

Explanation of increase/decrease:

0.00%

0.00%

0.00%

Subtotal section A \$0 0.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B <u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 was \$0

2) The Capital Reserve balance for this function as at May 31, 2017 was \$0

035



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 478 - COWICHAN STATION ASSOC- AREA B

Attachment P

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
2000 GRANTS							
01-1-2000-2100 FEDERAL GRANTS IN LIEU	0	0	-4	0	0		
Total GRANTS	0	0	-4	0	0	0	0
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-4,995	-4,995	-5,000	-5,000	-5,000		
Total REQUISITION	-4,995	-4,995	-5,000	-5,000	-5,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000 SURPLUS/DEFICIT	-5	-5	0	0	-4		
Total SURPLUS/DEFICIT - CURR	-5	-5	0	0	-4	0	0
Total OPERATING REVENUES	-5,000	-5,000	-5,004	-5,000	-5,004		
OPERATING EXPENSE							
7183 GENERAL EXPENDITURES							
01-2-7183-4100 ALLOC - GENERAL GOVERNMENT	98	98	98	98	98		
01-2-7183-7540 GRANT TO ORGANIZATION	4,902	4,902	4,902	4,902	4,906		
Total GENERAL EXPENDITURES	5,000	5,000	5,000	5,000	5,004	0	0
Total OPERATING EXPENSES	5,000	5,000	5,000	5,000	5,004		
Surplus/Deficit	0	0	-4	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-5,000	-5,000	-5,004	-5,000	-5,004
Summary Total Expenses	5,000	5,000	5,000	5,000	5,004
Summary Surplus/Deficit	0	0	-4	0	0

937

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Station Association - Area B

Function: 478

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$5,000	\$5,004	\$5,000	\$5,000	\$5,000	\$5,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$5,000	\$5,004	\$5,000	\$5,000	\$5,000	\$5,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	5,000	5,000	5,000	5,000	5,000	5,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)		4				
TOTAL SOURCE OF FUNDS	\$5,000	\$5,004	\$5,000	\$5,000	\$5,000	\$5,000

938

R46

2018 Year over Year Comparative Analysis

Function:

478 - Cowichan Station - Area B

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$5,000	\$5,000	\$0	0.00%

Explanation of increase/decrease:

0.00%
0.00%
0.00%

Subtotal section A	<u>\$0</u>	<u>0.00%</u>
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B) Prior Year One-time Items

	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
	0	0.00%
Subtotal section B	<u>\$0</u>	<u>0.00%</u>

039

Subtotal sections A + B	<u>\$0</u>	<u>0.00%</u>
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C) Supplemental Items

	2018	Cost	Requisition	Requisition % Increase
			\$0	0.00%
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C	<u>\$0</u>	<u>0.00%</u>
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Notes:

- 1) The Operating Reserve balance for this function as at Dec 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at Dec 31, 2017 was \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 480 - COWICHAN AQUATIC CENTRE-AREA F

Attachment Q

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-10	0	-5	0	0		
	Total GRANTS	-10	0	-5	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-4,541	-4,541	-4,712	-4,712	-4,812		
	Total REQUISITION	-4,541	-4,541	-4,712	-4,712	-4,812	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	-10	-10	-4		
	Total SURPLUS/DEFICIT - CURR	0	0	-10	-10	-4	0	0
	Total OPERATING REVENUES	-4,551	-4,541	-4,726	-4,722	-4,816		
940 NG EXPE								
7183 GENERAL EXPENDITURES								
01-2-7183-4100	ALLOC - GENERAL GOVERNME	0	0	90	90	91		
01-2-7183-7540	GRANT TO ORGANIZATION	4,541	4,541	4,632	4,632	4,725		
	Total GENERAL EXPENDITURES	4,541	4,541	4,722	4,722	4,816	0	0
	Total OPERATING EXPENSES	4,541	4,541	4,722	4,722	4,816		
	Surplus/Deficit	-10	0	-4	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-4,551	-4,541	-4,726	-4,722	-4,816
Summary Total Expenses	4,541	4,541	4,722	4,722	4,816
Summary Surplus/Deficit	-10	0	-4	0	0

941

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Aquatic Centre - Area F

Function: 480

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$4,722	\$4,816	\$4,913	\$5,011	\$5,111	\$5,213
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$4,722	\$4,816	\$4,913	\$5,011	\$5,111	\$5,213
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$4,712	\$4,812	\$4,913	\$5,011	\$5,111	\$5,213
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	10	4				
TOTAL SOURCE OF FUNDS	\$4,722	\$4,816	\$4,913	\$5,011	\$5,111	\$5,213

2018 Year over Year Comparative Analysis

Function: 480 - Cowichan Aquatic Centre Area F

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$4,722	\$4,816	\$94	1.99%
Explanation of increase/decrease:			
Increased Grant to Organization		93	1.97%
Increased Allocations		1	0.02%
Subtotal section A		\$94	1.99%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
Subtotal section B	\$0
	0.00%

Subtotal sections A + B **\$94** **1.99%**

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$94** **1.99%**

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 481 - COWICHAN AQUATIC CENTRE-AREA I

Attachment R

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-4,541	-4,541	-4,722	-4,722	-4,816		
Total REQUISITION	-4,541	-4,541	-4,722	-4,722	-4,816	0	0
Total OPERATING REVENUES	-4,541	-4,541	-4,722	-4,722	-4,816		
OPERATING EXPE							
7183 GENERAL EXPENDITURES							
01-2-7183-4100 ALLOC - GENERAL GOVERNME	0	0	90	90	91		
01-2-7183-7540 GRANT TO ORGANIZATION	4,541	4,541	4,632	4,632	4,725		
Total GENERAL EXPENDITURES	4,541	4,541	4,722	4,722	4,816	0	0
Total OPERATING EXPENSES	4,541	4,541	4,722	4,722	4,816		
944 Surplus/Deficit	0	0	0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-4,541	-4,541	-4,722	-4,722	-4,816
Summary Total Expenses	4,541	4,541	4,722	4,722	4,816
Summary Surplus/Deficit	0	0	0	0	0

945

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Aquatic Centre - Area I

Function: 481

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$4,722	\$4,816	\$4,913	\$5,011	\$5,111	\$5,213
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$4,722	\$4,816	\$4,913	\$5,011	\$5,111	\$5,213
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$4,722	\$4,816	\$4,913	\$5,011	\$5,111	\$5,213
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$4,722	\$4,816	\$4,913	\$5,011	\$5,111	\$5,213

2018 Year over Year Comparative Analysis

Function: 481 - Cowichan Aquatic Centre Area I

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$4,712	\$4,812	\$100	2.12%
Explanation of increase/decrease:			
Increased Grant to Organization		99	2.10%
Increased Allocations		1	0.02%
Subtotal section A		\$100	2.12%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
Subtotal section B	\$0
	0.00%

Subtotal sections A + B **\$100** **2.12%**

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$100** **2.12%**

Notes:

- 1) The Operating Reserve balance for this function is \$0
- 2) The Capital Reserve balance for this function is \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 488 - SHAWNIGAN BASIN SOCIETY

Attachment S

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-42	0	-40	0	0		
	Total GRANTS	-42	0	-40	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-50,000	-50,000	-49,958	-49,958	-49,959		
	Total REQUISITION	-50,000	-50,000	-49,958	-49,958	-49,959	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	-42	-42	-41		
	Total SURPLUS/DEFICIT - CURR	0	0	-42	-42	-41	0	0
	Total OPERATING REVENUES	-50,042	-50,000	-50,041	-50,000	-50,000		
OPERATING EXPENSES								
7183 GENERAL EXPENDITURES								
01-2-7183-4100	ALLOC - GENERAL GOVERNMENT	1,000	1,000	980	980	980		
01-2-7183-7540	GRANT TO ORGANIZATION	49,000	49,000	49,020	49,020	49,020		
	Total GENERAL EXPENDITURES	50,000	50,000	50,000	50,000	50,000	0	0
	Total OPERATING EXPENSES	50,000	50,000	50,000	50,000	50,000		
	Surplus/Deficit	-42	0	-41	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-50,042	-50,000	-50,041	-50,000	-50,000
Summary Total Expenses	50,000	50,000	50,000	50,000	50,000
Summary Surplus/Deficit	-42	0	-41	0	0

949

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Shawnigan Basin Society

Function: 488

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	49,958	49,959	50,000	50,000	50,000	50,000
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	42	41				
TOTAL SOURCE OF FUNDS	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

950

R46

2018 Year over Year Comparative Analysis

Function:

488 - Shawnigan Basin Society

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$49,958	\$49,959	\$1	0.00%
Explanation of increase/decrease:	Decreased surplus		1	0.00%
			0.00%	0.00%
			0.00%	0.00%
		Subtotal section A	<u>\$1</u>	<u>0.00%</u>

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	<u>\$0</u>	<u>0.00%</u>

051

	Subtotal sections A + B	<u>\$1</u>	<u>0.00%</u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

	Subtotal sections A + B + C	<u>\$1</u>	<u>0.00%</u>
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Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 489 - NATURE AND HABITAT - AREA I

Attachment T

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
5510 INTEREST INCOME							
01-1-5510-0000 INTEREST INCOME	-277	-200	-195	-200	-200		
Total INTEREST INCOME	-277	-200	-195	-200	-200	0	0
7557 CONTRIBUTION FROM DEVELOPERS							
01-1-7557-0000 CONTRIBUTION FROM DEVELOPERS	-83	-9,800	0	-9,800	-9,800		
Total CONTRIBUTION FROM DEVELOPERS	-83	-9,800	0	-9,800	-9,800	0	0
Total OPERATING REVENUES	-360	-10,000	-195	-10,000	-10,000		
OPERATING EXPE							
1120 GENERAL EXPENDITURES							
01-1-1120-20-2338 CONTRACT FOR SERVICES	0	9,640	0	10,000	10,000		
01-1-1120-20-4100 ALLOC - GENERAL GOVERNMENT	360	360	0	0	0		
Total GENERAL EXPENDITURES	360	10,000	0	10,000	10,000	0	0
Total OPERATING EXPENSES	360	10,000	0	10,000	10,000		
Surplus/Deficit	0	0	-195	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-360	-10,000	-195	-10,000	-10,000
Summary Total Expenses	360	10,000	0	10,000	10,000
Summary Surplus/Deficit	0	0	-195	0	0

953

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Nature and Habitat - Area I

Function: 489

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$10,000	\$10,000	\$200	\$200	\$200	\$200
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$10,000	\$10,000	\$200	\$200	\$200	\$200
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Other	10,000	10,000	200	200	200	200
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$10,000	\$10,000	\$200	\$200	\$200	\$200

2018 Year over Year Comparative Analysis

Function:

489 - Nature & Habitat Area I

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$9,800	\$9,800	\$0	0.00%

Explanation of increase/decrease:

0.00%
0.00%
0.00%

Subtotal section A \$0 0.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B <u>\$0</u>	<u>0.00%</u>

055

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$14
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 492 - COWICHAN LAKE WATER PROTECTION

Attachment U

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REV							
5510 INTEREST INCOME							
01-1-5510-0000 INTEREST INCOME	-631	-800	-429	-800	-800		
Total INTEREST INCOME	-631	-800	-429	-800	-800	0	0
Total OPERATING REV	-631	-800	-429	-800	-800		
OPERATING EXP							
1120 GENERAL EXPENDITURES							
01-2-1120-2338 CONTRACT FOR SERVICES	0	440	0	800	800		
01-2-1120-4100 ALLOC - GENERAL GOVERNMENT	360	360	0	0	0		
Total GENERAL EXPENDITURES	360	800	0	800	800	0	0
Total OPERATING EXP	360	800	0	800	800		
056 Surplus/Deficit	-271	0	-429	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-631	-800	-429	-800	-800
Summary Total Expenses	360	800	0	800	800
Summary Surplus/Deficit	-271	0	-429	0	0

957

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Cowichan Lake Water Protection

Function: 492

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$800	\$800	\$800	\$800	\$800	\$800
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$800	\$800	\$800	\$800	\$800	\$800
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Other	800	800	800	800	800	800
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$800	\$800	\$800	\$800	\$800	\$800

058

R46

2018 Year over Year Comparative Analysis

Function:

492 - Cowichan Lake Water Prot

A) Core Budget

<u>2017 Revenue</u>	<u>Proposed 2018 Revenue</u>	<u>Revenue \$ Increase (Decrease)</u>	<u>Revenue % Increase (Decrease)</u>
\$800	\$800	\$0	0.00%

Explanation of increase/decrease:

0.00%

0.00%

0.00%

Subtotal section A \$0 0.00%

B) Prior Year One-time Items

<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
0	0.00%
Subtotal section B <u>\$0</u>	<u>0.00%</u>

059

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
		\$0	0.00%
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

1) The Operating Reserve balance for this function as at May 31, 2017 was \$2,086

2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 495 - SOUTH COWICHAN COMM POLICING

Attachment V

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-19	0	-22	0	0		
	Total GRANTS	-19	0	-22	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-45,000	-45,000	-60,000	-60,000	-60,000		
	Total REQUISITION	-45,000	-45,000	-60,000	-60,000	-60,000	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	-22	-22	-19	-19	-22		
	Total SURPLUS/DEFICIT - CURR	-22	-22	-19	-19	-22	0	0
	Total OPERATING REVENUES	-45,041	-45,022	-60,041	-60,019	-60,022		
OPERATING EXPE								
7183 GENERAL EXPENDITURES								
01-2-7183-2372	INSURANCE DEDUCTIBLES	31	31	0	0	0		
01-2-7183-4100	ALLOC - GENERAL GOVERNME	883	883	882	882	882		
01-2-7183-7546	GRANT TO COMMUNITY POLIC	44,108	44,108	59,137	59,137	59,140		
	Total GENERAL EXPENDITURES	45,022	45,022	60,019	60,019	60,022	0	0
	Total OPERATING EXPENSES	45,022	45,022	60,019	60,019	60,022		
	Surplus/Deficit	-19	0	-22	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-45,041	-45,022	-60,041	-60,019	-60,022
Summary Total Expenses	45,022	45,022	60,019	60,019	60,022
Summary Surplus/Deficit	-19	0	-22	0	0

961

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: South Cowichan Community Policing

Function: 495

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$60,019	\$60,022	\$60,019	\$60,019	\$60,019	\$60,019
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$60,019	\$60,022	\$60,019	\$60,019	\$60,019	\$60,019
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	60,000	60,000	60,019	60,019	60,019	60,019
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)	19	22				
TOTAL SOURCE OF FUNDS	\$60,019	\$60,022	\$60,019	\$60,019	\$60,019	\$60,019

2018 Year over Year Comparative Analysis

Function:

495 - S. Cow. Comm. Policing

A) Core Budget

2017 Requisition	Proposed 2018 Requisition	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
\$60,000	\$60,000	\$0	0.00%

Explanation of increase/decrease:

0.00%
0.00%
0.00%

Subtotal section A \$0 0.00%

B) Prior Year One-time Items

Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
0	0.00%
Subtotal section B <u>\$0</u>	<u>0.00%</u>

963

Subtotal sections A + B \$0 0.00%

C) Supplemental Items

2018	Cost	Requisition	Requisition % Increase
		\$0	0.00%
Subtotal section C	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C \$0 0.00%

Notes:

- 1) The Operating Reserve balance for this function as at May 31, 2017 was \$0
- 2) The Capital Reserve balance for this function as at May 31, 2017 was \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 510 - THETIS ISLAND SOLID WASTE & RE

Attachment W

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7574 REQUISITION - PARCEL TAX							
01-1-7574-0000 REQUISITION - PARCEL TAX	-28,441	-28,441	-22,213	-22,213	-26,546		
Total REQUISITION - PARCEL TA	-28,441	-28,441	-22,213	-22,213	-26,546	0	0
9009 TRANSFER FROM GAS TAX RESERVE							
01-1-9009-0000 TSF FROM GAS TAX RESERVE	0	-14,959	0	0	0		
Total TRANSFER FROM GAS TA	0	-14,959	0	0	0	0	0
Total OPERATING REVENUES	-28,441	-43,400	-22,213	-22,213	-26,546		
OPERATING EXPE							
7183 GENERAL EXPENDITURES							
01-1-7183-2372 INSURANCE DEDUCTIBLES	39	39	0	0	0		
01-1-7183-4100 ALLOC - GENERAL GOVERNME	1,112	1,112	1,313	1,313	546		
01-1-7183-7540 GRANT TO ORGANIZATION	27,290	42,249	20,900	20,900	26,000		
Total GENERAL EXPENDITURES	28,441	43,400	22,213	22,213	26,546	0	0
Total OPERATING EXPENSES	28,441	43,400	22,213	22,213	26,546		
Surplus/Deficit	0	0	0	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-28,441	-43,400	-22,213	-22,213	-26,546
Summary Total Expenses	28,441	43,400	22,213	22,213	26,546
Summary Surplus/Deficit	0	0	0	0	0

965

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Thetis Island Solid Waste & Recycling

Function: 510

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$22,213	\$26,546	\$22,213	\$22,213	\$22,213	\$22,213
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$22,213	\$26,546	\$22,213	\$22,213	\$22,213	\$22,213
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	22,213	\$26,546	\$22,213	\$22,213	\$22,213	\$22,213
User Fee						
Transfer from Capital Reserve						
Transfer from Gas Tax Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$22,213	\$26,546	\$22,213	\$22,213	\$22,213	\$22,213

2018 Year over Year Comparative Analysis

Function: 510 - Thetis Island Solid Waste

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$22,213	\$26,546	\$4,333	19.51%
Explanation of increase/decrease:	Increased grant to organization		5,100	22.96%
	Decreased allocation		-767	-3.45%
	Subtotal section A		\$4,333	19.51%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

967

Subtotal sections A + B **\$4,333** **19.51%**

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **\$4,333** **19.51%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 435 - THEATRE-ELECTORALA

Attachment X

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REV								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-9	0	0		
	Total GRANTS	0	0	-9	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-36,496	-36,496	-40,197	-40,197	-39,985		
	Total REQUISITION	-36,496	-36,496	-40,197	-40,197	-39,985	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	0	0	-9		
	Total SURPLUS/DEFICIT - CURR	0	0	0	0	-9	0	0
	Total OPERATING REV	-36,496	-36,496	-40,206	-40,197	-39,994		
OPERATING EXP								
7121 GENERAL RECREATION EXPEND								
01-2-7121-7545	GRANT - THEATRE	36,496	36,496	40,197	40,197	39,994		
	Total GENERAL RECREATION E:	36,496	36,496	40,197	40,197	39,994	0	0
	Total OPERATING EXP	36,496	36,496	40,197	40,197	39,994		
	Surplus/Deficit	0	0	-9	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-36,496	-36,496	-40,206	-40,197	-39,994
Summary Total Expenses	36,496	36,496	40,197	40,197	39,994
Summary Surplus/Deficit	0	0	-9	0	0

669

R46

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Theatre - Area A

Function: 435

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$40,197	\$39,994	\$41,821	\$42,657	\$43,511	\$43,512
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$40,197	\$39,994	\$41,821	\$42,657	\$43,511	\$43,512
SOURCES OF FUNDS						
Requisition/Parcel Tax	40,197	39,985	41,821	42,657	43,511	43,512
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)		9				
TOTAL SOURCE OF FUNDS	\$40,197	\$39,994	\$41,821	\$42,657	\$43,511	\$43,512

2018 Year over Year Comparative Analysis

Function: 435 - Theatre - Area A

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$40,197	\$39,985	-\$212	-0.53%
Explanation of increase/decrease:	Decreased grant to the Theatre		-203	-0.51%
			-9	-0.02%
		Subtotal section A	-\$212	-0.53%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

971

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	-\$212	-0.53%
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 436 - THEATRE-ELECTORAL B

Attachment Y

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-52	0	-49	0	0		
	Total GRANTS	-52	0	-49	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-60,927	-60,927	-65,180	-65,180	-63,094		
	Total REQUISITION	-60,927	-60,927	-65,180	-65,180	-63,094	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	0	0	-49		
	Total SURPLUS/DEFICIT - CURR	0	0	0	0	-49	0	0
9120 TRANSFER FROM OPERATING RESERVE								
01-9120-0000	TSF FROM OPERATING RESEF	0	0	0	0	-114		
	Total TRANSFER FROM OPERA	0	0	0	0	-114	0	0
	Total OPERATING REVENUES	-60,979	-60,927	-65,229	-65,180	-63,257		
OPERATING EXPE								
7121 GENERAL RECREATION EXPEND								
01-2-7121-7545	GRANT - THEATRE	60,927	60,927	65,180	65,180	63,257		
	Total GENERAL RECREATION E	60,927	60,927	65,180	65,180	63,257	0	0
	Total OPERATING EXPENSES	60,927	60,927	65,180	65,180	63,257		
	Surplus/Deficit	-52	0	-49	0	0		

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-60,979	-60,927	-65,229	-65,180	-63,257
Summary Total Expenses	60,927	60,927	65,180	65,180	63,257
Summary Surplus/Deficit	-52	0	-49	0	0

973

R46

COWICHAN VALLEY REGIONAL DISTRICT
2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Theatre - Area B

Function: 436

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$65,180	\$63,257	\$67,813	\$69,170	\$70,553	\$71,964
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$65,180	\$63,257	\$67,813	\$69,170	\$70,553	\$71,964
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	65,180	63,094	67,813	69,170	70,553	71,964
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve		114				
Other						
Debt Proceeds						
Surplus/(Deficit)		49				
TOTAL SOURCE OF FUNDS	\$65,180	\$63,257	\$67,813	\$69,170	\$70,553	\$71,964

2018 Year over Year Comparative Analysis

Function:

436 - Theatre - Area B

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$65,180	\$63,094	-\$2,086	-3.20%
Explanation of increase/decrease:	Decreased grant to the Theatre		-1,923	-2.95%
	Increased Transfer from Operating Reserve		-114	-0.17%
	Increased Surplus carry forward		-49	-0.08%
	Subtotal section A		-\$2,086	-3.20%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

975

	Subtotal sections A + B	-\$2,086	-3.20%
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

	Subtotal sections A + B + C	-\$2,086	-3.20%
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$114



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 437 - THEATRE-ELECTORAL AREA C

Attachment Z

		2016	2016	2017	2017	2018		
		ACTUAL	AMEND BUDGET	ACTUAL	AMEND BUDGET	DRAFT BUDGET		
OPERATING REVE								
2000 GRANTS								
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-14	0	0		
	Total GRANTS	0	0	-14	0	0	0	0
7571 REQUISITION								
01-1-7571-0000	REQUISITION	-70,453	-70,453	-75,920	-75,920	-75,705		
	Total REQUISITION	-70,453	-70,453	-75,920	-75,920	-75,705	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR								
01-1-9110-0000	SURPLUS/DEFICIT	0	0	0	0	-14		
	Total SURPLUS/DEFICIT - CURR	0	0	0	0	-14	0	0
	Total OPERATING REVENUES	-70,453	-70,453	-75,934	-75,920	-75,719		
976 NG EXPE								
7121 GENERAL RECREATION EXPEND								
01-2-7121-7545	GRANT - THEATRE	70,453	70,453	75,920	75,920	75,719		
	Total GENERAL RECREATION E:	70,453	70,453	75,920	75,920	75,719	0	0
	Total OPERATING EXPENSES	70,453	70,453	75,920	75,920	75,719		
	Surplus/Deficit	0	0	-14	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-70,453	-70,453	-75,934	-75,920	-75,719
Summary Total Expenses	70,453	70,453	75,920	75,920	75,719
Summary Surplus/Deficit	0	0	-14	0	0

977

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Theatre - Area C

Function: 437

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$75,920	\$75,719	\$78,987	\$80,567	\$82,178	\$83,822
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$75,920	\$75,719	\$78,987	\$80,567	\$82,178	\$83,822
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$75,920	\$75,705	\$78,987	\$80,567	\$82,178	\$83,822
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)		14				
TOTAL SOURCE OF FUNDS	\$75,920	\$75,719	\$78,987	\$80,567	\$82,178	\$83,822

2018 Year over Year Comparative Analysis

Function:

437 - Theatre - Area C

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$75,920	\$75,705	-\$215	-0.28%
Explanation of increase/decrease:	Decreased grant to the Theatre		-201	-0.26%
	Increased Surplus carry forward		-14	-0.02%
		Subtotal section A	-\$215	-0.28%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

979

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C	-\$215	-0.28%
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Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 438 - THEATRE-DIST N COWICHAN-NORTH

Attachment AA

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
2000 GRANTS							
01-1-2000-2101	PROVINCIAL GRANTS IN LIEU	0	0	-111	0	0	0
	Total GRANTS	0	0	-111	0	0	0
7571 REQUISITION							
01-1-7571-0000	REQUISITION	-126,440	-126,440	-131,401	-131,401	-126,268	
	Total REQUISITION	-126,440	-126,440	-131,401	-131,401	-126,268	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000	SURPLUS/DEFICIT	0	0	0	0	-111	
	Total SURPLUS/DEFICIT - CURR	0	0	0	0	-111	0
	Total OPERATING REVENUES	-126,440	-126,440	-131,512	-131,401	-126,379	
OPERATING EXPE							
7121 GENERAL RECREATION EXPEND							
01-2-7121-7545	GRANT - THEATRE	126,440	126,440	131,401	131,401	126,379	
	Total GENERAL RECREATION E:	126,440	126,440	131,401	131,401	126,379	0
	Total OPERATING EXPENSES	126,440	126,440	131,401	131,401	126,379	
	Surplus/Deficit	0	0	-111	0	0	

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-126,440	-126,440	-131,512	-131,401	-126,379
Summary Total Expenses	126,440	126,440	131,401	131,401	126,379
Summary Surplus/Deficit	0	0	-111	0	0

981

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Theatre - North Cowichan

Function: 438

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$131,401	\$126,379	\$136,710	\$139,444	\$142,233	\$145,078
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$131,401	\$126,379	\$136,710	\$139,444	\$142,233	\$145,078
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$131,401	\$126,268	\$136,710	\$139,444	\$142,233	\$145,078
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)		111				
TOTAL SOURCE OF FUNDS	\$131,401	\$126,379	\$136,710	\$139,444	\$142,233	\$145,078

2018 Year over Year Comparative Analysis

Function: 438 - Theatre - N. Cowichan

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$131,401	\$126,268	-\$5,133	-3.91%
Explanation of increase/decrease:	Decreased grant to the Theatre		-5,022	-3.82%
	Increased Surplus carry forward		-111	-0.08%
	Subtotal section A		-\$5,133	-3.91%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

083

C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%
	Subtotal sections A + B + C		-\$5,133	-3.91%

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 439 - THEATRE-TOWN OF LADYSMITH

Attachment AB

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET		
OPERATING REVE							
7571 REQUISITION							
01-1-7571-0000 REQUISITION	-46,967	-46,967	-49,822	-49,822	-49,571		
Total REQUISITION	-46,967	-46,967	-49,822	-49,822	-49,571	0	0
Total OPERATING REVENUES	-46,967	-46,967	-49,822	-49,822	-49,571		
OPERATING EXPE							
7121 GENERAL RECREATION EXPEND							
01-2-7121-7545 GRANT - THEATRE	46,967	46,967	49,822	49,822	49,571		
Total GENERAL RECREATION E:	46,967	46,967	49,822	49,822	49,571	0	0
Total OPERATING EXPENSES	46,967	46,967	49,822	49,822	49,571		
984 Surplus/Deficit	0	0	0	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2016 ACTUAL	2016 AMEND BUDGET	2017 ACTUAL	2017 AMEND BUDGET	2018 DRAFT BUDGET
Summary Total Revenues	-46,967	-46,967	-49,822	-49,822	-49,571
Summary Total Expenses	46,967	46,967	49,822	49,822	49,571
Summary Surplus/Deficit	0	0	0	0	0

985

R46

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Theatre - Ladysmith

Function: 439

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$49,822	\$49,571	\$51,835	\$52,872	\$53,929	\$55,008
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$49,822	\$49,571	\$51,835	\$52,872	\$53,929	\$55,008
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax	\$49,822	\$49,571	\$51,835	\$52,872	\$53,929	\$55,008
User Fee						
Transfer from Capital Reserve						
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$49,822	\$49,571	\$51,835	\$52,872	\$53,929	\$55,008

2018 Year over Year Comparative Analysis

Function: 439 - Theatre - Ladysmith

A) Core Budget

	<u>2017</u> <u>Requisition</u>	<u>Proposed</u> <u>2018</u> <u>Requisition</u>	<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
	\$49,822	\$49,571	-\$251	-0.50%
Explanation of increase/decrease: Decreased grant to the Theatre			-251	-0.50%
		Subtotal section A	-\$251	-0.50%

B) Prior Year One-time Items

		<u>Requisition</u> <u>\$ Increase</u> <u>(Decrease)</u>	<u>Requisition</u> <u>% Increase</u> <u>(Decrease)</u>
		0	0.00%
	Subtotal section B	\$0	0.00%

Subtotal sections A + B **-\$251** **-0.50%**

987

Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition</u> <u>% Increase</u>
			\$0	0.00%
	Subtotal section C	\$0	\$0	0.00%

Subtotal sections A + B + C **-\$251** **-0.50%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2017 is estimated to be \$0



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 25, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: General Manager
 Land Use Services Department
SUBJECT: 2018 EASC Budget Report
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to bring forward items for budget deliberations as identified by the EASC at the October 17, 2018 EASC pre-budget workshop.

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

A number of emergent potential budget items were identified subsequent to the preparation of the draft budgets. These items were brought forward to an EASC workshop for discussion. Through this process, a number of candidate items were identified as warranting inclusion in the 2018 budget deliberations.

ANALYSIS

Set out in the following table are the additional items identified at the workshop for inclusion in the 2018 budget deliberations.

Item	Rationale	Value	Budget
1. Developers Handbook	A “how to” handbook designed as a resource to applicants with regard to how to prepare development permit applications and how to plan for a development. The purpose is to improve the application process and facilitate a more constructive application experience for applicants.	\$15,000-20,000	325 Requisition (All EA's)
2. Design Charrette	Area F was identified as the next candidate for a village design charrette	\$70,000	325 Requisition (All EA's)
3. E.A. Directors Support Staff	To support EAD's in various capacities such as communications, meeting support etc.	\$45,000 (+28%)	250 Requisition
4. Planning Policy Support Staff (term)	A short-term position (up to 12 months) to assist the 3-person Policy Planning group in coordinating and delivering A) Harmonized OCP (Phase 1), B) Harmonized Zoning (Phase 1), C) 2050 - by September 2018	\$85,000 (+28%)	325 Requisition (All EA's) (funds potentially reallocated from OCP budgets E, F, I)

FINANCIAL CONSIDERATIONS

As above

COMMUNICATION CONSIDERATIONS

N/A

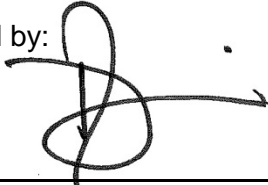
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

There is alignment with these proposed budget items with Strategic Plan priorities.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

Reviewed by:

Not Applicable
Not Applicable

Not Applicable
Not Applicable

ATTACHMENTS:

N/A



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 4, 2017
MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017
FROM: Community & Regional Planning Division
 Land Use Services Department
SUBJECT: 2018 Budget Review – Function 250 Electoral Area Services
FILE: Budget 250

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Function 250 - Electoral Area Services.

RECOMMENDED RESOLUTION

That the 2018 Budget for Function 250 - Electoral Area Services be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively upon core expenses and presenting any proposed non-core expenses as supplemental items.

Following this new process, this draft budget has been prepared for Function 250 – Electoral Area Services – based upon core expenses and existing service levels. Additionally, a comparative analysis worksheet has been prepared, in which the draft 2018 budget and the amended 2017 budget may be compared. Significant changes are highlighted on that sheet.

Function 250 funds election expenses, GIS allocation, director remuneration, general expenses as well as Electoral Area Directors UBCM, FCM, and AVICC conference costs. The source of revenue for this function is requisition.

ANALYSIS

Core Budget

Electoral Area Services comprises most Director expenses as well as the allocation for GIS services. It also contains election-related expenses.

The requisition in the 2018 budget has increased by \$82,960 (10.51%), primarily due to the following:

- 2018 is a general election year which causes increases to General Election expenses including a \$24,370 (218.96%) increase to payments for Election Officials, \$13,000 (260%) increase for Advertising and a \$50,000 increase for Supplies which is a new item in 2018 all of these expenditures are being funded with operating reserves so they have no impact on the requisition.
- Significantly higher “allocation budget” load of \$36,308 (7.68%).
- Various other items have been adjusted upward \$22,492 as well.
- Community information is at \$57,000 in 2018 however it is not being funded with operating reserves like it was last year.

It is likely that Budget 250 will enjoy a modest surplus at the end of 2017 but this does not affect this draft budget.

FINANCIAL CONSIDERATIONS

The Operating Reserve balance for Function 250 at May 31, 2017 was \$153,168.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

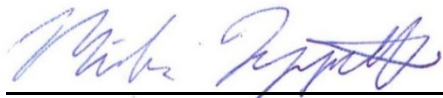
This budget process will improve financial planning and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Regional Strategic Focus Area Section 3.3.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

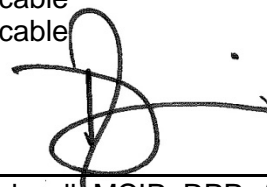
Prepared by:

Reviewed by:



Mike Tippett, MCIP, RPP
Manager

Not Applicable
Not Applicable



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 250 Vadim Budget
- Attachment B – 250 5 Year Plan
- Attachment C – 250 Year over Year Comparative Analysis

Cowichan Valley Regional District
Statement of Revenue and Expenditures



Budget Type : DRAFT BUDGET

ATTACHMENT A

Fiscal Year : 2018
 Period : 12
 Account Code : ??-?-????-???? To ??-?-????-????

Account Code	Account Description	Current Period	Year to Date	Budget Amt	variance	% Used
1	GENERAL REVENUE FUND					
250	ELECTORAL AREA SERVICES					
	OPERATING REVENUES					
17571	REQUISITION					
0000	REQUISITION	0	0	-982,311	-982,311	0
TOTAL	REQUISITION	0	0	-982,311	-982,311	0
TOTAL	OPERATING REVENUES	0	0	-982,311	-982,311	0
	OPERATING EXPENSES					
21120	GENERAL EXPENDITURES					
1190	DIRECTORS - REGULAR PAY	0	0	115,900	115,900	0
1400	BENEFITS	0	0	38,550	38,550	0
1810	DIRECTORS' EXPENSES	0	0	7,650	7,650	0
2000	COMMUNITY INFORMATION	0	0	57,000	57,000	0
2100	CONFERENCES & SEMINARS	0	0	25,000	25,000	0
2100	TRAVEL	0	0	8,500	8,500	0
2131	TELEPHONE	0	0	9,000	9,000	0
2372	INSURANCE DEDUCTIBLES	0	0	189	189	0
2475	MISCELLANEOUS EQUIPMENT	0	0	3,000	3,000	0
4100	ALLOC - GENERAL GOVERNMENT	0	0	30,372	30,372	0
4545	ALLOC - G.I.S.	0	0	478,940	478,940	0
5110	SUNDRY EXPENSES	0	0	2,500	2,500	0
5121	MEETING EXPENSES	0	0	5,000	5,000	0
9910	CONTINGENCY	0	0	2,000	2,000	0
TOTAL	GENERAL EXPENDITURES	0	0	783,601	783,601	0
21911	ELECTION EXPENDITURES					
1193	PAYMENTS - ELECTION OFFICIALS	0	0	35,500	35,500	0
1400	BENEFITS	0	0	710	710	0
2210	ADVERTISING	0	0	18,000	18,000	0
2611	RENTALS - BUILDINGS (SCHOOL)	0	0	6,000	6,000	0
5923	SUPPLIES	0	0	50,000	50,000	0
TOTAL	ELECTION EXPENDITURES	0	0	110,210	110,210	0
21912	ALTERNATIVE APPROVAL					
9910	CONTINGENCY	0	0	2,000	2,000	0
TOTAL	ALTERNATIVE APPROVAL	0	0	2,000	2,000	0
21921	U.B.C.M. CONVENTION					
1810	DIRECTORS' EXPENSES	0	0	19,000	19,000	0
1860	DIRECTORS' TRAVEL	0	0	3,500	3,500	0

Cowichan Valley Regional District
Statement of Revenue and Expenditures



Budget Type : DRAFT BUDGET

Fiscal Year : 2018
 Period : 12
 Account Code : ??-?-????-???? To ??-?-????-????

Account Code	Account Description	Current Period	Year to Date	Budget Amt	variance	% Used
1	GENERAL REVENUE FUND					
250	ELECTORAL AREA SERVICES					
2341	REGISTRAT/CONFERENCES/SEMINARS	0	0	8,000	8,000	0
2395	MEMBERSHIPS	0	0	14,000	14,000	0
TOTAL	U.B.C.M. CONVENTION	0	0	44,500	44,500	0
21922	A.V.I.C.C. EXPENDITURES					
1810	DIRECTORS' EXPENSES	0	0	5,000	5,000	0
1860	DIRECTORS' TRAVEL	0	0	1,500	1,500	0
2341	REGISTRAT/CONFERENCES/SEMINARS	0	0	2,000	2,000	0
2395	MEMBERSHIPS	0	0	3,500	3,500	0
TOTAL	A.V.I.C.C. EXPENDITURES	0	0	12,000	12,000	0
21923	F.C.M. EXPENDITURES					
1810	DIRECTORS' EXPENSES	0	0	12,000	12,000	0
1860	DIRECTORS' TRAVEL	0	0	5,000	5,000	0
2341	REGISTRAT/CONFERENCES/SEMINARS	0	0	8,000	8,000	0
2395	MEMBERSHIPS	0	0	5,000	5,000	0
TOTAL	F.C.M. EXPENDITURES	0	0	30,000	30,000	0
TOTAL	OPERATING EXPENSES	0	0	982,311	982,311	0
TOTAL	SURPLUS / DEFICIT	0	0	0	0	0
TOTAL	GENERAL REVENUE FUND	0	0	0	0	0

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Electoral Area Services

Function: 250

TOTAL EXPENDITURE	2017	2018	2019	2020	2021	2022
Operational Costs	\$836,141	\$982,311	\$908,923	\$927,101	\$945,643	\$1,059,555
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$836,141	\$982,311	\$908,923	\$927,101	\$945,643	\$1,059,555
<u>SOURCES OF FUNDS</u>						
Requisition	789,141	982,311	908,923	927,101	945,643	1,059,555
User Fee						
Transfer from Operating Reserve	47,000					
Other						
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$836,141	\$982,311	\$908,923	\$927,101	\$945,643	\$1,059,555

2018 Budget Review

ATTACHMENT C

Function: 250 - Electoral Area Services

A) Core Budget

	<u>2017 Requisition</u>	<u>Proposed 2018 Requisition</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$789,141	\$982,311	\$193,170	24.48%
Explanation of change:				
Increased budget for 2018 General Election			90,210	11.43%
Increased Wage expense (2017 and 2018 increases)			2,275	0.29%
Increased benefit expense due to increase in wages			768	0.10%
Increased Allocations			36,308	4.60%
Increased Conference/expenses/contingency			7,000	0.89%
Increased - Net increases minus net decreases for other items not listed			9,609	1.22%
Decreased transfer from operating reserve			47,000	5.96%
			<u>\$193,170</u>	<u>24.48%</u>

B) Prior Year One-time Items

	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
		0.00%
		0.00%
		<u>0.00%</u>
Subtotal section B		<u>0.00%</u>

Subtotal sections A + B	<u>\$193,170</u>	<u>24.48%</u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)		0	0	0.00%
		0	0	0.00%
2)		\$0	\$0	0.00%
		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
Subtotal section C		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C	<u>\$193,170</u>	<u>24.48%</u>
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Notes:

1) The Operating Reserve balance for function 250 on December 31, 2017 is estimated to be \$170,000.

098

R48



STAFF REPORT TO COMMITTEE

DATE OF REPORT October 3, 2017

MEETING TYPE & DATE Electoral Area Services Committee Meeting of November 1, 2017

FROM: Community & Regional Planning Division
Land Use Services Department

SUBJECT: 2018 Budget Review – Function 325 Community Planning

FILE: Budget 325

PURPOSE/INTRODUCTION

The purpose of this report is to present the 2018 Budget for Function 325 - Community Planning.

RECOMMENDED RESOLUTION

1. That the 2018 Budget for Function 325 - Community Planning be approved.
2. That the Supplementary request for additional office renovation work be approved.

BACKGROUND

The 2018 Budget Process and 2018 Budget Calendar were approved at the April 26, 2017 Board meeting. One change to the process was the preparation of the 2018 budget based exclusively upon core expenses and presenting any proposed non-core expenses as supplemental items.

Following this new process, this draft budget has been prepared for Function 325 – Community Planning – based upon core expenses and existing service levels. Additionally, a comparative analysis worksheet has been prepared, in which the draft 2018 budget and the amended 2017 budget may be compared. Significant changes are highlighted on that sheet.

Function 325 funds all community planning operations, including applications processing and community planning project and bylaw maintenance and amalgamation work. The primary source of revenue for this function is requisition, with fee revenue typically representing about 7% of the operating expenses.

ANALYSIS

Overall, the proposed requisition would be \$2,143,200, an increase of \$138,700 (6.92%) from the amended 2017 budget.

Core Budget

The Core budget represented an increase of \$221,468 which was offset by an \$82,768 decrease from prior year, one time items. The following items contributed to the core budget increase:

- Board-approved increases to 2018 “allocation budgets” accounts for \$44,805 of the core budget increase.
- Salaries and Benefits increased by \$125,000 (10.12%)
- Sundry expenses increased by \$47,500 (3,167%)
- \$4,163 of the proposed increase is attributable to adjustments intended to address inflation – estimated at 2% – and some additional resources to better insulate core operations against the effects of short-term staff turnover.

Budget 325 is weighted towards staff costs (>50%), because doing this work is very labour-intensive. Related staff expenses such as the mandatory Canadian Institute of Planners professional development, including conference attendance every second year, plus the hiring of student(s) to assist with our land use operations are also “core”, as are the associated administrative services.

The Planning Divisions are striving to rationalize and harmonize our regulatory documents as part of core operations. Committee direction on August 2nd confirmed this initiative as a top priority. This is a task that will take a considerable effort, and some additional resources are proposed to be incorporated into the core budget to expedite this program.

Prior year, one time items

The previously planned Cowichan Bay Charrette was not started in 2017 and is not planned for 2018. This represents a \$65,000 decrease to the 2018 budget. There was also a \$15,000 decrease for signs that are no longer needed. A further \$2,768 decrease was due to the retirement of a vehicle.

Supplemental Item

Staff are proposing \$50,000 in short-term debt funding from Budget 325 (with a complementary \$25K each in budgets 280 and 320) to supplement the \$200,000 already allocated in 2017 for first floor office renovations. This debt would result in \$10,609 in principal and interest payments that would need to be funded through requisition. The additional resources would enable a comprehensive noise mitigation plan and allow optimized utilization of available office space for the Land Use Services Department. Noise in particular, as well as lack of access to natural light in the cubicles has been a problem with respect to both staff morale and productivity. The supplemented budget should allow this to be dealt with in a comprehensive manner.

FINANCIAL CONSIDERATIONS

Information to the beginning of fall indicates that the 2017 budget for Function 325 is on track with predictions, with expenditures a bit lower than predicted, and applications almost exactly on pace to achieve the projected revenue of \$147,000. At this time, it seems likely that a modest surplus should be added to operating reserve at year-end.

Uncommitted capital reserves for function 325 stand at \$19,260 as of 2017, and an additional payment of \$6,000 is proposed in the 2018 budget, to bring this total to just over \$25,000. This transfer to reserve is intended to go towards a second staff vehicle. \$6,000 per year should be an adequate contribution to capital reserve for the two vehicle fleet.

The uncommitted operating reserves balance for Function 325 at May 31, 2017 is \$28,658.

COMMUNICATION CONSIDERATIONS

N/A

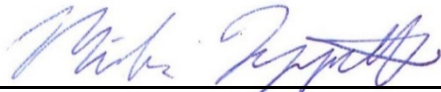
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This budget process will improve financial planning and supporting information to promote greater awareness of and confidence in the CVRD five-year financial plan as per Regional Strategic Focus Area Section 3.3.

Referred to (upon completion):

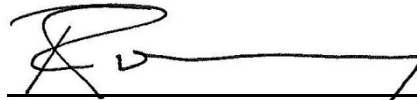
- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

Prepared by:

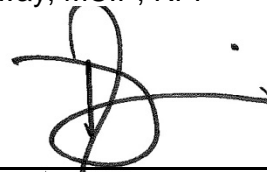


Mike Tippett, MCIP, RPP
Manager

Reviewed by:



Rob Conway, MCIP, RPP
Manager



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

- Attachment A – 325 Vadim Budget
- Attachment B – 325 5 Year Plan
- Attachment C – 325 Year over Year Comparative Analysis
- Attachment D – 325 Supplementary Request

Cowichan Valley Regional District
Statement of Revenue and Expenditures



ATTACHMENT A

Budget Type : DRAFT BUDGET

Fiscal Year : 2018
 Period : 12
 Account Code : ??-?-????-???? To ??-?-????-????

Account Code	Account Description	Current Period	Year to Date	Budget Amt	variance	% Used
1	GENERAL REVENUE FUND					
325	COMMUNITY PLANNING					
	OPERATING REVENUES					
12000	GRANTS					
2109	FEDERAL GAS TAX FUNDING	0	0	-100,000	-100,000	0
TOTAL	GRANTS	0	0	-100,000	-100,000	0
14771	SALES					
3610	PUBLICATIONS & BYLAWS	0	0	-200	-200	0
TOTAL	SALES	0	0	-200	-200	0
15100	FEES & PERMITS					
3515	SIGN PERMITS	0	0	-100	-100	0
3525	FILE REVIEW FEES	0	0	-1,000	-1,000	0
351	A.L.R. APPEAL FEES	0	0	-1,000	-1,000	0
351	SUBDIVISION APPLICATION FEES	0	0	-45,000	-45,000	0
351	OTHER PLANNING APPLICATION FEES	0	0	-60,000	-60,000	0
3570	DEVELOPMENT PERMITS	0	0	-50,000	-50,000	0
TOTAL	FEES & PERMITS	0	0	-157,100	-157,100	0
17571	REQUISITION					
0000	REQUISITION	0	0	-2,143,200	-2,143,200	0
TOTAL	REQUISITION	0	0	-2,143,200	-2,143,200	0
TOTAL	OPERATING REVENUES	0	0	-2,400,500	-2,400,500	0
	OPERATING EXPENSES					
26100	PLANNING EXPENDITURES					
1101	SALARIES/FULL TIME REGULAR	0	0	1,070,000	1,070,000	0
1400	BENEFITS	0	0	290,000	290,000	0
2111	TRAVEL	0	0	8,000	8,000	0
2121	POSTAGE	0	0	3,000	3,000	0
2122	COURIER & EXPRESS	0	0	1,000	1,000	0
2131	TELEPHONE	0	0	8,000	8,000	0
2210	ADVERTISING	0	0	5,000	5,000	0
1605	DEVELOPMENT PERMIT REVIEW	0	0	33,000	33,000	0
1609	AREA H OCP ZONING REVIEW	0	0	2,000	2,000	0
TOTAL	ADVERTISING	0	0	40,000	40,000	0
2229	PUBLICATIONS & BOOKS	0	0	1,500	1,500	0
2320	LEGAL SERVICES	0	0	40,000	40,000	0

R49

Cowichan Valley Regional District
Statement of Revenue and Expenditures



Budget Type : DRAFT BUDGET

Fiscal Year : 2018
 Period : 12
 Account Code : ??-?-????-???? To ??-?-????-????

Account Code	Account Description	Current Period	Year to Date	Budget Amt	variance	% Used
1	GENERAL REVENUE FUND					
325	COMMUNITY PLANNING					
TOTAL	LEGAL SERVICES	0	0	40,000	40,000	0
2327	LAND TITLES EXPENSES	0	0	3,000	3,000	0
2330	CONSULTANTS	0	0	10,000	10,000	0
2340	TRAINING & DEVELOPMENT	0	0	8,000	8,000	0
2341	REGISTRAT/CONFERENCES/SEMINARS	0	0	8,000	8,000	0
2371	INSURANCE - CASUALTY	0	0	450	450	0
2375	INSURANCE CLAIMS	0	0	4,000	4,000	0
2394	MEETING EXP.-COMMITTEE/COMMISS	0	0	3,500	3,500	0
2395	MEMBERSHIPS	0	0	6,500	6,500	0
2475	MISCELLANEOUS EQUIPMENT	0	0	15,000	15,000	0
2476	PURCHASED REPAIRS/OFFICE EQUIP	0	0	1,000	1,000	0
2532	COMPUTER SOFTWARE UPGRADE	0	0	10,000	10,000	0
2510	PURCHASED MTC. - PHOTOCOPIER	0	0	10,000	10,000	0
2510	B.C. ON-LINE	0	0	2,500	2,500	0
2610	RENTALS - BUILDING	0	0	4,500	4,500	0
4100	ALLOC - GENERAL GOVERNMENT	0	0	89,239	89,239	0
4150	ALLOC - BYLAW ENFORCEMENT	0	0	80,000	80,000	0
4200	ALLOC - BUILDING COSTS	0	0	250,711	250,711	0
4540	ALLOC - INFO TECHNOLOGY	0	0	94,016	94,016	0
4550	ALLOC - HUMAN RESOURCES	0	0	38,628	38,628	0
4560	ALLOC - LIABILITY INSURANCE	0	0	5,870	5,870	0
5110	SUNDRY EXPENSES	0	0	49,000	49,000	0
5126	REGIONAL SUSTAINABILITY	0	0	100,000	100,000	0
5910	PRINTING	0	0	1,000	1,000	0
5919	SAFETY SUPPLIES	0	0	1,000	1,000	0
5920	SUPPLIES - OFFICE	0	0	8,000	8,000	0
8150	BANK CHARGES	0	0	1,500	1,500	0
9910	CONTINGENCY	0	0	25,000	25,000	0
TOTAL	PLANNING EXPENDITURES	0	0	2,291,914	2,291,914	0
26130	AREA E OCP/ZONING					
2210	ADVERTISING	0	0	10,000	10,000	0
5110	SUNDRY EXPENSES	0	0	35,000	35,000	0
TOTAL	AREA E OCP/ZONING	0	0	45,000	45,000	0
26131	AREA F OCP/ZONING					
2210	ADVERTISING	0	0	2,000	2,000	0
5110	SUNDRY EXPENSES	0	0	20,000	20,000	0
TOTAL	AREA F OCP/ZONING	0	0	22,000	22,000	0

R49

Cowichan Valley Regional District
Statement of Revenue and Expenditures



Budget Type : DRAFT BUDGET

Fiscal Year : 2018
 Period : 12
 Account Code : ??-?-????-???? To ??-?-????-????

Account Code	Account Description	Current Period	Year to Date	Budget Amt	variance	% Used
1	GENERAL REVENUE FUND					
325	COMMUNITY PLANNING					
26132	AREA B NORTH PLAN					
2210	ADVERTISING	0	0	8,000	8,000	0
5110	SUNDRY EXPENSES	0	0	12,400	12,400	0
TOTAL	AREA B NORTH PLAN	0	0	20,400	20,400	0
26134	PLANNING VEHICLE #1					
2373	INSURANCE/AUTOMOTIVE EQUIPMENT	0	0	1,701	1,701	0
2470	PURCHASED REPAIRS - VEHICLES	0	0	300	300	0
2570	PURCHASED MAINTENANCE/VEHICLES	0	0	300	300	0
5310	FUEL & LUBRICANTS	0	0	550	550	0
TOTAL	PLANNING VEHICLE #1	0	0	2,851	2,851	0
2613F	PLANNING VEHICLE #2					
23	INSURANCE/AUTOMOTIVE EQUIPMENT	0	0	1,750	1,750	0
24	PURCHASED REPAIRS - VEHICLES	0	0	200	200	0
25	PURCHASED MAINTENANCE/VEHICLES	0	0	300	300	0
5310	FUEL & LUBRICANTS	0	0	1,200	1,200	0
TOTAL	PLANNING VEHICLE #2	0	0	3,450	3,450	0
27142	SUMMER STUDENT PROGRAM					
1204	WAGES - HOURLY	0	0	17,500	17,500	0
1400	BENEFITS	0	0	1,525	1,525	0
TOTAL	SUMMER STUDENT PROGRAM	0	0	19,025	19,025	0
28115	SHORT TERM DEBT					
8215	INTEREST	0	0	1,390	1,390	0
8216	PRINCIPAL	0	0	27,020	27,020	0
TOTAL	SHORT TERM DEBT	0	0	28,410	28,410	0
28241	TRANSFER TO CAPITAL RESERVE					
0000	TSF TO CAPITAL RESERVE	0	0	6,000	6,000	0
TOTAL	TRANSFER TO CAPITAL RESERVE	0	0	6,000	6,000	0
29900	INTERNAL RECOVERIES					
4102	ALLOC - PHOTOCOPY	0	0	-2,550	-2,550	0
4203	ALLOC - ENFORCEMENT & INSPECT	0	0	-15,000	-15,000	0
4204	ALLOC - GENERAL GOVERNMENT	0	0	-15,000	-15,000	0
4208	ALLOC - ANIMAL CONTROL	0	0	-6,000	-6,000	0
TOTAL	INTERNAL RECOVERIES	0	0	-38,550	-38,550	0
TOTAL	OPERATING EXPENSES	0	0	2,400,500	2,400,500	0

R49

Cowichan Valley Regional District
Statement of Revenue and Expenditures



Budget Type : DRAFT BUDGET

Fiscal Year : 2018
 Period : 12
 Account Code : ??-?-????-???? To ??-?-????-????

Account Code	Account Description	Current Period	Year to Date	Budget Amt	variance	% Used
1	GENERAL REVENUE FUND					
325	COMMUNITY PLANNING					
	CAPITAL REVENUES					
78250	M.F.A. FUNDING					
0002	M.F.A. FUNDING - SHORT TERM	0	0	-135,000	-135,000	0
TOTAL	M.F.A. FUNDING	0	0	-135,000	-135,000	0
TOTAL	CAPITAL REVENUES	0	0	-135,000	-135,000	0
	CAPITAL EXPENSES					
88221	TRANSFER/GENERAL CAPITAL					
6122	BUILDING IMPROVEMENTS	0	0	100,000	100,000	0
6126	VEHICLES & MACHINERY	0	0	35,000	35,000	0
TOTAL	TRANSFER/GENERAL CAPITAL	0	0	135,000	135,000	0
TOTAL	CAPITAL EXPENSES	0	0	135,000	135,000	0
TOTAL	SURPLUS / DEFICIT	0	0	0	0	0
TOTAL	GENERAL REVENUE FUND	0	0	0	0	0

1005

COWICHAN VALLEY REGIONAL DISTRICT

2018-2022 FINANCIAL EXPENDITURE PROGRAM

Service: Community Planning

Function: 325

TOTAL EXPENDITURE	2017	2018	2019*	2020	2021	2022
Operational Costs	\$2,223,608	\$2,404,640	\$2,484,100	\$2,533,800	\$2,584,500	\$2,636,200
Long Term Debt						
Short Term Debt	28,410	28,410	28,410	28,410	28,410	
Capital	135,000	135,000	135,000	135,000	135,000	
Transfer to Capital Reserve	3,590	6,000	6,000	6,000	6,000	6,500
TOTAL APPLICATION OF FUNDS	\$2,390,608	\$2,574,050	\$2,653,510	\$2,703,210	\$2,753,910	\$2,642,700
<u>SOURCES OF FUNDS</u>						
Requisition	2,004,500	2,143,200	2,358,510	2,406,210	2,453,910	2,477,700
User Fee	147,300	157,300	160,000	162,000	165,000	165,000
Transfer from Capital Reserve						
Other	100,000	138,550				
Debt Proceeds	135,000	135,000	135,000	135,000	135,000	
Surplus/(Deficit)	3,808					
TOTAL SOURCE OF FUNDS	\$2,390,608	\$2,574,050	\$2,653,510	\$2,703,210	\$2,753,910	\$2,642,700

*presuming A.O. Development Engineer starts in 2019

2017 Debt Short Term with Principal & Interest

Proposed	Amount	Maturity	P & I
Renovation	\$100,000	2021	21,000
Vehicle	\$35,000	2021	7,410
Total			\$28,410

1006

2018 Budget Review

ATTACHMENT C

Function: 325 - Community Planning

A) Core Budget

	<u>2017 Requisition</u>	<u>Proposed 2018 Requisition</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	\$789,141	\$982,311	\$193,170	24.48%
Explanation of change:				
Increased budget for 2018 General Election			90,210	0.00%
Increased Wage expense (2017 and 2018 increases)				0.00%
Increased benefit expense due to increase in wages				
Increased Allocations			44,805	1.06%
Increased Contingency			8,392	1.09%
Increased - Net increases minus net decreases for other items not listed			8,595	1.06%
				1.09%
Decreased transfer from operating reserve			47,000	5.96%
				0.00%
			Subtotal section A	10.26%
			<u>\$199,002</u>	<u>10.26%</u>

B) Prior Year One-time Items

		<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
	Cowichan Bay Charrette - not begun in 2017	(65,000)	-8.24%
	Area B North Plan - not begun in 2017	(15,000)	-1.90%
		Subtotal section B	-10.14%
		<u>-\$80,000</u>	<u>-10.14%</u>

Subtotal sections A + B	<u>\$119,002</u>	<u>0.12%</u>
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C) Supplemental Items

	<u>2018</u>	<u>Cost</u>	<u>Requisition</u>	<u>Requisition % Increase</u>
1)		0	0	0.00%
		0	0	0.00%
2)		\$0	\$0	0.00%
		Subtotal section C	\$0	0.00%
		<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>

Subtotal sections A + B + C	<u>\$119,002</u>	<u>0.12%</u>
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Notes:

- 1) The Operating Reserve balance for function 325 on December 31, 2017 is estimated to be \$80,000.
- 2) The Capital Reserve balance for function 325 on December 31, 2017 is estimated to be \$19,260.

1007

R49

2018 Budget - Supplemental Item														
Title First floor renovation supplement					Department LAND USE SERVICES									
Division COMMUNITY & REGIONAL PLANNING					Function 325 - Community Planning									
Type Capital - New					Priority 1									
Description														
The Board approved borrowing of up to \$100,000 from Budget 325 (plus a matching amount of \$100,000 from Budgets 320 and 279 combined) in the 2017 budget year to undertake office renovation on the first floor. This was done through short term borrowing of the total sum. Now that a designer has been retained by the purchasing manager, we believe that a supplement to the total project budget will be required to achieve the goal of accommodating existing Land Use Services staff and offering some room to grow. This supplement would amount to \$100,000 to be borrowed in 2018, shared between Budgets 325 (50%), 320 (25%) and 280 (25%).														
Benefits														
The scope of work proposed to the first floor is likely to be beyond the \$200,000 budget originally allocated. Key benefits include noise mitigation to improve staff productivity and morale, and optimization of available office space and working areas. Additionally, increased formal and informal meeting spaces will improve operational capability and provide additional capacity to accommodate additional staff, such as summer students.														
Risks														
The total 2017 budget amount of \$200,000 will not be sufficient to achieve the stated goals of the office renovation. Noise propagation throughout the first floor has proven to be a major problem for staff morale and productivity, and this would largely be unaddressed without the additional funding requested.														
Financial Information														
Capital								Operating						
Funding Sources	Total Funding	2018	2019	2020	2021	2022	5 Year Total	Funding Sources	2018	2019	2020	2021	2022	5 Year Total
Debt Proceeds	50,000	50,000					50,000	Requisition	10,609	10,609	10,609	10,609	10,609	53,046
							-							-
							-							-
	50,000	50,000	-	-	-	-	50,000		10,609	10,609	10,609	10,609	10,609	53,046
Expenses	Total Expenses	2018	2019	2020	2021	2022	5 Year Total	Expenses	2018	2019	2020	2021	2022	5 Year Total
Equipment	50,000	50,000					50,000	Debt servicing payments	10,609	10,609	10,609	10,609	10,609	53,046
							-							-
							-							-
	50,000	50,000	-	-	-	-	50,000		10,609	10,609	10,609	10,609	10,609	53,046
Administration														
Author Mike Tippett					Date Prepared Aug 23, 2017									
Approval Date Aug 23, 2017														

1008