



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Interim Chief Administrative Officer
Subject: 2021-2025 General Capital Financial Plan

File No.: 1705-20
Date: March 8, 2021

PURPOSE:

The purpose of this report is for Council to consider the proposed 2021-2025 General Capital Financial Plan.

POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to have a five year financial plan. The 2021-2025 General Capital Financial Plan is a component of the annual City of Courtenay five year financial plan bylaw and has been prepared in accordance with Council's Asset Management Policy 1670.00.02 and Asset Management Bylaw 2681.

The 2021-2025 General Capital Financial Plan has been guided by Council's Asset Management Policy. Sound Asset Management practices enable sustainable service delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs, service levels, and the public's willingness to pay.

Section 166 of the *Community Charter* requires that "A council must undertake a process of public consultation regarding the proposed financial plan before it is adopted".

EXECUTIVE SUMMARY:

The five year general capital financial plan is prepared annually and sources of funding are revised each year. The determination of the total amount required from general property taxation is important, as an increase in capital funding required from taxation results directly in an increase in property tax, unless funded by prior year surplus.

The 2021 financial plan proposes \$14,697,100 in planned capital expenditures, excluding debt servicing cost.

CAO RECOMMENDATIONS:

That based on the March 8, 2021 staff report "2021-2025 General Capital Financial Plan" Council approves the 2021-2025 General Capital Financial Plan", and

That staff be directed to include the 2021-2025 General Capital Financial Plan into the 2021-2025 Financial Plan Bylaw.

Respectfully submitted,



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

Consideration and approval of a five year financial plan is an annual requirement under the *Community Charter*. The proposed Financial Plan for the general capital fund presented at the March 8, 2021 Council Meeting provides detail for the 2021 year, as well as projections for the four years following.

The general capital financial plan is partially funded from the general property taxation levy. With Council's approval, the proposed capital projects will be included in the 2021-2025 Financial Plan Bylaw.

DISCUSSION:

The proposed 2021 – 2025 General Capital Financial Plan has been constrained to a scope and scale that recognizes the City's capacity to realistically complete the planned capital projects within existing staff and financial capacity, and with priority given to finalization of in-progress projects. Other identified asset renewal projects or new capital projects have been identified and reviewed by the Asset Management Working Group, approved by the Interim Chief Administrative Officer, and included in the proposed General Capital Financial Plan.

Due to the pandemic and as directed by Council, many 2020 projects were postponed and carried forward to 2021. These join the other previously proposed projects for 2021 that were included in last year's Financial Plan. As such, there are only a few projects newly proposed for 2021 and some are subject to grant funding approval. Those new projects are highlighted in yellow in Schedule 1.

The 2021 financial plan includes a total of \$14,697,100 in projected capital expenditures. Those projects are sourced from a variety of reserves, prior year unexpended funds, grants, developer contributions, general taxation, and prior years surplus.

Attached are Schedule 1 – 2021-2025 General Capital Expenditures and Schedule 2 – General Capital Expenditures for 2021 with Source of Funding, providing the detailed capital project lists at the departmental level. Senior staff from each of the departments will be in attendance to speak and respond to queries for each of their respective areas of responsibility.

The following provides additional information regarding special capital funding sources.

Use of Community Works Fund – Gas Tax Grant Revenues

The Community Works Fund – Gas Tax Grant Revenues are used to fund a variety of operating and capital projects. Staff propose to use those funds as the primary source of funding for the general capital projects listed in Table 1. In the general operating fund, Gas Tax Grant Revenues are also used to fund part of the Integrated Rainwater Management Plan in 2021.

Table 1: Use of the Gas Tax Grant funding proposed in the 2021 capital budget year:

Project description	2021 Proposed Budget	2021 Gas Tax Fed Grant
Cycling Network Plan Improvements	156,000	156,000
Road Paving - Grind and Pave program	800,000	721,500
Ryan Road Sidewalk Sandwick to Braidwood	375,000	375,000
Storm Drainage - 200 Back Rd Storm Inlet improvement	200,000	200,000
Total	1,531,000	1,452,500

COVID-19 Safe Restart Grants for Local Governments

On November 2, 2020, the City of Courtenay received notification from the Ministry of Municipal Affairs and Housing that Courtenay will receive a \$4,149,000 grant under the COVID-19 Safe Restart Grant for Local Governments funding stream to assist with the increased operating costs and lower revenue as a result of the pandemic. The Finance Select Committee met on January 15, 2021 to review the use of these funds in 2020, and in the upcoming 2021-2025 Financial Plan. Council approved the recommended use on January 25, 2021 and identified the following 2021 capital projects to be funded with the Restart Grant instead of general taxation revenue:

- City Hall Renovations to allow for safe reopening: \$100,000
- Downtown Washroom for Public and Vulnerable: \$200,000

These projects are included in the 2021 General Capital Budget, while the balance of the COVID-19 Safe Restart Grant funding is used within the 2021 General Operating Budget.

Borrowing

In 2021, borrowing in the amount of \$3.4 million is required to fund the 5th Street Bridge Rehabilitation project. The borrowing process for this project wrapped up in early March, 2021 and funds are expected in the fall of 2021.

In addition, this financial plan includes borrowing for the new 6th Street Multi-Use Active Transportation Bridge project in the amount of \$2.2 million in 2022.

The City currently utilizes approximately 16% of its total allowable debt servicing capacity. The total allowable debt servicing capacity represents 25% of the prior year operating revenues.

Borrowing is the principal source of funding for several large projects included in the General Fund Capital Plan, for a total of \$23.6 million over 5 years as detailed in Schedule 3. The City will be using an estimated 20% of its allowable debt servicing capacity by the end of 2025 which includes the new debt for Water and Sewer projects over the next 5 years (respectively \$3.5 million and \$7.25 million). Schedule 3 also provides the projected debt servicing costs which are budgeted and funded in the general operating fund.

Short-term capital borrowing is also available for municipalities up to a total of \$50 per capita, which represents approximately \$1.3 million for the City of Courtenay. Short-term borrowing was originally

considered to complement the funding of the purchase of the new Fire Ladder Truck, to be ordered in 2021 with expected delivery in 2022. After careful review, staff recommend to use a combination of general revenue and reserves to fund this purchase and maintain short-term capital borrowing available for contingency, given the unknown duration and impacts of the pandemic.

FINANCIAL IMPLICATIONS:

Capital project expenditures planned and proposed for 2021 total \$14,697,100. Schedule 4 attached provides the projected general capital reserve and surplus balances for the next five years.

ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council approval of the proposed 2021-2025 General Fund Capital Plan, the schedules will be included in the Consolidated Financial Plan and form part of the 2021-2025 Financial Plan Bylaw which will be brought forward for Council consideration and adoption later in April 2021.

The financial plan information will be posted on the City's website for review and comment, and all public feedback will be provided to Council prior to adoption of the Financial Plan Bylaw.

ASSET MANAGEMENT IMPLICATIONS:

The Asset Management Working Group collects and analyses information provided in condition and risk assessments of the City's infrastructure. Preventative maintenance programs extend the life of the infrastructure and allow capital costs to be deferred in future years. The General Capital Financial Plan includes the use of funds for renewal projects prioritized by the Asset Management Working Group, and as approved by the Chief Administrative Officer.

STRATEGIC PLAN REFERENCE:

In preparing the 2021 General Capital Budget, staff considered Council's 2019-2022 Strategic Priorities, the capacity of staff to deliver services and projects in a timely manner, and also considered the public's willingness to pay. The following strategic priorities informed the preparation of the proposed 2021 General Fund Capital budget.

We focus on organizational and governance excellence

- Recognize staff capacity is a finite resource and support staff training and development
- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay

We proactively plan and invest in our natural and built environment

- Focus on asset management for sustainable service delivery

We plan and invest in methods of multi-modal transportation

- Move forward with implementing the City's Transportation Master Plan

▲■ Collaborate with regional and senior government partners to provide cost-effective transportation solutions

●▲ Explore opportunities for Electric Vehicle Charging Stations

We support diversity in housing and reasoned land use planning

● Continue to develop and revisit all infrastructure master plans

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

OFFICIAL COMMUNITY PLAN REFERENCE:

The 2021–2025 General Fund Capital Plan touches several of the OCP Goals including:

- ❖ Balanced growth
- ❖ Parks and publicly accessible natural open spaces
- ❖ Sustainable development
- ❖ Provision of community services including fire/rescue and policing
- ❖ An effective transportation system

REGIONAL GROWTH STRATEGY REFERENCE:

The 2021–2025 General Fund Capital Plan is presented to encourage sound financial management of City assets in order to provide services to all residents within the municipality and region. It touches on:

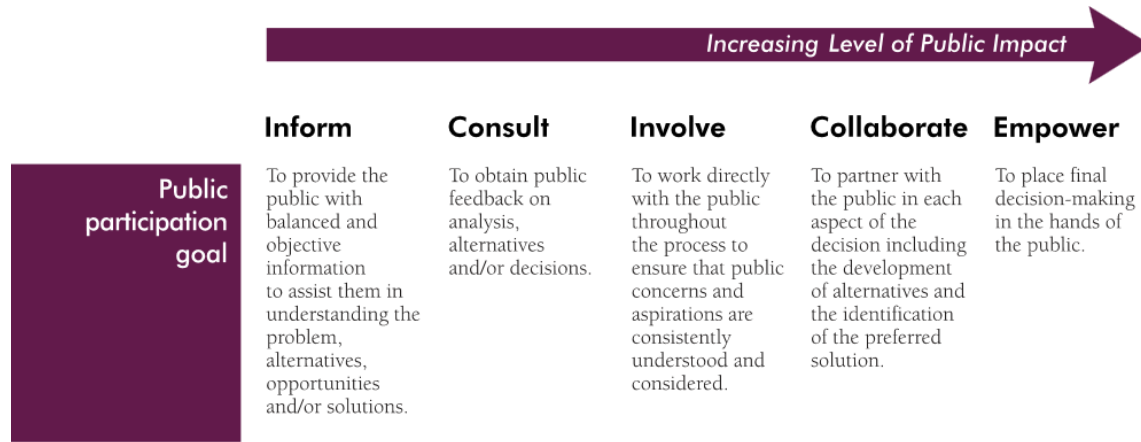
- ❖ Ecosystems, Natural Areas and Parks
- ❖ Transportation and Infrastructure
- ❖ Local Economic Development
- ❖ Climate Change

CITIZEN/PUBLIC ENGAGEMENT:

Section 166 of the *Community Charter* requires that “A council must undertake a process of public consultation regarding the proposed financial plan before it is adopted”.

The City of Courtenay will ‘**inform**’ the public about the 2021-2025 Financial Plan through regular and special council meetings, media webcasts, and information posted on the City’s website. In addition, the City will ‘**consult**’ the public prior to final adoption of the 2021-2025 Financial Plan Bylaw.

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

- OPTION 1: That Council approves the 2021-2025 General Capital Financial Plan as proposed, and directs staff to include the capital schedules in the 2021-2025 Financial Plan Bylaw.
- OPTION 2: That Council amends the proposed 2021-2025 General Capital Financial Plan, and directs staff to include the amended capital schedules in the 2021-2025 Financial Plan Bylaw.
- OPTION 3: That Council defer the endorsement of the proposed 2021-2025 General Capital Financial Plan for further discussion at a later Council meeting.

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Concurrence by:

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Interim Chief Administrative Officer

- Attachments:
- Schedule 1 – General Capital Expenditures 2021-2025
 - Schedule 2 – General Capital Expenditures for 2021 with Source of Funding
 - Schedule 3 – General Capital Borrowing and Debt Servicing Costs
 - Schedule 4 – General Capital Surplus and Reserves

Department Responsible	Sub-Department Responsible	Area	Department	Project description	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	2025 Proposed Budget	Total 2021-2025 Budget			
Public Works	Public Works - Admin	Property Services	Other Buildings	Public Washrooms in Downtown Courtenay	200,000					200,000			
		Property Services Total			200,000					200,000			
		Public Works	Public Works	PUBLIC WORKS - New Public Works Building			500,000	7,000,000			7,500,000		
		Public Works Total					500,000	7,000,000			7,500,000		
	Public Works - Admin Total						500,000	7,000,000		7,700,000			
	Public Works - Transportation	Infrastructure	Bike Lane		17th Street Bike Lanes	1,720,400					1,720,400		
					Cycling Network Plan Improvements	156,000	150,000	150,000	150,000	150,000	150,000	756,000	
					ROAD PAVING - Grind and Pave program	800,000	1,500,000	1,500,000	1,500,000	1,600,000		6,900,000	
					Storm Drainage	103,700							103,700
					Walkways & Bikeways	Ryan Road sidewalk Sandwick to Braidwood	375,000						375,000
					Infrastructure Total			3,155,100	1,650,000	1,650,000	1,650,000	1,750,000	9,855,100
	Public Works - Transportation Total						1,650,000	1,650,000	1,650,000	1,750,000	9,855,100		
	Public Works - Fleet	Fleet	Fleet		2 Electric car charging stations EV DC Fast Charger 440V	200,000					200,000		
					2 Double Electric car charging stations Level 2 220V	100,000						100,000	
					FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	95,000	300,000	300,000	300,000	300,000	300,000	1,295,000	
					FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES		300,000	300,000	300,000	300,000		1,200,000	
					FLEET MANAGEMENT - NEW ASK		110,000	-					110,000
					Fleet Total			395,000	710,000	600,000	600,000	600,000	2,905,000
	Public Works - Fleet Total						600,000	600,000	600,000	2,905,000			
	Public Works	Infrastructure	Traffic Projects		TRAFFIC - Signal Controller Renewal - 8th and Fitzgerald		180,000				180,000		
					TRAFFIC - Signal Controller Renewal - 8th St and Cliffe Ave			160,000				160,000	
					TRAFFIC - Signal Controller Renewal - Old Island Highway at Comox Road			20,000	75,000			95,000	
					Infrastructure Total			360,000	75,000			435,000	
	Public Works Total						360,000	75,000		435,000			
	Public Works - Civic Properties	Parks	Parks		Woodcote Park - Roof Replacement	45,000					45,000		
					Park Café - Roof Replacement		75,000				75,000		
					Lewis Washroom - Roof Replacement			45,000			45,000		
			Parks Total			45,000	75,000	45,000			165,000		
		Property Services	City Hall		Renovation of City Hall - Foyer area	169,000						169,000	
					CITY HALL - Building Energy Reduction (roof ventilation)		10,000					10,000	
					FIRE HALL - Roof Replacement				500,000			500,000	
					Public Works	Carpenter Shop Renovation	50,000						50,000
			Property Services Total			219,000	10,000		500,000		729,000		
		Rec & Culture	Art Gallery		ART GALLERY - Hydraulic Passenger Elevator replacement	85,100						85,100	
					ART GALLERY - HVAC Replacement	12,500	200,000					212,500	
					FILBERG - Hydraulic Passenger Elevator replacement	90,800						90,800	
					FIRE HALL - HVAC Replacement	13,500	200,000					213,500	
					LEWIS CENTRE - Squash Court Floor Replacement		80,000					80,000	
					LEWIS CENTRE - Squash Court Wall Replacement		72,000					72,000	
					LEWIS CENTRE - Roof Replacement				250,000			250,000	
					Memorial Pool	MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000						50,000
					MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	20,000	20,000	25,000	25,000	25,000	25,000	115,000	
					MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000		20,000	20,000	20,000	20,000	80,000	
					MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000	20,000	25,000	25,000	25,000		115,000	
					MEMORIAL POOL - New Pool Covers	10,000	25,000					35,000	
					Museum	MUSEUM - Hydraulic Freight Elevator replacement			12,500	178,300			190,800
			MUSEUM - Replace windows			50,000				50,000			
			Sid Theatre	SID THEATRE - Hydraulic Vertical Platform Lift replacement (elevator)		10,000	125,000				135,000		
			SID THEATRE - Stage Lift replacement (elevator)			10,000	125,000				135,000		
			Youth Centre	YOUTH CENTRE - Roof Replacement			250,000				250,000		
	Rec & Culture Total			321,900	637,000	632,500	498,300	70,000	2,159,700				
Public Works - Civic Properties Total					585,900	722,000	677,500	998,300	70,000	3,053,700			

Department Responsible	Sub-Department Responsible	Area	Department	Project description	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	2025 Proposed Budget	Total 2021-2025 Budget			
Public Works	Public Works - Parks	Parks	Parks	Misc Playground (1 replacement every second year)	120,000		120,000		120,000	360,000			
				Sheffield Park (located in Crown Isle)	50,000					50,000			
				Spray park resurfacing	56,000					56,000			
				Tarling Park (Lake Trail / Arden Trail construction)				257,000		257,000			
				Bill Moore - Irrigation System Replacement				150,000		150,000			
				Woodcote - Irrigation System Replacement						80,000	80,000		
				Dingwall to Muir Road trail development - stairs	363,400					363,400			
				Valleyview Greenway Erosion Remediation	50,000					50,000			
				Pedestrian Bridges replacement program	35,000	35,000	35,000	35,000	35,000	175,000			
				Lagoon Walkway Lookouts - Roof Replacement				30,000		30,000			
	Parks Total	674,400	65,000	155,000	442,000	235,000	1,571,400						
	Public Works - Parks Total	674,400	65,000	155,000	442,000	235,000	1,571,400						
	Public Works - Parks (Cemetery)	Cemetery	Cemetery	CEMETERY - CEMETERY GENERAL WORK	40,000	40,000	50,000	50,000	50,000	230,000			
				CEMETERY - IRRIGATION	10,000		15,000	15,000	15,000	55,000			
				CEMETERY - LAWN CRYPTS	35,000	35,000	35,000	35,000	35,000	175,000			
				CEMETERY - NICHE DESIGN/DEVELOPMENT	75,000	70,000	40,000	40,000	40,000	265,000			
				Cemetery Total	160,000	145,000	140,000	140,000	140,000	725,000			
	Public Works - Parks (Cemetery) Total	160,000	145,000	140,000	140,000	140,000	725,000						
	Public Works Total	5,170,400	3,652,000	3,797,500	10,830,300	2,795,000	26,245,200						
	Engineering	Engineering	Infrastructure	Major Road Construction	5th St Bridge Rehabilitation	6,508,800					6,508,800		
6th St Bridge Multi-Use Active Transportation Bridge					150,000	4,400,000				4,550,000			
MAJOR ROAD CONS - Cousins Ave - 20th to Willemar								3,224,000		3,224,000			
Braidwood Road Design - Storm & Road					93,200		3,250,000			3,343,200			
STORM DRAINAGE - 200 Back Rd Storm Inlet improvement					200,000					200,000			
STORM DRAINAGE - Willemar Culvert							200,000	1,500,000		1,700,000			
STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction							25,000	570,000		595,000			
MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction							25,000	570,000		595,000			
Infrastructure Total					6,952,000	4,650,000	5,890,000	3,224,000		20,716,000			
Engineering Total					6,952,000	4,650,000	5,890,000	3,224,000		20,716,000			
Engineering Total	6,952,000	4,650,000	5,890,000	3,224,000		20,716,000							
Recreation & Culture	Recreation & Culture	Parks	Parks	Marina Storage Compound Relocation	25,000					25,000			
				Totem Pole at the Airpark	10,000					10,000			
				Partners in Parks program		50,000	50,000	50,000	50,000	200,000			
				Walkways & Bikeways	Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	20,400					20,400		
					Courtenay Riverway South Extension Beachwood to City Park - Phase 2		45,000	400,000			445,000		
					Courtenay Riverway South Extension City Park to Regional Trail - Phase 3				100,000	400,000	500,000		
				Access and Parking to McPhee Meadows			30,000	200,000		230,000			
				Parks Total	55,400	125,000	650,000	150,000	450,000	1,430,400			
				Rec & Culture	Lewis Centre	Museum	LEWIS CENTRE - Equipments > 5k	45,000	45,000	45,000	45,000	45,000	225,000
							MUSEUM - Loading Dock Storage & Fencing		50,000				50,000
SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000								25,000				
SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000								10,000				
SID THEATRE - Future year estimation		20,000	20,000				20,000	20,000	80,000				
Youth Centre		60,000				60,000							
Rec & Culture Total	80,000	175,000	65,000	65,000	65,000	450,000							
Recreation & Culture Total	135,400	300,000	715,000	215,000	515,000	1,880,400							
Recreation & Culture Total	135,400	300,000	715,000	215,000	515,000	1,880,400							
Fire Department	Fire Department	Fire Services	Fire	FIRE DEPT - Ladder Truck (replacement truck #12)	1,969,300					1,969,300			
				FIRE DEPT LIGHT VEHICLES			140,000			140,000			
				RESCUE TOOLS					80,000	80,000			
				Fire Services Total	1,969,300		140,000		80,000	2,189,300			
				Property Services				500,000	6,000,000	6,500,000			
Property Services Total				500,000	6,000,000	6,500,000							
Fire Department Total	1,969,300		140,000	500,000	6,080,000	8,689,300							
Fire Department Total	1,969,300		140,000	500,000	6,080,000	8,689,300							

Department Responsible	Sub-Department Responsible	Area	Department	Project description	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	2025 Proposed Budget	Total 2021-2025 Budget
General Government Services	IT	Corporate Services	IT	LARGE FORMAT PLOTTER	30,000		30,000		30,000	90,000
				New softwares	50,000	50,000	50,000	50,000	50,000	250,000
				OFFSITE BACKUP DEVELOPMENT	40,000	40,000	40,000	40,000	40,000	200,000
				PHOTOCOPIERS	40,000	40,000	40,000	40,000	40,000	200,000
				SERVER REPLACEMENT	25,000	20,000	40,000	20,000	20,000	125,000
				Hyper-Convergence Software (complement to back up solution)	50,000	25,000	25,000	25,000	125,000	250,000
	Corporate Services Total				235,000	175,000	225,000	175,000	305,000	1,115,000
	IT Total				235,000	175,000	225,000	175,000	305,000	1,115,000
	Finance / IT	Corporate Services	IT	Great Plain Electronic Workflow	15,000					15,000
				Organization Wide Software		100,000				100,000
	Corporate Services Total				15,000	100,000				115,000
	Finance / IT Total				15,000	100,000				115,000
	Purchasing / IT	Corporate Services	IT	ProFuel	20,000					20,000
				Corporate Services Total				20,000		
Purchasing / IT Total				20,000					20,000	
General Government Services Total					270,000	275,000	225,000	175,000	305,000	1,250,000
Development Services	Development Services	Infrastructure	DCC Projects	Road, Storm, Parks DCC Projects	200,000	200,000	200,000	200,000	200,000	1,000,000
		Infrastructure Total			200,000	200,000	200,000	200,000	200,000	1,000,000
	Development Services Total				200,000	200,000	200,000	200,000	200,000	1,000,000
Development Services Total					200,000	200,000	200,000	200,000	200,000	1,000,000
Grand Total					14,697,100	9,077,000	10,967,500	15,144,300	9,895,000	59,780,900

Department Responsible	Sub-Department Responsible	Area	Project description	2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures	2021 Unexpended Funds	2021 DCC Reserve	2021 Fed / Prov Funding	2021 Gas Tax Fed Grant	2021 Gaming Fund	2021 CVRD Grant	2021 Proceeds Asset sales	2021 Debt	
Public Works	Public Works - Admin	Property Services	Public Washrooms in Downtown Courtenay	200,000		200,000										
	Public Works - Admin Total			200,000		200,000										
	Public Works - Transportation	Infrastructure		17th Street Bike Lanes	1,720,400						1,720,400					
				ROAD PAVING - Grind and Pave program	800,000				78,500			721,500				
				Ryan Road sidewalk Sandwich to Braidwood	375,000							375,000				
				Cycling Network Plan Improvements	156,000							156,000				
				Braidwood Affordable Housing - Storm & Road Servicing	103,700		103,700									
	Public Works - Transportation Total			3,155,100		103,700		78,500		1,720,400	1,252,500					
	Public Works - Fleet	Fleet		2 Electric car charging stations EV DC Fast Charger 440V	200,000						50,000		150,000			
				2 Double Electric car charging stations Level 2 220V	100,000						75,000		25,000			
				FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	95,000		95,000									
	Public Works - Fleet Total			395,000		95,000				125,000		175,000				
	Public Works - Civic Properties	Parks		Woodcote Park - Roof Replacement	45,000		45,000									
		Property Services		Renovation of City Hall - Foyer area	169,000		100,000	69,000								
				Carpenter Shop Renovation	50,000	50,000										
		Rec & Culture		FILBERG - Hydraulic Passenger Elevator replacement	90,800		90,800									
				ART GALLERY - Hydraulic Passenger Elevator replacement	85,100		85,100									
				MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000									50,000		
				MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000									20,000		
				MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000									20,000		
				MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	20,000									20,000		
				FIRE HALL - HVAC Replacement	13,500	13,500										
				ART GALLERY - HVAC Replacement	12,500	12,500										
			MEMORIAL POOL - New Pool Covers	10,000										10,000		
	Public Works - Civic Properties Total			585,900	76,000	320,900	69,000							120,000		
	Public Works - Parks	Parks		Dingwall to Muir Road trail development - stairs	363,400		100,000	13,400			250,000					
				Misc Playground (1 replacement every second year)	120,000	120,000										
			Spray park resurfacing	56,000	38,000					18,000						
			Sheffield Park (located in Crown Isle)	50,000		50,000										
			Valleyview Greenway Erosion Remediation	50,000			37,600		12,400							
			Pedestrian Bridges replacement program	35,000			35,000									
Public Works - Parks Total			674,400	158,000	150,000	86,000		12,400	268,000							
Public Works - Parks (Cemetery)	Cemetery		CEMETERY - NICHE DESIGN/DEVELOPMENT	75,000									75,000			
			CEMETERY - CEMETERY GENERAL WORK	40,000									40,000			
			CEMETERY - LAWN CRYPTS	35,000									35,000			
			CEMETERY - IRRIGATION	10,000									10,000			
Public Works - Parks (Cemetery) Total			160,000									160,000				
Public Works Total				5,170,400	234,000	869,600	155,000	78,500	12,400	2,113,400	1,252,500	175,000	280,000			
Engineering	Engineering	Infrastructure	5th St Bridge Rehabilitation	6,508,800		477,100		404,100	262,700	1,964,900				3,400,000		
			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	200,000							200,000					
			6th St Bridge Multi-Use Active Transportation Bridge	150,000	150,000											
			Braidwood Road Design - Storm & Road	93,200			93,200									
Engineering Total			6,952,000	150,000	477,100	93,200	404,100	262,700	1,964,900	200,000			3,400,000			
Engineering Total				6,952,000	150,000	477,100	93,200	404,100	262,700	1,964,900	200,000			3,400,000		
Recreation & Culture	Recreation & Culture	Parks	Marina Storage Compound Relocation	25,000	15,000		10,000									
			Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	20,400		20,400										
			Totem Pole at the Airpark	10,000			10,000									
		Rec & Culture		LEWIS CENTRE - Equipments > 5k	45,000		45,000									
				SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000		25,000									
				SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000		10,000									
Recreation & Culture Total			135,400	15,000	100,400	20,000										

Department Responsible	Sub-Department Responsible	Area	Project description	2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures	2021 Unexpended Funds	2021 DCC Reserve	2021 Fed / Prov Funding	2021 Gas Tax Fed Grant	2021 Gaming Fund	2021 CVRD Grant	2021 Proceeds Asset sales	2021 Debt	
Recreation & Culture Total				135,400	15,000	100,400	20,000									
Fire Department	Fire Department	Fire Services	FIRE DEPT - Ladder Truck (replacement truck #12)	1,969,300	670,000	1,099,300								200,000		
	Fire Department Total			1,969,300	670,000	1,099,300								200,000		
Fire Department Total				1,969,300	670,000	1,099,300								200,000		
General Government Services	IT	Corporate Services	Hyper-Convergence Software (complement to back up solution)	50,000		50,000										
			New softwares	50,000		50,000										
			PHOTOCOPIERS	40,000		40,000										
			OFFSITE BACKUP DEVELOPMENT	40,000		40,000										
			LARGE FORMAT PLOTTER	30,000		30,000										
			SERVER REPLACEMENT	25,000		25,000										
		IT Total			235,000		235,000									
		Finance / IT	Corporate Services	Great Plain Electronic Workflow	15,000		15,000									
		Finance / IT Total			15,000		15,000									
		Purchasing / IT	Corporate Services	ProFuel	20,000		20,000									
	Purchasing / IT Total			20,000		20,000										
General Government Services Total				270,000		270,000										
Development Services	Development Services	Infrastructure	Road, Storm, Parks DCC Projects	200,000	-				200,000							
	Development Services Total			200,000	-				200,000							
Development Services Total				200,000	-				200,000							
Grand Total				14,697,100	1,069,000	2,816,400	268,200	482,600	475,100	4,078,300	1,452,500	175,000	280,000	200,000	3,400,000	

General Capital Borrowing

Department Responsible	Department	Project description	Total 2021-2025						
			Budget	2021 Debt	2022 Debt	2023 Debt	2024 Debt	2025 Debt	Total Debt
Public Works	Public Works	PUBLIC WORKS - New Public Works Building	7,500,000		-		7,000,000		7,000,000
Public Works Total			7,500,000		-		7,000,000		7,000,000
Engineering	Major Road Construction	5th St Bridge Rehabilitation	6,508,800	3,400,000					3,400,000
		6th St Bridge Multi-Use Active Transportation Bridge	4,550,000		2,200,000				2,200,000
		MAJOR ROAD CONS - Cousins Ave - 20th to Willemar	3,224,000	-			1,500,000		1,500,000
	Storm Drainage	Braidwood Road Design - Storm & Road	3,343,200			1,750,000			1,750,000
		STORM DRAINAGE - Willemar Culvert	1,700,000			750,000			750,000
		STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction	595,000			500,000			500,000
	Roads	MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction	595,000			500,000			500,000
Engineering Total			20,516,000	3,400,000	2,200,000	3,500,000	1,500,000		10,600,000
Fire Department	Fire	FIRE - NEW SATELLITE FIREHALL	6,500,000		-			6,000,000	6,000,000
Fire Department Total			6,500,000		-			6,000,000	6,000,000
Grand Total			34,516,000	3,400,000	2,200,000	3,500,000	8,500,000	6,000,000	23,600,000

General Debt Servicing Costs

Department	Account	2021 Proposed	2022	2023	2024	2025
		Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
Debt	Interest	417,700	354,600	335,400	320,600	244,200
	Principal	797,600	722,700	644,800	622,600	466,100
Debt Total		1,215,300	1,077,300	980,200	943,200	710,300
New Debt	Interest	53,400	133,500	202,800	348,500	524,700
	Principal	-	133,100	225,900	373,600	732,200
New Debt Total		53,400	266,600	428,700	722,100	1,256,900
Grand Total		1,268,700	1,343,900	1,408,900	1,665,300	1,967,200

City of Courtenay
for the Years 2021 - 2025

GENERAL CAPITAL	Estimated	Budget	Proposed Budget			
Surplus, Reserves and DCC Summary	Actual					
Estimated Closing Balances	2020	2021	2022	2023	2024	2025
General Capital Surplus						
Reserve For Future Expenditure (Unspent Capital 2020)	470,000	201,800	11,800	-	-	-
Unexpended Debt	1,203,500	720,800	539,700	539,700	475,500	475,500
	1,673,500	922,600	551,500	539,700	475,500	475,500
General Capital Reserves						
Machinery and Equipment	1,597,600	1,103,300	1,228,300	1,238,300	1,413,300	1,533,300
Land Sale	778,900	778,900	778,900	778,900	778,900	778,900
New Works and Equipment	3,547,200	3,515,400	3,376,900	3,253,400	3,274,100	3,470,600
New Works - Community Gas Tax Funds	2,551,000	1,168,500	938,500	708,500	478,500	248,500
New Works - COVID Safe Restart Grant	2,005,200	-	-	-	-	-
Infrastructure Reserve	697,300	364,300	432,600	615,000	534,800	1,145,400
Housing Amenity	876,500	772,800	772,800	772,800	772,800	772,800
Park Amenity	563,400	393,200	393,200	193,200	193,200	93,200
Public Parking	61,200	64,700	70,000	75,400	80,800	86,200
Parkland Acquisition	311,300	311,300	311,300	311,300	311,300	311,300
	12,989,600	8,472,400	8,302,500	7,946,800	7,837,700	8,440,200
Total General Capital Surplus and Reserves	14,663,100	9,395,000	8,854,000	8,486,500	8,313,200	8,915,700
Development Cost Charges (DCC)						
Highways Facilities	4,470,900	4,008,200	3,808,200	3,608,200	3,276,000	3,076,000
Storm Drain Facilities	2,028,300	2,028,300	2,028,300	2,004,300	2,004,300	2,004,300
Park Land Acquisition	691,900	679,500	679,500	679,500	544,400	518,300
Total DCC	7,191,100	6,716,000	6,516,000	6,292,000	5,824,700	5,598,600

