



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2020-2024 General Capital Financial Plan

File No.: 1705-20
Date: February 24, 2020

PURPOSE:

The purpose of this report is to consider the proposed 2020-2024 General Capital Financial Plan.

POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to have a five year financial plan. The 2020-2024 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 newly adopted Asset Management Bylaw 2681.

The 2020-2024 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 determined each year. A determination of the level of funding required from general property taxation is important, as an increase in capital funding required from taxation results directly in an increase in property tax rates to supply the funds required.

The 2020 financial plan year proposes a total of \$6,223,700 million in planned capital expenditures, excluding debt servicing cost. Capital project funding sourced from taxation is \$542,500, which is a decrease of \$396,700 from the 2019 budget requirement of \$939,200.

CAO RECOMMENDATIONS:

That based on the February 24, 2020 staff report "2020-2024 General Capital Financial Plan" Council approve the 2020-2024 General Capital Financial Plan", and

That staff be directed to include the 2020-2024 General Capital Financial Plan into the 2020-2024 Financial Plan Bylaw.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
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 February 24, 2020 Council Meeting provides detail for the 2020 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 2020-2024 Financial Plan Bylaw.

DISCUSSION:

The proposed 2020 – 2024 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 2019 projects which complete in 2020. Other identified asset renewal projects or new capital projects have been identified and reviewed by the Asset Management Working Group, approved by the Chief Administrative Officer, and included in the proposed General Capital Financial Plan.

The 2020 financial plan year includes a total of \$6,223,700 in projected capital expenditures. Capital funding for the 2020 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 – 2020-2024 General Capital Expenditures and Schedule 2 – General Capital Expenditures for 2020 with Source of Funding, providing with 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 in regards to 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 primary source of funding for the capital projects listed in Table 1. In the general operating fund, Gas Tax Grant Revenues are also used for the asset management condition assessment and for the master plans.

In July 2019, the City of Courtenay received a one-time Gas Tax Grant bonus payment of \$1,119,960, which remains available to fund future year eligible projects.

Table 1: Use of the Gas Tax Grant funding proposed in the 2020 budget year:

2020 Gas Tax Fed Grant		
Department	Project description	Total
Engineering	STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000
Public Works - Transportation	ROAD PAVING - Grind and Pave program	1,190,000
Grand Total		1,365,000

Future Borrowing

No new borrowing is proposed for the current 2020 budget year. The potential capital projects listed for 2021 in Table 2 are intended to be primary funded by borrowing, which requires a lengthy statutory process including public approval prior to proceeding.

Table 2: Use of borrowing in the proposed General Capital Financial Plan for 2021

2021 Debt		
Department	Project description	Total
Engineering	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	3,400,000
Public Works	PUBLIC WORKS - New Public Works Building	5,400,000
Fire Department	FIRE DEPT - Ladder Truck (replacement truck #12)	600,000
Grand Total		9,400,000

The City currently utilizes approximately 12.6% 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 capital plan, for a total of \$25.9 million over 4 years as detailed in Schedule 3. Including the new debt for Water (\$3 million) and Sewer (\$7 million) projects included for the next 4 years, the City would then be using an estimated 24% of its allowable debt servicing capacity by the end of 2024.

FINANCIAL IMPLICATIONS:

Capital project expenditures planned and proposed for 2020 total \$6,223,700 dollars. 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 2020-2024 General Fund Capital Plan, the schedules will be included in the consolidated financial plan and form part of the 2020-2024 Financial Plan Bylaw which will be brought forward for Council consideration and adoption later in April 2020.

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 by condition and risk assessments of the City’s infrastructure. Preventative maintenance programs extend the life of the infrastructure and future years capital costs can be deferred. The General Capital financial plan includes

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 2020 General Fund 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 2020 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 2020–2024 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 2020–2024 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:

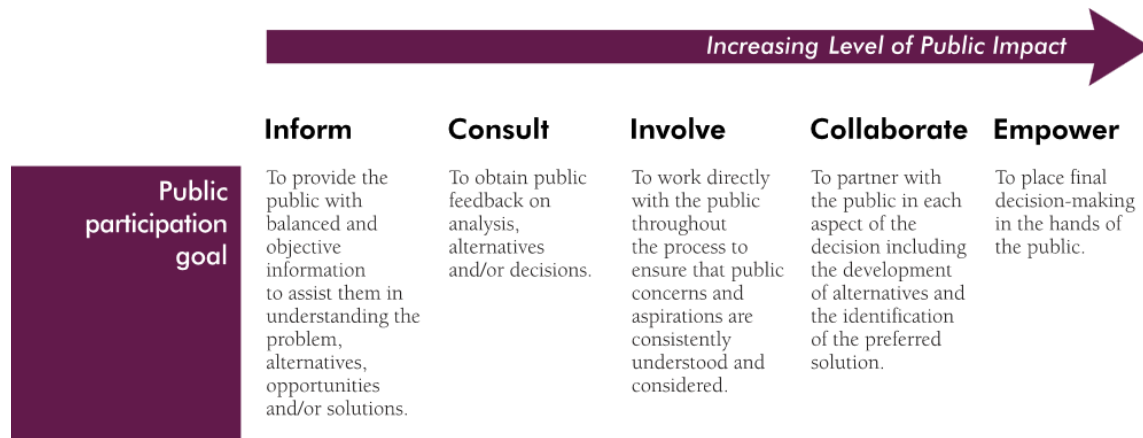
- ❖ Ecosystems, Natural Areas and Parks
- ❖ Transportation and Infrastructure
- ❖ Local Economic Development
- ❖ Climate Change

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 2020-2024 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 2020-2024 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 2020-2024 General Capital Financial Plan as proposed, and directs staff to include the capital schedules in the 2020-2024 Financial Plan Bylaw.
- OPTION 2: That Council amends the proposed 2020-2024 General Capital Financial Plan, and directs staff to include the amended capital schedules in the 2020-2024 Financial Plan Bylaw.
- OPTION 3: That Council defer the endorsement of the proposed 2020-2024 General Capital Financial Plan for further discussion at a later Council meeting.

Prepared by:



Annie Bérard, CPA, CMA, MBA

Manager of Financial Planning, Payroll
and Business Performance

Concurrence:



Jennifer Nelson, CPA, CGA

Director of Financial Services

Attachments: Schedule 1 – General Capital Expenditures 2020-2024

Schedule 2 – General Capital Expenditures for 2020 with Source of Funding

Schedule 3 – General Capital Borrowing and Debt Servicing Costs

Schedule 4 – General Capital Surplus and Reserves

Department Responsible	Department	Category	Project description	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	Total 2020-2024 Budget	
PW	Public Works	New	PUBLIC WORKS - New Public Works Building	3,700	5,400,000	-	-	-	5,403,700	
PW Total				3,700	5,400,000	-	-	-	5,403,700	
PW - Fleet	Fleet	Equipment	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	350,000	350,000	350,000	350,000	350,000	1,750,000	
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	173,000	350,000	350,000	350,000	350,000	1,573,000	
		New	2 Electric car charging stations EV DC Fast Charger 440V	200,000	-	-	-	-	200,000	
			2 Double Electric car charging stations Level 1 220V	100,000	-	-	-	-	100,000	
		FLEET MANAGEMENT - NEW ASK for 2020	110,000	-	-	-	110,000			
PW - Fleet Total				933,000	700,000	700,000	700,000	700,000	3,733,000	
PW - Roads	Road Paving	Renewal	ROAD PAVING - Grind and Pave program	1,400,000	1,400,000	1,500,000	1,600,000	1,600,000	7,500,000	
	Storm Drainage	New	Braidwood Affordable Housing - Storm & Road Servicing	103,700	-	-	-	-	103,700	
	Bike Lane	Land and improvements	Cycling Network Plan Improvements	100,000	-	-	-	-	100,000	
PW - Roads Total				1,603,700	1,400,000	1,500,000	1,600,000	1,600,000	7,703,700	
PW - Civic Properties	Art Gallery	Buildings	ART GALLERY - Hydraulic Passenger Elevator replacement	86,300	-	-	-	-	86,300	
	City Hall	Buildings	CITY HALL - Building Energy Reduction (roof ventilation)	10,000	-	-	-	-	10,000	
			CITY HALL - Roof Replacement	21,000	-	-	-	-	21,000	
			Renovation of City Hall - Foyer area	100,000	-	-	-	-	100,000	
	Filberg Centre	Buildings	FILBERG - Hydraulic Passenger Elevator replacement	92,000	-	-	-	-	92,000	
	Fire	Buildings	FIRE HALL - Roof Replacement	-	-	-	-	500,000	500,000	
	Lewis Centre	Buildings	LEWIS CENTRE - Roof Replacement	-	-	250,000	-	-	250,000	
			LEWIS CENTRE - Squash Court Floor Replacement	-	80,000	-	-	-	80,000	
			LEWIS CENTRE - Squash Court Wall Replacement	-	72,000	-	-	-	72,000	
	Library	Buildings	LIBRARY - Building Energy Reduction	55,500	-	-	-	-	55,500	
	Memorial Pool	Buildings	MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000	-	-	-	-	50,000	
			MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	20,000	20,000	20,000	25,000	25,000	110,000	
			MEMORIAL POOL - New Pool Covers	10,000	-	25,000	-	-	35,000	
			MEMORIAL POOL - REPAIR CRACKS MAIN POOL	-	20,000	-	20,000	20,000	60,000	
	Museum	Buildings	MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000	20,000	20,000	25,000	25,000	110,000	
			MUSEUM - Hydraulic Freight Elevator replacement	-	-	-	40,300	178,300	218,600	
	Native Sons Hall	Buildings	MUSEUM - Replace windows	-	50,000	50,000	-	-	100,000	
			NATIVE SONS HALL - Roof Replacement	50,000	-	-	-	-	50,000	
	Parks	Buildings	Lewis Washroom - Roof Replacement	-	-	-	25,000	-	25,000	
			Woodcote Park - Roof Replacement	45,000	-	-	-	-	45,000	
Park Café - Roof Replacement			-	75,000	-	-	-	75,000		
Public Works	Buildings	CARPENTRY SHOP - Carpenter / Electrician Bay	265,500	-	-	-	-	265,500		
Sid Theatre	Buildings	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	Buildings	YOUTH CENTRE - Heating System Replacement	50,000	-	-	-	-	50,000		
		YOUTH CENTRE - Roof Replacement	-	-	-	250,000	-	250,000		
PW - Civic Properties Total				875,300	357,000	615,000	385,300	748,300	2,980,900	
PW - Parks	Cemetery	Land and improvements	CEMETERY - CEMETERY GENERAL WORK	50,000	40,000	60,000	50,000	50,000	250,000	
			CEMETERY - IRRIGATION	10,000	-	-	15,000	15,000	40,000	
			CEMETERY - LAWN CRYPTS	-	35,000	35,000	35,000	35,000	140,000	
			CEMETERY - NEW PLANTINGS	30,000	-	-	-	-	30,000	
			CEMETERY - NICHE DESIGN/DEVELOPMENT	70,000	40,000	40,000	40,000	40,000	230,000	
			Anderton Park Exercise equipment	-	-	-	100,000	-	100,000	
	Parks	Land and improvements	Bill Moore - Irrigation System Replacement	-	-	-	150,000	-	150,000	
			Woodcote - Irrigation System Replacement	-	-	-	-	80,000	80,000	
			Spray park resurfacing	-	80,000	-	-	-	80,000	
			Misc Playground (1 replacement every second year)	-	120,000	-	120,000	-	240,000	
			New	Tarling Park (Lake Trail / Arden Trail construction)	-	-	257,000	-	-	257,000
					Sheffield Park (located in Crown Isle)	25,000	-	-	-	-

Department Responsible	Department	Category	Project description	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	Total 2020-2024 Budget
PW - Parks	Walkways & Bikeways	Buildings	Lagoon Walkway Lookouts - Roof Replacement	-	-	30,000	-	-	30,000
		Land and improvements	Pedestrian Bridges replacement program	35,000	35,000	35,000	35,000	35,000	175,000
			Millard Trail Boardwalk Replacement	20,000	-	-	-	-	20,000
			Valleyview Greenway Erosion Remediation	50,000	50,000	-	-	-	100,000
	New	Buckstone to Island Hwy Trail	110,000	-	-	-	-	110,000	
PW - Parks Total				400,000	400,000	457,000	545,000	255,000	2,057,000
Engineering	Major Road Construction	New	MAJOR ROAD CONS - 6th St Bridge	-	-	4,000,000	-	-	4,000,000
		Renewal	MAJOR ROAD CONS - Cousins Ave - 20th to Willemar	-	-	-	-	3,224,000	3,224,000
	Road Paving	Renewal	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	375,000	6,300,000	-	-	-	6,675,000
		Renewal	MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction	-	-	25,000	570,000	-	595,000
	Storm Drainage	Renewal	Braidwood Road Design - Storm & Road	93,200	-	-	3,250,000	-	3,343,200
			STORM DRAINAGE - Willemar Culvert	-	180,000	1,500,000	-	-	1,680,000
			STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction	-	-	25,000	570,000	-	595,000
			STORM DRAINAGE - Woods Ave Out Fall Renewal	-	-	-	-	850,000	850,000
			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000	-	-	-	-	175,000
	Traffic Projects	Renewal	TRAFFIC PROJECTS - Signal Controller Renewal - 8th St and Cliffe Ave	-	160,000	-	-	-	160,000
			TRAFFIC PROJECTS - Signal Controller Renewal - 5th St and Cliffe Ave	-	20,000	220,000	-	-	240,000
			TRAFFIC PROJECTS - Signal Controller Renewal - Old Island Highway at Comox Road	-	20,000	75,000	-	-	95,000
			TRAFFIC PROJECTS - Signal Controller Renewal - 8th and Fitzgerald	-	180,000	-	-	-	180,000
	Bike Lane	New	Bike Lane Hobson Neighbourhood Route	50,000	-	-	-	-	50,000
Engineering Total				693,200	6,860,000	5,845,000	4,390,000	4,074,000	21,862,200
Rec & Culture	Filberg Centre	Buildings	FILBERG CENTRE - Drive Thru Repair / Renovation	35,000	-	-	-	-	35,000
	Lewis Centre	Equipment	LEWIS CENTRE - Equipments > 5k	45,000	45,000	45,000	45,000	45,000	225,000
		New	LEWIS CENTRE - Shower Lift (accessibility funding)	20,000	-	-	-	-	20,000
	Museum	Buildings	MUSEUM - Loading Dock Storage & Fencing	-	-	-	-	50,000	50,000
	Parks	Land and improvements	Tarling Park gate, fencing and Hydro service	8,100	-	-	-	-	8,100
			Marina Storage Compound Relocation	10,000	110,000	-	-	-	120,000
		New	Park Development - McPhee Meadows	50,000	-	-	-	-	50,000
			Rotary Trail Extension North 5th St to McPhee Meadows	-	20,000	-	-	-	20,000
			Partners in Parks	50,000	50,000	50,000	50,000	50,000	250,000
		Totem Pole at the Airpark	10,000	-	-	-	-	10,000	
	Sid Theatre	Buildings	SID THEATRE - Future year estimation	-	20,000	20,000	20,000	20,000	80,000
			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000	-	-	-	-	25,000
			SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000	10,000	10,000	-	-	30,000
	Walkways & Bikeways	New	Access and Parking to McPhee Meadows	-	-	30,000	200,000	-	230,000
		Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	302,200	-	-	-	-	302,200	
		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	
		Dingwall to Muir Road trail development - stairs	25,000	250,000	-	-	-	275,000	
Rec & Culture Total				590,300	550,000	555,000	415,000	565,000	2,675,300

Department Responsible	Department	Category	Project description	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	Total 2020-2024 Budget
IT	IT	Equipment	LARGE FORMAT PLOTTER	-	30,000	-	30,000	-	60,000
			PHOTOCOPIERS	40,000	40,000	40,000	40,000	40,000	200,000
			SERVER REPLACEMENT	25,000	20,000	20,000	20,000	20,000	105,000
		Other Tangible Assets	*Hyper-Convergence Software (complement to back up solution)	30,000	35,000	35,000	35,000	35,000	170,000
			IT security (PEN Test)	14,000	-	-	-	-	14,000
			New softwares	50,000	50,000	50,000	50,000	50,000	250,000
			OFFSITE BACKUP DEVELOPMENT	36,000	40,000	40,000	40,000	40,000	196,000
		Recreation Software	55,000	-	-	-	-	55,000	
IT Total			250,000	215,000	185,000	215,000	185,000	1,050,000	
Purchasing / IT	IT	Other Tangible Assets	ProFuel	-	20,000	-	-	-	20,000
Purchasing / IT Total				-	20,000	-	-	-	20,000
Fire Department	Fire	Equipment	FIRE DEPT - Ladder Truck (replacement truck #12)	-	1,830,000	-	-	-	1,830,000
			FIRE DEPT LIGHT VEHICLES	65,000	-	-	140,000	-	205,000
		New	FIRE - NEW SATELLITE FIREHALL	94,500	-	483,000	6,000,000	-	6,577,500
Fire Department Total			159,500	1,830,000	483,000	6,140,000	-	8,612,500	
Finance / IT	IT	Other Tangible Assets	Great Plain Electronic Workflow	15,000	-	-	-	-	15,000
			Organization Wide Software	-	100,000	-	-	-	100,000
Finance / IT Total			15,000	100,000	-	-	-	-	115,000
Corporate Services	Corporate Services	New	Strategic Land Acquisition	500,000	-	-	-	-	500,000
Corporate Services Total				500,000	-	-	-	-	500,000
Development Services	DCC Projects	Renewal	Road, Storm, Parks DCC Projects	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				6,223,700	18,032,000	10,540,000	14,590,300	8,327,300	57,713,300

Project Manager	Department	Category	Project description	2020 Proposed Budget	2020 General Revenues	2020 New Works Reserve	2020 Reserve for Future Expenditures	2020 Unexpended Funds	2020 DCC Reserve	2020 Fed / Prov Funding	2020 Gas Tax Fed Grant	2020 Gaming Fund	2020 CVRD Grant	2020 Proceeds - Asset Sales	2020 Other Contributions		
PW	Public Works	New	PUBLIC WORKS - New Public Works Building	3,700	-	-	3,700	-	-	-	-	-	-	-	-		
PW Total				3,700	-	-	3,700	-	-	-	-	-	-	-	-		
PW - Fleet	Fleet	Equipment	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	350,000	-	350,000	-	-	-	-	-	-	-	-	-		
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	173,000	49,100	123,900	-	-	-	-	-	-	-	-	-	-	
	New	2 Electric car charging stations EV DC Fast Charger 440V	200,000	-	-	-	-	-	50,000	-	150,000	-	-	-	-		
		2 Double Electric car charging stations Level 1 220V	100,000	-	-	-	-	-	75,000	-	25,000	-	-	-	-		
		FLEET MANAGEMENT - NEW ASK for 2020	110,000	110,000	-	-	-	-	-	-	-	-	-	-	-		
PW - Fleet Total				933,000	159,100	473,900	-	-	125,000	-	175,000	-	-	-	-		
PW - Roads	Road Paving	Renewal	ROAD PAVING - Grind and Pave program	1,400,000	-	-	-	-	210,000	-	1,190,000	-	-	-	-		
	Storm Drainage	New	Braidwood Affordable Housing - Storm & Road Servicing	103,700	-	103,700	-	-	-	-	-	-	-	-	-		
	Bike Lane	Land and improvements	Cycling Network Plan Improvements	100,000	100,000	-	-	-	-	-	-	-	-	-	-		
	PW - Roads Total				1,603,700	100,000	103,700	-	-	210,000	-	1,190,000	-	-	-	-	
PW - Civic Properties	Parks	Buildings	Woodcote Park - Roof Replacement	45,000	-	45,000	-	-	-	-	-	-	-	-	-		
			City Hall	Buildings	CITY HALL - Building Energy Reduction (roof ventilation)	10,000	-	10,000	-	-	-	-	-	-	-	-	
				CITY HALL - Roof Replacement	21,000	-	21,000	-	-	-	-	-	-	-	-		
				Renovation of City Hall - Foyer area	100,000	-	-	100,000	-	-	-	-	-	-	-	-	
				Public Works	Buildings	CARPENTRY SHOP - Carpenter / Electrician Bay	265,500	-	31,000	100,000	-	-	-	-	-	-	-
	PW - Civic Properties Total				433,800	-	283,800	50,000	-	-	-	-	100,000	-	-		
	PW - Parks	Cemetery	Land and improvements	CEMETERY - CEMETERY GENERAL WORK	50,000	-	-	-	-	-	-	-	-	50,000	-	-	
				CEMETERY - IRRIGATION	10,000	-	-	-	-	-	-	-	-	-	10,000	-	-
				CEMETERY - NEW PLANTINGS	30,000	-	-	-	-	-	-	-	-	-	-	30,000	-
				CEMETERY - NICHE DESIGN/DEVELOPMENT	70,000	-	-	-	-	-	-	-	-	-	-	70,000	-
		PW - Parks Total				160,000	-	283,800	50,000	-	-	-	-	100,000	-	-	
		Parks	New	Sheffield Park (located in Crown Isle)	25,000	25,000	-	-	-	-	-	-	-	-	-	-	
		Walkways & Bikeways	Land and improvements	Pedestrian Bridges replacement program	35,000	35,000	-	-	-	-	-	-	-	-	-	-	-
Millard Trail Boardwalk Replacement				20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	
Valleyview Greenway Erosion Remediation				50,000	23,300	-	14,300	-	12,400	-	-	-	-	-	-	-	
		New	Buckstone to Island Hwy Trail	110,000	-	-	-	-	-	-	-	-	-	-	110,000		
PW - Parks Total				240,000	103,300	-	14,300	-	12,400	-	-	-	160,000	-	110,000		
Engineering	Major Road Construction	Renewal	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	375,000	-	375,000	-	-	-	-	-	-	-	-	-		
			Braidwood Road Design - Storm & Road	93,200	-	-	93,200	-	-	-	-	-	-	-	-	-	
	Storm Drainage	Renewal	STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000	-	-	-	-	-	175,000	-	-	-	-	-		
	Bike Lane	New	Bike Lane Hobson Neighbourhood Route	50,000	-	31,800	-	-	-	18,200	-	-	-	-	-		
Engineering Total				693,200	-	406,800	93,200	-	-	18,200	175,000	-	-	-	-		

Project Manager	Department	Category	Project description	2020 Proposed Budget	2020 General Revenues	2020 New Works Reserve	2020 Reserve for Future Expenditures	2020 Unexpended Funds	2020 DCC Reserve	2020 Fed / Prov Funding	2020 Gas Tax Fed Grant	2020 Gaming Fund	2020 CVRD Grant	2020 Proceeds - Asset Sales	2020 Other Contributions		
Rec & Culture	Parks	Land and improvements	Tarling Park gate, fencing and Hydro service	8,100	-	-	8,100	-	-	-	-	-	-	-	-		
			Marina Storage Compound Relocation	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	
	New	Parks	Park Development - McPhee Meadows	50,000	43,700	-	6,300	-	-	-	-	-	-	-	-	-	
			Partners in Parks	50,000	50,000	-	-	-	-	-	-	-	-	-	-	-	-
			Totem Pole at the Airpark	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-
	Walkways & Bikeways	New	Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1 Dingwall to Muir Road trail development - stairs	302,200	41,400	100,000	22,200	-	138,600	-	-	-	-	-	-	-	
				25,000	25,000	-	-	-	-	-	-	-	-	-	-	-	-
					455,300	180,100	100,000	36,600	-	138,600	-	-	-	-	-	-	
	Filberg Centre	Buildings	FILBERG CENTRE - Drive Thru Repair / Renovation	35,000	-	-	35,000	-	-	-	-	-	-	-	-	-	
	Lewis Centre	Equipment	LEWIS CENTRE - Equipments > 5k	45,000	-	45,000	-	-	-	-	-	-	-	-	-	-	
		New	LEWIS CENTRE - Shower Lift (accessibility funding)	20,000	-	12,200	-	-	-	7,800	-	-	-	-	-	-	
	Sid Theatre	Buildings	SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS SID THEATRE - THEATRE CAPITAL EQUIPMENT	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-	
				10,000	-	10,000	-	-	-	-	-	-	-	-	-	-	-
Rec & Culture Total				590,300	180,100	192,200	71,600	-	138,600	7,800	-	-	-	-	-		
IT	IT	Equipment	PHOTOCOPIERS	40,000	-	40,000	-	-	-	-	-	-	-	-	-		
			SERVER REPLACEMENT	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-	
	Other Tangible Assets	*Hyper-Convergence Software (complement to back up solution)	30,000	-	30,000	-	-	-	-	-	-	-	-	-	-	-	
			IT security (PEN Test)	14,000	-	14,000	-	-	-	-	-	-	-	-	-	-	
			New softwares	50,000	-	50,000	-	-	-	-	-	-	-	-	-	-	
			OFFSITE BACKUP DEVELOPMENT	36,000	-	36,000	-	-	-	-	-	-	-	-	-	-	
Recreation Software	55,000	-	55,000	-	-	-	-	-	-	-	-	-	-	-			
IT Total				250,000	-	250,000	-	-	-	-	-	-	-	-	-		
Finance / IT	IT	Other Tangible Assets	Great Plain Electronic Workflow	15,000	-	15,000	-	-	-	-	-	-	-	-	-		
Finance / IT Total				15,000	-	15,000	-	-	-	-	-	-	-	-	-		
Fire Department	Fire	Equipment	FIRE DEPT LIGHT VEHICLES	65,000	-	65,000	-	-	-	-	-	-	-	-	-		
			65,000	-	65,000	-	-	-	-	-	-	-	-	-	-		
	Fire	New	FIRE - NEW SATELLITE FIREHALL	94,500	-	-	4,000	90,500	-	-	-	-	-	-	-		
Fire Department Total				159,500	-	65,000	4,000	90,500	-	-	-	-	-	-	-		
Coporate Services	Corporate Services	New	Strategic Land Acquisition	500,000	-	199,000	-	-	-	-	-	-	-	301,000	-		
Coporate Services Total				500,000	-	199,000	-	-	-	-	-	-	-	301,000	-		
Development Services	DCC Projects	Renewal	Road, Storm, Parks DCC Projects	200,000	-	-	-	-	200,000	-	-	-	-	-	-		
Development Services Total				200,000	-	-	-	-	200,000	-	-	-	-	-	-		
Grand Total				6,223,700	542,500	2,065,400	602,300	90,500	561,000	151,000	1,365,000	175,000	260,000	301,000	110,000		

General Capital Borrowing

Area	Project description	Total 2020- 2024 Budget	2020 Debt	2021 Debt	2022 Debt	2023 Debt	2024 Debt	Total Debt
Infrastructure	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	6,675,000	-	3,400,000	-	-	-	3,400,000
	MAJOR ROAD CONS - 6th St Bridge	4,000,000	-	-	2,000,000	-	-	2,000,000
	STORM DRAINAGE - Willemar Culvert	1,680,000	-	-	750,000	-	-	750,000
	Braidwood Road Design - Storm & Road	3,343,200	-	-	-	3,250,000	-	3,250,000
	STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction	595,000	-	-	-	500,000	-	500,000
	MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction	595,000	-	-	-	500,000	-	500,000
	MAJOR ROAD CONS - Cousins Ave - 20th to Willemar	3,224,000	-	-	-	-	3,000,000	3,000,000
Infrastructure Total		20,112,200	-	3,400,000	2,750,000	4,250,000	3,000,000	13,400,000
Public Works	PUBLIC WORKS - New Public Works Building	5,403,700	-	5,400,000	-	-	-	5,400,000
Public Works Total		5,403,700	-	5,400,000	-	-	-	5,400,000
Property Services	FIRE - NEW SATELLITE FIREHALL	6,577,500	-	-	483,000	6,000,000	-	6,483,000
Property Services Total		6,577,500	-	-	483,000	6,000,000	-	6,483,000
Fire Services	FIRE DEPT - Ladder Truck (replacement truck #12)	1,830,000	-	600,000	-	-	-	600,000
Fire Services Total		1,830,000	-	600,000	-	-	-	600,000
Grand Total		33,923,400	-	9,400,000	3,233,000	10,250,000	3,000,000	25,883,000

General Capital Debt Servicing Costs

Department	Category	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget
Debt	Debt Interest	463,700	454,500	391,500	372,300	344,200
	Debt Principal	840,200	790,500	715,600	637,700	615,600
Debt Total		1,303,900	1,245,000	1,107,100	1,010,000	959,800
New Debt	Debt Interest	-	136,200	317,000	503,000	685,900
	Debt Principal	-	-	368,000	494,500	895,800
New Debt Total		-	136,200	685,000	997,500	1,581,700
Grand Total		1,303,900	1,381,200	1,792,100	2,007,500	2,541,500

City of Courtenay
City of Courtenay for the Years 2020 - 2024

GENERAL CAPITAL Surplus, Reserves and DCC Summary	Estimated Actual	Budget	Proposed Budget			
Estimated Closing Balances	2019	2020	2021	2022	2023	2024
General Capital Surplus						
Reserve For Future Expenditure (Unspent Capital 2019)	602,300	-	-	-	-	-
Unexpended Debt	1,413,500	1,322,300	737,600	673,400	673,400	673,400
	2,015,800	1,322,300	737,600	673,400	673,400	673,400
General Capital Reserves						
Machinery and Equipment	1,409,100	1,545,200	765,200	1,023,500	1,150,200	1,425,200
Land Sale	269,400	70,400	70,400	70,400	70,400	70,400
New Works and Equipment	3,114,900	2,890,000	2,850,000	2,885,000	2,875,000	2,925,000
New Works - Community Gas Tax Funds	3,194,200	2,534,200	2,414,200	2,259,200	2,019,200	1,179,200
Infrastructure Reserve	451,700	302,800	138,200	170,400	718,900	892,100
Housing Amenity	774,200	670,500	670,500	670,500	670,500	670,500
Park Amenity	612,900	512,900	412,900	312,900	212,900	112,900
Public Parking	54,600	59,700	64,900	70,200	75,600	81,000
Parkland Acquisition	309,800	309,800	309,800	309,800	309,800	309,800
	10,190,800	8,895,500	7,696,100	7,771,900	8,102,500	7,666,100
Total General Capital Surplus and Reserves	12,206,600	10,217,800	8,433,700	8,445,300	8,775,900	8,339,500
Development Cost Charges (DCC)						
Highways Facilities	3,570,000	3,160,000	2,487,300	2,062,300	1,622,300	1,050,100
Storm Drain Facilities	1,719,000	1,719,000	1,719,000	1,719,000	1,695,000	1,695,000
Park Land Acquisition	558,500	407,500	395,100	297,100	260,000	233,900
Total DCC	5,847,500	5,286,500	4,601,400	4,078,400	3,577,300	2,979,000