

# Service Budget Highlights >

**Committee of the Whole**  
**Wednesday October 27, 2021**

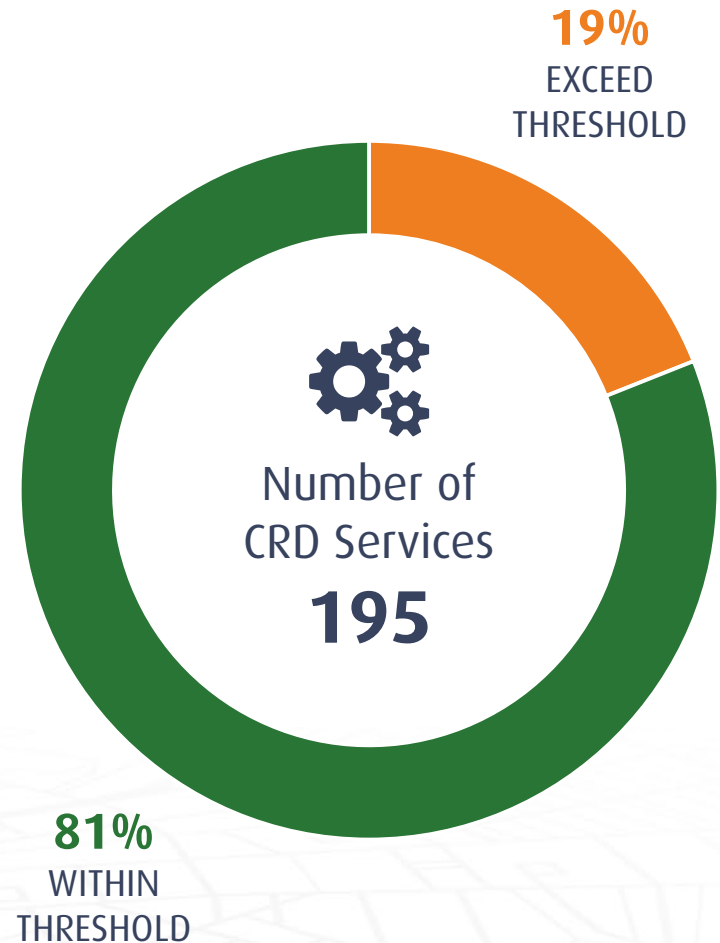
## Materiality Threshold



**2.0%**  
FORECASTED CPI

and **\$50,000**

all service budgets are  
included in Appendix G of the  
agenda package



2) EXECUTIVE SERVICES	\$000's	%			
2.1) CAO & Executive Services (Appendix G, Part A, PDF pg 4, Print pg 3)	\$61	8.0%			
<ul style="list-style-type: none"> <li>New Executive Assistant (1.0 FTE), offset by cessation of Intergovernmental allocation.</li> </ul>	Req 100%	Fees -	Other -	Alloc -	
2.2) Human Resources (Appendix G, Part A, PDF pg 8, Print pg 7)	\$329	12.8%			
<ul style="list-style-type: none"> <li>New Manager Safety Management (1.0 FTE), contractor costs for initial phase of HRIS, base salary and step increases, and auxiliary support.</li> </ul>	Req 30%	Fees -	Other 14%	Alloc 56%	
2.3) Corporate Communications (Appendix G, Part A, PDF pg 15, Print pg 14)	\$85	8.3%			
<ul style="list-style-type: none"> <li>New Marketing and Social Media Manager (1.0 FTE), base salary and step increase changes, offset by cessation of one-time auxiliary costs.</li> </ul>	Req 72%	Fees -	Other -	Alloc 28%	



3) CORPORATE SERVICES	\$000's	%			
<b>3.1) Corporate Services</b> (Appendix G, Part A, PDF pg 24, Print pg 23)	\$419	20.3%			
<ul style="list-style-type: none"> <li>New Manager Legal Services (1.0 FTE), new Administrative Clerk (1.0 FTE), new Information Technicians (2.6 FTEs) for EDRMS, and base salary and step increases.</li> </ul>	Req	Fees	Other	Alloc	
	75%	-	23%	2%	
<b>3.2) Board Expenditures</b> (Appendix G, Part A, PDF pg 31, Print pg 10)	\$100	8.4%			
<ul style="list-style-type: none"> <li>CAO recruitment and selection, Board orientation strategic planning, offset by adjustment to director's remuneration for First Nations representation.</li> </ul>	Req	Fees	Other	Alloc	
	-	-	100%	-	
<b>3.4) First Nation Relations</b> (Appendix G, Part A, PDF pg 44, Print pg 23)	\$100	14.6%			
<ul style="list-style-type: none"> <li>New Archaeologist (1.0 FTE) offset by salary adjustment due staffing changes.</li> </ul>	Req	Fees	Other	Alloc	
	100%	-	-	-	



<b>4) FINANCE AND TECHNOLOGY</b>		<b>\$000's</b>		<b>%</b>	
<b>4.1.1) Finance</b> (Appendix G, Part A, PDF pg 61, Print pg 3)		<b>\$696</b>		<b>10.7%</b>	
<ul style="list-style-type: none"> <li>Financial Analysts for initiatives on accounting standard compliance, asset management and grant support (3.5 FTEs), and support for various other corporate initiatives (3.55 FTEs). Includes annualization for 2021 initiatives.</li> </ul>		<b>Req</b>	<b>Fees</b>	<b>Other</b>	<b>Alloc</b>
		60%	-	-	40%
<b>4.2.2) Information Technology</b> (Appendix G, Part A, PDF pg 71, Print pg 13)		<b>\$2,546</b>		<b>35.4%</b>	
<ul style="list-style-type: none"> <li>IT support and technology requirements for various corporate initiatives, including Regional Parks, ERDMS, accounting standard compliance, asset management, and HRIS (9.27 FTEs), annualization for 2021 initiatives.</li> </ul>		<b>Req</b>	<b>Fees</b>	<b>Other</b>	<b>Alloc</b>
		30%	-	47%	23%
<b>4.2.3) GIS Information Systems</b> (Appendix G, Part A, PDF pg 80, Print pg 22)		<b>\$59</b>		<b>10.5%</b>	
<ul style="list-style-type: none"> <li>Costs associated with the Regional Orthophotography Data Acquisition Program, and base salary increase.</li> </ul>		<b>Req</b>	<b>Fees</b>	<b>Other</b>	<b>Alloc</b>
		94%	-	1%	5%
<b>4.3.3) Arts Grants and Development</b> (Appendix G, Part A, PDF pg 107, Print pg 49)		<b>\$59</b>		<b>2.0%</b>	
<ul style="list-style-type: none"> <li>2% increase in grants.</li> </ul>		<b>Req</b>	<b>Fees</b>	<b>Other</b>	<b>Alloc</b>
		91%	-	9%	-



## 5) PARKS AND RECREATION

### 5.1) Regional Parks (Appendix G, Part B, PDF pg 4, Print pg 3)

- Large scale review of service level requirements, including staggered addition of 24.0 FTEs and associated costs, additional park maintenance, and contractor support. Further initiative costs relate to the operation of the new Elk & Beaver Lake Aerator and accessibility study, and additional contributions required to the capital reserve fund.

\$000's

%

\$4,377

35.4%

Req	Fees	Other	Alloc
98%	2%	-	-

### 5.1) Regional Parks - Land Acquisition (Appendix G, Part B, PDF pg 4, Print pg 3)

- Proposed change to land acquisition funding model, utilizing debt funding instead of reserve contributions

(\$3,948)

(98.0%)

Req	Fees	Other	Alloc
100%		-	-

### 5.2) Panorama Rec. Center (Appendix G, Part B, PDF pg 38, Print pg 37)

- Reflects service level of operations without pandemic restrictions, introduction of pre-school program.

\$1,782

22.1%

Req	Fees	Other	Alloc
5%	93%	2%	-

### 5.3) SEAPARC (Appendix G, Part B, PDF pg 64, Print pg 63)

- Reflects service level of operations without pandemic restrictions.

\$644

17.5%

Req	Fees	Other	Alloc
32%	52%	16%	-

6) ENVIRONMENTAL SERVICES		\$000's		%	
<b>6.2.2) Environmental Protection &amp; Water Quality</b> (Appendix G, Part B, PDF pg 103, Print pg 18)		\$373		4.5%	
<ul style="list-style-type: none"> <li>New Biosolids Research Assistant and CAWTP lab services support (2.35 FTE), increased ERF contribution, allocations associated with building occupancy and human resources.</li> </ul>	Req	Fees	Other	Alloc	
	-	-	-	100%	
<b>6.2.5) Millstream Site Remediation</b> (Appendix G, Part B, PDF pg 125, Print pg 40)		(\$135)		(36.0%)	
<ul style="list-style-type: none"> <li>Decrease due to anticipated completion of the Millstream Remediation Capital Project in 2022.</li> </ul>	Req	Fees	Other	Alloc	
	50%	-	50%	-	
<b>6.2.6) L.W.M.P. – On Site System Management Program</b> (Appendix G, Part B, PDF pg 131, Print pg 46)		(\$106)		(36.1%)	
<ul style="list-style-type: none"> <li>Decrease in allocation related to environmental protection, and cessation of planned reserve spending.</li> </ul>	Req	Fees	Other	Alloc	
	3%	-	97%	-	
<b>6.4.1) Environmental Engineering Services</b> (Appendix G, Part B, PDF pg 190, Print pg 105)		(\$414)		(14.8%)	
<ul style="list-style-type: none"> <li>Decrease due to 2.0 FTEs transferred to Facility Management, and one-time feasibility study costs in 2021.</li> </ul>	Req	Fees	Other	Alloc	
	-	-	51%	49%	



6) ENVIRONMENTAL SERVICES (CONTINUED)		\$000's		%	
<b>6.4.2) Facility Management</b> (Appendix G, Part B, PDF pg 199, Print pg 114)		\$311		18.4%	
<ul style="list-style-type: none"> <li>Base salary and step increase, 2.0 FTEs transferred from Environmental Engineering Services, increase in auxiliary support.</li> </ul>	Req	Fees	Other	Alloc	
	-	-	-	100%	
<b>6.4.3) CRD HQ Building</b> (Appendix G, Part B, PDF pg 208, Print pg 123)		\$385		26.9%	
<ul style="list-style-type: none"> <li>Includes temporary additional rental space to accommodate reconfiguration of the Fisgard building.</li> </ul>	Req	Fees	Other	Alloc	
	-	-	-	100%	
<b>6.4.6) Health Facilities – VIHA</b> (Appendix G, Part B, PDF pg 233, Print pg 148)		\$78		4.9%	
<ul style="list-style-type: none"> <li>Inflation and inclusion of costs associated with the Pembroke site.</li> </ul>	Req	Fees	Other	Alloc	
	-	-	100%	-	



<b>7) PLANNING &amp; PROTECTIVE SERVICES</b>		<b>\$000's</b>		<b>%</b>	
<b>7.2.1) Land Banking and Housing (Regional Housing)</b> (Appendix G, Part C, PDF pg 12, Print pg 10)		<b>\$196</b>		<b>7.3%</b>	
<ul style="list-style-type: none"> <li>Permanent position for Senior Project Coordinator (1.0 FTE), and term positions for Administrative Coordinator (1.0 FTE) and Administrative Clerk (1.0 FTE), offset by reduction in base salary and auxiliary support.</li> </ul>		<b>Req</b>	<b>Fees</b>	<b>Other</b>	<b>Alloc</b>
		34%	-	66%	-
<b>7.4.1) Corporate Emergency</b> (Appendix G, Part C, PDF pg 32, Print pg 30)		<b>(\$1,043)</b>		<b>(69.8%)</b>	
<ul style="list-style-type: none"> <li>Decrease due to COVID-19 Safe Restart Grant that was applied for and received in 2021, which does not continue into 2022.</li> </ul>		<b>Req</b>	<b>Fees</b>	<b>Other</b>	<b>Alloc</b>
		-	-	100%	-
<b>7.4.6) 913 Fire Dispatch</b> (Appendix G, Part C, PDF pg 64, Print pg 62)		<b>(\$427)</b>		<b>(58.9%)</b>	
<ul style="list-style-type: none"> <li>Decrease due to new service agreement with District of Saanich.</li> </ul>		<b>Req</b>	<b>Fees</b>	<b>Other</b>	<b>Alloc</b>
		100%	-	-	-
<b>7.5.2) Regional Planning Services</b> (Appendix G, Part C, PDF pg 91, Print pg 89)		<b>\$531</b>		<b>31.9%</b>	
<ul style="list-style-type: none"> <li>Transportation Data Collection, Modelling and Priority Implementation, offset by discontinued auxiliary support.</li> </ul>		<b>Req</b>	<b>Fees</b>	<b>Other</b>	<b>Alloc</b>
		3%	-	97%	-



## 7) PLANNING & PROTECTIVE SERVICES (continued)

### 7.5.3) Regional Growth Strategy (Appendix G, Part C, PDF pg 101, Print pg 99)

- Decrease due to one-time special project funding received only in 2021, and step decrease/paygrade changes. Offset by an increase in contracts associated with the Food Lands Trust Business Case.

\$000's

%

(\$51)

(13.4%)

Req

Fees

Other

Alloc

-

-

100%

-



8) INTEGRATED WATER SERVICES		\$000's		%	
<b>8.1.1) Regional Water Supply</b> (Appendix G, Part C, PDF pg 109, Print pg 4)		\$1,618		4.6%	
<ul style="list-style-type: none"> <li>Repurpose 3.0 FTEs from Capital to Operating, new Infrastructure Integration Technician and Contracts Coordinator (2.0 FTE), and increase in transfers to capital.</li> </ul>	Req	Fees	Other	Alloc	
	-	100%	-	-	
<b>8.1.2) JDF Water Distribution</b> (Appendix G, Part C, PDF pg 151, Print pg 46)		\$1,767		8.5%	
<ul style="list-style-type: none"> <li>Increase in bulk water purchases, capital fund transfers, and operations allocations.</li> </ul>	Req	Fees	Other	Alloc	
	-	100%	-	-	
<b>8.2.3) IWS – Environmental Operations</b> (Appendix G, Part C, PDF pg 213, Print pg 108)		\$625		5.4%	
<ul style="list-style-type: none"> <li>Base salary and step increases, annualization of 2021 IBCs, reposition of Maintenance Planner position (1.0 FTE), and increase in standard overhead allocation.</li> </ul>	Req	Fees	Other	Alloc	
	-	-	-	100%	



**8) INTEGRATED WATER SERVICES (CONTINUED)****8.3.1) Saanich Peninsula Water Supply** (Appendix G, Part C, PDF pg 230, Print pg 125)

\$000's

%

\$347

4.8%

- Increase in bulk water purchases and transfers to capital reserves.

Req

Fees

Other

Alloc

-

100%

-

-

**8.3.2) Saanich Peninsula Wastewater** (Appendix G, Part C, PDF pg 244, Print pg 139)

\$276

6.3%

- Increase in cyclical maintenance costs, reserve contributions, and labour allocations.

Req

Fees

Other

Alloc

79%

-

20%

1%



LOCAL SERVICES – JOINT EA		\$000's		%	
Elections (Appendix I-4, PDF pg 8)		\$238		948.8%	
• Costs related to the Electoral Area and Island Trust elections.		Req	Fees	Other	Alloc
		17%	-	83%	-
Building Inspection (Appendix I-2, PDF pg 16)		\$136		8.2%	
• Increase to auxiliary support budget for digitization project, Administrative Clerk (0.5 FTE), increase in building occupancy allocation and transfer to ERF.		Req	Fees	Other	Alloc
		8%	91%	1%	-



SALT SPRING ISLAND		\$000's		%	
SSI – Pool & Park Land (Appendix I-3, PDF pg 133)		\$230		13.1%	
<ul style="list-style-type: none"><li>Increase in auxiliary staffing for Aquatic Program Workers, and costs associated with the SSI Community Centre.</li></ul>		Req	Fees	Other	Alloc
		34%	52%	12%	2%
SSI Liquid Waste Disposal (Appendix I-3, PDF pg 215)		\$94		10.5%	
<ul style="list-style-type: none"><li>Increase due to sludge hauling contract and increase in transfers to the capital reserve fund.</li></ul>		Req	Fees	Other	Alloc
		19%	81%	-	-



SOUTHERN GULF ISLANDS		\$000's		%	
SGI Grants in Aid (Appendix I-4, PDF pg 53)		(\$111)		(51.1%)	
• Decrease due to one-time Safe Restart Grant received only in 2021.		Req	Fees	Other	Alloc
		-	-	100%	-
Magic Lake Estates Sewer Debt (Appendix I-4, PDF pg 232)		\$126		159.4%	
• Increase due to new debt servicing for \$6M borrowing, beginning in 2022.		Req	Fees	Other	Alloc
		100%	-	-	-



JUAN de FUCA	\$000's	%			
<b>Community Planning</b> (Appendix I-2, PDF pg 73)	(\$66)	(7.6%)			
<ul style="list-style-type: none"> <li>Decrease due to one-time grant received only in 2021, and orthophotos purchased every other year (in 2021, but not in 2022).</li> </ul>	Req	Fees	Other	Alloc	
	-	-	100%	-	

