

CAPITAL REGIONAL DISTRICT

2024 BUDGET

GM - Planning & Protective Services

COMMITTEE REVIEW

OCTOBER 2023

Service: 1.024 GM - Planning & Protective Services

Committee: Governance Committee & Finance Committee

DEFINITION:

The oversight of planning and protective services for the Capital Regional District Board.

SERVICE DESCRIPTION:

The General Manager of Planning and Protective Services provides overall direction and supporting administrative oversight for 40 individual services and functions.

The department and its divisions report to the Board, Hospital District Board, Planning, Transportation and Protective Services Committee, Electoral Area Services Committee, Juan de Fuca Land Use Committee and also provide corporate administration for 17 commissions and the Capital Regional Housing Corporation.

Planning and Protective Services includes the administrative and operating responsibility for:

- Capital Regional Housing Corporation
- Capital Regional Hospital District
- Regional Planning and Information Services
- Emergency Management & Fire Protection
- Regional Housing
- Bylaw Services and Animal Control
- Building Inspection and Numbering
- Juan de Fuca Electoral Area Community Planning and Parks

PARTICIPATION:

All municipalities and electoral areas and the Songhees and Tsawout Bands.

MAXIMUM LEVY:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and Internal Recoveries

1.024 - GM - Planning & Protective Services

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries & Wages	464,094	443,736	470,434	-	-	470,434	481,703	493,233	505,030	517,100
Contract for Services	7,310	-	2,500	-	-	2,500	3,050	4,610	6,200	7,320
Internal Allocations	92,268	92,268	101,438	-	-	101,438	105,151	108,152	110,688	113,642
Operating Other	20,930	11,377	21,370	-	-	21,370	21,800	22,250	22,710	23,170
TOTAL OPERATING COSTS	584,602	547,381	595,742	-	-	595,742	611,704	628,245	644,628	661,231
*Percentage Increase over prior year						1.9%	2.7%	2.7%	2.6%	2.6%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
TOTAL CAPITAL / RESERVES	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
TOTAL COSTS	585,602	548,381	596,742	-	-	596,742	612,704	629,245	645,628	662,231
<u>FUNDING SOURCES (REVENUE)</u>										
Internal Recoveries	(276,233)	(276,233)	(285,898)	-	-	(285,898)	(291,590)	(297,417)	(303,364)	(309,422)
TOTAL REVENUES	(276,233)	(276,233)	(285,898)	-	-	(285,898)	(291,590)	(297,417)	(303,364)	(309,422)
NET COSTS	309,369	272,148	310,844	-	-	310,844	321,114	331,828	342,264	352,810
*Percentage increase over prior year										
Net Costs						0.5%	3.3%	3.3%	3.1%	3.1%
AUTHORIZED POSITIONS:										
Salaried	2.5	2.5	2.5	-	-	2.5	2.5	2.5	2.5	2.5

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.024	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	GM - Planning & Protective Services							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$2,049	\$2,318	\$1,644	\$6,011	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$0	\$0	\$2,049	\$2,318	\$1,644	\$6,011	
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SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$2,049	\$2,318	\$1,644	\$6,011	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$0	\$0	\$2,049	\$2,318	\$1,644	\$6,011	
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CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.024

Service Name:

GM - Planning & Protective Services

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
26-01	Replacement	Computer	Computer Replacement	\$ 2,049	E	ERF		\$ -	\$ -	\$ 2,049	\$ -	\$ -	\$ 2,049
27-01	Replacement	Computer	Computer Replacement	\$ 2,318	E	ERF		\$ -	\$ -	\$ -	\$ 2,318	\$ -	\$ 2,318
28-01	Replacement	Computer	Computer Replacement	\$ 1,644	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ 1,644	\$ 1,644
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 6,011				\$ -	\$ -	\$ 2,049	\$ 2,318	\$ 1,644	\$ 6,011

Reserve Schedule

Reserve Fund: 1.024 - GM Planning & Protective Services

Reserve Cash Flow

Fund: 1022 Fund Center: 101955
ERF Group: PLANPROT.ERF

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	7,894	6,193	7,193	8,193	7,144	5,826
Actual Purchases	-					
Planned Purchase (Based on Capital Plan)	(2,701)	-	-	(2,049)	(2,318)	(1,644)
Transfer from Operating Budget	1,000	1000	1000	1000	1000	1000
Interest Income	-	-	-	-	-	-
Ending Balance \$	6,193	7,193	8,193	7,144	5,826	5,182

Assumptions/Background:

2023 - replacement of 2 standard desktops
 2026 - replacement of 1 ultra-portable laptop
 2027 - replacement of 2 standard desktops
 2028 - replacement of 1 standard desktop