

# **CAPITAL REGIONAL DISTRICT**

## **2025 BUDGET**

### **CAO & Executive Services**

#### **COMMITTEE REVIEW**

**Service:** 1.014 CAO & Executive Services

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

Authorized by Letters Patent to provide for administrative expenditures of the Capital Regional District Board.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

**Change in Budget 2024 to 2025**Service: **1.014 CAO & EXECUTIVE SERVICES****Total Expenditure****Comments****2024 Budget****1,117,777****Change in Salaries:**

Base salary and benefit change

31,585

Inclusive of estimated collective agreement changes

Step increase/paygrade change

29,708

Annualization of 2024 position

33,804

Annualization of 2024 IBC 11b-7.1: Manager of Corporate Initiatives &amp; Administration

Total Change in Salaries

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95,098**Other Changes:**

Building Occupancy

5,499

Sharepoint Online Upgrade

10,812

Contribution to 2025 IBC 13a-3.1: M365 Sharepoint Online Transition to IM

Other Costs

(325)

Total Other Changes

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15,986**2025 Budget****1,228,861**

## Summary of % Expense Increase

2024 IBC Annualization Expense

3.0%

2025 Auxiliary Support

0.0%

Other salary adjustments

5.5%

Balance of increase

1.4%

% expense increase from 2023:

**9.9%**

% Requisition increase from 2023 (if applicable):

**10%**

Requisition funding is 100% of service revenue

**Overall 2024 Budget Performance**

(expected variance to budget and surplus treatment)

<p><i>There is a one time favourable variance of \$93,700 (8.4%) largely due to variances on salary (\$69,940) and savings on office supplies, meeting expenses and training (\$23,000).</i></p>
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CAO & Executive Services	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2025 ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS:</u>										
Salaries and Wages	958,240	888,300	1,053,719	-	-	1,053,719	1,084,131	1,115,410	1,147,570	1,180,646
Building Occupancy	26,714	26,714	33,393	-	-	33,393	36,939	39,770	41,342	42,038
Intergovernment Allocation	-	-	-	-	-	-	-	-	-	-
Legal Expenses	1,970	1,000	2,030	-	-	2,030	2,070	2,110	2,150	2,190
Software Licenses	6,930	5,000	7,790	-	-	7,790	5,490	5,600	5,710	5,820
Other Operating Expenses	120,923	93,033	116,117	-	10,812	126,929	129,610	121,585	124,483	127,456
<b>TOTAL OPERATING COSTS</b>	<b>1,114,777</b>	<b>1,014,047</b>	<b>1,213,049</b>	<b>-</b>	<b>10,812</b>	<b>1,223,861</b>	<b>1,258,239</b>	<b>1,284,475</b>	<b>1,321,254</b>	<b>1,358,150</b>
*Percentage Increase over prior year						9.8%	2.8%	2.1%	2.9%	2.8%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,000	10,000	5,000	-	-	5,000	5,100	5,200	5,300	5,410
<b>TOTAL CAPITAL / RESERVES</b>	<b>3,000</b>	<b>10,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,100</b>	<b>5,200</b>	<b>5,300</b>	<b>5,410</b>
<b>TOTAL COSTS</b>	<b>1,117,777</b>	<b>1,024,047</b>	<b>1,218,049</b>	<b>-</b>	<b>10,812</b>	<b>1,228,861</b>	<b>1,263,339</b>	<b>1,289,675</b>	<b>1,326,554</b>	<b>1,363,560</b>
Internal Recovery from CAWTP	-	-	-	-	-	-	-	-	-	-
Transfer from Internal Reserve	-	-	-	-	-	-	-	-	-	-
<b>NET COSTS</b>	<b>1,117,777</b>	<b>1,024,047</b>	<b>1,218,049</b>	<b>-</b>	<b>10,812</b>	<b>1,228,861</b>	<b>1,263,339</b>	<b>1,289,675</b>	<b>1,326,554</b>	<b>1,363,560</b>
*Percentage increase over prior year Net Costs						9.0%	2.8%	2.1%	2.9%	2.8%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	6.0	6.0	6.0	-	-	6.0	6.0	6.0	6.0	6.0

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

<b>Service No.</b>	<b>1.014</b> <b>CAO / Corporate Services</b>	<b>Carry Forward from 2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$5,754	\$17,262	\$15,965	\$17,262	\$7,672	\$63,915	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>\$0</b>	<b>\$5,754</b>	<b>\$17,262</b>	<b>\$15,965</b>	<b>\$17,262</b>	<b>\$7,672</b>	<b>\$63,915</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$5,754	\$17,262	\$15,965	\$17,262	\$7,672	\$63,915
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$5,754</b>	<b>\$17,262</b>	<b>\$15,965</b>	<b>\$17,262</b>	<b>\$7,672</b>	<b>\$63,915</b>

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

Service #: 1.014

Service Name: CAO / Corporate Services

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
24-01	Replacement	Computer	Computer Replacement	\$ 14,796	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25-01	Replacement	Computer	Computer Replacement	\$ 5,754	E	ERF		\$ 5,754	\$ -	\$ -	\$ -	\$ -	\$ 5,754
26-01	Replacement	Computer	Computer Replacement	\$ 17,262	E	ERF		\$ -	\$ 17,262	\$ -	\$ -	\$ -	\$ 17,262
27-01	Replacement	Computer	Computer Replacement	\$ 15,965	E	ERF		\$ -	\$ -	\$ 15,965	\$ -	\$ -	\$ 15,965
28-01	Replacement	Computer	Computer Replacement	\$ 17,262	E	ERF		\$ -	\$ -	\$ -	\$ 17,262	\$ -	\$ 17,262
29-01	Replacement	Computer	Computer Replacement	\$ 7,672	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ 7,672	\$ 7,672
													\$ -
													\$ -
			<b>Grand Total</b>	<b>\$ 78,711</b>				<b>\$ 5,754</b>	<b>\$ 17,262</b>	<b>\$ 15,965</b>	<b>\$ 17,262</b>	<b>\$ 7,672</b>	<b>\$ 63,915</b>

**Reserve Schedule**

**Reserve Fund: 1.014 CAO / Corporate Services**



**Fund: 1022 Fund Center: 101366**  
ERF Group: CAO.ERF

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>	34,709	32,719	41,965	40,003	39,638	38,286
<b>Actual Purchases</b>	(20,991)					
<b>Planned Purchases (Based on Capital Plan)</b>		(5,754)	(17,262)	(15,965)	(17,262)	(7,672)
<b>Transfer from Operating Budget</b>	19,000	15,000	15,300	15,600	15,910	16,230
<b>Interest Income</b>						
<b>Ending Balance \$</b>	<b>32,719</b>	<b>41,965</b>	<b>40,003</b>	<b>39,638</b>	<b>38,286</b>	<b>46,844</b>