

# **CAPITAL REGIONAL DISTRICT**

## **2025 BUDGET**

### **Information Technology**

#### **COMMITTEE REVIEW**

**Service:** 1.022 Information Technology

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

Support services to the departments of the Capital Regional District.

**SERVICE DESCRIPTION:**

Corporate information system development and support, telecommunications & phone systems, desktop support, networking, 911 systems, data communications, emergency systems, radio systems design & support, corporate web site, social media, application analysis & development, data management, Geographic Information Systems, web mapping, geospatial services, mapping and property information.

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2024 to 2025**

Service: 1.022 Information Technology

**Total Expenditure**

**Comments**

**2024 Budget**

**13,385,490**

**Change in Salaries:**

Base salary and benefit change	58,229	Inclusive of estimated collective agreement changes
Step increase/paygrade change	92,942	
1.0 FTE Technical Analyst	88,272	2025 IBC 13d-1.2 Support Division IBC – IT & GIS 2025 (9 months)
1.0 FTE User Experience (UX) Designer	88,272	2025 IBC 13d-1.2 Support Division IBC – IT & GIS 2025 (9 months)
1.0 FTE Senior Administrative Coordinator	21,647	2025 IBC 13a-6.3 Sr IT Administrative Coordinator Conversion (partial cost offset)
1.0 FTE Cyber Security Analyst	106,462	2025 IBC 13a-6.2 Cybersecurity Risk Specialist (9 months)
1.0 FTE Application Developer/Programmer	35,487	2025 IBC 13a-5.2 MyCRD and Supporting Platforms (3 months)
0.5 FTE Senior System Programmer Analyst	70,975	2025 IBC 13a-5.1 Project & Service Management Platform
(1.0) FTE Web Developer (2-year term)	(120,954)	Conclusion of 2023 IBC: 15f-1.15 Digital Communication Governance
Other	(21,068)	
<b>Total Change in Salaries</b>	<b>420,263</b>	

**Other Changes:**

Human Resources Allocation	15,504	Increase in 2024 salary budget; corporate safety resourcing
Building Occupancy	64,121	Facilities allocation
SAP S/4 Conversion and New Financial Model	750,000	2023 IBC 15f-1.9 SAP Lifecycle Replacement
Contracts and Procurement and Digital Signature Software	265,000	2025 IBC 13a-1.3 Contracts and Procurement Modernization
Software Licencing and Consultancy	39,500	2025 IBC 13a-3.1 M365 SharePoint Online Transition
	100,000	2024 IBC 11b-1.1 HRIS Talent Suite
	200,000	2025 IBC 13a-5.2 MyCRD and Supporting Platforms
	224,000	2025 IBC 13a-5.1 Project Service Management Platform
MNP Digital Transformation Service Review	75,000	Board mandated service review
IT General Operating Initiatives	230,000	Azure Landing Zone, Microsoft CoPilot, Orbis, Intermapper device monitoring, SAP licences
CRD Support Initiatives	300,000	SCADA OT-IWS Cyber Security Remediation, corporate website hosting, Success Factors
SharePoint Analytics	(44,800)	Conclusion of 2023 IBC 15f-1.15 Digital Communication Governance
Software licencing, implementation services, prologue data migration	(635,000)	Conclusion of 2023 IBC 15f-1.23 EPDMS - project under review
Other Costs	3,692	
<b>Total Other Changes</b>	<b>1,587,017</b>	

**2025 Budget**

**15,392,770**

**Summary of % Expense Increase**

2025 Base salary, step and paygrade change	1.1%
2023-2025 IBC Expense	14.9%
IT General Operating Initiatives	1.7%
CRD Support Initiatives	2.2%
2024 One-time items	-6.0%
Balance of increase	1.0%
<b>% expense increase from 2024:</b>	<b>15.0%</b>

**% Requisition increase from 2024: 8.0%**      *Requisition funding is 19% of service revenue*

**Overall 2024 Budget Performance**

(expected variance to budget and surplus treatment)

*There is an estimated one-time favourable variance of \$29,830 (0.25%) due mainly to staff vacancies partially offset by software licencing costs. This variance will be moved to the Legislative and General Operating Reserve.*

1.022 INFORMATION TECHNOLOGY	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS:</u>										
Salaries and Wages	7,577,375	6,712,351	7,586,524	411,114	-	7,997,638	8,605,258	8,387,381	8,589,336	8,796,017
Allocations	566,415	566,415	660,055	-	25,227	685,282	762,096	798,013	824,040	840,714
Consulting	48,470	30,300	49,930	-	217,500	267,430	78,820	122,370	66,250	55,650
Contract for Services	1,098,010	1,001,346	810,620	(110,250)	100,000	800,370	1,084,940	698,640	721,190	744,500
Software Licenses & Computer Mtce	2,782,440	2,765,899	2,385,880	726,000	411,500	3,523,380	3,613,600	3,674,294	3,749,962	3,863,232
Other Operating Expenses	724,940	511,008	594,700	25,500	143,000	763,200	613,617	637,226	647,332	667,281
<b>TOTAL OPERATING COSTS</b>	<b>12,797,650</b>	<b>11,587,319</b>	<b>12,087,709</b>	<b>1,052,364</b>	<b>897,227</b>	<b>14,037,300</b>	<b>14,758,331</b>	<b>14,317,924</b>	<b>14,598,110</b>	<b>14,967,394</b>
*Percentage Increase over prior year			-5.5%	8.2%	7.0%	9.7%	5.1%	-3.0%	2.0%	2.5%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	468,570	718,570	605,470	-	750,000	1,355,470	1,461,336	565,360	582,320	599,790
Transfer to Equipment Replacement Fund	119,270	119,270	-	-	-	-	-	71,885	74,040	76,270
<b>TOTAL CAPITAL / RESERVES</b>	<b>587,840</b>	<b>837,840</b>	<b>605,470</b>	<b>-</b>	<b>750,000</b>	<b>1,355,470</b>	<b>1,461,336</b>	<b>637,245</b>	<b>656,360</b>	<b>676,060</b>
<b>TOTAL COSTS</b>	<b>13,385,490</b>	<b>12,425,159</b>	<b>12,693,179</b>	<b>1,052,364</b>	<b>1,647,227</b>	<b>15,392,770</b>	<b>16,219,667</b>	<b>14,955,169</b>	<b>15,254,470</b>	<b>15,643,454</b>
*Percentage increase over prior year Total Costs			-5.2%	7.9%	12.3%	15.0%	5.4%	-7.8%	2.0%	2.5%
Funding from Capital Fund	(1,237,094)	(441,094)	(475,531)	-	-	(475,531)	(486,937)	-	-	-
Funding from Operating Reserve	(305,254)	(165,754)	-	-	(857,000)	(857,000)	-	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>11,843,142</b>	<b>11,818,311</b>	<b>12,217,648</b>	<b>1,052,364</b>	<b>790,227</b>	<b>14,060,239</b>	<b>15,732,730</b>	<b>14,955,169</b>	<b>15,254,470</b>	<b>15,643,454</b>
Service Fees	(40,000)	(40,000)	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Other Income	-	(5,000)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(40,000)</b>	<b>(45,000)</b>	<b>(40,000)</b>	<b>-</b>	<b>-</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>
<b>NET COSTS</b>	<b>11,803,142</b>	<b>11,773,311</b>	<b>12,177,648</b>	<b>1,052,364</b>	<b>790,227</b>	<b>14,020,239</b>	<b>15,692,730</b>	<b>14,915,169</b>	<b>15,214,470</b>	<b>15,603,454</b>
*Percentage increase over prior year Net Costs			3.2%	8.9%	6.7%	18.8%	11.9%	-5.0%	2.0%	2.6%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	49.27	49.27	49.27	5.50		54.77	56.27	56.77	56.77	56.77
Term	4.0	4.0	3.0			3.0	3.0	-	-	-

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

<b>Service No.</b>	<b>1.022</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>
	<b>Information Technology</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$310,449	\$3,690,348	\$2,899,688	\$883,637	\$109,184	\$109,184	\$109,184	\$7,692,041
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000
	<b>\$310,449</b>	<b>\$3,810,348</b>	<b>\$2,899,688</b>	<b>\$883,637</b>	<b>\$109,184</b>	<b>\$109,184</b>	<b>\$109,184</b>	<b>\$7,812,041</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$310,449	\$3,615,000	\$2,849,000	\$840,000	\$60,000	\$60,000	\$60,000	\$7,424,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$195,348	\$50,688	\$43,637	\$49,184	\$49,184	\$49,184	\$388,041
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
	<b>\$310,449</b>	<b>\$3,810,348</b>	<b>\$2,899,688</b>	<b>\$883,637</b>	<b>\$109,184</b>	<b>\$109,184</b>	<b>\$109,184</b>	<b>\$7,812,041</b>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.022

Service Name: Information Technology

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
25-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 138,041	E	ERF	\$ -	\$ 25,348	\$ 30,688	\$ 23,637	\$ 29,184	\$ 29,184	\$ 138,041
17-01	Replacement	SAP	Business Warehouse	\$ 75,000	E	Cap	\$ 50,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
19-06	Replacement	Data Centre Replacements	Wi-Fi Network System	\$ 170,000	E	Cap	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
20-02	Replacement	Data Centre Replacements	Virtual Server Hosts	\$ 550,000	E	Cap	\$ 100,000	\$ 100,000	\$ -	\$ 450,000	\$ -	\$ -	\$ 550,000
20-03	Replacement	Data Centre Replacements	Application Load Balancer	\$ 65,000	E	Cap	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000
20-05	Replacement	Data Centre Replacements	Uninterruptible Power Supply	\$ 150,000	E	Cap	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	\$ 60,000	\$ 150,000
20-06	Replacement	Data Centre Replacements	Figard Phone System	\$ 430,000	E	Cap	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
20-07	Replacement	Meeting Room Equipment Replacement	Replacement of A/V technology components	\$ 130,000	E	ERF	\$ -	\$ 50,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 130,000
23-01	Replacement	2023 IBC 15f-1.9 SAP Lifecycle Replacement	SAP Migration from ECC to S4	\$ 8,709,000	E	Cap	\$ 120,449	\$ 2,500,000	\$ 649,000	\$ -	\$ -	\$ -	\$ 3,149,000
24-05	New	Physical Security	Card access for data facilities	\$ 100,000	E	Cap	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
24-06	Replacement	Brightsign replacements	Replace and upgrade systems to current standards	\$ 10,000	E	Cap	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
24-18	Replacement	VDI system upgrades	Increase capacity to existing VDI infrastructure to improve the VDI environment and prepare for high perf loads	\$ 50,000	E	Cap	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
25-02	Replacement	Van	Replace IT Van (want this outfitted with proper shelving and bins)	\$ 120,000	V	ERF	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
25-03	Renewal	2025 IBC 13a-3.2 - SAP S4HANA Enhancements	Post migration enhancements to optimize performance, streamline processes, enhance analytics, integrate automation, and improve scalability and security. Includes upgrades to user interfaces, backup disaster recovery, and integration with other applications.	\$ 2,610,000	E	Cap	\$ -	\$ 810,000	\$ 1,800,000	\$ -	\$ -	\$ -	\$ 2,610,000
26-02	Replacement	2025 IBC 13a-3.3 - Communications Infrastructure Improvements	Enhance network and cellular communication across critical facilities, addressing deficiencies in coverage and quality to ensure reliable and secure infrastructure.	\$ 160,000	E	Cap	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ 160,000
26-03	Replacement	2025 IBC 13a-4.3 - Cyber Security Network Improvements	Advance cybersecurity at CRD, by investing in Identity Management, MFA, SIEM, encryption, Zero Trust EDR, and network segmentation. We will also enhance backup, CSPM, DevSecOps, incident response third-party risk management, and user training.	\$ 200,000	E	Cap	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
27-02	Replacement	2025 IBC 13a-5.1 - Alternate Data Centre	Build a backup Data Center at McLoughlin Point Wastewater Treatment Plant by 2027 to support CRD critical applications and services. This will include backup technology, storage, compute power, virtual servers, security, network, UPS, and power systems.	\$ 315,000	E	Cap	\$ -	\$ -	\$ -	\$ 315,000	\$ -	\$ -	\$ 315,000
													\$ -
													\$ -
			<b>Grand Total</b>	<b>\$ 13,982,041</b>				<b>\$ 3,810,348</b>	<b>\$ 2,899,688</b>	<b>\$ 883,637</b>	<b>\$ 109,184</b>	<b>\$ 109,184</b>	<b>\$ 7,812,041</b>

## Equipment Reserve Schedule

**Equipment Reserve Fund:** 1.022 Information Technology

### Equipment Reserve Cash Flow

**Fund: 1022 Fund Center: 101421**  
ERF Group: INFOTECH.ERF (ITG.ERF)

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>	363,858	546,213	400,865	370,177	418,425	463,281
<b>Actual Purchases</b>	(27,000)					
<b>Planned Purchases (Based on Capital Plan)</b>		(145,348)	(30,688)	(23,637)	(29,184)	(29,184)
<b>Transfer from Operating Budget</b>	208,652	-	-	71,885	74,040	76,270
<b>Interest Income</b>	703					
<b>Ending Balance \$</b>	<b>546,213</b>	<b>400,865</b>	<b>370,177</b>	<b>418,425</b>	<b>463,281</b>	<b>510,367</b>

**Assumptions/Background:**

Planned purchases include computer equipment replacements for staff (2025-2029) and replacement of one vehicle in 2025.

## Equipment Reserve Schedule

**Reserve Fund:** 1.022 Fisgard Meeting Room ERF

Fisgard Meeting Room Technology - Funding for replacement of IT equipment and infrastructure in the various meeting rooms at the 625 Fisgard St location.

### Equipment Reserve Cash Flow

**Fund: 1022 Fund Center: 102217**

ERF Group: ITMTGROOM.ERF (ITG.ERF)

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>	100,844	101,744	71,744	71,744	71,744	71,744
<b>Actual Purchases</b>	(19,600)					
<b>Planned Purchases (Based on Capital Plan)</b>		(50,000)	(20,000)	(20,000)	(20,000)	(20,000)
<b>Transfer from Operating Budget</b>	20,000	20,000	20,000	20,000	20,000	20,000
<b>Interest Income</b>	500					
<b>Ending Balance \$</b>	<b>101,744</b>	<b>71,744</b>	<b>71,744</b>	<b>71,744</b>	<b>71,744</b>	<b>71,744</b>

**Assumptions/Background:**

Replacement of meeting room audio/video components.