

Electoral Areas Committee - October 28, 2024
2025 Preliminary Electoral Area Budget Review

Appendix A-1: Requisition Summary (Joint EA Services)

Joint EA Electoral Area		2025	2024	Difference	
				Increase/(Decrease) \$	%
1.103	Elections	41,520	40,309	1,211	3.00%
1.104	U.B.C.M.	12,915	12,478	437	3.50%
1.108	Joint Electoral Area Admin	174,997	-	174,997	100.00%
1.318	Building Inspection	729,262	565,156	164,106	29.04%
1.320	Noise Control	89,568	65,053	24,515	37.68%
1.322	Nuisances & Unsightly Premises	56,210	51,570	4,640	9.00%
1.372	Electoral Area Emergency Program	179,380	166,090	13,290	8.00%
Total Joint Electoral Area		\$1,283,852	\$900,656	\$383,196	42.55%

Electoral Areas Committee - October 28, 2024
2025 Preliminary Electoral Area Budget Review

Appendix A-2

Joint EA Services - Operating Budget Highlights - Gross Expenditure (+/- 3% and +/- \$20,000)

Joint EA Services +/- 3% and +/- \$20,000	Gross Expenditure 2025	Gross Expenditure 2024	Changes \$	Changes %	Main Budget Driver
1.108 - Joint Electoral Area Admin (New in 2025)	174,997	-	174,997	100.0%	• New - 2025 IBC 16e-5.1 Electoral Area Services Department Oversight (2FTEs - 6 months) \$175k
1.318 - Building Inspection	2,413,246	2,241,973	171,273	7.6%	• Increased salaries & wages \$80k, including \$34k due to addition of 0.4 FTE (2025 IBC 16f-1.1) • Increased Standard OH, HR, Bylaw Enforcement, Building Occupancy, JDF Building Inspection, SharePoint Upgrade \$63k • Increased transfers to reserves \$19k
1.320 Noise Control	89,838	65,371	24,467	37.4%	• Ongoing increase in bylaw enforcement costs \$24k
1.372 - Electoral Area Emergency Program	1,117,270	923,997	193,273	20.9%	• Increased salaries & wages \$23k • Increased in one-time grant funded Fire Smart Contribution costs \$175k
Total Joint EA Services meeting criteria	3,795,351	3,231,341	564,010	17.5%	
Other (Services not meeting criteria above)	114,932	111,035	3,897	3.5%	
Total Joint EA Services	3,910,283	3,342,376	567,907	17.0%	

Joint EA Services - Operating Budget by Expenditure Type (in \$ millions)

Expenditure Type	Provisional Plan \$M 2025	Financial Plan \$M* 2024	Changes \$M	Changes %
Operations	3.79	3.24	0.55	16.9%
Capital Funding	0.01	0.01	0.00	3.0%
Debt Servicing	-	-	-	0.0%
Transfer to Reserves	0.11	0.09	0.02	22.6%
Total Southern Gulf Islands	3.91	3.34	0.57	17.0%

*Based on Amendment Financial Plan (Bylaw No. 4644)

Appendix A-3

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JOINTLY FUNDED 2025														
		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.318	Building Inspection	27,000	60,000				87,000			87,000				87,000
	TOTAL	27,000	60,000				87,000			87,000				87,000

Appendix A-4: Jointly Funded Budgets

1.103 Elections

1.104 UBCM

1.108 Joint EA Admin

1.318 Building Inspection

1.320 Noise Control

1.322 Nuisance & Unsightly Premises

1.372 EA Emergency Coordination

CAPITAL REGIONAL DISTRICT

2025 Budget

Elections

EAC REVIEW

OCTOBER 2024

Service: 1.103 Elections

Committee: Electoral Area

DEFINITION:

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 52 and 75 of the Local Government Act).

PARTICIPATION:

All electoral areas on the basis of converted assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and recovery from Islands Trust and school districts 61, 62, 63, 64

1.103 - Elections	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Electoral Area Elections	-	-	-	-	-	-	177,620	500	-	-
Islands Trust	-	-	-	-	-	-	81,870	-	-	-
Allocations and Insurance	90	90	50	-	-	50	13,736	61	67	74
TOTAL OPERATING COSTS	90	90	50	-	-	50	273,226	561	67	74
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	40,490	40,530	41,560	-	-	41,560	-	43,240	44,105	44,985
TOTAL COSTS	40,580	40,620	41,610	-	-	41,610	273,226	43,801	44,172	45,059
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(148,915)	(500)	-	-
Recovery from Islands Trust	-	-	-	-	-	-	(81,870)	-	-	-
Other Income	(271)	(311)	(90)	-	-	(90)	(90)	(101)	(107)	(114)
TOTAL REVENUE	(271)	(311)	(90)	-	-	(90)	(230,875)	(601)	(107)	(114)
REQUISITION	(40,309)	(40,309)	(41,520)	-	-	(41,520)	(42,351)	(43,200)	(44,065)	(44,945)
*Percentage increase over prior year Requisition			3.0%			3.0%	2.0%	2.0%	2.0%	2.0%

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

To stabilize requisition for Electoral Area Elections held every 4th year

Reserve Cash Flow

Fund: Fund Centre:	1500 105515	Estimated	Budget				
		2024	2025	2026	2027	2028	2029
Beginning Balance		197,091	246,371	287,931	139,016	181,756	225,861
Transfer from Op Budget		40,490	41,560	-	43,240	44,105	44,985
Transfer to Op Budget		-	-	(148,915)	(500)	-	-
Interest Income*		8,790					
Ending Balance \$		246,371	287,931	139,016	181,756	225,861	270,846

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections every 4 years

* Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 Budget

UBCM

EAC REVIEW

OCTOBER 2024

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area

DEFINITION:

To provide for membership dues and convention expenses. Section 787 (b) - SLP - February 1, 1966.

PARTICIPATION:

All electoral areas and those municipalities not maintaining their own membership (currently electoral areas only) on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

Commencing 1982 costs relating to AVICC, which are incurred solely on behalf of the electoral areas, are included in the UBCM budget rather than Legislative and General Government.

1.104 - UBCM	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2025 ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Membership Fee	12,328	11,913	12,700	-	-	12,700	12,950	13,210	13,470	13,740
Allocations & Other Expenses	708	708	722	-	-	722	771	785	798	812
TOTAL COSTS	13,036	12,621	13,422	-	-	13,422	13,721	13,995	14,268	14,552
*Percentage Increase over prior year						3.0%	2.2%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2024 to 2025	-	407	(407)	-	-	(407)	-	-	-	-
Balance c/fwd from 2023 to 2024	(468)	(468)	-	-	-	-	-	-	-	-
Other Revenue	(90)	(82)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(558)	(143)	(507)	-	-	(507)	(100)	(100)	(100)	(100)
REQUISITION	(12,478)	(12,478)	(12,915)	-	-	(12,915)	(13,621)	(13,895)	(14,168)	(14,452)
*Percentage increase over prior year Requisition						3.5%	5.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2025 Budget

Joint EA Admin

EAC REVIEW

OCTOBER 2024

Service: 1.108 Joint EA Admin

Committee: Electoral Area

DEFINITION:

The oversight of Electoral Area Services for the Capital Regional District Board

SERVICE DESCRIPTION:

The General Manager provides overall direction and supporting administrative oversight for all Electoral Area Services excluding fire protection and emergency management services.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

N/A

FUNDING:

Requisition

Change in Budget 2024 to 2025
Service: 1.108 Joint Electoral Area Admin

Total Expenditure

Comments

2024 Budget

-

Other Changes:

Electoral Area GM Allocation

174,997

2025 IBC 16e-5.1 Electoral Area Services Department Oversight (6 months)

Total Other Changes

174,997

2025 Budget

174,997

Summary of % Expense Change

% expense increase from 2024:

100.0%

% Requisition increase from 2024 (if applicable):

100.0%

Requisition funding is (100)% of service revenue

Overall 2024 Budget Performance
 (expected variance to budget and surplus treatment)

This function is new in the 2025 fiscal year.

1.108 - Joint EA Admin	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2025 ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Allocations	-	-	-	160,997	14,000	174,997	320,863	329,753	338,886	348,267
TOTAL COSTS	-	-	-	160,997	14,000	174,997	320,863	329,753	338,886	348,267
*Percentage Increase over prior year						NA	83.4%	2.8%	2.8%	2.8%
<u>FUNDING SOURCES (REVENUE)</u>										
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	(160,997)	(14,000)	(174,997)	(320,863)	(329,753)	(338,886)	(348,267)
*Percentage increase over prior year Requisition						NA	83.4%	2.8%	2.8%	2.8%

CAPITAL REGIONAL DISTRICT

2025 Budget

Building Inspection

EAC REVIEW

OCTOBER 2024

Service: 1.318 Building Inspection

Committee: Electoral Area

DEFINITION:

To carry out the Building Regulations function as specified by Section 818 of the Local Government Act (Letters Patent - January 1, 1970).

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010), Amendment 3780 (2011), and Amendment 4403 (2021). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of their value of converted hospital assessments.

MAXIMUM LEVY:

Not stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2024 to 2025

Service: 1.318 Building Inspection

Total Expenditure

Comments

2024 Budget

2,241,973

Change in Salaries:

Base salary and benefit change	41,808	Inclusive of estimated collective agreement changes
Addition of 0.4 FTE	33,539	2025 IBC16f-1.1: Maintaining Building Inspection Operations
Other	4,923	

Total Change in Salaries	80,270	
--------------------------	--------	--

Other Changes:

Standard Overhead Allocation	17,117	Increase in 2024 operating costs
Building Occupancy	16,585	Allocations from facilities management services (HQ)
Bylaw Enforcement Allocation	9,930	Increase due to 2025 IBC 16g-3.4: Bylaw Enforcement staffing
Human Resources Allocation	4,572	Increase in 2024 salary budget; corporate safety resourcing
JDF Building Inspection Allocation	7,829	Allocations from facilities management services
SharePoint Online Upgrade	3,604	Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM
Field Operations Centre (HQ2) Allocation	3,560	Development of HQ2/FOC building - to cover estimated new debt and operating costs for the new building
Reserve transfer	19,180	Increase in transfers to ERF
Other Costs	8,626	Expenses such as rent, phone, legal services, etc.

Total Other Changes	91,003	
---------------------	--------	--

2,413,246

2024 Budget

Summary of % Expense Increase

Base salary	1.9%
0.4 FTE; 2025 IBC	1.5%
Internal Allocations	2.7%
Reserve transfers	0.9%
Balance of increase	0.8%
% expense increase from 2024:	7.6%

% Requisition increase from 2024 (if applicable):	29.0%	<i>Requisition funding is 30.2% of service revenue</i>
--	--------------	--

Overall 2024 Budget Performance

(expected variance to budget and surplus treatment)

Revenues are projected at \$49,200 (3.1%) lower than budget primarily due to lower permit fee revenues driven by decreased construction activity in 2024. Operating expenditures are projected at \$84,660 (-3.8%) lower than budget primarily due to staff vacancies and lower travel costs, partially offset by higher legal expenses. The \$35,460 favourable variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of \$553,188 before this transfer.

1.318 - Building Inspection	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Salaries & Wages	1,457,133	1,376,931	1,503,864	33,539	-	1,537,403	1,580,427	1,624,659	1,670,097	1,716,807
Telecommunications	41,530	41,530	42,780	-	-	42,780	43,640	44,510	45,400	46,300
Legal Expenses	18,630	30,000	19,190	-	-	19,190	19,570	19,960	20,360	20,770
Building Rent	36,720	36,720	40,420	-	-	40,420	41,300	42,210	43,130	44,170
Supplies	24,062	24,062	24,780	-	-	24,780	25,270	25,780	26,300	26,840
Allocations	367,722	377,727	419,339	9,620	3,604	432,563	459,599	474,193	489,263	499,250
Other Operating Expenses	252,056	151,223	177,810	-	75,000	252,810	256,613	185,498	189,467	193,554
TOTAL OPERATING COSTS	2,197,853	2,038,193	2,228,183	43,159	78,604	2,349,946	2,426,419	2,416,810	2,484,017	2,547,691
*Percentage Increase over prior year			1.4%	2.0%	3.6%	6.9%	3.3%	-0.4%	2.8%	2.6%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	20,820	20,820	40,000	-	-	40,000	40,000	40,000	40,000	40,000
Transfer to Operating Reserve Fund	-	35,460	-	-	-	-	-	-	1,235	71,060
TOTAL CAPITAL / RESERVES	20,820	56,280	40,000	-	-	40,000	40,000	40,000	41,235	111,060
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	2,241,973	2,117,773	2,291,483	43,159	78,604	2,413,246	2,489,719	2,480,110	2,548,552	2,682,051
*Percentage Increase over prior year			2.2%	1.9%	3.5%	7.6%	3.2%	-0.4%	2.8%	5.2%
Internal Recoveries	(32,060)	(32,060)	(33,020)	-	-	(33,020)	(33,680)	(34,350)	(35,040)	(35,740)
TOTAL COSTS LESS INTERNAL RECOVERIES	2,209,913	2,085,713	2,258,463	43,159	78,604	2,380,226	2,456,039	2,445,760	2,513,512	2,646,311
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(200,183)	(125,183)	(176,450)	-	(78,604)	(255,054)	(179,092)	(55,091)	-	-
Permit Fees Revenue	(1,400,000)	(1,350,000)	(1,350,000)	-	-	(1,350,000)	(1,377,000)	(1,404,530)	(1,432,620)	(1,461,270)
Contract Revenue	(39,990)	(40,790)	(41,190)	-	-	(41,190)	(42,020)	(42,850)	(43,710)	(44,580)
Grants in Lieu of Taxes	(1,924)	(1,924)	(1,980)	-	-	(1,980)	(2,030)	(2,070)	(2,110)	(2,150)
Revenue - Other	(2,660)	(2,660)	(2,740)	-	-	(2,740)	(2,660)	(2,660)	(2,660)	(2,660)
TOTAL REVENUE	(1,644,757)	(1,520,557)	(1,572,360)	-	(78,604)	(1,650,964)	(1,602,802)	(1,507,201)	(1,481,100)	(1,510,660)
REQUISITION	(565,156)	(565,156)	(686,103)	(43,159)	-	(729,262)	(853,237)	(938,559)	(1,032,412)	(1,135,651)
*Percentage increase over prior year			21.4%	7.6%		29.0%	17.0%	10.0%	10.0%	10.0%
Requisition										
Per Fees Revenue			-3.6%	0.0%		-3.6%	2.0%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS										
Salaried FTE	11.2		11.2	0.4		11.6	11.6	11.6	11.6	11.6

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

Service No.	1.318	Carry Forward from 2023	2025	2026	2027	2028	2029	TOTAL
	Building Inspection							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$27,000	\$21,000	\$6,000	\$0	\$6,000	\$60,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	\$60,000	\$60,000	\$60,000	\$60,000	\$0	\$0	\$180,000	
	\$60,000	\$87,000	\$81,000	\$66,000	\$0	\$6,000	\$240,000	

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	\$60,000	\$87,000	\$81,000	\$66,000	\$0	\$6,000	\$240,000
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
	\$60,000	\$87,000	\$81,000	\$66,000	\$0	\$6,000	\$240,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.318

Service Name: Building Inspection

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$ 245,000	V	ERF	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 180,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$ 30,600	E	ERF	\$ -	\$ 5,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 23,000
25-01	New	New Inspector Workstation at JDF	Add new workstation at JDF for Building Inspector	\$ 7,000	E	ERF	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000
25-02	Replacement	Furniture Replacement	Salt Spring Island desks replacement	\$ 30,000	E	ERF	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ 30,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 312,600				\$ 87,000	\$ 81,000	\$ 66,000	\$ -	\$ 6,000	\$ 240,000

Service: **1.318** **Building Inspection**

Project Number 18-01 **Capital Project Title** Vehicle Replacement **Capital Project Description** Vehicle Replacement

Project Rationale Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections.

Project Number 19-01 **Capital Project Title** Computer Replacement **Capital Project Description** Replacement of Computer equipment

Project Rationale As per IT's replacement schedule for department computers.

Project Number 25-01 **Capital Project Title** New Inspector Workstation at JDF **Capital Project Description** Add new workstation at JDF for Building Inspector

Project Rationale Add workstation for new Building Inspector added in budget.

Project Number 25-02 **Capital Project Title** Furniture Replacement **Capital Project Description** Salt Spring Island desks replacement

Project Rationale Replace old deks at SSI office with Steelcase.

**Building Inspection
Reserve Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Operating Reserve Fund	553,188	298,134	119,042	63,951	65,186	136,246
Equipment Replacement Fund	143,481	96,481	55,481	29,481	69,481	103,481
Total	696,668	394,614	174,522	93,431	134,666	239,726

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating permit fee revenues.

Reserve Cash Flow

Fund:	1500	Estimated	Budget					
		2024	2025	2026	2027	2028	2029	
Fund Centre:	105544							
Beginning Balance		656,471	553,188	298,134	119,042	63,951	65,186	
Transfer from Ops Budget		-	-	-	-	1,235	71,060	
Transfer to Ops Budget		(125,183)	(255,054)	(179,092)	(55,091)	-	-	
Interest Income*		21,900						
Ending Balance \$		553,188	298,134	119,042	63,951	65,186	136,246	

Assumptions/Background:

* Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget					
		2024	2025	2026	2027	2028	2029	
Fund Centre:	101425							
Beginning Balance		248,161	143,481	96,481	55,481	29,481	69,481	
Transfer from Ops Budget		20,820	40,000	40,000	40,000	40,000	40,000	
Planned Purchase		(125,500)	(87,000)	(81,000)	(66,000)	-	(6,000)	
Interest Income		-						
Ending Balance \$		143,481	96,481	55,481	29,481	69,481	103,481	

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Noise Control

EAC REVIEW

OCTOBER 2024

Service: 1.320 Noise Control

Committee: Electoral Area

DEFINITION:

To provide noise control to member electoral areas of the Capital Regional District (Letter Patent - September 3, 1981; amended January 18, 1984; Supplementary Letters Patent - January 22, 1987). This function is performed by Bylaw officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Administration and enforcement of the Noise Bylaws for the three Electoral Areas.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

MAXIMUM CAPITAL DEBT:

Nil

FUNDING:

Requisition

1.320 - Noise Control	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2025 ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Legal	7,360	8,896	7,580	-	-	7,580	7,730	7,880	8,040	8,200
Allocations	2,761	2,761	2,898	-	-	2,898	2,990	3,060	3,128	3,196
Bylaw Enforcement Charges	33,000	60,612	33,990	22,570	-	56,560	57,690	58,840	60,020	61,220
Other Operating Expenses	250	972	580	-	-	580	598	617	637	658
TOTAL OPERATING COSTS	43,371	73,241	45,048	22,570	-	67,618	69,008	70,397	71,825	73,274
*Percentage Increase over prior year			3.9%	52.0%		55.9%	2.1%	2.0%	2.0%	2.0%
Transfer to Operating Reserve Fund	-	-	-	-	-	-	22,670	23,130	23,590	24,060
TOTAL COSTS	43,371	73,241	45,048	22,570	-	67,618	91,678	93,527	95,415	97,334
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fw from 2024 to 2025	-	(22,220)	-	-	22,220	22,220	-	-	-	-
Balance c/fw from 2023 to 2024	22,000	22,000	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	(7,640)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(168)	(168)	(170)	-	-	(170)	(200)	(200)	(200)	(200)
Revenue - Other	(150)	(150)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	21,682	(8,178)	(270)	-	22,220	21,950	(300)	(300)	(300)	(300)
REQUISITION	(65,053)	(65,063)	(44,778)	(22,570)	(22,220)	(89,568)	(91,378)	(93,227)	(95,115)	(97,034)
*Percentage increase over prior year Requisition			-31.2%	34.7%	34.2%	37.7%	2.0%	2.0%	2.0%	2.0%

Reserve Schedule

Reserve Fund: 1.320 Noise Control - Operating Reserve Fund - Bylaw 4146

- Capital Regional District Operating Reserve Fund was established in 2016 under Bylaw No. 4146. The funds in this reserve shall be expended for unforeseen legal expense or other operating costs. Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.

Reserve Cash Flow

Fund: Fund Centre:	1500 105406	Estimated	Budget				
		2024	2025	2026	2027	2028	2029
Beginning Balance		12,471	5,387	5,387	28,057	51,187	74,777
Transfer from Ops Budget		-	-	22,670	23,130	23,590	24,060
Deficit Recovery		(7,640)	-	-	-	-	-
Interest Income*		556					
Ending Balance \$		5,387	5,387	28,057	51,187	74,777	98,837

Assumptions/Background:

Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Nuisance & Unsightly Premises

EAC REVIEW

OCTOBER 2024

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area

DEFINITION:

To provide regulation of nuisances and unsightly premises to the participating electoral areas (Letters Patent - May 19, 1977). This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Enforce the Nuisance and Unsightly Premises Bylaw for the three Electoral Areas as in accordance with procedures and provisions of the Local Government Act.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

FUNDING:

Requisition

1.322 - Nuisance & Unsightly Premises	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Legal	2,000	2,000	2,000	-	-	2,000	2,040	2,080	2,120	2,160
Allocations	3,449	3,449	3,600	-	-	3,600	3,713	3,798	3,881	3,964
Bylaw Enforcement Charges	51,650	51,000	51,650	2,320	-	53,970	59,804	61,000	62,220	63,460
Other Operating Expenses	320	320	330	-	-	330	347	365	384	403
TOTAL OPERATING COSTS	57,419	56,769	57,580	2,320	-	59,900	65,904	67,243	68,605	69,987
*Percentage Increase over prior year			0.3%	4.0%		4.3%	10.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	650	-	-	-	-	-	-	575	1,265
TOTAL CAPITAL / RESERVE	-	650	-	-	-	-	-	-	575	1,265
TOTAL COSTS	57,419	57,419	57,580	2,320	-	59,900	65,904	67,243	69,180	71,252
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(5,519)	(5,519)	(3,350)	-	-	(3,350)	(4,294)	(1,343)	-	-
Grants in Lieu of Taxes	(230)	(230)	(240)	-	-	(240)	(240)	(240)	(240)	(240)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(5,849)	(5,849)	(3,690)	-	-	(3,690)	(4,634)	(1,683)	(340)	(340)
REQUISITION	(51,570)	(51,570)	(53,890)	(2,320)	-	(56,210)	(61,270)	(65,560)	(68,840)	(70,912)
*Percentage increase over prior year Requisition			4.5%	4.5%		9.0%	9.0%	7.0%	5.0%	3.0%

Reserve Schedule

Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund

For unforeseen expenses

Reserve Cash Flow

Fund: Fund Centre:	1500 105403	Estimated	Budget				
		2024	2025	2026	2027	2028	2029
Beginning Balance		20,855	16,136	12,786	8,492	7,149	7,724
Transfer from Ops Budget		-	-	-	-	575	1,265
Transfer to Ops Budget		(5,519)	(3,350)	(4,294)	(1,343)	-	-
Interest Income*		800					
Ending Balance \$		16,136	12,786	8,492	7,149	7,724	8,989

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Electoral Area Emergency Planning Coordination

EAC REVIEW

OCTOBER 2024

Service: 1.372 Emergency Planning Coordination

Committee: Planning & Protective Services

DEFINITION:

No establishment bylaw. Service is provided by CRD staff for coordination of emergency operations for the CRD.

SERVICE DESCRIPTION:

This service provides support to a range of Protective Services responsibilities and to carry out the responsibilities legislated under the *Emergency Program Act*. Costs for staff are placed in this budget and allocated based on percentages to the other services, such as 911, hazmat, and emergency management.

FUNDING:

Allocations from protection services and requisition.

Change in Budget 2024 to 2025

Service: 1.372 Emergency Planning Coordination

Total Expenditure**Comments****2024 Budget****923,997****Change in Salaries:**

Base salary and benefit change	13,255	Inclusive of estimated collective agreement changes
Step increase/paygrade change	13,623	
Decrease in standby pay	(4,060)	Realignment of budget with expected future expenses
Total Change in Salaries	22,818	

Other Changes:

Standard Overhead Allocation	1,093	Increase in 2024 operating costs
Human Resources Allocation	1,360	Increase in 2024 salary budget; corporate safety resourcing
Contract for Services	(5,000)	Net reduction in one-time expenses carried forward from 2024 for EDMA regulatory review. (Budgeted \$55,000 in 2024; \$50,000 in 2025)
Fire Smart Contribution Costs	175,000	Increase in one-time Fire Smart grant funded programming. \$175,000 in 2024; \$350,000 in 2025; \$175k in 2026
Other Costs	(1,998)	
Total Other Changes	170,455	

2025 Budget**1,117,270**

Summary of % Expense Increase

2025 Base salary and step change	2.9%
Increase in Allocations	0.3%
Net increase in contract and contribution costs	18.4%
Balance of change	-0.7%
% expense increase from 2024:	20.9%

% Requisition increase from 2024 (if applicable):

8.0%

Requisition funding is (16.1%) of service revenue

Overall 2024 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$10,334 (1.1%) due mainly to lower than planned standby labour costs (\$12,560). This variance will be moved to Operating Reserve, which has an expected year end balance of \$92,985 before this transfer.

1.372 - Electoral Area Emergency Planning Coordination	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Salaries	591,902	579,000	614,720	-	-	614,720	632,418	650,622	669,336	688,584
Contract for Services	55,000	-	-	-	50,000	50,000	-	-	-	-
Travel Expenses	1,990	1,500	2,050	-	-	2,050	2,090	2,130	2,170	2,210
Telecommunications	7,410	7,410	7,630	-	-	7,630	7,780	7,940	8,100	8,260
Staff Training & Development	5,000	5,000	1,810	-	-	1,810	1,850	1,890	1,930	1,970
Supplies	2,180	1,000	2,040	-	-	2,040	2,080	2,120	2,160	2,200
Allocations	70,935	70,935	74,080	-	-	74,080	78,536	82,053	83,914	85,862
FireSmart Grant Funded Programming	175,000	175,000	-	-	350,000	350,000	175,000	-	-	-
Other Operating Expenses	9,580	10,728	9,940	-	-	9,940	10,150	10,363	10,599	10,838
TOTAL OPERATING COSTS	918,997	850,573	712,270	-	400,000	1,112,270	909,904	757,118	778,209	799,924
*Percentage Increase over prior year			-22.5%		43.5%	21.0%	-18.2%	-16.8%	2.8%	2.8%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	10,344	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	5,000	15,344	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL COSTS	923,997	865,917	717,270	-	400,000	1,117,270	914,904	762,118	783,209	804,924
Internal Recoveries	(509,530)	(509,530)	(524,820)	-	-	(524,820)	(535,320)	(546,030)	(556,950)	(568,090)
OPERATING COSTS LESS INTERNAL RECOVERIES	414,467	356,387	192,450	-	400,000	592,450	379,584	216,088	226,259	236,834
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(72,410)	(14,170)	(12,070)	-	(50,000)	(62,070)	(9,834)	(8,728)	(5,469)	(1,744)
Grants in Lieu of Taxes	(627)	(627)	(650)	-	-	(650)	(660)	(670)	(680)	(690)
Grants for FireSmart Programming	(175,000)	(175,000)	-	-	(350,000)	(350,000)	(175,000)	-	-	-
Revenue - Other	(340)	(500)	(350)	-	-	(350)	(360)	(370)	(380)	(390)
TOTAL REVENUE	(248,377)	(190,297)	(13,070)	-	(400,000)	(413,070)	(185,854)	(9,768)	(6,529)	(2,824)
REQUISITION	(166,090)	(166,090)	(179,380)	-	-	(179,380)	(193,730)	(206,320)	(219,730)	(234,010)
*Percentage increase over prior year Requisition			8.0%			8.0%	8.0%	6.5%	6.5%	6.5%
AUTHORIZED POSITIONS										
Salaried FTE	4.0	4.0	4.0			4.0	4.0	4.0	4.0	4.0

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

Service No.	1.372	Carry Forward	2025	2026	2027	2028	2029	TOTAL
	Emergency Planning Coordination	from 2024						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
	\$0	\$0	\$2,500	\$70,000	\$0	\$0	\$0	\$72,500

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	\$2,500	\$70,000	\$0	\$0	\$0	\$72,500
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	\$2,500	\$70,000	\$0	\$0	\$0	\$72,500

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.372

Service Name: Emergency Planning Coordination

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$ 5,000	E	ERF	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
23-01	Replacement	Vehicle Replacement	Vehicle replacement	\$ 70,000	V	ERF	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 75,000				\$ -	\$ 2,500	\$ 70,000	\$ -	\$ -	\$ 72,500

Service:

1.372

Emergency Planning Coordination

Project Number

20-01

Capital Project Title

Computer Equipment Replacement

Capital Project Description

Computer Equipment Replacement

Project Rationale

Project Number

23-01

Capital Project Title

Vehicle Replacement

Capital Project Description

Vehicle replacement

Project Rationale

Electoral Area Emergency Planning Coordination
 Reserve Summary Schedule
 2025 - 2029 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Operating Reserve Fund	92,985	30,915	21,081	12,353	6,884	5,140
Equipment Replacement Fund	66,830	71,830	74,330	9,330	14,330	19,330
Total	159,815	102,745	95,411	21,683	21,214	24,470

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to to enable one-time programs and to cover unforeseen emergency response costs.

Reserve Cash Flow

Fund: Fund Centre:	1500 105545	Estimated	Budget				
		2024	2025	2026	2027	2028	2029
Beginning Balance		102,929	92,985	30,915	21,081	12,353	6,884
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(14,170)	(62,070)	(9,834)	(8,728)	(5,469)	(1,744)
Interest Income*		4,226					
Ending Balance \$		92,985	30,915	21,081	12,353	6,884	5,140

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget					
		2024	2025	2026	2027	2028	2029	
Fund Centre:	101985							
Beginning Balance		64,330	66,830	71,830	74,330	9,330	14,330	
Transfer from Op Budget		5,000	5,000	5,000	5,000	5,000	5,000	
Planned Purchase		(2,500)	-	(2,500)	(70,000)	-	-	
Interest Income		-						
Ending Balance \$		66,830	71,830	74,330	9,330	14,330	19,330	

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.