

CAPITAL REGIONAL DISTRICT

2026 BUDGET

Corporate Communications & Engagement

COMMITTEE REVIEW

Service: 1.118 Corporate Communications & Engagement

Committee: Governance Committee & Finance Committee

DEFINITION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

Change in Budget 2025 to 2026

Service:	1.118 CORPORATE COMMUNICATIONS & ENGAGEMENT	Total Expenditure	Comments
2025 Budget		1,458,959	
Change in Wages & Benefits:			
Base wages & benefits change	39,040		Inclusive of estimated collective agreement changes
Step increase/paygrade change	35,544		
1.0 FTE Communications Coordinator	114,367		CRD Evolves Transition: Position relocated from 1.280 Regional Parks
1.0 FTE Communications Officer	94,704		CRD Evolves Transition: Position relocated from 1.280 Regional Parks
1.0 FTE Communications and Special Event Coordin	114,367		CRD Evolves Transition: Position relocated from 1.44X Panorama
1.0 FTE Communications Liaison	114,221		CRD Evolves Transition: Position relocated from 1.521 ERM
1.0 FTE Communications Coordinator	114,367		CRD Evolves Transition: Position relocated from 2.670 Regional Water Supply
0.5 FTE Production Communications Coordinator	50,355		CRD Evolves Transition: Position relocated from 1.578 Environmental Protection
1.0 FTE Supv Communications and Education Development	137,824		CRD Evolves Transition: Position relocated from 1.578 Environmental Protection
1.0 FTE Outreach Coordinator	100,710		CRD Evolves Transition: Position relocated from 1.578 Environmental Protection
1.0 FTE Regional Housing Communications Coordinator	114,221		CRD Evolves Transition: Position relocated from 1.310 Land, Banking and Housing
1.0 FTE Communications Liaison	100,710		CRD Evolves Transition: Position relocated from 50% 1.024 GMPPS; 50% 1.324 Reg
1.0 FTE Communications Liason	114,367		CRD Evolves Transition: Position relocated from 1.576 Environmental Engineering
Auxiliary support costs	90,000		CRD Evolves Transition: Auxiliary support for 1.521 ERM
Overtime and standby pay	40,000		CRD Evolves Transition: Additional employee costs
Other	140		
Total Change in Wages & Benefits	1,374,933		
Other Changes:			
Office & Equipment Costs	192,820		CRD Evolves Transition: Operating costs associated with transferred FTEs
Other Costs	9,298		
Total Other Changes	202,118		
2026 Budget		3,036,010	
Summary of % Expense Increase			
CRD Evolves Transition	102.3%		
2026 Base salary and benefit change	5.1%		
Balance of increase	0.6%		
% expense increase from 2025:	108.1%		
% Requisition increase from 2025 (if applicable):	2.1%		Requisition funding is 18% of service revenue

Overall 2025 Budget Performance
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$18,700 (1.3%) due minor variances on wages & benefits. This variance will be moved to the Legislative and General Operating Reserve.

1.118 - CORPORATE COMMUNICATIONS & ENGAGEMENT	2025		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2026 ONGOING	ONE-TIME	TOTAL	2027	2028	2029	2030
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,191,183	1,180,000	2,566,116	-	-	2,566,116	2,635,374	2,710,350	2,651,168	2,714,517
Allocations	107,006	107,006	109,782	-	10,812	120,594	120,466	125,878	124,970	126,661
Contract for Services	61,010	58,000	64,600	-	-	64,600	65,890	67,210	68,550	69,920
Printing & Copying	8,390	1,500	19,240	-	-	19,240	19,620	20,010	20,410	20,820
Other Operating Expenses	85,370	87,770	249,460	-	-	249,460	278,452	270,786	276,201	281,768
TOTAL OPERATING COSTS	1,452,959	1,434,276	3,009,198	-	10,812	3,020,010	3,119,802	3,194,234	3,141,299	3,213,686
*Percentage Increase over prior year			107.1%	0.0%	0.7%	107.9%	3.3%	2.4%	-1.7%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	6,000	6,000	16,000	-	-	16,000	16,200	16,400	16,610	16,820
TOTAL CAPITAL / RESERVES	6,000	6,000	16,000	-	-	16,000	16,200	16,400	16,610	16,820
TOTAL COSTS	1,458,959	1,440,276	3,025,198	-	10,812	3,036,010	3,136,002	3,210,634	3,157,909	3,230,506
*Percentage increase over prior year Total Costs			107.4%	0.0%	0.7%	108.1%	3.3%	2.4%	-1.6%	2.3%
Funding from Internal Reserves	(28,000)	(28,000)	-	-	-	-	-	-	-	-
Funding from Internal Allocation - CRD Evolves	-	-	(1,528,030)	-	-	(1,528,030)	(1,451,835)	(1,490,887)	(1,401,211)	(1,433,360)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,430,959	1,412,276	1,497,168	-	10,812	1,507,980	1,684,167	1,719,747	1,756,698	1,797,146
<u>REVENUE</u>										
Interest Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-
NET COSTS	1,430,959	1,412,276	1,497,168	-	10,812	1,507,980	1,684,167	1,719,747	1,756,698	1,797,146
*Percentage increase over prior year Net Costs			4.6%	0.0%	0.8%	5.4%	11.7%	2.1%	2.1%	2.3%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	8.0	8.0	18.5		-	18.5	18.5	18.5	17.5	17.5

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	1.118	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
	Corporate Communications & Engagement							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$279,500	\$292,419	\$19,989	\$6,663	\$5,099	\$13,326	\$337,496	
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
	\$279,500	\$292,419	\$19,989	\$6,663	\$5,099	\$13,326	\$337,496	

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	\$12,919	\$19,989	\$6,663	\$5,099	\$13,326	\$57,996	
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	\$279,500	\$279,500	\$0	\$0	\$0	\$0	\$279,500	
	\$279,500	\$292,419	\$19,989	\$6,663	\$5,099	\$13,326	\$337,496	

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	Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.
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

2026 - 2030

Service #:

1.118

Service Name:

Corporate Communications & Engagement

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 2025	2026	2027	2028	2029	2030	5 - Year Total
26-01	Replacement	Computer	Computer Replacement	\$ 12,919	E	ERF		\$ 12,919	\$ -	\$ -	\$ -		\$ 12,919
27-01	Replacement	Computer	Computer Replacement	\$ 19,989	E	ERF		\$ -	\$ 19,989	\$ -	\$ -		\$ 19,989
28-01	Replacement	Computer	Computer Replacement	\$ 6,663	E	ERF		\$ -	\$ -	\$ 6,663	\$ -		\$ 6,663
29-01	Replacement	Computer	Computer Replacement	\$ 5,099	E	ERF		\$ -	\$ -	\$ -	\$ 5,099		\$ 5,099
22-01	Replacement	CRD Public Website	CRD Public Website	\$ 754,000	E	Res	\$ 279,500	\$ 279,500	\$ -	\$ -	\$ -	\$ -	\$ 279,500
30-01	Replacement	Computer	Computer Replacement	\$ 13,326	E	ERF						\$ 13,326	\$ 13,326
													\$ -
													\$ -
			Grand Total	\$ 811,996			\$ 279,500	\$ 292,419	\$ 19,989	\$ 6,663	\$ 5,099	\$ 13,326	\$ 337,496

Reserve Fund: 1.118 Corporate Communications & Engagement

Assets held by Corporate Communications consists of computers and equipment to support service delivery.

Reserve Cash Flow**Fund: 1022 Fund Center: 101518**

ERF Group: COMREL.ERF

	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	16,489	16,735	19,816	16,027	25,764	37,275
Actual Purchases						
Planned Purchases (Based on Capital Plan)	(5,754)	(12,919)	(19,989)	(6,663)	(5,099)	(13,326)
Transfer from Operating Budget	6,000	16,000	16,200	16,400	16,610	16,820
Interest Income						
Ending Balance \$	16,735	19,816	16,027	25,764	37,275	40,769

Assumptions/Background: