

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Board Expenditures

COMMITTEE REVIEW

Service: 1.011 Board Expenditures

Committee: Governance Committee & Finance Committee

DEFINITION:

Authorized by Letters Patent to provide for the remuneration and expenses of the Capital Regional District members of the Board.
One-half of the remuneration paid to the electoral area directors is charged to the Electoral Area Administrative Budgets (starting with the year 2003 budget).

PARTICIPATION:

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

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition

1.011 - Board Expenditures

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Directors' Remuneration	866,261	850,000	904,143	-	-	904,143	922,230	940,670	959,480	978,670
Standard Overhead Allocation	63,109	63,109	60,175	-	-	60,175	61,379	62,607	63,859	65,136
Building Occupancy	100,229	100,229	111,261	-	-	111,261	116,932	122,913	129,204	135,274
Legal Expenses	15,000	-	15,530	-	-	15,530	15,840	16,160	16,480	16,810
Contract for Services	36,000	26,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
Software Licenses	54,140	52,000	56,030	20,000	30,000	106,030	77,550	79,100	80,680	82,290
Meetings & Printing	14,560	15,500	15,070	-	-	15,070	15,370	15,680	16,000	16,320
Scholarship Programs	18,200	18,200	18,750	-	-	18,750	19,070	19,400	19,730	20,070
Other Operating Expenses	36,010	25,860	36,760	-	-	36,760	37,590	38,440	39,300	40,180
TOTAL OPERATING COSTS	1,203,509	1,150,898	1,227,719	20,000	30,000	1,277,719	1,276,161	1,305,370	1,335,343	1,365,570
*Percentage Increase over prior year						6.2%	-0.1%	2.3%	2.3%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	55,000	55,000	56,930	-	-	56,930	58,070	59,230	60,410	61,620
TOTAL CAPITAL / RESERVE	55,000	55,000	56,930	-	-	56,930	58,070	59,230	60,410	61,620
TOTAL COSTS	1,258,509	1,205,898	1,284,649	20,000	30,000	1,334,649	1,334,231	1,364,600	1,395,753	1,427,190
<u>INTERNAL RECOVERIES</u>						6.0%	0.0%	2.3%	2.3%	2.3%
Transfer from Internal Reserve	(26,000)	(26,000)	-	-	-	-	-	-	-	-
Other	(2,500)	(2,836)	(2,500)	-	-	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
NET COSTS	1,230,009	1,177,062	1,282,149	20,000	30,000	1,332,149	1,331,731	1,362,100	1,393,253	1,424,690
*Percentage increase over prior year Total Costs			4.2%			8.3%	0.0%	2.3%	2.3%	2.3%
AUTHORIZED POSITIONS:										
Salaried	24	24	24			24	24	24	24	24

Change in Budget 2023 to 2024
Service: 1.011 - Board Expenditures

Total Expenditure

Comments

2023 Budget **1,258,509**

Change in Salaries:

Director Remuneration	37,882	Inclusive of estimated bylaw rate, based on inflation
Total Change in Salaries	37,882	

Other Changes:

Contract for Services	(26,000)	Reduction in one-time funding for 2023 Board Orientation
Software Licences	50,000	2024 IBC 12b-4.1 Meeting Management Improvements
Building Occupancy	11,032	
Other Costs	3,226	
Total Other Changes	38,258	

2024 Budget **1,334,649**

Summary of % Expense Increase

2024 IBC Expense	4.0%
Director Remuneration	3.0%
Reduction in one-time contract for services	-2.1%
Balance of increase	1.1%
% expense increase from 2023:	6.0%

% Requisition increase from 2023 (if applicable): **8%** *Requisition funding is 100% of service revenue*

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$27,000 (2.2%) due to minor variances on director remuneration (\$16,000) as well as savings on contract for services (\$10,000).

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

Service No.	1.011 Board Expenditures	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$282,500	\$764,500	\$91,500	\$55,000	\$0	\$0	\$0	\$911,000
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
	\$282,500	\$764,500	\$91,500	\$55,000	\$0	\$0	\$0	\$911,000

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	\$282,500	\$764,500	\$91,500	\$55,000	\$0	\$0	\$0	\$911,000
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
	\$282,500	\$764,500	\$91,500	\$55,000	\$0	\$0	\$0	\$911,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.011

Service Name:

Board Expenditures

				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
19-01	Replacement	Boardroom Video Distribution Equipment	Replacement of all existing video switching equipment	\$ 81,000	E	ERF	\$ 56,000	\$ 81,000					\$ 81,000
19-02	Replacement	Boardroom Projector and Screen Replacement	Replace projector and screen in Main office boardroom	\$ 60,000	E	ERF		\$ -	\$ 60,000				\$ 60,000
19-03	Replacement	Boardroom Chairs	Replace boardroom chairs	\$ 30,000	E	ERF		\$ 30,000	\$ -				\$ 30,000
20-01	Replacement	Boardroom Audio System	Replace boardroom audio system	\$ 21,700	E	ERF		\$ 10,000	\$ 10,000				\$ 20,000
20-02	Replacement	Boardroom Video Storage and Power Equipment	Replace video storage and power equipment	\$ 3,000	E	ERF	\$ 1,500	\$ 1,500	\$ 1,500				\$ 3,000
21-02	Replacement	Boardroom Video Streaming Equipment Replacement	Replace video streaming equipment (Granicus is way more than this...)	\$ 17,500	E	ERF		\$ 12,000	\$ 5,000				\$ 17,000
22-01	Replacement	iPad and Tablet Replacements	Replace director iPads and tablets	\$ 50,000	E	ERF		\$ -	\$ -	\$ 50,000			\$ 50,000
22-02	Replacement	Boardroom Microphone System Replacement	Replace microphone system (this has not been done)	\$ 100,000	E	ERF	\$ 100,000	\$ 100,000	\$ -				\$ 100,000
23-01	Replacement	Replace Video Display and Switching	Replace Video Display and Switching	\$ 30,000	E	ERF	\$ 20,000	\$ 20,000	\$ 10,000				\$ 30,000
23-02	Replacement	Replace/Expand Recording Secretary Table	Replace/Expand Recording Secretary Table	\$ 25,000	E	ERF	\$ 25,000	\$ 25,000					\$ 25,000
23-03	Replacement	Multi-Camera System	Replace existing video Camera with a Mult-=Camera System	\$ 80,000	E	ERF	\$ 80,000	\$ 80,000					\$ 80,000
24-01	Replacement	AV for Boardroom	AV for Boardroom, as identiefied in 2024 IBC 12b-4.1: Meeting Management Improvements (not 2024?)	\$ 150,000	E	ERF		\$ 150,000					\$ 150,000
24-02	Replacement	Boardroom Table	Replace Boardroom Table, as identiefied in 2024 IBC 12b-4.1: Meeting Management Improvements	\$ 200,000	E	ERF		\$ 200,000					\$ 200,000
24-03	Replacement	Wiring	Replace wiring to accommodate new Board table	\$ 15,000	E	ERF		\$ 15,000		\$ -			\$ 15,000
24-04	Replacement	Granicus Encoder Replacement		\$ 30,000	E	ERF		\$ 30,000					\$ 30,000
24-05	New	Granicus Integrated Voting		\$ 20,000	E	ERF		\$ 10,000	\$ 5,000	\$ 5,000			\$ 20,000
													\$ -
													\$ -
			GRAND TOTAL	\$ 913,200			\$ 282,500	\$ 764,500	\$ 91,500	\$ 55,000	\$ -	\$ -	\$ 911,000

Reserve Schedule

Reserve Fund: 1.011 Board

Boardroom Technology, Furniture and Equipment - The Board of Director assets include IPADs, computers, equipment and furniture used to support the Board and for activities held in the Boardroom.

Reserve Cash Flow

Fund: 1022 Fund Center: 101413

ERF Group: BOARD.ERF

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	479,077	744,758	37,188	3,758	7,988	68,398
Actual Purchases		-	-	-	-	
Planned Purchases (Based on Capital Plan)	-	(764,500)	(91,500)	(55,000)	-	-
Transfer from Operating Budget	55,000	56,930	58,070	59,230	60,410	61,620
Transfer from Operating Reserve	200,000	-	-	-	-	-
Interest Income	10,682	-	-	-	-	-
Ending Balance \$	744,758	37,188	3,758	7,988	68,398	130,018

Assumptions/Background: