

2020-2024 Financial Plan

Member Municipality Administration And Electoral Areas Expenditure & Election Services Functions 100 & 130/131

Member Municipality Administration

Function 100

- Supports member municipality representatives for CVRD board governance expenses and management costs
- Includes direct charging of salaries/benefits (30%) as per the CVRD support services and other costs allocation policy for:
 - Chief Administration Officer
 - Executive Assistant
 - Manager of Legislatives Services



**2020
Proposed
Budget**

#100 Member Municipality Administration

Operating	2019 Budget	2020 Proposed Budget	Increase (Decrease)
Revenue			
Grants In Lieu	4,600	4,600	-
Requisition	453,098	475,000	21,902
Transfer from Reserve	62,454	0	(62,454)
Prior Years Surplus	59,251	23,483	(35,768)
	\$ 579,403	\$ 503,083	\$ (76,320)
Expenditures			
Personnel Costs	196,028	197,270	1,242
Directors Remuneration	170,185	167,808	(2,377)
Operating	139,262	132,592	(6,670)
Transfer to Other Functions	50,000	0	(50,000)
Contribution to Reserve	23,928	5,413	(18,515)
	\$ 579,403	\$ 503,083	\$ (76,320)

Requisition Shift

Participant	2019 AB Requisition	2020 PB Requisition	\$ Change
Comox	\$133,735	\$137,410	\$3,675
Courtenay	\$283,833	\$298,108	\$14,275
Cumberland	\$35,530	\$39,482	\$3,952
Total	\$453,098	\$475,000	\$21,902

Electoral Areas Admin & Election Services

Functions 130 and 131

- Supports electoral area directors for CVRD board governance, management costs and elections in rural areas
- Includes direct charging of salaries/benefits (60%) as per support services and other costs allocation policy for:
 - Chief Administrative Officer
 - Executive Assistant
 - General Manager of Corporate Services



**2020
Proposed
Budget**

**#130/131 Electoral Areas Administration
and Election Services**

Operating	2019 Budget	2020 Proposed Budget	Increase (Decrease)
Revenue			
Grants In Lieu	2,400	2,400	-
Requisition	1,003,801	1,052,500	48,699
Transfer from Reserve	50,000		(50,000)
Prior Years Surplus	151,862	29,166	(122,696)
	\$ 1,208,063	\$ 1,084,066	\$ (123,997)
Expenditures			
Personnel Costs	689,306	671,456	(17,850)
Directors Remuneration	169,330	170,863	1,533
Operating	270,962	230,787	(40,175)
Transfer to Other Functions	50,000	0	(50,000)
Contribution to Reserve	28,465	10,960	(17,505)
	\$ 1,208,063	\$ 1,084,066	\$ (123,997)

Requisition Shift

Participant	2019 AB Requisition	2020 PB Requisition	\$ Change
Area A	\$369,797	\$391,294	\$21,497
Area B	\$273,202	\$287,238	\$14,036
Area C	\$360,801	\$373,968	\$13,167
Total	\$1,003,801	\$1,052,500	\$48,700



Administration and General Government 2020 - 2024

General Administration

Function numbers 110 to 119 provide organizational support to CVRD services for:

- corporate management
- corporate and legislative services
- finance/operational & capital procurement
- human resources
- information systems
- public engagement / communications
- fiscal services & capital
- corporate office

General Administration

Funding sources:

- 1. Support service cost allocation policy :** ‘admin’ charge to each CVRD service (function):
 - Majority of funding is through a ‘charge out’ or cost allocation to /recovery from each CVRD service based on policy (object code 200)
- 2. General admin service fees to other entities:**
 - North Island 9-1-1 Corporation (\$132,600)
 - Comox-Strathcona Regional Hospital District (\$151,000)
- 3. Taxation: \$175,000**
 - \$175,000 in function 110 for reserve contribution/costs of the new building

General Administration

Funding sources (cont'd):

4. **Surplus prior year** – legislation requires each service to carry forward any surplus/deficit to the next year.

- surplus utilized to reduce ‘admin charge out’ in short-term
- **General administration support services charge in 2021** anticipated to increase due to commencement of principal payments for new corporate office and refinement of related annual operational and maintenance costs


5. **Provincial grants / Federal grants / CWF**

- Includes regional district basic grant
- Access various grant programs as they become available



Operating	2019 Budget	2020 Proposed Budget	Increase (Decrease)
Revenue			
Grants In Lieu	40,910	40,910	-
Senior Government Grants	498,275	415,000	(83,275)
Requisition	175,000	175,000	-
Sale Services Local Govt	5,000	5,000	-
Other Revenue/Recoveries	3,883,135	4,151,320	268,185
Prior Years Surplus	597,511	586,355	(11,156)
	\$ 5,199,831	\$ 5,373,585	\$ 173,754
Expenditures			
111 Management services			
Operating	632,815	486,775	(146,040)
Transfer to Other Functions	0	76,061	76,061
	\$ 632,815	\$ 562,836	\$ (69,979)
112 Corporate administration			
Personnel Costs	334,154	320,914	(13,240)
Operating	140,841	148,988	8,147
	\$ 474,995	\$ 469,902	\$ (5,093)
113 Financial services			
Personnel Costs	819,484	831,685	12,201
Operating	162,157	172,010	9,853
	\$ 981,641	\$ 1,003,695	\$ 22,054
115 Human resources			
Personnel Costs	549,606	563,334	13,728
Operating	159,799	211,138	51,339
Transfer to Other Functions	1,880	16,899	15,019
	\$ 711,285	\$ 791,371	\$ 80,086

116 Information services	2019 Budget	2020 Proposed Budget	Increase (Decrease)
Personnel Costs	403,193	537,109	133,916
Operating	389,752	478,851	89,099
	\$ 792,945	\$ 1,015,960	\$ 223,015
117 Corporate communications	2019 Budget	2020 Proposed Budget	Increase (Decrease)
Personnel Costs	35,444	35,750	306
Operating	163,458	166,199	2,741
	\$ 198,902	\$ 201,949	\$ 3,047
118 Fiscal services	2019 Budget	2020 Proposed Budget	Increase (Decrease)
Transfer to Capital	245,450	283,981	38,531
Contribution to Reserve	35,000	115,000	80,000
	\$ 280,450	\$ 398,981	\$ 118,531
119 Corporate Office	2019 Budget	2020 Proposed Budget	Increase (Decrease)
Personnel Costs	100,866	98,164	(2,702)
Operating	613,332	373,637	(239,695)
Debt Charges	137,600	307,090	169,490
Contribution to Reserve	275,000	150,000	(125,000)
	\$ 1,126,798	\$ 928,891	\$ (197,907)
Total Expenditures	\$ 5,199,831	\$ 5,373,585	\$ 173,754
Capital	2019 Budget	2020 Proposed Budget	Increase (Decrease)
Funding Sources			
Senior Government Grants	1,525,000	0	(1,525,000)
Long Term Debt Proceeds	0	8,200,000	8,200,000
Short Term Debt Proceeds	8,200,000	0	(8,200,000)
Transfer from Reserve	100,883	194,019	93,136
Transfer from Operating	245,450	283,981	38,531
	\$ 10,071,333	\$ 8,678,000	\$ (1,393,333)
Funding Applied			
Capital Projects & Equip	10,971,333	8,678,000	(2,293,333)
	\$ 10,971,333	\$ 8,678,000	\$ (2,293,333)



Thank-you
Questions?