

2024-2028
Financial Planning
CVRD Core Services
Electoral Area Services

500 Planning

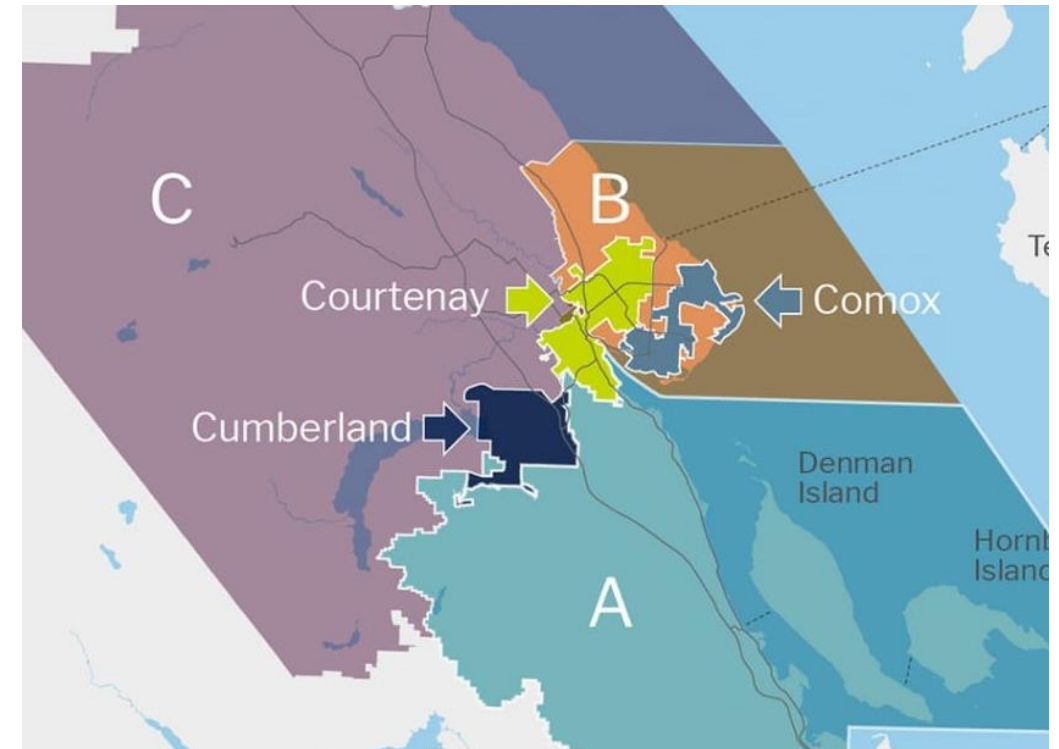




Core Service

Electoral Area Services

Core Service	Electoral Area Services
Service Function Name	Planning
Service Sub-functions	501 – Planning – Geographic Info System 502 – Planning – Bylaw Enforcement 503 – Planning – Planning Policy
Purpose	Planning and land use management
Participants	Defined Portion of Electoral Area A, Electoral Areas B and C
2024 Proposed Changes to Service	None





2023 Accomplishments

- 114 planning applications in 2023 (increasing in complexity)
- 237 bylaw compliance files opened
- Adjudication process implementation and resolution of long-standing compliance file
- Ticketing for environmental DPA violations
- GHG Emissions Inventory for EAs (2018-2021)
- Dyke Road Park Green Shores grant award
- Agriculture Planning and sector engagement



Trends, Challenges and Opportunities

- Legislative changes related to housing
- Risk-based hazard area planning tools and policies
- Responding to climate change impacts
- Balancing needs of marginalized residents and regulatory framework
- Increasing need for collaboration and partnerships



Strategic Priorities and Initiatives

Type	Initiative	Comment
Board	Undertake Agricultural Planning	Agricultural Plan
Board	Examine planning application processes	Development approvals process review project
Board	Prioritize and implement Active Transportation Network Plan	Royston Rd Cumberland/ Courtenay Connector



Human Resource

	2024			2025		
	Planning	GIS	Bylaw	Planning	GIS	Bylaw
Opening FTE Balance	9.24	3.25	1.93	10.60	3.25	2.03
Addition Request						
Full time	0.50			0.35		
Part Time						
Temporary/Casual	0.60		0.10			
Adjustments	0.26					
Total Change	1.36		0.10			
Ending FTE Balance	10.60	3.25	2.03	10.95	3.25	2.03
Total Ending FTE	15.88			16.23		



Total Service Expenses

Year over Year Change

	2023 Approved Budget	2024 Proposed Budget	Increase (Decrease)	
			(\$)	(%)
Support Services	\$309,377	\$367,971	\$58,594	18.9%
Personnel Costs	1,664,888	1,881,958	217,070	13.0%
Materials, Supplies & Utility	181,575	243,466	61,891	34.1%
Contract & General Service	615,188	508,340	(106,848)	(17.4%)
Minor Capital	23,500	28,000	4,500	19.1%
Transfer to Reserve	268,938	158,415	(110,523)	(41.1%)
Transfer to Other Functions	431	384	(47)	(10.9%)
Total	3,063,897	3,188,534	124,637	4.1%

Key Notes

- Total budget up 4.1%
- Overall personnel cost are proposed to increase by \$217,070



Planning Expenses (sub-function 500 & 503)

Year over Year Change

	2023 Approved Budget	2024 Proposed Budget	Increase (Decrease)	
			(\$)	(%)
Support Services	\$192,180	\$242,693	\$50,513	26.3%
Personnel Costs	1,073,130	1,258,003	184,873	17.2%
Materials, Supplies & Utility	88,443	122,503	34,060	38.5%
Contract & General Service	525,736	419,859	(105,877)	(20.1%)
Minor Capital	12,500	12,500	-	-
Transfer to Reserve	253,938	143,415	(110,523)	(43.5%)
Transfer to Other Functions	-	20	20	100.0%
Total	2,145,927	2,198,993	53,066	2.5%

Key Notes

- Software [+60K] due largely to anticipated rollout of City Works software, Training & Development [-11K]
- Professional Fees [-120K] as 2023 included UBCM grant



GIS Expenses (sub-function 501)

Year over Year Change

	2023 Approved Budget	2024 Proposed Budget	Increase (Decrease)	
			(\$)	(%)
Support Services	\$83,601	\$94,532	\$10,931	13.1%
Personnel Costs	356,671	370,572	13,901	3.9%
Materials, Supplies & Utility	71,300	79,500	8,200	11.5%
Contract & General Service	2,000	11,000	9,000	450.0%
Minor Capital	5,000	13,000	8,000	160.0%
Transfer to Reserve	15,000	15,000	-	-
Total	533,572	583,604	50,032	9.4%

Key Notes

- Professional fees [+9K] as ortho photos happen in alternating years
- GIS Hardware [+8K] in minor capital



Bylaw Expenses (sub-function 502)

Year over Year Change

	2023 Approved Budget	2024 Proposed Budget	Increase (Decrease)	
			(\$)	(%)
Support Services	\$33,596	\$30,746	(\$2,850)	(8.5%)
Personnel Costs	235,087	253,383	18,296	7.8%
Materials, Supplies & Utility	21,832	41,463	19,631	89.9%
Contract & General Service	87,452	77,481	(9,971)	(11.4%)
Minor Capital	6,000	2,500	(3,500)	(58.3%)
Transfer to Other Functions	431	364	(67)	(15.5%)
Total	384,398	405,937	21,539	5.6%

Key Notes

- Software [+20K] for rollout of CityWorks software
- Legal fees [-10K]



Revenue

Year over Year Change

	2023 Approved Budget	2024 Proposed Budget	Increase (Decrease)	
			(\$)	(%)
Grants in Lieu	\$7,500	\$7,500	-	-
LGCAP Funding	123,082	123,082	-	-
Other Government Grants	129,850	-	(129,850)	(100.0%)
Taxation	2,200,000	2,300,000	100,000	4.5%
Sale of Services	75,200	74,200	(1,000)	(1.3%)
Other Revenue/Recoveries	16,620	16,620	-	-
Transfer from Reserve	-	88,132	88,132	100%
Prior Year Surplus	511,645	579,000	67,355	13.2%
Total	3,063,897	3,188,534	124,637	4.1%

Key Notes

- UBCM grant for Comox Road flood mitigation (- \$129,850) included in 2023 Government Grants
- LGCAP funding (\$XX) for electoral area climate related projects



Funding Sources

Tax Requisition

				Planning	500	
Requisition Budget	2023 Actual	2024 PB	2025 FP	2026 FP	2027 FP	2028 FP
Defined Area						
Part Area A Baynes Sound	595,839	612,671	759,179	759,179	785,817	785,817
Electoral Areas						
Area B	719,978	750,850	930,401	930,401	963,046	963,046
Area C	884,183	936,479	1,160,420	1,160,420	1,201,137	1,201,137
	\$2,200,000	\$2,300,000	\$2,850,000	\$2,850,000	\$2,950,000	\$2,950,000
Change from Previous year		\$100,000	\$550,000	\$0	\$100,000	\$0
Residential Tax Rate Estimate (per \$1,000 of assessed value)	0.2083	0.2155	0.2671	0.2671	0.2765	0.2765

Estimates are based on 2024 Completed Roll at Proposed Budget January 2024



Operating Budget: 2025-2028 Projections

Category	2025	2026	2027	2028
Taxation	\$2,850,000	\$2,850,000	\$2,950,000	\$2,950,000
Sale of Services	73,200	74,200	73,200	74,200
Grants-in-lieu	7,500	7,500	7,500	7,500
Recoveries from Other Functions	16,620	16,620	16,620	16,620
Transfer from Reserve	41,517	96,296	60,720	127,058
Total Revenue	2,988,837	3,044,616	3,108,040	3,175,378
Support Services	367,971	367,971	367,971	367,971
Personnel Costs	2,003,801	2,074,442	2,136,721	2,200,908
Materials, Supplies & Utilities	247,110	247,206	250,303	251,403
Contract & General Services	323,914	309,302	299,705	310,123
Minor Capital	11,000	11,000	19,000	11,000
Transfer to Other Services	407	431	457	484
Transfer to Reserve	34,634	34,264	33,883	33,489
Total Expenses	2,988,837	3,044,616	3,108,040	3,175,378

500 Planning

2024-2033 Capital Planning





2024-2028 Capital Plan

	2024	2025	2026	2027	2028
Vehicle Capital Purchase					\$40,000
Provision for GIS Server Upgrades	\$20,000	\$8,000	\$20,000	\$8,000	8,000
Total	20,000	8,000	20,000	8,000	48,000



Reserves

Projected Balances

Reserve	2023 Ending Balance
500 – Planning Future Expenditure Reserve	\$1,129,243
501 – GIS Future Expenditure Reserve	93,945
850 – Planning Service Capital Works Reserve	79,488
Total	1,302,676



Planning F/E Reserve (#500)

Projected Balances

	2024	2025	2026	2027	2028
Opening Balance	\$1,129,243	\$1,164,193	\$1,122,676	\$1,026,380	\$965,660
Contributions to Reserve	123,082	-	-	-	-
Transfers to Operating	88,132	41,517	96,296	60,720	127,058
Ending Balance	1,164,193	1,122,676	1,026,380	965,660	838,602



Planning GIS Reserve (#501)

Projected Balances

	2024	2025	2026	2027	2028
Opening Balance	\$93,945	\$88,945	\$95,945	\$90,945	\$97,945
Contributions to Reserve	15,000	15,000	15,000	15,000	15,000
Transfers to Capital	20,000	8,000	20,000	8,000	8,000
Ending Balance	88,945	95,945	90,945	97,945	104,945








Planning Capital Works Reserve (#850)

Projected Balances

	2024	2025	2026	2027	2028
Opening Balance	\$79,488	\$79,821	\$91,455	\$90,719	\$101,602
Contributions to Reserve	20,333	19,634	19,264	18,883	18,489
Transfers to Capital	-	-	-	-	40,000
Ending Balance	99,821	119,455	138,719	157,602	136,091



Summary

Fiscal Responsibility 	Climate Crisis & Environmental Stewardship & Protection 	Community Partnerships 	Indigenous Relations 	Accessibility, Diversity, Equity & Inclusion 
<ul style="list-style-type: none">• Seeking multiple grant opportunities to offset impact on requisition	<ul style="list-style-type: none">• Coastal flood mitigation and adaptation to build resiliency• Energy efficiency initiatives to mitigate GHGs	<ul style="list-style-type: none">• Ongoing partnerships with member municipalities and K'ómoks• Project alignment and coordination	<ul style="list-style-type: none">• Ongoing partnerships with K'ómoks and First Nations (e.g. Dyke Rd Park Green Shores Demonstration Site)	<ul style="list-style-type: none">• Inclusive process for community



Options & Recommendations

- That the proposed 2024-2028 financial plan for the function 500, Planning Service, be approved.



Questions?



Next Steps

What's Next:

- Text
- Text

