

**2025-2029
Financial Planning
Core Services
Finance and Administration**

100 Member Municipality
Administration Service





Core Service

Finance & Administration

Core Service	Finance & Administration
Service Function Name	Member Municipality Administration
Service Sub-functions	None
Purpose	Municipal legislative administration
Participants	Comox, Courtenay and Cumberland
2025 Proposed Changes to Service	None





Human Resource

	2025	2026	2027-2029
Opening FTE Balance	1.97	1.67	2.07
Addition Request			
Full time		0.40	
Part Time			
Temporary /Casual			
Adjustments	(0.30)		
Total Change	(0.30)	0.40	0.00
Ending FTE Balance	1.67	2.07	2.07

- 2026 Indigenous Relations Coordinator



Expenses

Year over Year Change

	2024 Proposed Budget	2025 Proposed Budget	Increase (Decrease)	
			(\$)	(%)
Support Services	\$124,378	\$113,439	(\$10,939)	(8.8%)
Personnel Costs	571,683	540,966	(30,717)	(5.4%)
Materials, Supplies & Utilities	10,798	10,831	33	0.3%
Contract & General Services	15,839	15,849	10	0.1%
Total	\$722,698	\$681,085	(\$41,613)	(5.8%)

Key Notes

- Decreased support services allocation



Revenue

Year over Year Change

	2024 Approved Budget	2025 Proposed Budget	Increase (Decrease)	
			(\$)	(%)
Grants-in-lieu	\$15,000	\$15,000	-	-
Taxation	640,000	650,000	\$10,000	1.6%
Transfers from Reserve	65,359	16,085	(49,274)	(75.4%)
Prior Year Surplus	2,339	-	(2,339)	(100.0%)
Total	\$722,698	\$681,085	(\$41,613)	(5.8%)

Key Notes

- Transfers from reserve used to keep requisition to a small increase



Funding Sources

Tax Requisition

Requisition Budget	2024 Actual	2025 PB	2026 FP	2027 FP	2028 FP	2029 FP
Municipal Members						
Comox	185,432	189,268	189,268	193,636	198,004	200,916
Courtenay	396,350	401,563	401,563	410,830	420,097	426,274
Cumberland	58,218	59,169	59,169	60,534	61,900	62,810
	\$640,000	\$650,000	\$650,000	\$665,000	\$680,000	\$690,000
Change from Previous year		\$10,000	\$0	\$15,000	\$15,000	\$10,000
Residential Tax Rate Estimate (per \$1,000 of assessed value)	0.0348	0.0341	0.0341	0.0349	0.0357	0.0362

Estimates are based on 2025 Completed Roll at Proposed Budget January 2025



Operating Budget: 2025-2028 Projections

Category	2026	2027	2028	2029
Grants-in-lieu	\$15,000	\$15,000	\$15,000	\$15,000
Taxation	650,000	665,000	680,001	690,000
Transfers from Reserve	28,752	26,387	23,391	28,346
Total Revenue	\$693,753	\$706,387	\$718,392	\$733,346
Support Services	\$113,439	\$113,439	\$113,439	\$113,439
Personnel Costs	554,439	568,373	582,718	597,509
Materials, Supplies & Utilities	10,865	10,900	10,900	10,900
Contract & General Services	15,009	13,675	11,335	11,498
Total Expenses	\$693,753	\$706,387	\$718,392	\$733,346



Future Expenditure Reserve (100)

Projected Balances

	2025	2026	2027	2028	2029
Opening Balance	\$218,647	\$202,562	\$173,810	\$147,423	\$124,032
Add: Contributions to Reserve	-	-	-	-	-
Less: Transfers from Reserve	16,085	28,752	26,387	23,391	28,346
Ending Balance	\$202,562	\$173,810	\$147,423	\$124,032	\$95,686



Options & Recommendations

- That the proposed 2025-2029 financial plan for the Service 100 Member Municipality Administration be approved.



Questions?