

325 – Community Planning

The Community Planning Budget funds Electoral Area planning services, including development application processes, the preparation and maintenance of land use and planning bylaws and policies, and special projects. Expenditure categories vary, with salaries and benefits being the largest. The function is primarily funded from requisition with application fees and grants providing secondary revenue sources.

325 - COMMUNITY PLANNING TOTAL REQUISITION 2,483,082

STATUTORY LIMITATION: NONE

BASIS OF APPORTIONMENT: ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

PARTICIPATING AREAS:	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE	PRIOR YEAR ADJ	TOTAL
ELECTORAL AREA A	221,713,835	337,676	189	337,866
ELECTORAL AREA B	392,270,856	597,439	77	597,516
ELECTORAL AREA C	211,439,851	322,029	163	322,192
ELECTORAL AREA E	165,805,537	252,526	0	252,527
ELECTORAL AREA F	126,319,257	192,388	(1,074)	191,314
ELECTORAL AREA I	159,951,507	243,611	315	243,926
CODE Z*	352,857,993	537,413	329	537,741
TOTAL	1,630,358,836	2,483,082	0	2,483,082

RESIDENTIAL TAX RATE: 0.1523 COST PER \$100,000 HOUSEHOLD
 (PER \$1000 OF NET TAXABLE VALUE) 15.23

*CODE Z INCLUDES ELECTORAL AREAS D, G, & H, EXCLUDING ISLANDS TRUST

COWICHAN VALLEY REGIONAL DISTRICT

2022-2026 FINANCIAL EXPENDITURE PROGRAM

Service: Community Planning

Function: 325

TOTAL EXPENDITURE	2021	2022	2023	2024	2025	2026
Operational Costs	\$2,881,610	\$2,808,135	\$2,713,644	\$2,802,674	\$2,854,500	\$2,906,000
Long Term Debt						
Short Term Debt	39,016	38,815	38,262			
Capital	148,823	549,955				
Transfer to Capital Reserve	6,500	6,500	6,500	6,500	6,500	6,500
TOTAL APPLICATION OF FUNDS	\$3,075,949	\$3,403,405	\$2,758,406	\$2,809,174	\$2,861,000	\$2,912,500
SOURCES OF FUNDS						
Requisition	2,447,758	2,483,082	2,502,656	2,553,424	2,605,250	2,656,750
User Fee	245,200	250,000	255,000	255,000	255,000	255,000
Transfer from Operating Reserve	61,000	105,000				
Transfer from Capital Reserve	42,900	49,955				
Other	750	500,750	750	750	750	750
Debt Proceeds						
Surplus/(Deficit)	278,341	14,618				
TOTAL SOURCE OF FUNDS	\$3,075,949	\$3,403,405	\$2,758,406	\$2,809,174	\$2,861,000	\$2,912,500

2021 Debt Short Term with Principal & Interest

Borrowed	Amount	Maturity	P & I
Renovation	\$110,604	2023	39,016

Total **\$39,016**

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : ??-?-????-???? To : ??-?-????-????

Function Type : Selective

**GENERAL REVENUE FUND
 325 - COMMUNITY PLANNING**

		2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
OPERATING REV					
2000 GRANTS					
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-736	-672	-650	-650
01-1-2000-2121	PROVINCIAL CONDITIONAL	-75,000	-75,000	0	0
01-1-2000-2150	FEDERAL WAGE SUBSIDIES	-4,088	-3,195	0	0
Total GRANTS		-79,824	-78,867	-650	-650
4433 RECOVERY OF COSTS					
01-1-4433-0000	GENERAL	-7,663	-25,988	0	-10,000
Total RECOVERY OF COSTS		-7,663	-25,988	0	-10,000
4771 SALES					
01-1-4771-3610	PUBLICATIONS & BYLAWS	-5	0	-100	-100
Total SALES		-5	0	-100	-100
5100 FEES & PERMITS					
01-1-5100-3515	SIGN PERMITS	-150	-150	-200	-100
01-1-5100-3525	FILE REVIEW FEES	-190	0	-1,000	-100
01-1-5100-3555	A.L.R. APPEAL FEES	2,550	-1,950	-1,000	-800
01-1-5100-3560	SUBDIVISION APPLICATION FE	-112,750	-93,025	-90,000	-89,000
01-1-5100-3565	OTHER PLANNING APPLICATIC	-107,272	-75,465	-87,000	-80,000
01-1-5100-3570	DEVELOPMENT PERMITS	-90,084	-87,884	-66,000	-70,000
Total FEES & PERMITS		-307,897	-258,474	-245,200	-240,000
5900 MISCELLANEOUS					
01-1-5900-2700	GENERAL	-3,391	0	0	0
Total MISCELLANEOUS		-3,391	0	0	0
6930 SALE OF ASSETS					
01-1-6930-0000	TANGIBLE CAPITAL	-2,149	0	0	0
Total SALE OF ASSETS		-2,149	0	0	0
7571 REQUISITION					
01-1-7571-0000	REQUISITION	-2,430,678	-2,447,758	-2,447,758	-2,483,082
Total REQUISITION		-2,430,678	-2,447,758	-2,447,758	-2,483,082
9110 SURPLUS/DEFICIT - CURRENT YEAR					
01-1-9110-0000	SURPLUS/DEFICIT	27,517	-172,418	-172,418	-14,618
Total SURPLUS/DEFICIT - CURR		27,517	-172,418	-172,418	-14,618
9120 TRANSFER FROM OPERATING RESERVE					
01-1-9120-0000	TSF FROM OPERATING RESEF	-24,782	0	-61,000	-105,000



Account Code : ??-?-????-???? To : ??-?-????-????

Function Type : Selective

**GENERAL REVENUE FUND
 325 - COMMUNITY PLANNING**

	2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
Total TRANSFER FROM OPERAT	-24,782	0	-61,000	-105,000
Total OPERATING REV	-2,828,871	-2,983,505	-2,927,126	-2,853,450
OPERATING EXP				
6100 PLANNING EXPENDITURES				
01-2-6100-1101 SALARIES/FULL TIME REGULA	1,131,717	1,192,677	1,361,616	1,386,851
01-2-6100-1204 WAGES - HOURLY	5,076	15,610	0	0
01-2-6100-1400 BENEFITS	287,414	309,447	424,411	430,095
01-2-6100-2111 TRAVEL	3,093	1,662	3,000	3,000
01-2-6100-2121 POSTAGE	1,313	1,333	1,500	1,500
01-2-6100-2122 COURIER & EXPRESS	101	148	600	600
01-2-6100-2131 TELEPHONE	7,018	6,243	6,500	6,500
01-2-6100-2210 ADVERTISING	18,993	17,390	30,000	30,000
01-2-6100-2229 PUBLICATIONS & BOOKS	2,930	3,487	1,700	1,500
01-2-6100-2320 LEGAL SERVICES	48,007	28,727	40,000	40,000
01-2-6100-2327 LAND TITLES EXPENSES	8,537	7,599	5,000	5,000
01-2-6100-2330 CONSULTANTS	145,128	0	263,418	15,000
01-2-6100-2340 TRAINING & DEVELOPMENT	2,103	8,494	10,000	10,000
01-2-6100-2341 REGISTRAT/CONFERENCES/S	522	567	2,500	25,000
01-2-6100-2371 INSURANCE - CASUALTY	0	0	450	500
01-2-6100-2372 INSURANCE DEDUCTIBLES	0	0	0	0
01-2-6100-2375 INSURANCE CLAIMS	0	0	0	0
01-2-6100-2394 MEETING EXP.-COMMITTEE/C	1,498	997	3,500	3,500
01-2-6100-2395 MEMBERSHIPS	9,671	5,974	6,000	6,000
01-2-6100-2475 MISCELLANEOUS EQUIPMENT	15,181	2,487	15,000	15,000
01-2-6100-2476 PURCHASED REPAIRS/OFFICE	1,097	0	1,000	1,000
01-2-6100-2532 COMPUTER SOFTWARE UPGR	9,485	19,348	10,000	15,000
01-2-6100-2535 PURCHASED MTC. - PHOTOC	5,784	4,172	10,000	10,000
01-2-6100-2543 B.C. ON-LINE	93	89	200	200
01-2-6100-2610 RENTALS - BUILDING	3,000	3,166	5,000	12,000
01-2-6100-4100 ALLOC - GENERAL GOVERNME	207,604	254,428	254,428	213,071
01-2-6100-4150 ALLOC - BYLAW ENFORCEMEN	59,000	0	0	0
01-2-6100-4560 ALLOC - LIABILITY INSURANCE	5,030	5,609	5,609	5,889
01-2-6100-4585 ALLOC - BUILDING COSTS	151,474	157,697	157,697	158,929
01-2-6100-5110 SUNDRY EXPENSES	836	610	3,000	3,000
01-2-6100-5910 PRINTING	55	0	500	500
01-2-6100-5919 SAFETY SUPPLIES	0	0	3,000	3,000
01-2-6100-5920 SUPPLIES - OFFICE	4,390	4,203	6,000	8,000
01-2-6100-8150 BANK CHARGES	134	9	1,000	1,000
01-2-6100-9910 CONTINGENCY	0	0	10,000	18,460



Account Code : ??-?-????-???? To : ??-?-????-????

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**GENERAL REVENUE FUND
 325 - COMMUNITY PLANNING**

	2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
Total PLANNING EXPENDITURE:	2,136,283	2,052,172	2,642,629	2,430,095
6119 08 HONDA (258EXW)				
01-2-6119-2373 INSURANCE/AUTOMOTIVE EQI	0	0	1,800	0
01-2-6119-2570 PURCHASED MAINTENANCE/V	84	0	0	0
01-2-6119-5310 FUEL & LUBRICANTS	0	0	200	0
Total 08 HONDA (258EXW)	84	0	2,000	0
6134 PLANNING VEHICLE #1				
01-2-6134-2373 INSURANCE/AUTOMOTIVE EQI	0	0	2,000	1,600
01-2-6134-2570 PURCHASED MAINTENANCE/V	0	0	300	200
01-2-6134-5310 FUEL & LUBRICANTS	0	0	0	1,400
Total PLANNING VEHICLE #1	0	0	2,300	3,200
6137 HARMONIZATION/MODERNIZATION				
01-2-6137-2320 LEGAL SERVICES	53,133	41,349	30,000	44,000
01-2-6137-2330 CONSULTANTS	201,457	194,965	149,000	203,000
01-2-6137-3570 DEVELOPMENT PERMIT WORK	31,308	1,203	35,000	10,000
01-2-6137-3571 PUBLIC ENGAGEMENT/PARTIC	78,895	51,731	20,000	38,500
01-2-6137-4105 PROJECT EXPENDITURES	0	24,029	0	0
01-2-6137-5110 SUNDRY EXPENSES	2,953	3,608	5,000	8,500
Total HARMONIZATION/MODERNI	367,745	316,885	239,000	304,000
6139 SHAWNIGAN VILLAGE CHARRETTE				
01-2-6139-2330 CONSULTANTS	-4	0	0	0
01-2-6139-5110 SUNDRY EXPENSES	37	0	0	0
Total SHAWNIGAN VILLAGE CH/	33	0	0	0
6144 ELECTORAL AREAS ZONING PROJECT				
01-2-6144-2320 LEGAL SERVICES	0	0	0	12,000
01-2-6144-2330 CONSULTANTS	0	0	0	13,399
01-2-6144-3571 PUBLIC ENGAGEMENT/PARTIC	0	0	0	42,000
01-2-6144-5110 SUNDRY EXPENSES	0	0	0	7,500
Total ELECTORAL AREAS ZONIN	0	0	0	74,899
7142 SUMMER STUDENT PROGRAM				
01-2-7142-1204 WAGES - HOURLY	8,920	13,273	12,500	12,620
01-2-7142-1400 BENEFITS	972	1,591	1,150	1,290
Total SUMMER STUDENT PROG	9,892	14,864	13,650	13,910
8115 SHORT TERM DEBT				
01-2-8115-8215 INTEREST	2,275	1,026	4,935	555
01-2-8115-8216 PRINCIPAL	34,081	34,081	34,081	38,260



Account Code : ??-?-????-???? To : ??-?-????-????

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GENERAL REVENUE FUND				
325 - COMMUNITY PLANNING				
	2020	2021	2021	2022
	ACTUAL	ACTUAL	AMENDED BUDG	PROVISIONAL
Total SHORT TERM DEBT	36,356	35,107	39,016	38,815
8241 TRANSFER TO CAPITAL RESERVE				
01-2-8241-0000 TSF TO CAPITAL RESERVE	8,649	6,500	6,500	6,500
Total TRANSFER TO CAPITAL RESERVE	8,649	6,500	6,500	6,500
9900 INTERNAL RECOVERIES				
01-2-9900-4102 ALLOC - PHOTOCOPY	0	0	-2,550	-2,550
01-2-9900-4200 ALLOC - PLANNING	-27,000	0	0	0
01-2-9900-4203 ALLOC - INSPECTIONS	-7,548	-7,548	-7,548	-7,548
01-2-9900-4204 ALLOC - GENERAL GOVERNMENT	-80,800	0	0	0
01-2-9900-4208 ALLOC - ANIMAL CONTROL	0	0	0	0
01-2-9900-4377 ALLOC - PARKS & TRAILS	-7,871	-7,871	-7,871	-7,871
Total INTERNAL RECOVERIES	-123,219	-15,419	-17,969	-17,969
Total OPERATING EXP	2,435,822	2,410,109	2,927,126	2,853,450
CAPITAL REV				
2000 GRANTS				
01-7-2000-2121 PROVINCIAL CONDITIONAL	0	0	0	-500,000
Total GRANTS	0	0	0	-500,000
9010 TRANSFER FROM CAPITAL RESERVE				
01-7-9010-0000 TSF FROM CAPITAL RESERVE	0	0	-42,900	-49,955
Total TRANSFER FROM CAPITAL RESERVE	0	0	-42,900	-49,955
9110 SURPLUS/DEFICIT				
01-7-9110-0000 SURPLUS/DEFICIT	0	-105,923	-105,923	0
Total SURPLUS/DEFICIT	0	-105,923	-105,923	0
Total CAPITAL REV	0	-105,923	-148,823	-549,955
CAPITAL EXP				
8221 TRANSFER/GENERAL CAPITAL				
01-8-8221-6113 FURNITURE, FIXTURES, EQUIP	0	0	105,923	500,000
01-8-8221-6126 VEHICLES & MACHINERY	0	0	42,900	49,955
Total TRANSFER/GENERAL CAPITAL	0	0	148,823	549,955
Total CAPITAL EXP	0	0	148,823	549,955
Surplus/Deficit	-393,049	-679,319	0	0

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : ??-?-????-???? To : ??-?-????-????

Function Type : Selective

	2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
Summary Total Revenues	-2,828,871	-2,983,505	-2,927,126	-2,853,450
Summary Total Expenses	2,435,822	2,410,109	2,927,126	2,853,450
Summary Surplus/Deficit	-393,049	-679,319	0	0

2022 Year over Year Comparative Analysis

Function: 325 - Community Planning

Requisition Change		2021	Proposed	Requisition	Requisition	
		<u>Requisition</u>	<u>2022</u>	<u>\$ Increase</u>	<u>% Increase</u>	
		\$2,447,758	2022	<u>(Decrease)</u>	<u>(Decrease)</u>	
			<u>Requisition</u>	35,324	1.44%	
A) Core Budget			2021	2022	Requisition	Requisition
			\$ Budget	\$ Budget	\$ Increase	% Increase
					(Decrease)	(Decrease)
Explanation of increase/decrease:	Surplus & transfer from operating reserve	-233,418	-14,618	218,800	8.94%	
	Salaries	1,361,616	1,386,851	25,235	1.03%	
	Benefits	424,411	430,095	5,684	0.23%	
	Conferences	2,500	25,000	22,500	0.92%	
	Allocations	417,734	377,889	-39,845	(1.63%)	
	Consultants	263,418	15,000	-248,418	(10.15%)	
	Electoral areas zoning project	0	74,899	74,899	3.06%	
	Other - misc	23,531		-23,531	(0.96%)	
	Subtotal	<u>2,259,792</u>	<u>2,295,116</u>	<u>35,324</u>	<u>1.44%</u>	
B) Prior Year One-time items						
				0	0.00%	
				0	0.00%	
	Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	
Max 3.0% Draft 2022 Budget				35,324	1.44%	
C) Other items to maintain service level						
				0	0.00%	
				0	0.00%	
	Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	
Total Draft 2022 Budget				<u>35,324</u>	<u>1.44%</u>	
D) Supplemental Items						
1) Modernized OCP - Additional Resources	Operating	-	70,000	70,000	n/a	
	Funding					
	Operating reserve	-	-70,000	-70,000	n/a	
2) Modernized Zoning Bylaw Supplement	Operating	-	35,000	35,000	n/a	
	Funding					
	Operating reserve	-	-35,000	-35,000	n/a	
	Subtotal	<u>-</u>	<u>-</u>	<u>0</u>	<u>0.00%</u>	
Max 2022 Requisition change if Supplemental and Other Items are Approved				<u>35,324</u>	<u>1.44%</u>	

Notes:

1) The Operating Reserve balance at December 31, 2020 is \$431,613 with \$61,000 committed in 2021 - uncommitted balance is \$370,613.

2) The Capital Reserve balance at December 31, 2020 is \$43,455 with \$36,400 committed in 2021 (assuming a vehicle is bought in 2021) - uncommitted balance is \$ 7055