



The Corporation of the City of Courtenay

Council Agenda

Meeting #: R2/2025
Date: January 29, 2025
Time: 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

We respectfully acknowledge that the land we gather on is Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

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1. CALL TO ORDER	
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6. NOTICE OF MOTION	
6.1 Public Substance Use Education and Awareness Event (Councillor Morin) WHEREAS there is a pressing need to address the significant impacts of substance use-related harms on our community's health and wellbeing, exacerbated by the unregulated toxic drug crisis; and WHEREAS the City of Courtenay prioritizes fostering social infrastructure in alignment with the Official Community Plan's objective of promoting	

coordinated and evidence-based responses to complex social issues and collaborating with regional partners to address homelessness, mental health, and addiction; and

WHEREAS a community event is consistent with the recommendations outlined in the Comox Valley Substance Use Strategy, which emphasizes the importance of decreasing stigma associated with addiction, reducing the harms of substance use through community education that frames substance use as a health issue, promotes understanding of brain development and addiction science, encourages collaboration across all levels of government, and strives to eliminate stigma within various systems.

WHEREAS the Community Action Initiative has committed \$10,000 in funding from the Community Action Team Funding Stream towards a public substance use education and awareness event.

THEREFORE, BE IT RESOLVED THAT Council direct staff to work in partnership with the Indigenous Women’s Sharing Society, Comox Valley Substance Use Collaborative, Comox Valley Community Action Team and the Community Action Initiative to provide support for the coordination of a public Substance Use Education and Awareness event, proposed for Spring 2025; and

BE IT FURTHER RESOLVED THAT Council provide up to \$7,500 from the Council Initiatives Fund to the Indigenous Women’s Sharing Society as fiscal host, to support event related costs including costs associated with the use of City facilities; and

BE IT FURTHER RESOLVED THAT the Mayor write letters to the Town of Comox, Village of Cumberland, and Comox Valley Regional District requesting that they consider a financial contribution to the event in the amount of \$2500.

7. 2025-2029 FINANCIAL PLAN

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7.3.1	2025-2029 Financial Plan Bylaw No. 3165, 2025	209
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8. COUNCIL REPORTS

8.1	Councillor Cole-Hamilton	
8.2	Councillor Frisch	

- 8.3 Councillor Hillian
- 8.4 Councillor Jolicoeur
- 8.5 Councillor Morin
- 8.6 Councillor McCollum
- 8.7 Mayor Wells

9. ADJOURNMENT



Council Minutes

Meeting #: R1/2025
Date: January 15, 2025
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
W. Cole-Hamilton
D. Frisch
D. Hillian
E. Jolicoeur
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Infrastructure & Environmental Engineering
A. Langenmaier, Director of Financial Services
K. O'Connell, Director of Corporate Services
S. Saunders, Director of Recreation, Culture & Community Services
K. Shaw, Director of Public Works Services
M. Wade, Director of Development Services
E. Chow, Manager of Legislative Services
J. Tazzioli, Manager of Environmental Engineering
C. Thompson, Manager of Operational Services
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 pm and respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

2. INTRODUCTION OF LATE ITEMS

Without any late items or objections, Council proceeded with the agenda as presented.

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - December 11, 2024

3.2 Regular Council Minutes - December 18, 2024

Moved By Cole-Hamilton

Seconded By McCollum

THAT Council adopt the December 11, 2024 Regular Council minutes, and the December 18, 2024 Regular Council minutes.

CARRIED

4. PRESENTATION

4.1 Resident Survey, Your Courtenay, Your Voice – 2024 Results

Presenters:

- Methodology & Results: Lorne Bozinoff, President of Forum Research
- Operational Analysis: Kate O’Connell, Director of Corporate Services

Katelyn Cheeseman, from Forum Research, was also present and available to answer Council's questions.

Moved By Hillian

Seconded By Morin

THAT Council receive the “Resident Survey, Your Courtenay, Your Voice – 2024 Results” briefing note.

CARRIED

5. STAFF REPORTS

5.1 Infrastructure and Environmental Engineering

5.1.1 Youth Climate Corps Pilot Program

Jeanniene Tazzioli, Manager of Environmental Engineering, provided an overview of the proposed partnership.

Ben Simoni, Executive Director of the Youth Climate Corps, highlighted the program's accomplishments and benefits, including:

- Active presence in 10 communities across British Columbia.

- Completion of 10,000 working hours to date.
- Receipt of a \$3 million provincial grant to support ongoing initiatives.
- Creation of tangible pathways for youth, offering opportunities for meaningful careers and impactful community contributions.

Moved By Frisch

Seconded By Hillian

THAT Council direct staff to collaborate with Youth Climate Corps BC to establish a pilot program in 2025 to support climate action in the community and empower local youth.

CARRIED

5.2 Operational Services

5.2.1 CleanBC Organics Funding Program

Moved By Frisch

Seconded By Hillian

THAT based on the January 15, 2025 staff report “Clean BC Organics Funding Program”, Council direct staff to submit an application for the City of Courtenay Curbside Organics Carts through the February 2025 intake of the CleanBC – Organics Funding Program, and

THAT City of Courtenay Council supports the project and commits its one-third share of eligible project costs of \$1.5M including any ineligible costs and cost overages of the project, from the 2023/2024 launch of the program. The source of one-third share of eligible project costs will be from fees collected.

CARRIED

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 Sports Field Allocation Policy Project Update

Moved By McCollum

Seconded By Hillian

THAT Council receive the “Sports Field Allocation Policy Project Update” briefing note.

CARRIED

7. UNFINISHED BUSINESS

7.1 Delegation Follow up - Comox Valley Masters Soccer Club - Timberframe Pavilion Partnership Proposal

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to consider the location for the proposed Timberframe Pavilion through the Woodcote Park Playground Upgrade design process; and

THAT Council delegate authority to the Director of Recreation, Culture and Community Services to determine the terms and conditions of the agreements to be entered into for the project; and

THAT the Director of Recreation Culture, and Community Services be authorized to execute the agreement(s) on behalf of the City; and

THAT the City contribute up to \$30,000 towards the project through Partners In Parks funding, subject to the Comox Valley Masters Soccer Club agreeing to the location of the proposed Timberframe pavilion through the Woodcote Park Playground Replacement Design process.

CARRIED

8. COUNCIL REPORTS

8.1 Councillor Cole-Hamilton

No report provided.

8.2 Councillor Frisch

No report provided.

8.3 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

8.4 Councillor Jolicoeur

No report provided.

8.5 Councillor McCollum

No report provided.

8.6 Councillor Morin

No report provided.

8.7 Mayor Wells

Mayor Wells provided an overview of his attendance at the Comox Valley Regional District's (CVRD) Alternative Approval Process (AAP) Open House held on January 9, 2025.

9. IN CAMERA RESOLUTION

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council close the meeting to the public pursuant to the following subsections of the *Community Charter*:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

Mayor Wells called a recess at 5:47 pm. The Council meeting resumed in camera at 6:03 pm.

10. ADJOURNMENT

Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 6:43 pm.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 2025

Mayor Bob Wells

Corporate Officer

Parks and Recreation Advisory Commission Meeting

Date: Thursday September 5, 2024 at 6:30 pm

Location: Lewis Centre – Craft Room A

We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Attending: Michael Lynch
Mary Crowley
Carolyn Janes
Erik Eriksson
Susie Saunders (Ex Officio)
Melanie McCollum (Council Representative)
Allan Douglas
Irish Churchill
Joanne Bays (Guest)

Regrets: Bill Green

Minutes

Adoption of Minutes

- June 6, 2024 meeting minutes adopted

New Business

- 1. Community and Social Development Framework** (Joanne Bays, City)
 - a. Joanne Bays, Community Development Coordinator for City of Courtenay, provided an overview of the Community and Social Development Framework.
 - b. Committee shared experiences and feedback related to neighbourhoods & community, changing demographics and trends, community organizations and associations, and potential opportunities for neighbourhood activation.
- 2. Recreation Code of Conduct** – Verbal update (Susie Saunders, City)
 - a. Susie provided an overview of current work underway to develop a patron Code of Conduct and accompanying Access Restriction Policy for recreation facilities and programs.
 - b. Goal is to complete policies and procedures with clear expectations to ensure safe and welcoming facilities for staff, participants, and the public.

Old Business

- 1. PRAC Terms of Reference**
 - a. Committee discussion on updating the PRAC Terms of Reference.

- b. Next steps are for staff to bring forward recommendations and options to Council for consideration.

Next Meeting

- Thursday November 21, 2024: Location TBD

Parks and Recreation Advisory Commission Meeting

Date: Thursday November 21, 2024 at 6:30 pm

Location: Lewis Centre – Craft Room A

We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Attending: Michael Lynch
Mary Crowley
Erik Eriksson
Allan Douglas
Susie Saunders (Ex Officio)

Regrets: Carolyn Janes
Irish Churchill
Bill Green
Melanie McCollum (Council Representative)

Minutes

Adoption of Minutes

- September 5, 2024 meeting minutes adopted. Motioned by Erik Eriksson, seconded by Michael Lynch.

Acceptance of Agenda

- Agenda accepted. Motioned by Michael Lynch, seconded by Erik Eriksson.

New Business

1) Summer Camp 2024 Review

- PRAC reviewed Summer Camp 2024 Overview report provided by staff.
- Overview highlighted number of camps (largest offering in the valley), number of participants, number of participants on waitlist/unaccommodated, volunteers, highlights and challenges.
- Discussion regarding more funding needed for leisure buddies & adapted programs; possible conversations with regional district and Comox re: offering more inclusion/supported camps and programs; requesting more funding from Ministry for 1-1 support with inclusion workers.

2) Courtenay & District Memorial Outdoor Pool 2024 Season Review (attached)

- PRAC reviewed Courtenay & District Memorial Outdoor Pool 2024 Season Review report provided by staff.
- Overview highlighted number of returning staff and acknowledge the years of leadership by Aquatic Supervisor.

- Swim admissions were free to mark 75th year anniversary of pool and resulted in notable increase in swim admissions (length, adapted, aquafit, family & open swim), as well as 200 more registrations for swim lessons.

Moved By Allan Douglas

Seconded By Erik Eriksson

THAT the PRAC recommends the City of Courtenay continue with free swim admissions in 2025 as was implemented in 2024.

CARRIED

Old Business

- 1) Community and Social Development Framework** (Joanne Bays, City)
Susie Saunders will follow-up with Joanne and invite her to share with us an update when she is ready to.
- 2) Recreation Code of Conduct** (Susie Saunders, City)
Susie advised this is continuing and is in progress.
- 3) PRAC Terms of Reference** (Susie Saunders, City)
Susie advised this is continuing and is in progress.

Addition to Agenda

Meeting Dates for 2025

PRAC meetings are scheduled for 6:30 pm on the following Thursdays in 2025:

- Feb 6, 2025
- April 3, 2025
- June 5, 2025
- Oct 2, 2025
- Dec 4, 2025

Meeting adjourned at 7:35pm



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 0550-20 & 7710-05

From: Director of Recreation, Culture, and Community Services

Date: January 29, 2025

Subject: PRAC Recommendation - Continuation of Free Public Swim

PURPOSE:

To present a recommendation from the Parks and Recreation Advisory Commission (PRAC) to Council for consideration.

BACKGROUND:

The Parks and Recreation Advisory Commission (PRAC), at its meeting held November 21, 2024, considered the Courtenay and District Memorial Pool 2024 Season Highlights info sheet (Attachment 1). Following discussion, the PRAC approved the following motion:

THAT the PRAC recommends the City of Courtenay continue with free swim admissions in 2025 as was implemented in 2024.

DISCUSSION:

The recommendation of the PRAC has not been previously considered by Council, and is therefore not reflected in the proposed 2025-2029 Financial Plan (to be considered at the January 29th, 2025 Council meeting). Based on current revenue projections, the financial impact of the PRAC's recommendation to continue with free swim admissions for the 2025 season is estimated at \$30,000.

It is not possible to amend the 2025-2029 Financial Plan at this stage in the budget process without deferring the plan in its entirety, which would potentially impact business operations. Therefore, should Council approve the PRAC recommendation an amendment to the 2025-2029 Financial Plan would be brought before Council at a later date, prior to the May 15, 2025 statutory deadline.

FINANCIAL IMPLICATIONS:

Free public swim for the 2025 season could be funded through gaming funds.

OPTIONS:

1. THAT upon consideration of a recommendation from the Parks and Recreation Advisory Commission, Council approve free swim admissions at the Courtenay and District Memorial Pool for the 2025 season (as implemented in 2024) and allocate \$30,000 from gaming funds to offset projected revenue impacts.
2. THAT Council not approve the recommendation of the Parks and Recreation Advisory Commission to provide free outdoor swim admission at the Courtenay and District Memorial Pool for the 2025 season.
3. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Attachment 1: Courtenay and District Memorial Pool 2024 Season Highlights Info Sheet

Prepared by: Susie Saunders, Director of Recreation, Culture, and Community Services
Reviewed by: Adam Langenmaier, Director of Financial Services
Kate O'Connell, Director of Corporate Services (CO)
Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)



City of Courtenay

Courtenay & District Memorial Pool 2024 Season Highlights



AQUATIC TEAM

Fortunate to have an experienced team with 13 of our 18 staff returning from previous years.

- Aquatic Supervisor, ('retiring' after 9 years)
- Team Leaders (3 FT & 2 Relief)
- Lifeguard/Instructors (14 PT & Casual)

Wages	2024	2023	Change
Aquatic Supervisor	\$32.00	\$26.00	↑ 23%
Team Leader	\$26.00	\$22.00	↑ 18%
Lifeguard/Instructor	\$24.00	\$19.25	↑ 25%

Wage increase result of Living Wage & comparables
5475 Aquatic Staff hours = \$174,541 in wages/benefits

SWIM ADMISSIONS

SWIM	2024	2023	Change
Length	1,476	1,168	↑ 26%
Adapted	506	308	↑ 64%
Aquafit	619	437	↑ 42%
Family	392	134	↑ 193%
Open	12,293	8,058	↑ 53%
TOTAL	15,286	10,105	51%

SCHOOL BOOKINGS

# of sessions	2024	2023	2022
	41	32	31

In 2024, we had 16 different schools & 1,566 students participate!

SWIM FOR LIFE – LIFESAVING SOCIETY SWIM LESSONS

300+ Group & private lessons
 858 Total registrations
 ↑10% Compared to 2023
 80% of full capacity
 \$53K lesson revenue



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 5335-20

From: Director of Infrastructure and Environmental Engineering

Date: January 29, 2025

Subject: Anderton Dike Remediation – DRIF Grant Funding

PURPOSE:

To seek Council support to apply for the Disaster Resilience and Innovation Funding (DRIF) program to support the preliminary and detailed design of the Anderton Avenue naturalized shore.

BACKGROUND:

The Anderton Avenue Retaining Wall is located along the west bank of the Courtenay River extending from the 5th Street bridge to 230 Anderton Avenue. The structure is composed of a 210 m long precast concrete section and a 50 m long sheet pile section. The retaining wall is regulated by the provincial Dike Maintenance Act, and the City of Courtenay is the diking authority responsible for maintaining the structure. For this reason, the structure is referred to as Anderton Dike.

The Anderton Dike is in poor condition, and the structure is experiencing movement as it reaches the end of its service life. The buildings located directly behind the sheet pile section of the Dike are vulnerable to movement of the wall and are showing signs of structural distress, and further deterioration is expected. An Options Analysis was completed in 2022 to determine the most suitable solution to address the structural issues with the dike. Naturalizing the shore was recommended because it offered a number of advantages, however, it required the acquisition of 426 and 440 Anderton Avenue.

The City purchased the Anderton Arms apartment building located at 426 Anderton Avenue, established a contract for property management services, obtained permits to demolish the building, partnered with the M'akola Housing Society to support the relocation of tenants, provided notice and compensation to tenants, notified the public, and conducted monthly structural monitoring while the building was occupied. All tenants of Anderton Arms relocated prior to December 31, 2024, and received their compensation payments before the end of the year. Management of the property transitioned from Meicor to the City of Courtenay. Temporary construction fencing has been placed around the property, to keep it secure until demolition. Bylaw Services is aware of attempts to trespass and is monitoring the property. Water has been shut off, and power will be disconnected shortly.

The City acquired 440 Anderton Avenue (the former Cona Hostel) through expropriation, following an unsuccessful offer to the former owners of the property and ownership of the property was transferred to the City of Courtenay. As the property and building are vacant there are no tenancy implications, temporary fencing remains at the site, and Bylaw is also monitoring this property.

Demolition of the buildings located at 426 and 440 Anderton Avenue is planned for mid-2025. Work is underway to determine what materials can be donated, recycled or otherwise diverted from the landfill.

Planning for the next phase of the Anderton Dike Remediation project is underway. The Anderton Dike Remediation project involves removing a failing retaining wall, relocating critical infrastructure out of the

hazard area, and restoring the shoreline. The naturalized shore will re-establish the riparian area, provide habitat value for wildlife and aquatic species, and serve as an amenity for the community.

DISCUSSION:

This upcoming phase of the project seeks to assess the hydraulic, and geotechnical features of the site, prepare conceptual design options, seek feedback from the community, and develop the detailed design of the selected option. In the Fall of 2024, the City submitted an expression of interest for funding to the provincial Disaster Resilience and Innovation Funding (DRIF) program, offered by the provincial Ministry of Emergency Management and Climate Readiness.

Stream 1 of this funding program offers up to \$400,000 for foundational and non-structural projects. Foundational projects include activities that support community resilience by providing data, building partnerships, and supporting long-term disaster risk reduction and climate adaptation planning.

We recently learned that the Anderton Dike Remediation project was selected to proceed to the full application process, and the City has been invited to submit a full proposal. As part of this proposal, a council resolution in support of the project is required.

POLICY ANALYSIS:

The key regulations, bylaws, policies and best practices that relate to the analysis and design of naturalized shore are summarised below:

- The Dike Maintenance Act, which outlines the responsibilities of diking authorities
- The provincial procedural guidelines related to Decommissioning a Regulated Dike
- The City of Courtenay, Official Community Plan
- The City of Courtenay, Flood Management Plan

FINANCIAL IMPLICATIONS:

The preliminary and detailed design phases of the Anderton Dike Remediation are estimated to cost \$1.129M. Funds to support this project were allocated in the 2024 Capital Budget. The project is currently funded 100% by debt, any alternative funding sources would reduce the total debt required to complete this project.

If successful, funding from the DRIF program would cover \$400,000 of this amount, thereby reducing the project costs to the City to \$730,000. A detailed cost estimate for the project is provided in Attachment 1.

ADMINISTRATIVE IMPLICATIONS:

Infrastructure and Environmental Engineering will lead the development of the Preliminary and Detailed Design of the Anderton Avenue Naturalized Shore. A consultant will be selected through a competitive RFP process to lead the project, and this process will be supported by the Purchasing Division.

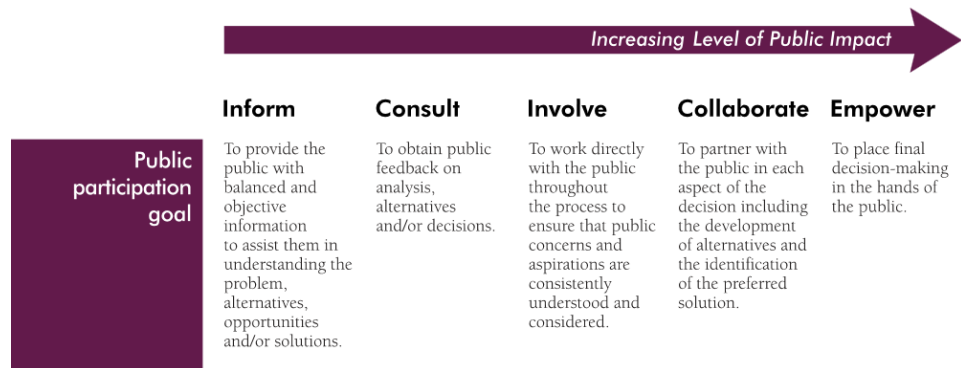
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Buildings and Landscape - Develop a local area plan for Harmston Avenue Civic Precinct
- Parks and Recreation - Optimize active public spaces to respond to density increases and increased park use
- Natural Environment - Develop and implement a strategy for parkland acquisition

PUBLIC ENGAGEMENT:

The preliminary and detailed design of the Anderton Avenue Naturalized Shore will involve the K’ómoks First Nation, and consult the public, based on the IAP2 Spectrum of Public Participation:



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT staff submit a full proposal for a funding application for Anderton Dike Remediation through the Disaster Resilience and Innovation Funding (DRIF) program; and
THAT Council supports the project and commits to cost overruns.
2. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. DRIF Funding Program – Detailed Cost Estimate

Prepared by: Jeanniene Tazzioli, P. Eng, Manager of Environmental Engineering
Reviewed by: Chris Davidson, P. Eng, PMP, Director of Infrastructure and Environmental Engineering
Adam Langenmaier, BBA, CPA, CA, Director of Financial Services
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

**Disater Resilience and Innovation Funding (DRIF) program
Detailed Cost Estimate - Stream 1**

Lead Proponent Name (LG or FN):	City of Courtenay
EOI Number:	1032
Full Proposal Number:	
Project Title:	Anderton Dike Remediation
Cost Estimate Developed By:	McElhanney
Date of Cost Estimate:	3-Jul-23

Eligible Costs

Task Number	Task Name	Cost Category	Description	Resource (if applicable)	Units	Quantity	Unit Rate (\$)	Total Cost
1	Hydraulic Modeling	Assessment	Develop a hydraulic model to understand the impact of removing Anderton Dike to properties along the Courtenay River, under various flow scenarios		Lump Sum	1	\$ 125,000	\$ 125,000.00
2	Geomorphologist Review	Assessment	Complete a review of the local geomorphology in the surrounding area to understand sediment transport, and erosion mechanisms, and the design elements required to effectively resist these forces.		Lump Sum	1	\$ 75,000	\$ 75,000.00
3	Geotechnical Investigation	Assessment	Complete an onsite geotechnical investigation to understand onsite soil and sediment composition		Lump Sum	1	\$ 60,000	\$ 60,000.00
4	Environmental Assessment	Assessment	Conduct Phase I and II Environmental Site Assessments to identify and delineate areas of potential environmental concern.		Lump Sum	1	\$ 70,000	\$ 70,000.00
5	Environmental Permitting	Approvals/Permitting	Identify environmental permits required and start permit applications.		Lump Sum	1	\$ 30,000	\$ 30,000.00
6	Archeological Overview Assessment and Permitting	Approvals/Permitting	Engage with the K'ómoks First Nation to obtain a Cultural Heritage Investigation Permit (CHIP), and the province to obtain archeology permits.		Lump Sum	1	\$ 25,000	\$ 25,000.00
7	DMA Approval and Deregistration of Dike	Approvals/Permitting	Engage with the Deputy Inspector of Dikes, to meet the requirements related to decommissioning a regulated dike.		Lump Sum	1	\$ 50,000	\$ 50,000.00
8	Preliminary Design	Design	Develop preliminary designs informed by completed assessments, and permitting requirements		Lump Sum	1	\$ 150,000	\$ 150,000.00
9	First Nations Engagement	First Nations Engagement	Continue enagement with the K'ómoks First Nation, and seek input from the Guardians on proposed designs		Lump Sum	1	\$ 25,000	\$ 25,000.00
10	Community Engagement	Proponent Community(ies) Engagement and Public Education	Engage those interested and invested in the project. Present the preliminary design options, and seek feedback and input from the community.		Lump Sum	1	\$ 25,000	\$ 25,000.00
11	Detailed Design	Design	Develop detailed design of the preferred design option, incorporating feedback received from the First Nations and community.		Lump Sum	1	\$ 200,000	\$ 200,000.00
SUBTOTAL								\$ 835,000.00
								Escalation Value (2%/yr) \$ 33,734.00
								Contingency (30%) \$ 260,620.20
TOTAL ELIGIBLE COSTS								\$ 1,129,354.20

From: Legislative Services <Legislative_Services@courtenay.ca>
Sent: Tuesday, October 22, 2024 9:07 AM
To: O'Connell, Kate <koconnell@courtenay.ca>
Subject: 2025 AVICC AGM & Convention - 1st call for Resolutions and Convention Information

Please forward to elected officials, the CAO and Corporate Officer:

The Association of Vancouver Island & Coastal Communities (AVICC) is currently planning the [2025 AVICC AGM & Convention](#) taking place April 11-13, 2025 at the Vancouver Island Conference Centre in downtown Nanaimo. The [City of Nanaimo](#) and the [Regional District of Nanaimo](#) will be our hosts, and we thank them for supporting the association. AVICC is honoured to gather on the traditional territories of the [Snuneymuxw First Nation](#), the [Qualicum First Nation](#), and the [Snaw-naw-as \(Nanoose\) First Nation](#) for the upcoming convention, and we look forward to their involvement throughout.

[2025 Accommodation information](#) has been posted on our website. When planning your stay in Nanaimo, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 11th, usually starting at 8:30am. The official convention opening is at 2:00pm on Friday, April 11th, and the conference finishes at noon on Sunday, April 13th. The AVICC banquet will be held on Saturday night.

Please find attached four documents relating to the 2025 AVICC AGM & Convention for your consideration and action:

1. RESOLUTIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Executive is putting out a first call for resolutions to be considered at the 2025 AVICC AGM & Convention (attached). AVICC members may now submit board or council endorsed resolutions following the requirements outlined in the attached Call for Resolutions. The deadline for resolutions is **4:30pm on Thursday February 6th, 2025**. Submitting resolutions well ahead of the deadline is strongly encouraged to allow time to review submissions with the sponsoring local government.

2. NOMINATIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Nominating Committee is now accepting nominations for elected official members to serve on the 2024/25 AVICC Executive Committee. The deadline for nominations is **4:30pm on Thursday February 6, 2025**. A Nomination Form and information about the positions on the AVICC Executive Committee is attached.

3. SESSION PROPOSALS- DEADLINE DECEMBER 2, 2024

Is there a topic that you would like to hear about? Do you have a speaker you would like to suggest? Send in your suggestions by completing the attached form and submitting it to info@avicc.ca by **Monday, December 2, 2024**. The AVICC Executive will review all session proposals at our December meeting and confirm the sessions at our January meeting.

4. STUDENT PARTICIPATION PROGRAM- DEADLINE JANUARY 9, 2025

It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant. The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. To sponsor a student in your community, please work with them to complete and submit the attached 2025 AVICC AGM & Convention Student Participation Application by **Thursday, January 9, 2025**.

To make the content of the annual AVICC Convention more widely available, the AVICC Executive has decided that, for the 2025 Convention, we will once again record some of the sessions to make them available for a limited time after the convention. In addition, elections for the 2025/26 AVICC Executive Committee will be open to all members, not just those in attendance at the in-person convention. Registration will be available in February, and further detailed information about the convention will be communicated to members and posted on our [website](#) as it becomes available.

If you require assistance, or if you have any questions, please feel free to reach out to Theresa Dennison at tdennison@avicc.ca. We look forward to seeing you in Nanaimo!

Association of Vancouver Island and Coastal Communities

236.237.1202

info@avicc.ca

www.avicc.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

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2025 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2025 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 11-13, 2025.

Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 6, 2025**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and must have been endorsed by the Board or Council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.

- The resolution must have at least one “whereas” clause and **should not contain more than two “whereas” clauses**. Each whereas clause must have only **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- b. Late Resolutions must be received by AVICC by **noon on Wednesday, April 9th, 2025**.
- c. Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- d. Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- e. The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM (see below) are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action being** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC and/or UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>.

<<*if absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:>>*

And be it further resolved that **AVICC and/or UBCM** << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



2025 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2025 Nominating Committee is Past President Penny Cote.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations, including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by 4:30 PM, Thursday, February 6, 2025**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

Past President Penny Cote, Chair, 2025 Nominating Committee
c/o AVICC
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
email: info@avicc.ca

NOMINATIONS FOR THE 2025-26 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to info@avicc.ca by **4:30 PM, Thursday February 6, 2025**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD/FN: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.
² All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Penny Cote, Chair, Nominating Committee,
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8
or via email to info@avicc.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

AVICC EXECUTIVE ELECTED POSITIONS

The [AVICC Bylaws](#)¹ include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

PRESIDENT

- Acts as Meeting Chair;
- Participates in discussion, provides and votes on motions;
- Approves communications, meeting agendas, and financial transactions;
- Represents AVICC at external meetings and reports back to the AVICC Executive;
- Provides staff oversight;
- Handles all media relations;
- Hosts the AVICC luncheon at the UBCM Convention;
- Oversees the planning of the AVICC AGM & Convention; and
- Other functions as assigned by the AVICC Executive Committee.

FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT

- Acts as Meeting Chair if the President is absent from the meeting;
- Acts in the role of President in their absence;
- Participates in discussion, provides and votes on motions; and
- Other functions as assigned by the AVICC Executive Committee.

DIRECTORS AT LARGE (THREE POSITIONS) AND ELECTORAL AREA DIRECTOR

- Participates in discussion, provides and votes on motions.

IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)

The immediate Past-President remains part of the AVICC Executive and acts in an advisory role to the President. The Past-President participates in discussion, provides and votes on motions, and acts as the Chair of the Nominating Committee.

EMPLOYEE

The Association has one full-time permanent staff person, who provides the key administrative and operational functions for the organization, and who reports to the AVICC President on behalf of the AVICC Executive. AVICC's employee also acts as Secretary-Treasurer of the Association.

¹ <https://avicc.ca/wp-content/uploads/2018/10/2018-Bylaws-final-1.pdf>

EXECUTIVE MEETINGS

The full Executive meets in person seven times a year (5 virtual and 2 in-person), following this general pattern:

- June- virtual
- August- virtual
- October- in-person
- December- virtual
- January- virtual
- March- virtual
- Thursday preceding the Annual Convention (afternoon)- in-person

If required, there may be a brief administrative meeting onsite after convention.

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday. The October in-person meeting is typically held in Nanaimo. Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings (with reimbursement for only the added expenses that would not normally be incurred for attending the annual Convention).



2025 AVICC AGM & Convention

Student Participation Program

Deadline January 9, 2025

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2025 AVICC AGM & Convention in Nanaimo at the Vancouver Island Conference Centre from April 11-13, 2025. The Convention brings together elected officials and staff from 54 local governments on Vancouver Island and in BC coastal communities, provincial representatives, and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members are responsible to ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2025 Convention is currently underway. It will follow the same format as the [2024 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 11, 2025: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 12, 2025: 7:30am-4:30pm (banquet not included)
- Sunday, April 13, 2025: 7:30am-12:00pm

Coffee break refreshments, light reception food at the Welcome Reception on Friday night, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government.

Please complete and submit the attached application form **via email to info@avicc.ca by 4:30pm on Thursday, January 9, 2025.**

The AVICC Executive will be evaluating and approving applications for participation in the 2025 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application.

If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Coordinator, at 236-237-1202 or tdennison@avicc.ca.



2025 AVICC AGM & Convention

Student Participation Application

Deadline January 9, 2025

Member Organization- Sponsor

Organization _____

Contact Name _____

Contact Email _____

Contact Phone _____

Student Applicant Information

Student Name _____

Student Email _____

Student Phone _____

Institution/School _____

Area of Study/Grade _____

Why would you like to attend the 2025 AVICC AGM & Convention?

Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

Sponsoring AVICC Member

Name: _____

Position: _____

Signature: _____

Date: _____

Student Applicant

Name: _____

Signature: _____

Date: _____

Please submit applications by January 9, 2025 via email to info@avicc.ca



AVICC 2025 Convention
April 11-13, 2025
Vancouver Island Conference Centre
CALL FOR SESSION SUBMISSIONS

Thank you for your interest in participating in the 2025 AVICC Convention. It will be held Friday through Sunday, April 11-13, 2025, at the Vancouver Island Conference Centre in downtown Nanaimo.

To submit a proposal, fill in the information requested below and email this document back as a **word document** to info@avicc.ca.

The deadline for submissions is Monday, **December 2, 2024**.

There are limited spots on the program including:

- three 60-minute plenary presentations;
- six 60-to-90-minute concurrent workshops on Saturday afternoon; and
- one 2-to-3-hour pre-convention workshop to take place on Friday morning.

Session Proposal Considerations:

- Delegates encourage sessions that involve multi-party perspectives (panels) and that are **interactive**, rather than “talking head” presentations.
- Preference will be given to sessions with an interactive or facilitated component to their proposal.
- Topics should be relevant to our local government members – focusing on the important issues impacting local government elected officials and their communities.

Please complete the following section with **as much information as possible**. The AVICC Executive will consider all of the proposed sessions at their December 13, 2024 meeting, with final decisions made at the January 17, 2025 meeting. Panelist information can be updated after the December 2nd deadline as sessions and details are confirmed.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

Session Description (for review of AVICC Executive Committee. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	

Name - Presenter #4:	
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by January 31st, 2025 for inclusion in the brochure and program.

Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters agree to submit all PowerPoint presentations by March 28th, 2025.

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____



Briefing Note

To: Council
From: Director of Finance
Subject: Budget Engagement 2025

File No.: 1700-20
Date: January 29, 2025

PURPOSE:

To provide Council with information from the online budget engagement that ran December 16, 2024 to January 15 2025.

BACKGROUND:

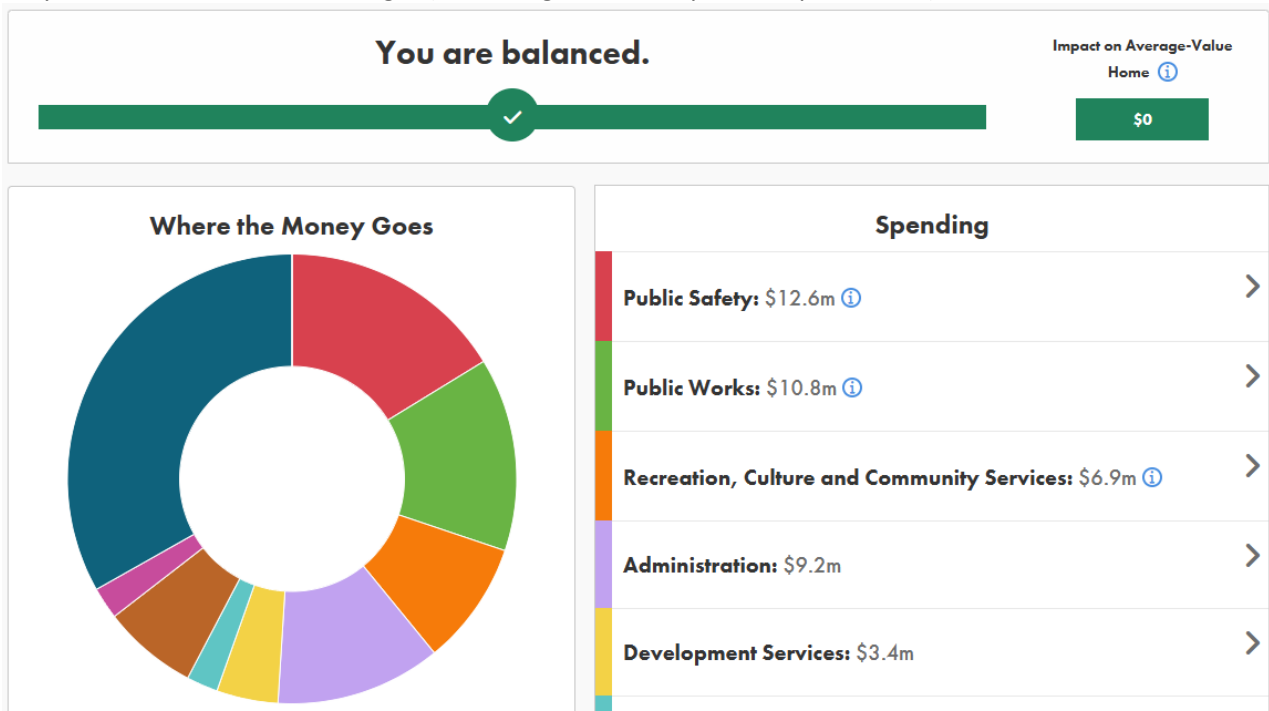
For the 2024 Financial Plan the City moved the engagement process online through a budget engagement tool called Balancing Act. Residents are presented with many options on revenue and services of the City that they can choose to increase or decrease. Respondents must provide a balanced budget they simply cannot reduce all taxes and increase all services. For the 2025 Financial Plan the City continued with online engagement.

DISCUSSION:

Simulation Design

The budget simulation was designed around the 2024 Financial Plan. This includes both revenue and expenditures for the General and Utility Funds.

Budgets were grouped by functional area (i.e. Public Safety, Recreation) and respondents could increase or decrease revenue and expenditure allocations at the department level. Prior to submitting their budget, they needed to balance the budget (revenue greater or equal to expenditures).



Results

The engagement efforts for the 2025 Financial Plan were successful and different participation over prior years. As noted in the engagement analytics below, the budget simulation garnered a total of 1,088 (842-2024) unique viewings, averaging 4:49 minutes (6:05 – 2024) per engagement. This equates to a total of 87 hours (85 – 2024) of budget engagement and exploration of revenue and expenditures scenarios.

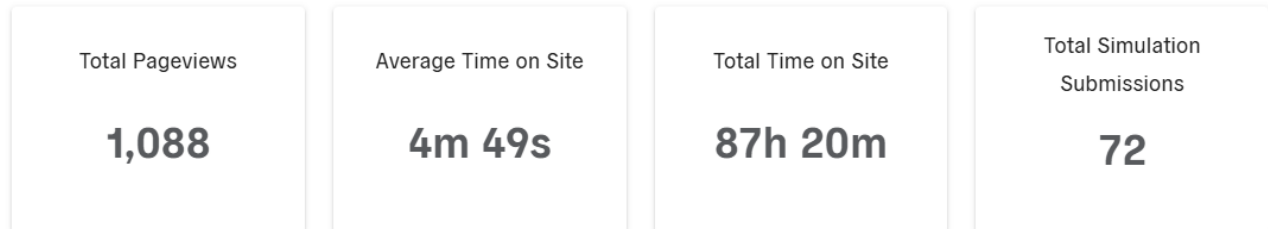


Figure 1: Simulation viewing statistics

A total of 72 (125 - 2024) individuals submitted their budget for the City to learn about their preferences and comments on the 2025 Financial Plan. Although 72 submissions seem like a low figure, we must consider how much interest was generated by the prior methods of in person budget engagement. An additional benefit that to this approach was the active engagement through the balance budget tool as opposed to previous passive engagement. Attending and listening to a budget presentation in person is not active engagement as there is limited ability to provide feedback. Historically budget presentations have not been well attended, with only a handful of people attending. If there were 10 attendees this would have resulted in 20 hours of engagement assuming a 2-hour presentation. Online budget engagement provided 87 hours of active engagement where residents had the opportunity to provide direct feedback moving the engagement from an informative approach to a more engaging approach.

Below is a link to the results of these submission in a budget visualization report:

<https://app.powerbi.com/view?r=eyJrIjoiM2YxMWJmM2QtNDBiNC00YzM3LWl0NDYtYjdkOWMwYmJjMjI5IiwidCI6IjI5ZmFhZDkxLTUyYzYtNDRhOS1hOGMzLTUxZTM2ZTFhNWUwMyIsImMiOiJz9>

This information link will be made available on the City's website in the 2025 to 2029 Financial Plan area.

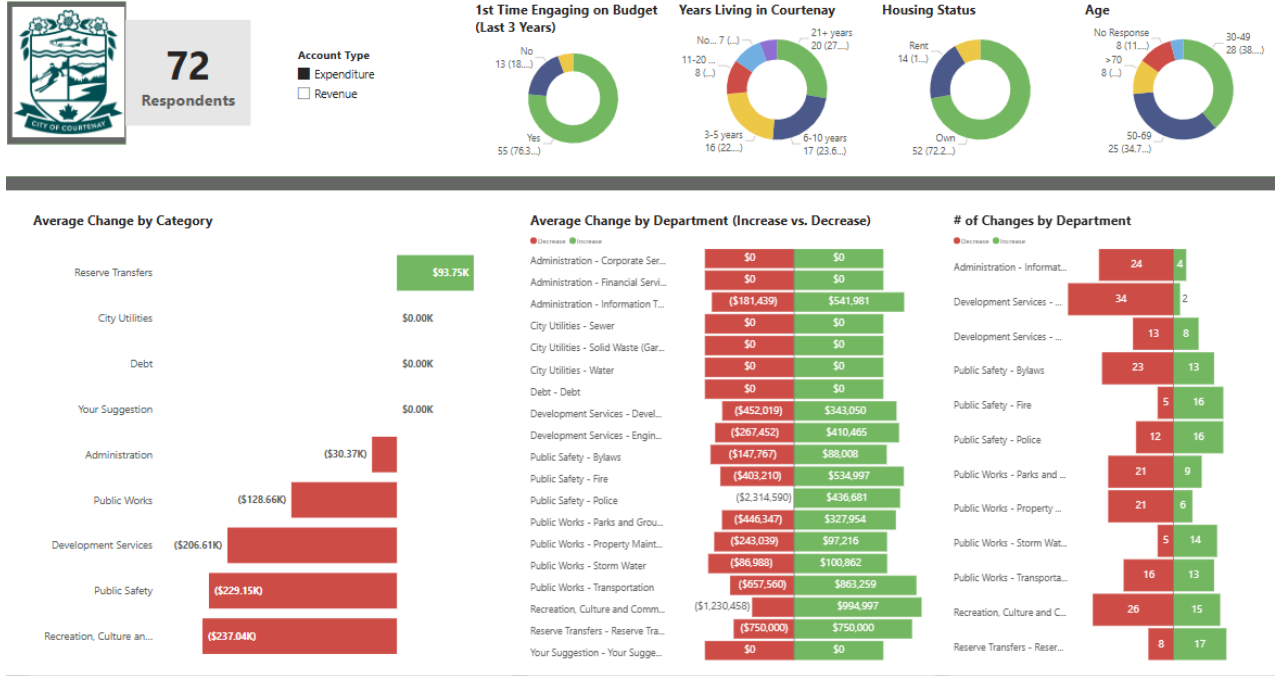
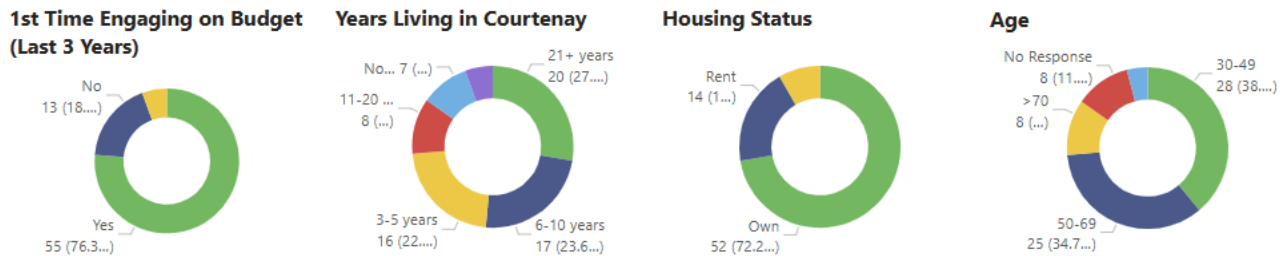


Figure 2: Screenshot of 2025 Financial Plan Simulation Results.

The top row the visualisation provides details on the four questions asked (voluntarily) regarding:

- Is this the 1st time engaged with the City of Courtenay on the Budget in the last 3 years
 - 76% of respondents answered yes (83% - 2024)
- How many years you have lived in Courtenay
 - 27% - 21 years or more (34% - 2024)
 - 17% - 6-10 years (24% - 2024)
 - 16% - 3-5 years (11% - 2024)
- Housing status (own, rent or other)
 - 72% own their homes (79% - 2024)
- Age
 - 38% - 30-49 years (28% - 2024)
 - 35% - 50-69 years (42% - 2024)

By clicking any one of these questions you are able to see these different groups responses to the budget simulation.



Average Change by Category – This summarizes the total average change in a given category, this includes those who increase and decrease the category.

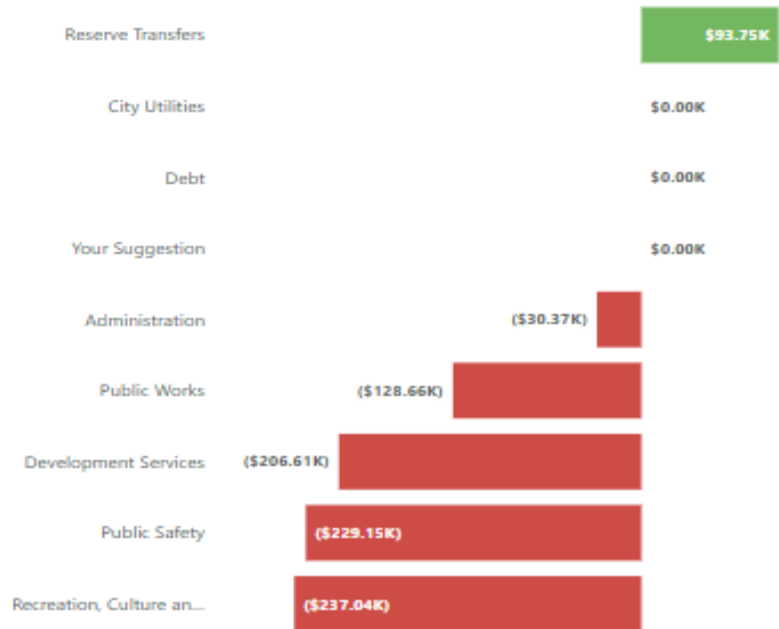
Average Change by Department (Increase vs. Decrease) – This summarises the average change for those who selected an increase or decrease it is not the average of both increase and decrease.

of Changes by Department – This summarizes the number of times a person selected a decrease or increase, it does not calculate the amount it simply quantifies the number of increase/decrease survey results.

Average Change by Category

The average change by category summarizes the total average change in a given category. Overall, the expenditure category with the highest average increase in funding was the Your Suggestion comment field. This was followed by increases in Public Safety funding and Reserve Transfers. The expenditure categories with highest average decrease in funding was City Administration followed by Recreation, Culture and Community Services and Public Works.

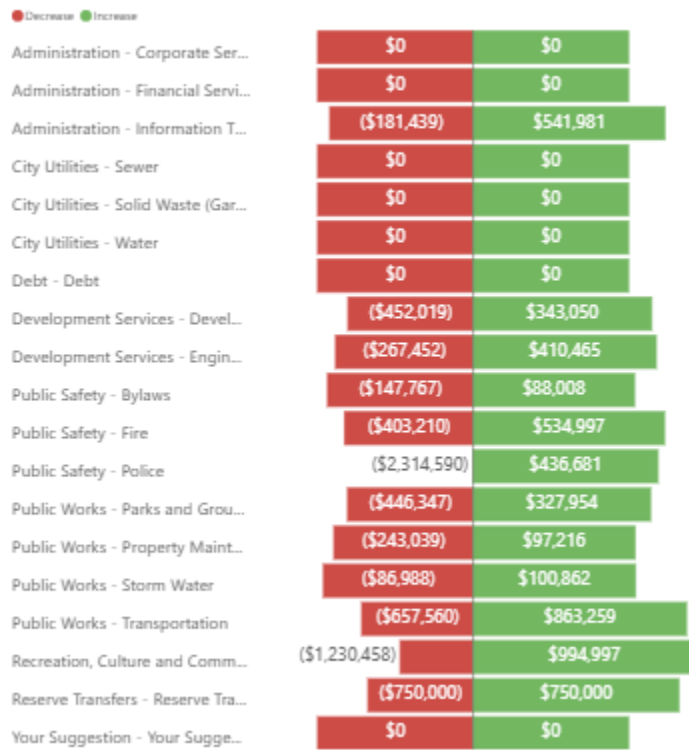
Average Change by Category



Average Change by Department

The average change by department summarizes the average increase and decrease (separately) by department. This is not an average of increase and decrease, it better shows the desires of respondents. At the department level, the highest average increase in funding was Recreation Culture and Community Services, Parks and Grounds at \$994K. This was followed by Transportation at \$863K. The expenditure categories with highest average decrease in funding was Police at \$2.3M, Recreation Culture and Community Services, Parks and Grounds at \$1.2M

Average Change by Department (Increase vs. Decrease)



Property Taxes

Property taxes are the highest revenue source for the City of Courtenay and the most visible tax for most residents. Respondents were provided the option of increasing or decreasing property taxes to balance the budget and shown the implications on the average-valued home for making each one percent change in tax revenue collected.

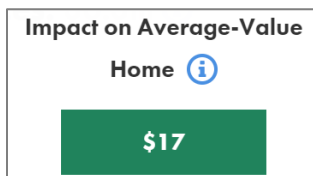


Figure 5: Impact on Average-Value Home example of a 1% increase in property taxes (\$311,450 in additional revenue). Screenshot from the simulation.

Overall, most respondents decided to keep the property tax collection amount flat (46 respondents), followed by 16 respondents electing to increase property taxes and 10 respondents decreasing property taxes.

The budget simulation requires that you submit a balanced budget, therefore, reductions in property taxes will likely lead to reductions in expenditures in department budgets. For respondents decreasing property taxes, the highest average decrease was in Recreation Culture and Community Services (\$663K) followed by Transportation (\$404K). In the prior year it was the Police Department budget (\$1.17M) followed by Recreation, Culture and Community Services (\$865K).

This divided yet similar result highlights that within the responses the solution around Recreation funding is polarized. People are willing to increase taxation to fund more recreation while others are willing to decrease taxation and will achieve this through reduced recreation funding. In the prior year the issue was funding for Police Services.

Below is a table showing the differences of average changes based upon property tax response (increase, decrease or no change).

AVERAGE CHANGE BY DEPARTMENT BASED UPON PROPERTY TAX DECISION
Property Taxes is Courtenay's primary method of revenue collection (47.1%). This table looks at the changes made in relation to the property tax rate determined by the simulation respondent.

	Decrease Property Taxes	Increase Property Taxes	No Change to Property Taxes	All Respondents
RESPONDENTS	10	16	46	72
REVENUE	(171,248) ▼	187,996 ▲	(255) ▼	17,440
Development Services (Rev)	-	-	-	-
Increase/Decrease Property Taxes	(1,751,015)	1,711,822	-	137,208
Operating Reserves	25,000 ▼	93,750 ▲	10,870 ▼	31,250
Other Revenue	-	-	-	-
Property Taxation	-	-	-	-
Recreation	47,786 ▲	15,644 ▲	(13,356) ▼	1,580
Sewer (Rev)	-	-	-	-
Solid Waste (Garbage) (Rev)	-	-	-	-
Water (Rev)	-	-	-	-
EXPENDITURES	(118,509) ▼	56,187 ▲	(54,583) ▼	(38,846)
Bylaws	(36,342) ▼	32,809 ▲	(52,523) ▼	(31,313)
Corporate Services	-	-	-	-
Debt	-	-	-	-
Development Services	(243,566) ▼	(57,890) ▲	(246,101) ▼	(203,924)
Engineering	(57,948) ▼	76,825 ▲	(18,323) ▼	(2,683)
Financial Services	-	-	-	-
Fire	19,830 ▼	126,003 ▲	94,121 ▲	90,888
Information Technology	(147,643) ▼	113,302 ▲	(54,848) ▼	(30,370)
Parks and Grounds	(247,295) ▼	37,393 ▲	(98,849) ▼	(89,190)
Police	(146,639) ▲	59,302 ▲	(440,666) ▼	(288,725)
Property Maintenance	(91,660) ▼	- ▲	(78,346) ▼	(62,785)
Recreation, Culture and Community Services	(663,331) ▼	276,388 ▲	(322,953) ▼	(237,041)
Reserve Transfers	(225,000) ▼	234,375 ▲	114,130 ▲	93,750
Sewer	-	-	-	-
Solid Waste (Garbage)	-	-	-	-
Storm Water	(7,746) ▼	29,791 ▲	12,564 ▼	13,571
Transportation	(404,335) ▼	139,248 ▲	54,713 ▲	9,742
Water	-	-	-	-

Reduced by more than 2 times the average
 Reduced by more than 5 times the average
 Increased by more than 2 times the average
 Increased by more than 5 times the average

New for 2025 is the number of respondents who selected no change to property tax and instead they adjusted within other revenue and expense categories to balance their budget.

These variations in average department changes demonstrate the trade-offs necessary when revenue is increased or decreased. Additionally, it shows that some residents support property tax increases and the areas where they support additional funding being invested.

A reminder that this data can be sliced and diced in a multitude of ways and the best method to see this data is through the online visualize tool found in the link below:

<https://app.powerbi.com/view?r=eyJrIjozM2YxMWJmM2Q0NDBiNC00YzM3LWl0NDYtYjdkOWMwYmJmJi5IiwidCI6IjI5ZmFiZDkxLTUyYzYtNDRhOS1hOGMzLTUxZTM2ZTFhNWUwMyIsImMiOjZ9>

Comments

Although quantitative data is valuable as it can be cut, split, divided, categorised, qualitative data can be very helpful in providing context to the numbers. **Appendix A – Summary of Budget Engagement Comments** – Contains summarized comments from the budget survey.

The first section captures the following:

- What do you like best about Courtenay?
- What can Courtenay do better?

The final section captures “Your Suggestions” component captured in the survey. This section provided an opportunity to provide a comment on what was being suggested and then adding an estimated cost for the suggestion.

Themes from comments focused on the following:

- **Positives:** Courtenay is valued for its location, outdoor activities, community atmosphere, and growth, with access to nature, recreational facilities, and a temperate climate.
- **Negatives:** Challenges include inadequate infrastructure, high taxes, homelessness, public safety issues, and concerns about inefficient government spending and lack of affordable housing.
- **Suggestions:** Recommendations focus on improving mental health services, infrastructure (bike lanes, public transit), reducing wasteful spending, increasing citizen engagement, prioritizing essential services, and addressing homelessness with long-term housing solutions.

POLICY ANALYSIS:

No direct policy impact from information provided however feedback from budget engagement will help influence and inform future Financial Plans.

FINANCIAL IMPLICATIONS:

No direct financial impact from information provided, however feedback from budget engagement will help influence and inform future Financial Plans.

ADMINISTRATIVE IMPLICATIONS:

Limited Administrative impacts as financial Planning is part of the Finance departments core duties.

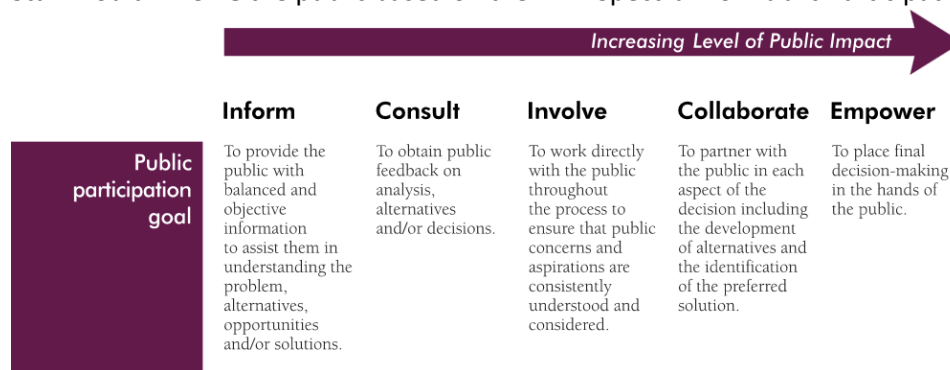
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following cardinal directions:

COURTENAY WILL BE RESPONSIBLE FOR THE FUTURE by being more thoughtful, strategic, and efficient in all resources that we use whether it be land, energy, or public infrastructure, to ensure that actions deliver on multiple goals of fiscal responsibility, economic resilience, social equity, and ecological health.

PUBLIC ENGAGEMENT:

Staff would **involve** the public based on the IAP2 Spectrum of Public Participation:



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RECOMMENDATION: THAT Council receive the Budget Engagement 2025 briefing note.

ATTACHMENTS:

Appendix A - Summary Budget Engagement Comments

Prepared by: Adam Langenmaier, BBA, CPA, CA, Director of Finance

Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)

Appendix A - Summary of Budget Engagement Comments

Appendix A - Summary of Budget Engagement Comments

The following is a summary of comments from sections of the budget engagement. The comments have been broken down into the following areas:

- What do you like best about Courtenay, and what can Courtenay do better?
- Your suggestions, in the survey there was an opportunity to provide “your suggestions” this section required a comment on what was being suggested.

Summary of What do you like best about Courtenay and What can Courtenay do better

Overall, the comments express a mix of positive and negative sentiments about Courtenay.

Positives:

- **Location & Outdoor Activities:** Courtenay is appreciated for its great location on Vancouver Island with access to outdoor activities like hiking, the Puntledge River, and nearby lakes and mountains.
- **Community Feel:** The town maintains a small-town atmosphere, with a growing and friendly community. The downtown area offers cultural institutions, diverse businesses, and parks.
- **Development & Growth:** Many people value the ongoing growth, including new condo buildings and infrastructure improvements, as well as recreational facilities like the aquatic center.
- **Climate & Natural Beauty:** The area's temperate climate, natural beauty, and access to outdoor activities are highly valued.

Negatives & Areas for Improvement:

- **Infrastructure & Traffic:** The city's infrastructure is seen as lacking, with complaints about traffic flow, potholes, and poorly planned bike lanes. There is a desire to move bike lanes to less busy roads and improve road conditions.
- **Taxes & Affordability:** Municipal taxes are considered high, and some residents are struggling with affordability, especially retirees. Concerns about high taxes and a lack of efficient government spending are prominent.
- **Homelessness & Safety:** The growing homelessness issue, public drug use, and safety concerns are major complaints. Many feel the city is not doing enough to address these problems and that public safety should be a higher priority.
- **Governance & Waste:** There's criticism of local government, with claims of wasteful spending on projects like bike lanes and social justice initiatives. Some feel the council is not responsive to community input, and that spending priorities need to be better aligned with citizens' needs.
- **Housing & Development:** There are calls for more affordable housing, faster permitting processes for construction, and better policies for low-income housing. The high cost of housing is seen as a major issue for young people and lower-income residents.
- **Public Services & Budget:** There's a need for more efficiency in municipal services, with requests for reduced spending, especially on non-essential projects. Citizens want better financial transparency and a more balanced focus on essential services like roads, sewer, and water.

In summary, while Courtenay is appreciated for its location, outdoor opportunities, and community feel, there are significant concerns about infrastructure, taxes, homelessness, safety, and the management of city resources. Many believe the local government needs to prioritize basic services, reduce wasteful spending, and address growing social issues.

Appendix A - Summary of Budget Engagement Comments

A Summary of Your Suggestions

The comment suggests several budget and policy adjustments for Courtenay. Key recommendations include:

1. **Mental Health & Addiction Solutions:** Allocate funds to address mental health and drug addiction issues, emphasizing evidence-based solutions that offer significant returns on investment.
2. **Promote Well-being:** Encourage mental health maintenance through nature, exercise, healthy food, and community involvement.
3. **Cultural Infrastructure:** Invest in more performance venues, like turning the Ilo-Ilo in Cumberland into a 350-seat theater, and increase collaboration between local municipalities.
4. **Public Engagement:** Increase citizen involvement in decision-making to leverage community knowledge and skills.
5. **Infrastructure Improvements:** Develop more bike lanes connecting towns, improve public transit accessibility, and explore alternative energy sources like solar and tidal power.
6. **Fiscal Responsibility:** Prioritize essential services, reduce unnecessary expenses (e.g., consultants, inefficiencies in public works), and work to reduce property taxes. Pay down debt to free up resources for the community.
7. **Economic Development:** Promote revenue-generating festivals, develop filming resources, and utilize telecommunication infrastructure for land-use lease revenue.
8. **Homelessness:** Shift funds away from enabling services and focus on providing long-term housing solutions, emphasizing individual homes or apartments over shelters.
9. **Public Safety:** Redirect funds towards prevention programs and social services rather than increased policing.
10. **Transparency & Accountability:** Improve financial transparency, address inefficiencies in the budget process, and reduce bureaucratic layers to streamline city operations.
11. **Environmental & Transportation Initiatives:** Focus on improving the transportation system, such as better bike lanes and a new airport, as well as increasing recycling services.

Overall, the comment advocates for a more efficient, transparent, and community-focused approach to the city's budget.

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
CAO Office															
CAO OFFICE EXPENSES															
CAO Office	756,400	586,400	26,000	8,000				130,000		750,400	(6,000)	666,300	693,500	722,200	752,300
Total CAO OFFICE EXPENSES	756,400	586,400	26,000	8,000				130,000		750,400	(6,000)	666,300	693,500	722,200	752,300
CAO OFFICE - SPECIAL PROJECTS															
Reconciliation Action Plan															
CAO OFFICE - Reconciliation Action Plan	100,000							90,000		90,000	(10,000)				
Total Reconciliation Action Plan	100,000							90,000		90,000	(10,000)				
Total CAO Office - Special Projects	100,000							90,000		90,000	(10,000)				
Total CAO OFFICE - SPECIAL PROJECTS	100,000							90,000		90,000	(10,000)				
Total CAO Office	856,400	586,400	26,000	8,000				220,000		840,400	(16,000)	666,300	693,500	722,200	752,300
Total CAO Office	856,400	586,400	26,000	8,000				220,000		840,400	(16,000)	666,300	693,500	722,200	752,300

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Corporate Services															
CORPORATE SERVICES REVENUE															
Revenues															
Animal Control / Bylaw Enforcement	(9,100)	(9,100)			(9,500)					(18,600)	(9,500)	(18,600)	(18,600)	(18,600)	(18,600)
Parking	(5,000)	(5,000)			2,500					(2,500)	2,500	(2,500)	(2,500)	(2,500)	(2,500)
Cemetery	(179,000)	(179,000)								(179,000)		(179,000)	(179,000)	(179,000)	(179,000)
Total Revenues	(193,100)	(193,100)			(7,000)					(200,100)	(7,000)	(200,100)	(200,100)	(200,100)	(200,100)
Total CORPORATE SERVICES REVENUE	(193,100)	(193,100)			(7,000)					(200,100)	(7,000)	(200,100)	(200,100)	(200,100)	(200,100)
CORPORATE SERVICES EXPENSES															
GENERAL GOVERNMENT - Corporate Services															
Information Technology	1,569,400	1,467,400	103,300	21,500	16,300	36,000				1,644,500	75,100	1,752,200	1,882,700	1,882,500	1,982,500
Corporate Services	764,300	609,300	15,500	(107,000)				30,000	(8,500)	539,300	(225,000)	527,600	543,400	562,000	579,700
Human Resources	1,114,200	1,096,700	3,400	7,800	72,000			24,200	8,500	1,212,600	98,400	1,201,700	1,244,400	1,274,800	1,318,900
Corporate Communications	699,000	677,000	49,900	88,500		15,000				840,400	141,400	721,100	742,500	776,600	811,800
GIS	299,500	299,500	5,400							304,900	5,400	350,300	352,900	366,500	353,600
Occupational Health & Safety	159,700	159,700	4,500		2,000					166,200	6,500	173,400	186,800	184,500	192,000
Total GENERAL GOVERNMENT - Corporate Services	4,606,100	4,309,600	182,000	10,800	90,300	51,000		54,200		4,707,900	101,800	4,726,300	4,952,700	5,046,900	5,238,500
GENERAL GOVERNMENT - Legislative Services															
Legislative Admin	334,000	327,000	8,500	61,700	30,200	11,700			5,000	444,100	110,100	502,700	523,800	545,800	568,500
City Council	590,100	582,100	7,900							590,000	(100)	625,600	652,600	661,400	661,400
Elections	26,900	26,900								26,900		113,500	31,500	32,000	32,000
Cemetery Admin	91,000	91,000	4,600						(5,000)	90,600	(400)	99,400	103,900	108,900	113,900
Cemetery Products for Resale	13,000	13,000				5,000				18,000	5,000	13,000	13,000	13,300	13,300
Total GENERAL GOVERNMENT - Legislative Services	1,055,000	1,040,000	21,000	61,700	30,200	16,700				1,169,600	114,600	1,354,200	1,324,800	1,361,400	1,389,100
OTHER PROTECTIVE SERVICES															
Bylaw Enforcement	592,100	592,100	16,300	1,000	19,800	8,000			78,000	715,200	123,100	760,300	793,100	828,000	855,000
Animal Control	80,900	80,900	(200)						(78,000)	2,700	(78,200)	2,800	2,800	2,800	2,800
Total OTHER PROTECTIVE SERVICES	673,000	673,000	16,100	1,000	19,800	8,000				717,900	44,900	763,100	795,900	830,800	857,800
Total CORPORATE SERVICES EXPENSES	6,334,100	6,022,600	219,100	73,500	140,300	75,700		54,200		6,595,400	261,300	6,843,600	7,073,400	7,239,100	7,485,400
CORPORATE SERVICES EXPENSES - SPECIAL PROJECTS															
GENERAL GOVERNMENT - Corp Services Special Projects															
Corporate Services - Special Projects	50,000							50,000		50,000					
Human Resources - Special Projects	50,500							50,400		50,400	(100)				
Communications- Special Projects	247,000					100,000		72,000		172,000	(75,000)				
Information Technology - Special Projects						50,000				50,000	50,000				
Total GENERAL GOVERNMENT - Corp Services Special Projects	347,500					150,000		172,400		322,400	(25,100)				
GENERAL GOVERNMENT - Legislative Services Special Projects															

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Legislative Services - Special Projects	50,000							35,000		35,000	(15,000)				
Total GENERAL GOVERNMENT - Legislative Services Special Projects	50,000							35,000		35,000	(15,000)				
OTHER PROTECTIVE SERVICES - Special Projects															
Bylaw Enforcement - Special Projects						60,000				60,000	60,000				
Animal Control - Special Projects						30,000				30,000	30,000				
Total OTHER PROTECTIVE SERVICES - Special Projects						90,000				90,000	90,000				
Total CORPORATE SERVICES EXPENSES - SPECIAL PROJECTS	397,500					240,000		207,400		447,400	49,900				
Total Corporate Services	6,538,500	5,829,500	219,100	73,500	133,300	315,700		261,600		6,842,700	304,200	6,643,500	6,873,300	7,039,000	7,285,300
Total Corporate Services	6,538,500	5,829,500	219,100	73,500	133,300	315,700		261,600		6,842,700	304,200	6,643,500	6,873,300	7,039,000	7,285,300

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Fire Protection Services															
FIRE REVENUE															
FIRE REVENUE															
Fire Revenues	(760,500)	(760,500)	3,100							(757,400)	3,100	(798,400)	(891,100)	(922,400)	(976,200)
Total FIRE REVENUE	(760,500)	(760,500)	3,100							(757,400)	3,100	(798,400)	(891,100)	(922,400)	(976,200)
Total FIRE REVENUE	(760,500)	(760,500)	3,100							(757,400)	3,100	(798,400)	(891,100)	(922,400)	(976,200)
FIRE EXPENSES															
Fire Protection															
Fire Administrative Services	87,200	87,200	300		3,600				1,500	92,600	5,400	95,800	95,800	97,500	97,500
Fire Full Time Exempt	1,189,200	1,189,200	15,500						11,100	1,215,800	26,600	1,265,000	1,590,000	1,945,000	2,330,000
Fire Volunteer Costs	1,050,300	1,050,300	4,000	181,000					(3,100)	1,232,200	181,900	1,158,800	1,292,200	1,128,300	1,128,300
Fire Fighting Equipment	294,100	263,900	12,100		31,300	40,000			3,600	350,900	56,800	334,500	354,800	375,200	395,200
Fire Training	131,000	131,000			8,200	16,000			(2,900)	152,300	21,300	178,900	184,600	190,300	190,300
Fire Hydrant Rental	200,000	200,000			20,000					220,000	20,000	220,000	220,000	220,000	220,000
Fire Prevention Program	12,700	12,700			3,900				(6,600)	10,000	(2,700)	16,400	15,500	15,600	15,600
Total Fire Protection	2,964,500	2,934,300	31,900	181,000	67,000	56,000			3,600	3,273,800	309,300	3,269,400	3,752,900	3,971,900	4,376,900
Fire Fleet															
FD10-B 2015 Spartan Fire Truck	9,600	9,600				2,200			1,200	13,000	3,400	9,400	9,400	9,600	9,600
FD11 1995 Superior Pumper	10,500	10,500	(1,000)						(1,100)	8,400	(2,100)	9,300	9,300	9,600	9,600
FD12-A 2002 Spartan Ladder Truck	8,200	8,200	(200)							8,000	(200)	10,300	10,400	10,700	10,800
FD12-B 2021 Sutphen Tower Truck	12,300	12,300							(600)	11,700	(600)	11,100	11,100	11,500	11,500
FD14-A 2007 Freightliner	7,600	7,600	(600)						(600)	6,400	(1,200)	6,800	6,800	7,000	7,000
FD15-A 2008 Spartan Pumper	12,900	12,900	(400)			9,000				21,500	8,600	12,300	12,300	12,700	12,700
FD16-B 2014 Chev Silverado Pickup	6,600	6,600	(700)						(5,000)	900	(5,700)	1,000	1,000	1,000	1,100
FD16-C 2023 Chev Silverado 4x4	6,400	6,400	(1,000)						1,400	6,800	400	5,700	5,700	5,900	5,900
FD17-B 2020 Chev Silverado	5,400	5,400	(500)						200	5,100	(300)	4,700	4,700	4,800	4,800
FD18-B 2016 Tahoe SUV & FD74 2017 Continental Cargo Trailer	6,900	6,900	(1,000)							5,900	(1,000)	6,200	6,200	6,400	6,400
FD19-B 2019 Tahoe SUV	6,100	6,100	(700)							5,400	(700)	5,600	5,600	5,800	5,800
FD71-B 2013 Spartan	11,000	11,000	(300)			2,200			(600)	12,300	1,300	5,900	5,900	6,100	6,100
FD72-B 2018 Chev Silverado LT 1500	5,900	5,900	(700)						1,100	6,300	400	5,500	5,500	5,700	5,700
FD73 2015 Nissan Van	6,600	6,600	(800)						400	6,200	(400)	5,600	5,200	5,300	5,300
FD18-C 2023 Tahoe SUV	4,000	4,000	1,200							5,200	1,200	4,000	4,000	4,000	4,000
Total Fire Fleet	120,000	120,000	(6,700)			13,400			(3,600)	123,100	3,100	103,400	103,100	106,100	106,300
Emergency Programs															
CV Emergency Program	202,000	202,000									(202,000)				
Emergency Services	18,500	10,500						5,000		15,500	(3,000)	10,000	10,000	10,000	10,000
Total Emergency Programs	220,500	212,500						5,000		15,500	(205,000)	10,000	10,000	10,000	10,000

City of Courtenay
Fire Protection Services

Run Date: Jan 17, 2025

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Total FIRE EXPENSES	3,305,000	3,266,800	25,200	181,000	67,000	69,400		5,000		3,412,400	107,400	3,382,800	3,866,000	4,088,000	4,493,200
Total Fire Protection Services	2,544,500	2,506,300	28,300	181,000	67,000	69,400		5,000		2,655,000	110,500	2,584,400	2,974,900	3,165,600	3,517,000
Total Fire Protection Services	2,544,500	2,506,300	28,300	181,000	67,000	69,400		5,000		2,655,000	110,500	2,584,400	2,974,900	3,165,600	3,517,000

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Police															
POLICE REVENUE															
Police Protection Revenues															
Police Services Revenues	(115,500)	(115,500)	(10,000)		(21,000)					(146,500)	(31,000)	(146,500)	(146,500)	(146,500)	(157,500)
Total Police Protection Revenues	(115,500)	(115,500)	(10,000)		(21,000)					(146,500)	(31,000)	(146,500)	(146,500)	(146,500)	(157,500)
Total POLICE REVENUE	(115,500)	(115,500)	(10,000)		(21,000)					(146,500)	(31,000)	(146,500)	(146,500)	(146,500)	(157,500)
POLICE EXPENSES															
Police Admin & Other															
Office Rent	206,800	206,800	13,200							220,000	13,200	222,200	224,400	226,600	228,900
C.O.P.S.	22,000	22,000								22,000		22,000	22,000	22,000	22,000
Total Police Admin & Other	228,800	228,800	13,200							242,000	13,200	244,200	246,400	248,600	250,900
Police Protection Services															
RCMP Municipal Employees	764,600	764,600	18,200			(1,500)			42,000	823,300	58,700	810,700	845,600	882,400	826,500
Contracted Services	7,632,400	7,632,400	862,400						(42,000)	8,452,800	820,400	8,703,000	8,860,000	9,228,000	9,507,000
Total Police Protection Services	8,397,000	8,397,000	880,600			(1,500)				9,276,100	879,100	9,513,700	9,705,600	10,110,400	10,333,500
Total POLICE EXPENSES	8,625,800	8,625,800	893,800			(1,500)				9,518,100	892,300	9,757,900	9,952,000	10,359,000	10,584,400
Total Police	8,510,300	8,510,300	883,800		(21,000)	(1,500)				9,371,600	861,300	9,611,400	9,805,500	10,212,500	10,426,900
Total Police	8,510,300	8,510,300	883,800		(21,000)	(1,500)				9,371,600	861,300	9,611,400	9,805,500	10,212,500	10,426,900

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Operations Services															
OPERATIONS SERVICES - ADMINISTRATION															
OS - Admin															
OS Admin - GLs with no Jobs	380,300	380,300	23,400						600	404,300	24,000	423,200	442,400	462,700	484,000
JOB 16100 OS Admin	3,700	3,700								3,700		3,700	3,700	3,800	3,800
JOB 16001 OS Office Operations	73,900	73,900	(1,000)						(5,000)	67,900	(6,000)	68,900	68,900	70,100	70,100
JOB 16011 OS Meetings	33,500	33,500	1,500						(11,500)	23,500	(10,000)	23,600	24,200	24,800	25,400
JOB 16013 OS Union Business	14,600	14,600	800							15,400	800	15,200	15,200	15,500	15,500
JOB 16012 OS JOHSC & Gradual Return	8,700	8,700	500						11,100	20,300	11,600	20,900	21,500	22,100	22,700
OS Custom Work	50,000	50,000								50,000		50,000	50,000	51,000	51,000
Damage Deposit Deficiencies															
Stationery (OLD job 16017)															
Total OS - Admin	564,700	564,700	25,200						(4,800)	585,100	20,400	605,500	625,900	650,000	672,500
OS - Operations															
JOB 16003 OS Urban Issues	204,000	204,000	14,300	39,000	300				3,000	260,600	56,600	270,000	280,800	292,100	300,700
JOB 16010 OS Training	84,600	84,600	2,900						(36,000)	51,500	(33,100)	53,300	55,100	57,600	59,700
JOB 16023 OS Vehicle Charges	33,100	33,100			17,000					50,100	17,000	51,100	52,100	53,200	54,300
JOB 16009 OS Safety Tests	50,300	50,300								50,300		51,300	51,300	52,300	52,300
JOB 16004 OS Yard Maintenance	64,400	64,400	1,100						14,000	79,500	15,100	85,400	88,100	92,100	95,100
JOB 16050 OS Special Events	24,200	24,200	700							24,900	700	26,000	26,800	27,900	27,900
JOB 16000 OS Small Tools/Equip	7,200	7,200								7,200		7,200	7,200	7,300	7,300
JOB 16027 OS Cleanup/Garbage	6,000	6,000	8,000						10,000	24,000	18,000	16,100	16,100	16,200	16,200
OS Yard - Utilities	67,000	67,000	(7,000)		1,800					61,800	(5,200)	60,400	61,000	61,600	62,300
Total OS - Operations	540,800	540,800	20,000	39,000	19,100				(9,000)	609,900	69,100	620,800	638,500	660,300	675,800
OS - Allocation															
Water & Sewer Allocation	(355,300)	(355,300)			10,100					(345,200)	10,100	(352,300)	(361,900)	(374,100)	(384,500)
Total OS - Allocation	(355,300)	(355,300)			10,100					(345,200)	10,100	(352,300)	(361,900)	(374,100)	(384,500)
Total OPERATIONS SERVICES - ADMINISTRATION	750,200	750,200	45,200	39,000	29,200				(13,800)	849,800	99,600	874,000	902,500	936,200	963,800
OPERATIONS SERVICES - TRANSPORTATION SERVICES															
Transportation Admin															
Transportation - Admin Wages									264,100	264,100	264,100	273,400	287,200	301,500	316,600
JOB 14980 Transportation - Training									19,000	19,000	19,000	20,000	21,000	22,100	23,200
JOB 14990 Transportation Veh Charges					7,000					7,000	7,000				
Total Transportation Admin					7,000				283,100	290,100	290,100	293,400	308,200	323,600	339,800
Transportation Maintenance															
JOB 14510 Signs/Lines Infrastructure	566,400	566,400	(500)							565,900	(500)	598,900	607,400	633,400	640,400
Total Transportation Maintenance	566,400	566,400	(500)							565,900	(500)	598,900	607,400	633,400	640,400

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Traffic Operations															
JOB 14960 Street Light Veh Charges	600	600								600		600	600	600	600
JOB 14515 Street Lights Infrastructure	615,000	615,000			(12,000)					603,000	(12,000)	614,400	626,800	640,800	653,900
JOB 14520 Traffic Signals Infrastructure	173,200	173,200			(1,900)				50,000	221,300	48,100	212,700	220,000	230,000	238,500
Total Traffic Operations	788,800	788,800			(13,900)				50,000	824,900	36,100	827,700	847,400	871,400	893,000
Traffic Studies & Other															
JOB 14565 Traffic Studies/Reviews	86,800	66,800		21,000						87,800	1,000	76,200	79,700	83,900	87,800
JOB 14570 Bridges	115,000	115,000					22,000			137,000	22,000	138,000	139,000	140,500	141,500
Air Park	5,300	5,300	(500)							4,800	(500)	4,900	5,000	5,100	5,200
Total Traffic Studies & Other	207,100	187,100	(500)	21,000			22,000			229,600	22,500	219,100	223,700	229,500	234,500
TRANSPORTATION SPECIAL PROJECTS															
TSP1 Transportation Services Special Projects	75,000							75,000		75,000					
Total TRANSPORTATION SPECIAL PROJECTS	75,000							75,000		75,000					
Total OPERATIONS SERVICES - TRANSPORTATION SERVICES	1,637,300	1,542,300	(1,000)	21,000	(6,900)		22,000	75,000	333,100	1,985,500	348,200	1,939,100	1,986,700	2,057,900	2,107,700
OPERATIONS SERVICES - PUBLIC WORKS SERVICES															
Roads Admin															
Roads - Admin Wages	241,000	241,000							(118,900)	122,100	(118,900)	123,500	130,400	136,900	143,800
JOB 14900 Roads - Admin	78,900	78,900	2,000		1,000					81,900	3,000	84,300	85,600	87,000	87,000
JOB 14905 Roads - Training	28,500	28,500	1,000						5,000	34,500	6,000	29,800	31,000	32,200	33,500
JOB 14950 Roads Veh Charges	17,000	17,000								17,000		17,000	17,000	17,300	17,300
Total Roads Admin	365,400	365,400	3,000		1,000				(113,900)	255,500	(109,900)	254,600	264,000	273,400	281,600
Roads Maintenance															
JOB 14500 Road Infrastructure	831,700	1,106,700	17,300						(232,900)	891,100	59,400	955,300	972,400	1,003,000	1,021,600
JOB 14505 Sidewalk/Walkway Infrastructure	417,900	417,900	10,200						30,000	458,100	40,200	479,100	494,000	511,200	527,500
JOB 14525 Ditch/Culvert Infrastructure	100,600	100,600	2,100							102,700	2,100	96,200	99,700	103,600	107,400
JOB 14530 Dyke Maintenance	56,800	56,800	500							57,300	500	58,000	58,500	59,200	59,700
JOB 14535 Flood Prevention/Response															
JOB 14540 Street Cleaning	219,500	219,500	5,800							225,300	5,800	234,500	244,000	254,000	264,300
JOB 14545 Snow Clearing & Removal	627,500	627,500	11,600		11,200					650,300	22,800	670,800	692,300	714,600	737,900
JOB 14560 Street Decorations	36,300	36,300	800							37,100	800	38,100	39,100	40,200	41,300
Total Roads Maintenance	2,290,300	2,565,300	48,300		11,200				(202,900)	2,421,900	131,600	2,532,000	2,600,000	2,685,800	2,759,700
Fleet Maintenance															
JOB 17### PW Fleet	(721,400)	(721,400)	(24,100)		12,600				35,000	(697,900)	23,500	(714,200)	(699,900)	(714,000)	(698,400)
JOB 17000 PW General Fleet Supplies	41,700	41,700								41,700		41,700	41,700	41,700	41,700
JOB 17995 PW Fleet Vehicle Charges					17,500					17,500	17,500	18,000	18,500	19,100	19,700
Total Fleet Maintenance	(679,700)	(679,700)	(24,100)		30,100				35,000	(638,700)	41,000	(654,500)	(639,700)	(653,200)	(637,000)
Garbage Collection															

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
JOB 14555 Garbage Collection	175,800	175,800	4,200	5,400	4,500	6,800				196,700	20,900	194,900	202,700	211,400	220,000
Total Garbage Collection	175,800	175,800	4,200	5,400	4,500	6,800				196,700	20,900	194,900	202,700	211,400	220,000
PW SPECIAL PROJECTS															
Automatic Vehicle Locator (AVL)	50,000							35,000	(35,000)		(50,000)				
Total PW SPECIAL PROJECTS	50,000							35,000	(35,000)		(50,000)				
Total OPERATIONS SERVICES - PUBLIC WORKS SERVICES	2,201,800	2,426,800	31,400	5,400	46,800	6,800		35,000	(316,800)	2,235,400	33,600	2,327,000	2,427,000	2,517,400	2,624,300
OPERATIONS SERVICES - PROPERTY MAINTENANCE															
Property Maintenance Admin															
Property Mgmt Admin - GLs with no Jobs	156,100	156,100	7,000		(100)					163,000	6,900	170,500	178,600	186,800	195,400
JOB 30160 Property Mgmt Admin	6,400	6,400	200							6,610	210	4,100	4,100	4,100	4,100
JOB 30118 Property Mgmt Training	19,500	19,500	500							19,950	450	19,000	19,000	19,400	19,400
JOB 30117 Property Mgmt Small Tools	13,400	13,400	700							14,070	670	12,400	12,400	12,600	12,600
JOB 30124 Property Mgmt Meetings	10,900	10,900	500						(11,400)		(10,900)	11,200	11,200	11,400	11,400
JOB 30119 Property Mgmt Veh Charges	39,200	39,200								39,200		40,400	41,600	42,800	44,100
Total Property Maintenance Admin	245,500	245,500	8,900		(100)				(11,400)	242,830	(2,670)	257,600	266,900	277,100	287,000
City Hall, OS, HR, IT, ENG Buildings Maintenance															
JOB 30003 City Hall R&M	146,500	110,700	3,300	1,200	2,100	2,500		12,000		131,847	(14,653)	126,300	110,100	113,100	114,900
JOB 30097 OS Building R&M	87,900	87,900	4,100	1,200	5,400					98,600	10,700	98,500	100,200	102,300	103,400
JOB 30115 Carpentry Shop R&M	28,900	28,900	2,200	1,200						32,318	3,418	32,900	33,700	34,700	35,600
JOB 30002 HR Building (Lease) R&M				1,200	14,800				2,000	18,000	18,000	18,400	18,800	19,400	19,800
JOB 30004 IT Building (Lease) R&M				1,200	11,800				5,000	18,000	18,000	18,400	18,800	19,400	19,800
JOB 30016 ENG Building (Lease) R&M					18,000					18,000	18,000	18,400	18,800	19,400	19,800
Total City Hall, OS, HR, IT, ENG Buildings Maintenance	263,300	227,500	9,600	6,000	52,100	2,500		12,000	7,000	316,765	53,465	312,900	300,400	308,300	313,300
Firehall Buildings Maintenance															
JOB 30006 Firehall R&M	53,800	47,300	2,400	7,000						56,703	2,903	33,700	52,300	53,200	53,400
Firehall - Utilities	51,500	51,500	(1,600)		(200)					49,700	(1,800)	52,100	52,600	53,000	53,400
JOB 30007 Fire Training Facility R&M	19,200	19,200	1,000							20,243	1,043	17,900	18,000	17,600	17,800
Fire Training Facility - Utilities	8,300	8,300	(700)		(400)					7,220	(1,080)	6,000	6,100	6,200	6,300
Total Firehall Buildings Maintenance	132,800	126,300	1,100	7,000	(600)					133,866	1,066	109,700	129,000	130,000	130,900
Parks - Property Maintenance															
JOB 30085 Bill Moore - Other Buildings	4,600	4,600	200						(500)	4,280	(320)	3,600	3,600	3,600	3,600
JOB 30094 Bowling Building	8,500	8,500	(400)		800				(500)	8,435	(65)	8,100	8,200	8,300	8,400
JOB 30088 Field House	25,500	25,500	400		(3,100)				(500)	22,320	(3,180)	22,100	22,400	22,800	23,100
JOB 30091 Football Tower	2,900	2,900	200							3,067	167	2,600	2,600	2,600	2,600
JOB 30109 Lewis Park Buildings	2,800	2,800	200							2,955	155	2,900	2,900	2,900	2,900
JOB 30076 Salish Park Building	4,300	4,300	200							4,515	215	3,800	3,800	3,800	3,800
JOB 30067 Simms Park Pavillion	15,500	15,500	600		700					16,830	1,330	16,400	16,600	17,000	17,200

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
JOB 30073 Tsolum Building	4,400	4,400	(100)							4,255	(145)	3,600	3,600	3,600	3,600
JOB 30082 Valley View Park Buildings	23,500	23,500	1,000		(1,500)				(500)	22,481	(1,019)	21,700	21,800	22,200	22,300
JOB 30200 Washrooms	69,100	69,100	13,100		(500)				(5,000)	76,665	7,565	40,700	40,800	41,800	41,900
Total Parks - Property Maintenance	161,100	161,100	15,400		(3,600)				(7,000)	165,803	4,703	125,500	126,300	128,600	129,400
Recreation Facilities - Property Maintenance															
JOB 30009 Lewis Building	88,700	81,200	3,900			1,500		7,500		94,051	5,351	79,600	79,600	81,200	81,200
Lewis Building - Insurance & Utilities	192,500	192,500	(6,500)						(30,000)	156,000	(36,500)	156,200	158,400	160,600	162,800
JOB 30012 Filberg Building	83,100	77,600	3,700		(1,400)	1,500		5,500		86,853	3,753	75,000	75,000	76,400	76,400
Filberg Building - Insurance & Utilities	94,900	94,900	(400)		3,500					98,000	3,100	98,500	99,900	101,200	102,600
JOB 30112 Youth Centre Building	34,700	30,700	1,300		(2,500)	2,000		4,000		35,535	835	27,800	27,800	28,300	28,300
Youth Centre Building - Insurance & Utilities	23,400	23,400	900		500					24,800	1,400	24,400	24,700	25,100	25,300
JOB 30015 Pool Building	49,500	49,500								49,500					
Pool Building - Insurance & Utilities	75,200	75,200	(400)		(500)					74,300	(900)	74,300	74,500	75,100	75,200
JOB 30039 Native Sons Building	55,100	55,100	1,800	800	(12,000)					45,708	(9,392)	42,300	42,300	43,000	43,000
Native Sons Building - Insurance & Utilities	30,800	30,800	(4,000)		(1,300)					25,500	(5,300)	27,700	27,800	28,000	28,100
Total Recreation Facilities - Property Maintenance	727,900	710,900	300	800	(13,700)	5,000		17,000	(30,000)	690,247	(37,653)	605,800	610,000	618,900	622,900
Cultural Facilities - Property Maintenance															
JOB 30027 Sid Williams Maintenance	36,000	36,000	1,700	800						38,526	2,526	35,300	35,300	36,000	36,000
Sid Williams Maintenance - Utilities	38,400	38,400	(1,200)		(2,000)					35,200	(3,200)	37,200	37,800	38,400	39,000
JOB 30030 Arts Centre Maintenance	38,000	38,000	5,800	800						44,641	6,641	48,100	48,100	48,800	48,800
Arts Centre Maintenance - Utilities	23,000	23,000	1,000		(1,500)					22,500	(500)	21,700	22,000	22,200	22,500
JOB 30033 Museum Maintenance	34,400	34,400	1,400	800	(5,500)					31,071	(3,329)	28,100	28,100	28,600	28,600
Museum Maintenance - Utilities	25,000	25,000			(6,500)					18,500	(6,500)	18,900	19,200	19,600	19,900
JOB 30036 Library Maintenance	71,500	25,800	2,700	800						29,285	(42,215)	22,000	22,000	22,400	22,400
Total Cultural Facilities - Property Maintenance	266,300	220,600	11,400	3,200	(15,500)					219,723	(46,577)	211,300	212,500	216,000	217,200
Miscellaneous Buildings Maintenance															
JOB 30021 2040 Cliffe Ave Lease	25,900	25,900	1,200		1,500	7,300				35,935	10,035	29,500	29,600	30,000	30,000
JOB 30125 Cemetery Building R&M	4,200	4,200	200							4,410	210	3,800	3,800	3,800	3,800
JOB 30049 210 Anderton	7,700	7,700	3,200		500					11,440	3,740	9,700	7,800	7,900	7,900
210 Anderton - Insurance & Utilities	1,300	1,300	500							1,800	500	1,400	1,400	1,400	1,400
JOB 30055 2390 Lake Trail	6,500	6,500	1,300							7,795	1,295	7,300	7,300	7,300	7,300
2390 Lake Trail - Insurance & Utilities	1,400	1,400	500							1,900	500	1,400	1,400	1,400	1,400
JOB 30018 Marina	18,200	18,200	(1,100)		(2,600)					14,490	(3,710)	17,000	17,000	17,200	17,200
Marina - Insurance & Utilities	5,000	5,000			(500)					4,500	(500)	4,600	4,700	4,800	4,900
JOB 30140 2099 Atlas Rd	2,300	2,300	100							2,365	65	2,000	2,000	2,000	2,000
2099 Atlas Rd - Insurance & Utilities	500	500	(200)							300	(200)	500	500	500	500
JOB 30043 90 5th Street	5,500	5,500	200							5,675	175	4,100	4,100	4,100	4,100

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
90 5th Street - Insurance & Utilities	7,700	7,700	(2,600)							5,100	(2,600)	7,000	7,000	7,100	7,100
426 Anderton Ave (Anderton Arms)			2,000							2,000	2,000	2,000			
JOB 30069 971 Cumberland Rd					23,000					23,000	23,000	23,700	24,400	25,200	26,000
971 Cumberland Rd - Utilities					9,700					9,700	9,700	9,700	9,700	9,700	9,700
Total Miscellaneous Buildings Maintenance	86,200	86,200	5,300		31,600	7,300				130,410	44,210	123,700	120,700	122,400	123,300
Property for Development															
JOB 30045 1109 Comox Rd	8,700	8,700	300							8,992	292	8,100	8,100	8,100	8,100
JOB 30046 685 Cliffe Avenue	27,300	27,300	1,000		3,000					31,264	3,964	29,600	29,800	30,400	30,700
685 Cliffe Avenue - Utilities	2,500	2,500	(1,000)		1,000					2,500		2,600	2,600	2,700	2,700
JOB 30127 243 & 249 4th St	(1,200)	(1,200)	4,300		2,200					5,300	6,500	5,400	5,500	5,700	5,800
243 & 249 4th St - Utilities					500					500	500	500	600	600	600
Total Property for Development	37,300	37,300	4,600		6,700					48,556	11,256	46,200	46,600	47,500	47,900
OPERATIONS SERVICES - PROPERTY MAINTENANCE SPECIAL PROJECTS															
Miscellaneous Buildings Special Projects	18,000										(18,000)				
Cultural Facilities Special Projects						29,300		45,700		75,000	75,000				
Total OPERATIONS SERVICES - PROPERTY MAINTENANCE SPECIAL	18,000					29,300		45,700		75,000	57,000				
Total OPERATIONS SERVICES - PROPERTY MAINTENANCE	1,938,400	1,815,400	56,600	17,000	56,900	44,100		74,700	(41,400)	2,023,200	84,800	1,792,700	1,812,400	1,848,800	1,871,900
OPERATIONS SERVICES - PARKS AND GROUNDS MAINTENANCE															
Parks Administration															
JOB 65990 Parks Admin - Salaries/Wages	151,900	151,900	6,100		18,000				(30,600)	145,400	(6,500)	204,900	215,000	225,800	237,100
JOB 65900 Parks Admin - General	25,200	25,200								25,200		22,300	22,300	22,600	22,600
JOB 65901 Parks Admin - Meetings	50,900	50,900	2,400						(16,000)	37,300	(13,600)	39,100	41,000	43,000	45,100
JOB 65902 Parks Admin - Training	46,500	46,500	1,600							48,100	1,600	49,600	51,400	52,500	54,400
JOB 65903 Parks Admin - Safety Inspections	26,900	26,900	100							27,000	100	27,400	27,400	28,000	28,000
JOB 65904 Parks Admin - Small Tools/Equip	10,200	10,200								10,200		10,400	10,400	10,600	10,600
Parks Admin - Other (no WT Job)	41,000	41,000	200							41,200	200	40,100	40,100	40,900	40,900
Total Parks Administration	352,600	352,600	10,400		18,000				(46,600)	334,400	(18,200)	393,800	407,600	423,400	438,700
Parks Operations															
Parks - Water Usage (no WT job)	168,500	168,500			56,000					224,500	56,000	296,500	390,500	505,500	653,500
JOB 65920 Parks Vehicle Charges	23,700	23,700	3,000							26,700	3,000	24,000	24,300	24,600	24,900
JOB 65001 Community Parks	794,000	784,000	26,100	5,000	(2,900)	6,000			30,000	848,200	54,200	907,300	952,600	979,900	1,015,600
JOB 65002 Neighbourhood Parks	410,100	410,100	11,800	5,000	26,900	6,000				459,800	49,700	425,000	440,900	457,900	413,000
JOB 65003 Nature Parks	108,600	108,600	3,000	5,000	2,800				4,200	123,600	15,000	125,100	129,100	133,400	136,700
JOB 65004 Maintained Greenspace	74,500	74,500	2,500		800					77,800	3,300	81,700	85,000	88,300	91,400
JOB 65005 Greenspace Buffer	74,100	74,100	2,500		700					77,300	3,200	80,000	82,700	85,500	87,800
JOB 65006 Greenway Trails	516,000	461,000	17,800		56,400				(41,000)	503,000	(13,000)	541,900	531,800	582,200	602,700
JOB 65007 City Boulevards	721,400	721,400	56,200	8,100						852,800	131,400	832,100	860,800	891,300	915,300

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
JOB 65008 Tree Program	40,200	40,200	800	5,000	300					46,300	6,100	36,300	37,600	39,100	40,500
Total Parks Operations	2,931,100	2,866,100	123,700	28,100	150,700	12,000			50,600	3,240,000	308,900	3,349,900	3,535,300	3,787,700	3,981,400
Recreation Facilities - Grounds Maintenance															
JOB 65011 Lewis Grounds	12,600	12,600	500							13,100	500	13,600	14,100	14,700	15,200
JOB 65012 Youth Centre Grounds	1,100	1,100								1,100		1,000	1,000	1,000	1,000
JOB 65013 Filberg Grounds	10,300	10,300	500							10,800	500	11,200	11,700	12,200	12,900
65014 &15 Native Sons & Museum Grounds	3,200	3,200	200							3,400	200	3,200	3,300	3,500	3,600
Total Recreation Facilities - Grounds Maintenance	27,200	27,200	1,200							28,400	1,200	29,000	30,100	31,400	32,700
Cultural Facilities - Grounds Maintenance															
JOB 65016 Sid Williams Grounds	3,700	3,700	200							3,900	200	4,100	4,200	4,500	4,700
JOB 65017 Arts Centre Grounds	2,100	2,100	100							2,200	100	2,000	2,000	2,000	2,000
JOB 65018 Library Grounds	1,200	1,200								1,200		1,200	1,200	1,200	1,200
Total Cultural Facilities - Grounds Maintenance	7,000	7,000	300							7,300	300	7,300	7,400	7,700	7,900
Other Facilities - Grounds Maintenance															
JOB 65020 City Hall Grounds Maintenance	32,700	32,700	1,400							34,100	1,400	35,500	36,900	39,300	38,000
JOB 65021 Firehall Grounds Maintenance	17,200	17,200	800							18,000	800	18,800	19,600	20,600	18,100
Total Other Facilities - Grounds Maintenance	49,900	49,900	2,200							52,100	2,200	54,300	56,500	59,900	56,100
Cemetery															
JOB 65960 Cemetery Admin									30,600	30,600	30,600	32,200	33,700	35,400	37,200
JOB 65009 Cemetery Maintenance	269,700	269,700	24,300		10,000					304,000	34,300	324,200	333,700	347,500	357,600
JOB 65930 Cemetery Vehicle Charges	73,900	73,900	700							74,600	700	75,800	77,800	80,000	82,100
Total Cemetery	343,600	343,600	25,000		10,000				30,600	409,200	65,600	432,200	445,200	462,900	476,900
Total OPERATIONS SERVICES - PARKS AND GROUNDS MAINTENANCE	3,711,400	3,646,400	162,800	28,100	178,700	12,000			34,600	4,071,400	360,000	4,266,500	4,482,100	4,773,000	4,993,700
OPERATIONS SERVICES - STORM WATER COLLECTION															
Storm Water Collection															
JOB 13990 Salaries/Wages	71,900	71,900			16,100				10,100	98,100	26,200	100,000	105,100	110,300	115,700
JOB 13900 General Admin	5,000	5,000							10,300	15,300	10,300	5,000	5,000	5,000	5,000
JOB 13975 Storm Training					2,000					2,000	2,000				
JOB 13000 Main	183,600	183,600			30,000				(16,100)	197,500	13,900	204,400	210,000	217,500	223,700
JOB 13100 Service	37,900	37,900			4,000					41,900	4,000	43,300	43,400	44,300	44,400
JOB 13200 Manhole	8,100	8,100								8,100		8,400	8,700	9,100	9,400
JOB 13300 Catch Basin	149,200	149,200								149,200		157,700	162,300	165,700	170,600
JOB 13400 Creek Crossing	30,900	50,200								50,200	19,300	51,800	53,300	56,000	57,600
JOB 13500 Detention Pond	33,000	33,000								33,000		34,400	36,300	37,500	38,900
JOB 13600 Flood Protection	34,800	34,800								34,800		36,800	37,900	38,600	39,700
Total Storm Water Collection	554,400	573,700			52,100				4,300	630,100	75,700	641,800	662,000	684,000	705,000
Total OPERATIONS SERVICES - STORM WATER COLLECTION	554,400	573,700			52,100				4,300	630,100	75,700	641,800	662,000	684,000	705,000

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Total Operations Services	10,793,500	10,754,800	295,000	110,500	356,800	62,900	22,000	184,700		11,795,400	1,001,900	11,841,100	12,272,700	12,817,300	13,266,400
Total Operations Services	10,793,500	10,754,800	295,000	110,500	356,800	62,900	22,000	184,700		11,795,400	1,001,900	11,841,100	12,272,700	12,817,300	13,266,400

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Engineering Services															
ENGINEERING EXPENSES															
Engineering Administration															
Engineering Admin	677,500	686,900	36,000	46,300	79,000					848,200	170,700	881,800	918,200	956,100	994,900
Engineering Consulting	125,000	125,000								125,000		125,000	125,000	125,000	125,000
Sustainability Planning	33,100	33,100		500						33,600	500	38,600	41,600	44,700	44,700
Total Engineering Administration	835,600	845,000	36,000	46,800	79,000					1,006,800	171,200	1,045,400	1,084,800	1,125,800	1,164,600
Asset Management															
Asset Mgmt - Admin	235,400	235,400	69,600	(56,300)						248,700	13,300	259,900	271,600	284,100	297,100
Condition Assessments	91,700	91,700	3,300			31,000		91,700		217,700	126,000	86,500	56,800	59,000	126,000
Asset Mgmt - General	24,000	24,000	1,500					20,000		45,500	21,500	25,100	26,600	28,100	29,600
Total Asset Management	351,100	351,100	74,400	(56,300)		31,000		111,700		511,900	160,800	371,500	355,000	371,200	452,700
Total ENGINEERING EXPENSES	1,186,700	1,196,100	110,400	(9,500)	79,000	31,000		111,700		1,518,700	332,000	1,416,900	1,439,800	1,497,000	1,617,300
ENGINEERING EXPENSES - SPECIAL PROJECTS															
Engineering SPECIAL PROJECTS															
Flood Mgmt & Dyke Replacement	130,000							110,000		110,000	(20,000)				
Integrated Rainwater Mgmt Plan	162,000							152,000		152,000	(10,000)				
Corporate Climate Action Plan	200,000					50,000		150,000		200,000					
CVRD Home Energy Navigator Program	50,000							35,000		35,000	(15,000)		20,000	20,000	20,000
Bridge Building Review	100,000										(100,000)				
Corp Facility Engery Mgmt	269,000						31,000	230,000		261,000	(8,000)				
Youth Climate Corp							65,000			65,000	65,000				
Master Transportation Plan							250,000			250,000	250,000				150,000
Total Engineering SPECIAL PROJECTS	911,000					396,000		677,000		1,073,000	162,000		20,000	20,000	170,000
Total ENGINEERING EXPENSES - SPECIAL PROJECTS	911,000					396,000		677,000		1,073,000	162,000		20,000	20,000	170,000
Total Engineering Services	2,097,700	1,196,100	110,400	(9,500)	79,000	427,000		788,700		2,591,700	494,000	1,416,900	1,459,800	1,517,000	1,787,300
Total Engineering Services	2,097,700	1,196,100	110,400	(9,500)	79,000	427,000		788,700		2,591,700	494,000	1,416,900	1,459,800	1,517,000	1,787,300

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Solid Waste Services															
SOLID WASTE REVENUE															
Solid Waste Revenue															
Solid Waste Revenue	(3,919,900)	(3,919,900)		(13,000)	(42,000)	(36,200)				(4,011,100)	(91,200)	(4,201,200)	(4,405,100)	(4,618,300)	(4,842,200)
Total Solid Waste Revenue	(3,919,900)	(3,919,900)		(13,000)	(42,000)	(36,200)				(4,011,100)	(91,200)	(4,201,200)	(4,405,100)	(4,618,300)	(4,842,200)
Total SOLID WASTE REVENUE	(3,919,900)	(3,919,900)		(13,000)	(42,000)	(36,200)				(4,011,100)	(91,200)	(4,201,200)	(4,405,100)	(4,618,300)	(4,842,200)
SOLID WASTE EXPENSES															
Solid Waste															
JOB 15007 Solid Waste Admin	387,300	383,800	7,800		2,500				(50,200)	343,900	(43,400)	356,500	373,500	391,300	410,100
JOB 15015 Solid Waste Vehicle Charges				10,500						10,500	10,500	11,000	11,500	12,000	12,500
JOB 15016 Solid Waste Old Container Program	30,000										(30,000)				
JOB 15017 Solid Waste Seasonal Excess Yard Waste	20,000	20,000			2,500					22,500	2,500	23,400	24,300	25,200	26,100
JOB 15018 Solid Waste Contamination Mgmt									49,300	49,300	49,300	51,800	54,400	57,100	59,900
Solid Waste Contracted Services	2,649,200	2,649,200	60,000		34,500					2,743,700	94,500	2,866,600	2,995,700	3,131,200	3,273,200
Solid Waste Tipping Fees	893,400	893,400		(59,300)	3,000				900	838,000	(55,400)	888,300	941,700	997,100	1,055,600
Solid Waste Cart Exchange Costs	200,000			8,000	(4,800)					3,200	(196,800)	3,600	4,000	4,400	4,800
Total Solid Waste	4,179,900	3,946,400	67,800	(40,800)	37,700					4,011,100	(168,800)	4,201,200	4,405,100	4,618,300	4,842,200
Total SOLID WASTE EXPENSES	4,179,900	3,946,400	67,800	(40,800)	37,700					4,011,100	(168,800)	4,201,200	4,405,100	4,618,300	4,842,200
Total Solid Waste Services	260,000	26,500	67,800	(53,800)	(4,300)	(36,200)					(260,000)				
Total Solid Waste Services	260,000	26,500	67,800	(53,800)	(4,300)	(36,200)					(260,000)				

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Development Services															
DEVELOPMENT SERVICES REVENUE															
Development Services Revenues															
Building Inspection	(1,298,000)	(1,298,000)			362,600					(935,400)	362,600	(1,148,000)	(1,248,000)	(1,248,000)	(1,248,000)
Business Licencing	(297,700)	(297,700)								(297,700)		(297,700)	(297,700)	(297,700)	(297,700)
Planning & Zoning	(150,700)	(150,700)			40,100					(110,600)	40,100	(150,700)	(150,700)	(150,700)	(150,700)
Subdivision and Development Servicing	(19,500)	(19,500)								(19,500)		(19,500)	(19,500)	(19,500)	(19,500)
Community & Sustainability	(75,000)										75,000				
Total Development Services Revenues	(1,840,900)	(1,765,900)			402,700					(1,363,200)	477,700	(1,615,900)	(1,715,900)	(1,715,900)	(1,715,900)
Total DEVELOPMENT SERVICES REVENUE	(1,840,900)	(1,765,900)			402,700					(1,363,200)	477,700	(1,615,900)	(1,715,900)	(1,715,900)	(1,715,900)
DEVELOPMENT SERVICES EXPENSES															
Development Services Expenses															
Building Inspections	672,100	672,100	41,500		7,600					721,200	49,100	753,200	785,900	819,800	854,900
Business Licencing	85,600	85,600	4,100							89,700	4,100	94,000	98,500	103,300	108,300
Planning & Zoning	885,900	880,900	27,300		11,700	20,000		26,900		1,052,300	166,400	1,057,200	1,103,300	1,152,800	1,203,600
Subdivision & Development Servicing	423,500	423,500	21,600					6,300		451,400	27,900	488,400	509,000	531,400	554,000
Community & Sustainability	438,300	337,900	13,300							351,200	(87,100)	348,700	362,500	377,300	392,500
Heritage Committee	5,100	5,100								5,100		5,100	5,100	5,200	5,200
Total Development Services Expenses	2,510,500	2,405,100	107,800		19,300	20,000		33,200		2,670,900	160,400	2,746,600	2,864,300	2,989,800	3,118,500
Total DEVELOPMENT SERVICES EXPENSES	2,510,500	2,405,100	107,800		19,300	20,000		33,200		2,670,900	160,400	2,746,600	2,864,300	2,989,800	3,118,500
DEVELOPMENT SERVICES EXPENSES - SPECIAL PROJECTS															
Development Services Special Projects															
Building Inspections- SPECIAL PROJECTS	25,000							25,000		25,000					25,000
Business Licencing- SPECIAL PROJECTS	25,000							25,000		25,000					
Planning & Zoning - SPECIAL PROJECTS	250,000					204,000		156,000		360,000	110,000			150,000	10,000
Subdivision & Development- SPECIAL PROJECTS	350,000					34,400		255,600		290,000	(60,000)				350,000
Community & Sustainability- SPECIAL PROJECTS	270,000					420,000		105,000		525,000	255,000	150,000	150,000	150,000	350,000
Total Development Services Special Projects	920,000					658,400		566,600		1,225,000	305,000	150,000	150,000	300,000	735,000
Total DEVELOPMENT SERVICES EXPENSES - SPECIAL PROJECTS	920,000					658,400		566,600		1,225,000	305,000	150,000	150,000	300,000	735,000
Total Development Services	1,589,600	639,200	107,800		422,000	678,400		599,800		2,532,700	943,100	1,280,700	1,298,400	1,573,900	2,137,600
Total Development Services	1,589,600	639,200	107,800		422,000	678,400		599,800		2,532,700	943,100	1,280,700	1,298,400	1,573,900	2,137,600

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Recreation, Culture and Community Services															
RCCS REVENUE															
Recreation Administration Revenue															
Recreation Admin	(26,000)	(26,000)	8,000	10,000					(5,000)	(13,000)	13,000	(18,000)	(13,500)	(14,000)	(14,500)
Total Recreation Administration Revenue	(26,000)	(26,000)	8,000	10,000					(5,000)	(13,000)	13,000	(18,000)	(13,500)	(14,000)	(14,500)
Recreation Programs Revenue															
Adult Programs	(393,500)	(393,500)	(1,600)							(395,100)	(1,600)	(405,400)	(413,600)	(421,900)	(430,300)
Childrens Programs	(306,500)	(306,500)	(53,000)		3,500					(356,000)	(49,500)	(363,400)	(370,600)	(378,000)	(385,600)
Adapted Programs	(231,700)	(231,700)	(5,800)		(25,600)					(263,100)	(31,400)	(268,400)	(273,800)	(279,200)	(284,800)
Summer Programs	(235,000)	(235,000)			(50,000)					(285,000)	(50,000)	(290,600)	(296,400)	(302,600)	(308,200)
Preschool Programs	(261,100)	(261,100)	91,200		(63,000)					(232,900)	28,200	(237,700)	(242,400)	(247,200)	(252,200)
Youth Programs	(127,700)	(127,700)	(200)		1,100					(126,800)	900	(129,800)	(132,400)	(135,100)	(136,900)
Total Recreation Programs Revenue	(1,555,500)	(1,555,500)	30,600		(134,000)					(1,658,900)	(103,400)	(1,695,300)	(1,729,200)	(1,764,000)	(1,798,000)
Recreation Operations Revenue															
Lewis Centre	(96,100)	(96,100)	(3,900)	300	(1,000)					(100,700)	(4,600)	(103,300)	(105,500)	(107,600)	(109,100)
Wellness Centre	(222,500)	(222,500)	(26,700)		(20,800)					(270,000)	(47,500)	(275,400)	(280,900)	(286,500)	(292,300)
Filberg Centre	(136,200)	(136,200)			(1,000)					(137,200)	(1,000)	(142,400)	(145,800)	(149,400)	(153,200)
Native Sons Hall	(53,700)	(53,700)	(12,700)		(7,500)					(73,900)	(20,200)	(75,400)	(76,900)	(78,400)	(78,900)
Youth Services Centre	(1,000)	(1,000)								(1,000)		(1,100)	(1,200)	(1,300)	(1,500)
Special Events & July 1	(10,000)	(10,000)			(2,500)					(12,500)	(2,500)	(13,700)	(14,200)	(14,500)	(14,500)
Pool Operations	(174,500)	(174,500)	(5,300)	(53,900)	(1,500)					(235,200)	(60,700)	(219,500)	(227,200)	(235,300)	(243,600)
Total Recreation Operations Revenue	(694,000)	(694,000)	(48,600)	(53,600)	(34,300)					(830,500)	(136,500)	(830,800)	(851,700)	(873,000)	(893,100)
Total RCCS REVENUE	(2,275,500)	(2,275,500)	(10,000)	(43,600)	(168,300)				(5,000)	(2,502,400)	(226,900)	(2,544,100)	(2,594,400)	(2,651,000)	(2,705,600)
RCCS EXPENSES															
Recreation Administration Expenses															
RCCS Admin	1,433,300	1,438,800	130,600	43,800	(5,500)			35,000	(2,500)	1,640,200	206,900	1,752,100	1,817,400	1,886,700	1,956,400
Community Substance Use Strategy	15,000	15,000								15,000		15,000	15,000	15,000	15,000
Community Services / Strategic Services				25,000						25,000	25,000	25,000	25,000	25,000	25,000
Cultural Consulting / Strategic Services	25,000	25,000							2,500	27,500	2,500	27,500	27,500	27,500	27,500
Cultural Services - Sid Williams Theatre	257,300	257,300	7,100							264,400	7,100	269,200	275,300	280,800	285,900
Cultural Services - Museum	165,500	165,500	4,800							170,300	4,800	172,100	175,300	178,500	181,700
Cultural Services - CV Art Gallery	59,300	59,300	4,000							63,300	4,000	64,400	65,500	66,600	66,700
Cultural Services - Comox Valley Arts Council	58,400	58,400	1,200							59,600	1,200	60,800	62,100	63,300	63,300
Total Recreation Administration Expenses	2,013,800	2,019,300	147,700	68,800	(5,500)			35,000		2,265,300	251,500	2,386,100	2,463,100	2,543,400	2,621,500
Recreation Programs Expenses															
Adults Programs	432,500	432,500			35,300				(8,800)	459,000	26,500	470,100	480,100	490,100	500,300
Childrens Programs	538,900	538,900	12,000		(1,000)					578,500	39,600	566,700	578,600	590,600	600,100

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Youth Programs	306,400	306,400	6,600		(50,500)				(23,300)	239,200	(67,200)	244,000	249,200	254,100	258,600
Adapted Programs	284,100	284,100	10,900	41,900	10,600				4,400	351,900	67,800	358,700	365,500	373,300	380,800
Summer Programs	280,500	280,500	26,100		40,800				27,500	374,900	94,400	382,300	390,200	395,000	405,500
Preschool Programs	307,400	307,400	23,600		500				(28,400)	303,100	(4,300)	308,800	315,000	321,300	326,500
Programs Special Events	15,800	15,800								15,800		17,100	17,600	18,300	18,300
Total Recreation Programs Expenses	2,165,600	2,165,600	79,200	41,900	35,700					2,322,400	156,800	2,347,700	2,396,200	2,442,700	2,490,100
Recreation Operations Expenses															
Lewis Centre Operations	1,296,600	1,296,600	116,900	4,500	37,500					1,455,500	158,900	1,496,500	1,528,800	1,559,100	1,595,100
Wellness Centre	112,200	112,200	8,000							120,200	8,000	130,200	132,900	135,600	137,700
Filberg Operations	629,100	629,100	38,600	3,000	33,000					703,700	74,600	730,500	758,500	785,500	813,200
Pool Operations	194,600	194,600	28,600		2,000					225,200	30,600	230,300	235,500	240,300	244,600
Youth Centre Operations	43,200	43,200	700							43,900	700	44,900	46,000	47,000	48,100
Native Sons Operations	26,000	26,000	5,400		300					31,700	5,700	32,300	33,000	33,700	36,500
July 1 Special Event	100,300	100,300	8,500							108,800	8,500	110,600	113,100	116,000	117,800
Operations Special Events	48,300	48,300	1,700		1,000					51,000	2,700	52,600	54,000	55,600	55,700
Total Recreation Operations Expenses	2,450,300	2,450,300	208,400	7,500	73,800					2,740,000	289,700	2,827,900	2,901,800	2,972,800	3,048,700
Total RCCS EXPENSES	6,629,700	6,635,200	435,300	118,200	104,000			35,000		7,327,700	698,000	7,561,700	7,761,100	7,958,900	8,160,300
RCCS EXPENSES - SPECIAL PROJECTS															
Recreation Administration Special Projects															
RCCS Admin - Special Projects	280,000					225,000		364,000		589,000	309,000	225,000	75,000	50,000	
Total Recreation Administration Special Projects	280,000					225,000		364,000		589,000	309,000	225,000	75,000	50,000	
Total RCCS EXPENSES - SPECIAL PROJECTS	280,000					225,000		364,000		589,000	309,000	225,000	75,000	50,000	
Total Recreation, Culture and Community Services	4,634,200	4,359,700	425,300	74,600	(64,300)	225,000		399,000	(5,000)	5,414,300	780,100	5,242,600	5,241,700	5,357,900	5,454,700
Total Recreation, Culture and Community Services	4,634,200	4,359,700	425,300	74,600	(64,300)	225,000		399,000	(5,000)	5,414,300	780,100	5,242,600	5,241,700	5,357,900	5,454,700

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Sewer															
SEWER REVENUE															
Sewer Revenues															
Frontage-Parcel Taxes	(2,222,700)	(2,222,700)	(384,200)		(22,100)					(2,629,000)	(406,300)	(2,655,000)	(2,682,000)	(2,708,000)	(2,735,000)
User Fees	(7,500,700)	(7,500,700)	(889,700)		(35,300)					(8,425,700)	(925,000)	(9,344,800)	(10,387,100)	(11,558,700)	(12,890,200)
Other Revenues	(60,000)	(60,000)								(60,000)		(60,000)	(60,000)	(61,200)	(61,200)
Transfers from Surplus/Reserves	(1,136,800)	(500)				(1,589,500)				(1,590,000)	(453,200)	(1,000)	(500)	(500)	(500)
Total Sewer Revenues	(10,920,200)	(9,783,900)	(1,273,900)		(57,400)	(1,589,500)				(12,704,700)	(1,784,500)	(12,060,800)	(13,129,600)	(14,328,400)	(15,686,900)
Total SEWER REVENUE	(10,920,200)	(9,783,900)	(1,273,900)		(57,400)	(1,589,500)				(12,704,700)	(1,784,500)	(12,060,800)	(13,129,600)	(14,328,400)	(15,686,900)
SEWER EXPENSES															
Contributions to Other Governments															
CVRD Sewer Requisition	6,264,000	6,264,000	267,600		32,000					6,563,600	299,600	6,909,000	6,909,000	7,116,300	7,329,800
Total Contributions to Other Governments	6,264,000	6,264,000	267,600		32,000					6,563,600	299,600	6,909,000	6,909,000	7,116,300	7,329,800
Sewer Administration															
JOB 12990 Salaries, Wages & Benefits	453,300	453,300		74,800	600					528,700	75,400	555,100	582,800	612,000	642,600
JOB 12900 Sewer General Admin	24,600	24,600	(2,000)							22,600	(2,000)	22,900	22,900	23,300	23,300
JOB 12975 Training/Seminars	21,300	21,300								21,300		20,000	20,000	20,200	20,200
General Professional Services	20,000	20,000								20,000		20,000	20,000	20,400	20,400
Sewer Asset Management	51,000	51,000				15,000		30,000		96,000	45,000	31,000	31,000	31,500	31,500
Insurance	16,600	16,600	(1,500)							15,100	(1,500)	15,200	15,300	15,400	15,500
Sewer Capital Project Warranty Work	5,000	5,000				5,000				10,000	5,000	5,000	34,000	5,000	5,000
Total Sewer Administration	591,800	591,800	(3,500)	74,800	600	20,000		30,000		713,700	121,900	669,200	726,000	727,800	758,500
Sewer Fleet															
JOB 12972 Sewer Vehicle Charges	13,300	13,300								13,300		13,700	14,100	14,500	14,900
JOB 17### Net Fleet Cost	12,200	12,200								12,200		7,500	7,500	7,600	7,600
Total Sewer Fleet	25,500	25,500								25,500		21,200	21,600	22,100	22,500
Sewer Operations															
JOB 12000 Sewer Gravity Main	245,400	245,400								245,400		253,100	255,500	260,700	263,300
JOB 12100 Sewer Service	219,200	219,200								219,200		224,200	227,400	232,400	235,800
JOB 12200 Sewer Manhole/Chamber	26,400	26,400								26,400		26,500	26,500	27,000	27,000
JOB 12300 Sewer Valve	13,400	13,400								13,400		13,600	13,600	13,900	13,900
JOB 12400 Sewer Forcemain	13,400	13,400								13,400		13,600	13,600	13,900	13,900
JOB 12500 Sewer Lift Station	304,500	304,500	500		(5,600)					299,400	(5,100)	293,300	293,700	299,000	299,500
JOB 12600 Sewer Inflow & Infiltration	66,100	66,100								66,100		66,600	66,600	67,100	67,100
New Connections	40,000	40,000								40,000		40,000	40,000	40,800	40,800
Total Sewer Operations	928,400	928,400	500		(5,600)					923,300	(5,100)	930,900	936,900	954,800	961,300
Internal Transfers															

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Internal Transfer - Common Costs	1,103,400	1,103,400			200,200					1,303,600	200,200	1,325,100	1,351,100	1,392,000	1,440,400
Internal Transfer - To Sewer Capital Fund	1,223,900					2,142,800				2,142,800	918,900				
Internal Transfer - To Reserves and Allowances	375,500	375,500			(150,000)					225,500	(150,000)	1,175,500	1,420,100	2,036,100	3,095,100
Total Internal Transfers	2,702,800	1,478,900			50,200	2,142,800				3,671,900	969,100	2,500,600	2,771,200	3,428,100	4,535,500
Sewer Debt Servicing															
Principle	185,400	185,400								185,400		410,400	773,200	962,600	962,600
Interest	222,300	222,300			150,000					372,300	150,000	619,500	991,700	1,116,700	1,116,700
Total Sewer Debt Servicing	407,700	407,700			150,000					557,700	150,000	1,029,900	1,764,900	2,079,300	2,079,300
Total SEWER EXPENSES	10,920,200	9,696,300	264,600	74,800	227,200	2,162,800		30,000		12,455,700	1,535,500	12,060,800	13,129,600	14,328,400	15,686,900
SEWER EXPENSES - SPECIAL PROJECTS															
Sewer - Special Projects															
SEWER - Special Projects - Master Plan						250,000				250,000	250,000				
Total Sewer - Special Projects						250,000				250,000	250,000				
Total SEWER EXPENSES - SPECIAL PROJECTS						250,000				250,000	250,000				
Total Sewer		(87,600)	(1,009,300)	74,800	169,800	823,300		30,000		1,000	1,000				
Total Sewer		(87,600)	(1,009,300)	74,800	169,800	823,300		30,000		1,000	1,000				

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Water															
WATER REVENUE															
Water Revenues															
Frontage-Parcel Taxes	(1,293,700)	(1,293,700)	(220,000)		(13,000)					(1,526,700)	(233,000)	(1,804,600)	(2,132,200)	(2,512,800)	(2,970,300)
User Fees	(8,645,700)	(8,645,700)	(1,330,800)		(46,800)					(10,023,300)	(1,377,600)	(10,670,800)	(11,389,100)	(11,988,000)	(12,630,500)
Other Revenues	(474,000)	(474,000)			(57,900)					(531,900)	(57,900)	(602,000)	(697,000)	(811,100)	(959,100)
Transfers from Surplus/Reserves	(324,300)	(15,900)				(360,000)		(50,000)		(425,900)	(101,600)	(16,800)	(17,100)	(17,400)	(17,400)
Total Water Revenues	(10,737,700)	(10,429,300)	(1,550,800)		(117,700)	(360,000)		(50,000)		(12,507,800)	(1,770,100)	(13,094,200)	(14,235,400)	(15,329,300)	(16,577,300)
Total WATER REVENUE	(10,737,700)	(10,429,300)	(1,550,800)		(117,700)	(360,000)		(50,000)		(12,507,800)	(1,770,100)	(13,094,200)	(14,235,400)	(15,329,300)	(16,577,300)
WATER EXPENSES															
Contributions to Other Governments															
CVRD Water Purchase	6,303,100	6,303,100			302,800					6,605,900	302,800	6,952,200	7,647,000	8,412,000	9,253,000
Total Contributions to Other Governments	6,303,100	6,303,100			302,800					6,605,900	302,800	6,952,200	7,647,000	8,412,000	9,253,000
Water Administration															
JOB 11990 Salaries, Wages & Benefits	453,300	453,300		74,800	600					528,700	75,400	555,100	582,800	612,000	642,600
JOB 11900 Water General Admin	28,900	28,900	7,000		3,100					39,000	10,100	39,100	39,200	39,500	39,600
JOB 11975 Training/Seminars	39,100	39,100								39,100		39,800	39,800	40,600	40,600
JOB 11973 BC One Call	17,000	17,000	200		(7,300)					9,900	(7,100)	10,500	11,100	11,700	12,200
General Professional Services	25,000	25,000								25,000		25,000	25,000	25,500	25,500
Water Asset Management	18,500	18,500				15,000		10,000		43,500	25,000	18,500	18,500	18,900	18,900
Insurance	16,600	16,600	(1,500)							15,100	(1,500)	15,200	15,300	15,400	15,500
Water Capital Project Warranty Work	5,500	5,500				(500)				5,000	(500)	5,000	5,000	5,000	5,000
Total Water Administration	603,900	603,900	5,700	74,800	(3,600)	14,500		10,000		705,300	101,400	708,200	736,700	768,600	799,900
Water Fleet															
JOB 11972 Water Vehicle Charges	14,500	14,500								14,500		14,800	15,100	15,400	15,700
JOB 17### Net Fleet Cost	(7,600)	(7,600)								(7,600)		(12,200)	(12,200)	(12,400)	(12,400)
Total Water Fleet	6,900	6,900								6,900		2,600	2,900	3,000	3,300
Water Operations															
JOB 11000 Water Main	210,600	210,600							(32,000)	178,600	(32,000)	188,800	192,600	196,500	197,700
JOB 11100 Water Service	661,400	661,400							32,000	693,400	32,000	730,600	740,600	755,700	759,000
JOB 11200 Water Distribution Valve	90,600	90,600								90,600		93,100	93,100	95,000	95,000
JOB 11300 Water Hydrant/Blow off	219,100	219,100								219,100		218,600	218,600	222,900	222,900
JOB 11400 Water Meter	244,100	244,100			4,000					248,100	4,000	252,200	252,300	257,400	257,500
JOB 11500 Water Facilities	105,100	105,100	1,500		2,000					108,600	3,500	172,900	173,200	175,300	175,600
JOB 11600 Water Quality & X-connect Control	120,700	80,700						40,000		120,700		83,600	83,600	85,200	85,200
JOB 11700 Water Conservation Program	32,700	32,700								32,700		33,600	33,900	34,500	34,500
JOB 11800 Water Leak Detection	35,300	35,300								35,300		36,200	36,200	36,700	36,700

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
New Connections	100,000	100,000								100,000		100,000	100,000	102,000	102,000
Total Water Operations	1,819,600	1,779,600	1,500		6,000			40,000		1,827,100	7,500	1,909,600	1,924,100	1,961,200	1,966,100
Internal Transfers															
Internal Transfer - Common Costs	1,360,700	1,360,700			253,100					1,613,800	253,100	1,640,200	1,672,400	1,722,900	1,783,300
Internal Transfer - To Water Capital Fund	220,600					110,000				110,000	(110,600)	32,400	324,000		
Internal Transfer - To Reserves and Allowances	393,600	393,600			965,900					1,359,500	965,900	1,824,300	1,928,300	2,461,600	2,771,700
Total Internal Transfers	1,974,900	1,754,300			1,219,000	110,000				3,083,300	1,108,400	3,496,900	3,924,700	4,184,500	4,555,000
Water Debt Servicing															
Principle	20,100	20,100								20,100		20,100			
Interest	9,200	9,200								9,200		4,600			
Total Water Debt Servicing	29,300	29,300								29,300		24,700			
Total WATER EXPENSES	10,737,700	10,477,100	7,200	74,800	1,524,200	124,500		50,000		12,257,800	1,520,100	13,094,200	14,235,400	15,329,300	16,577,300
WATER EXPENSES - SPECIAL PROJECTS															
Water - Special Projects															
WATER - Special Projects - Master Plan						250,000				250,000	250,000				
Total Water - Special Projects						250,000				250,000	250,000				
Total WATER EXPENSES - SPECIAL PROJECTS						250,000				250,000	250,000				
Total Water		47,800	(1,543,600)	74,800	1,406,500	14,500									
Total Water		47,800	(1,543,600)	74,800	1,406,500	14,500									

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Financial Services															
FINANCIAL SERVICES EXPENSES															
Financial Services															
Finance	2,021,700	2,001,700	64,100	(78,900)	15,400			50,000	1,000	2,053,300	31,600	2,070,000	2,142,800	2,233,400	2,321,600
Purchasing	355,900	355,900	7,800	20,000	114,500	35,000		4,000	(1,000)	536,200	180,300	572,700	561,200	586,400	612,900
Business Performance	247,600	247,600	600	(2,700)	200			8,600		254,300	6,700	266,500	279,200	292,600	306,700
Stores	101,400	101,400	7,800		(400)	3,500				112,300	10,900	114,300	119,700	125,500	131,400
Real Estate			8,600					94,300		102,900	102,900	107,600	117,500	122,900	128,600
Total Financial Services	2,726,600	2,706,600	88,900	(61,600)	129,700	38,500		156,900		3,059,000	332,400	3,131,100	3,220,400	3,360,800	3,501,200
Total FINANCIAL SERVICES EXPENSES	2,726,600	2,706,600	88,900	(61,600)	129,700	38,500		156,900		3,059,000	332,400	3,131,100	3,220,400	3,360,800	3,501,200
Total Financial Services	2,726,600	2,706,600	88,900	(61,600)	129,700	38,500		156,900		3,059,000	332,400	3,131,100	3,220,400	3,360,800	3,501,200
Total Financial Services	2,726,600	2,706,600	88,900	(61,600)	129,700	38,500		156,900		3,059,000	332,400	3,131,100	3,220,400	3,360,800	3,501,200

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Fiscal & Other															
FISCAL & OTHER REVENUES															
TAXATION															
Taxation - Municipal Purposes	(34,007,000)	(34,007,000)			(4,095,000)					(38,102,000)	(4,095,000)	(43,104,200)	(46,453,400)	(49,870,500)	(53,165,000)
Grants-in Lieu of Taxes	(388,500)	(388,500)	(65,000)							(453,500)	(65,000)	(453,500)	(453,500)	(453,500)	(453,500)
1% Revenue Tax	(427,200)	(427,200)	(10,600)							(437,800)	(10,600)	(427,200)	(427,200)	(427,200)	(427,200)
Total TAXATION	(34,822,700)	(34,822,700)	(75,600)		(4,095,000)					(38,993,300)	(4,170,600)	(43,984,900)	(47,334,100)	(50,751,200)	(54,045,700)
GENERAL REVENUE															
Misc Revenues	(322,900)	(322,900)	(2,100)			65,000				(260,000)	62,900	(260,000)	(259,800)	(259,800)	(259,800)
Grants from Other Govts	(2,149,000)	(1,541,000)	(29,000)							(1,570,000)	579,000	(1,570,000)	(1,570,000)	(1,570,000)	(1,570,000)
Investment and Penalty Revenue	(2,572,800)	(2,572,800)	425,000							(2,147,800)	425,000	(2,147,800)	(2,147,800)	(1,647,800)	(1,647,800)
Corporate Services	(69,500)	(69,500)	12,500		(15,000)					(72,000)	(2,500)	(72,000)	(72,000)	(72,000)	(72,000)
Public Works	(54,500)	(54,500)			(4,000)					(58,500)	(4,000)	(58,500)	(58,500)	(59,500)	(59,500)
Transit Shelter	(2,000)	(2,000)								(2,000)		(2,000)	(2,000)	(2,000)	(2,000)
Total GENERAL REVENUE	(5,170,700)	(4,562,700)	406,400		(19,000)	65,000				(4,110,300)	1,060,400	(4,110,300)	(4,110,100)	(3,611,100)	(3,611,100)
TAXES COLLECTED FOR OTHER GOVERNMENTS															
Taxes Collected for Other Governments	(29,330,000)	(29,330,000)	(130,300)							(29,460,300)	(130,300)	(32,269,000)	(33,850,000)	(35,508,000)	(35,518,000)
Total TAXES COLLECTED FOR OTHER GOVERNMENTS	(29,330,000)	(29,330,000)	(130,300)							(29,460,300)	(130,300)	(32,269,000)	(33,850,000)	(35,508,000)	(35,518,000)
OTHER REVENUE															
Parks	(25,000)	(25,000)							5,000	(20,000)	5,000	(20,000)	(20,000)	(20,400)	(20,400)
Housing Task Force	(410,000)	(410,000)	40,000			(100,000)				(470,000)	(60,000)	(378,800)	(378,800)	(386,400)	(386,400)
Rentals	(393,900)	(393,900)	(2,000)							(395,900)	(2,000)	(409,200)	(409,200)	(409,200)	(409,200)
Transfers from Other Funds	(6,971,500)	(418,500)			300,000	(7,179,700)		(480,000)		(7,778,200)	(806,700)	(2,542,200)	(919,000)	(1,222,800)	(1,237,800)
Total OTHER REVENUE	(7,800,400)	(1,247,400)	38,000		300,000	(7,279,700)		(480,000)	5,000	(8,664,100)	(863,700)	(3,350,200)	(1,727,000)	(2,038,800)	(2,053,800)
Total FISCAL & OTHER REVENUES	(77,123,800)	(69,962,800)	238,500		(3,814,000)	(7,214,700)		(480,000)	5,000	(81,228,000)	(4,104,200)	(83,714,400)	(87,021,200)	(91,909,100)	(95,228,600)
FISCAL & OTHER EXPENSES															
Fiscal Services															
TRANSFERS TO OTHER FUNDS	7,441,200	3,080,700		508,000	1,826,100	1,896,200				7,311,000	(130,200)	8,768,000	7,240,300	8,214,000	8,632,000
General Services Allocation to Water and Sewer	(2,103,700)	(2,103,700)			(463,400)					(2,567,100)	(463,400)	(2,607,800)	(2,656,400)	(2,735,500)	(2,833,900)
DEBT SERVICING - Principle	781,400	781,400			(157,300)					624,100	(157,300)	878,400	1,856,200	1,775,200	2,150,200
DEBT SERVICING - Interest	567,500	567,500			(76,400)		211,900			703,000	135,500	1,469,100	2,369,900	2,848,800	3,098,800
Total Fiscal Services	6,686,400	2,325,900		508,000	1,129,000	1,896,200	211,900			6,071,000	(615,400)	8,507,700	8,810,000	10,102,500	11,047,100
Development Services Other															
Healthy Communities															
Tourism Development	410,000	410,000	(60,000)							350,000	(60,000)	378,800	378,800	386,400	386,400
Shelter Services						100,000				100,000	100,000				
Total Development Services Other	410,000	410,000	(60,000)			100,000				450,000	40,000	378,800	378,800	386,400	386,400

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Miscellaneous															
City Hall Common	85,100	85,100	(3,600)		12,700					94,200	9,100	91,300	92,500	95,100	97,400
Other General Government	55,000	55,000	100							55,100	100	55,100	55,100	56,100	56,100
HERITAGE CHURCH ADMIN	2,400	2,400	2,500							4,900	2,500	5,000	5,100	5,200	5,300
Library Admin - Insurance	3,600	3,600	100							3,700	100	4,500	4,500	4,600	4,600
Total Miscellaneous	146,100	146,100	(900)		12,700					157,900	11,800	155,900	157,200	161,000	163,400
Transfer of Taxes Collected															
TRANSFER OF TAXES COLLECTED	29,330,000	29,330,000	130,300							29,460,300	130,300	32,269,000	33,850,000	35,508,000	35,518,000
Total Transfer of Taxes Collected	29,330,000	29,330,000	130,300							29,460,300	130,300	32,269,000	33,850,000	35,508,000	35,518,000
Total FISCAL & OTHER EXPENSES	36,572,500	32,212,000	69,400	508,000	1,141,700	1,996,200	211,900			36,139,200	(433,300)	41,311,400	43,196,000	46,157,900	47,114,900
Total Fiscal & Other	(40,551,300)	(37,750,800)	307,900	508,000	(2,672,300)	(5,218,500)	211,900	(480,000)	5,000	(45,088,800)	(4,537,500)	(42,403,000)	(43,825,200)	(45,751,200)	(48,113,700)
Total Fiscal & Other	(40,551,300)	(37,750,800)	307,900	508,000	(2,672,300)	(5,218,500)	211,900	(480,000)	5,000	(45,088,800)	(4,537,500)	(42,403,000)	(43,825,200)	(45,751,200)	(48,113,700)

Gaming

Run Date: Jan 17, 2025

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Gaming															
GAMING REVENUE															
Gaming Revenue															
Provincial Transfer	(1,250,000)	(1,250,000)								(1,250,000)		(1,250,000)	(1,250,000)	(1,250,000)	(1,250,000)
Interest Earned	(75,000)	(75,000)	15,000							(60,000)	15,000	(60,000)	(60,000)	(60,000)	(60,000)
Transfer from Gaming Surplus														(22,500)	(52,500)
Total Gaming Revenue	(1,325,000)	(1,325,000)	15,000							(1,310,000)	15,000	(1,310,000)	(1,310,000)	(1,332,500)	(1,362,500)
Total GAMING REVENUE	(1,325,000)	(1,325,000)	15,000							(1,310,000)	15,000	(1,310,000)	(1,310,000)	(1,332,500)	(1,362,500)
GAMING EXPENSES															
Gaming Expenses															
Gaming Expenses	387,500	387,500			27,000					414,500	27,000	415,500	415,500	415,500	415,500
GA22 Gaming Transfers	937,500	819,000	17,000			59,500				895,500	(42,000)	894,500	894,500	917,000	947,000
Total Gaming Expenses	1,325,000	1,206,500	17,000		27,000	59,500				1,310,000	(15,000)	1,310,000	1,310,000	1,332,500	1,362,500
Total GAMING EXPENSES	1,325,000	1,206,500	17,000		27,000	59,500				1,310,000	(15,000)	1,310,000	1,310,000	1,332,500	1,362,500
Total Gaming		(118,500)	32,000		27,000	59,500									
Total Gaming		(118,500)	32,000		27,000	59,500									

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Cemetery Operating - Fund 60															
CEMETERY REVENUE															
Cemetery Revenue															
Commissions & Fees			(15,000)							(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Interest Revenue															
Total Cemetery Revenue			(15,000)							(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Total CEMETERY REVENUE			(15,000)							(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Total Cemetery Operating - Fund 60			(15,000)							(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Total Cemetery Operating - Fund 60			(15,000)							(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)

2025 – 2029 Capital Plan

Presented Jan 29, 2025

The Capital Plan contains many columns. Below are descriptions intended to help guide users through the detailed plan. The first column details the departments and the capital projects that fall within that department are listed below.

Carried Forward From 2024 – This is the amount of unspent budget that was approved in 2024 that will be carried forward into the 2025 Financial Plan. These amounts have not been finalized as 2024 invoices are still being received and processed.

202X Budget 2024 FP – This is the (2025, 2026, 2027 & 2028) Capital Budget that was approved in the 2024 Financial Plan.

202X Budget 2025 FP – This is the (2025, 2026, 2027 & 2028) Capital Budget proposed for the 2025 Financial Plan. This value identifies the 202X Proposed Budget without carry-forward from the previous year.

202X New Capital – This is the change (addition or subtraction) from the approved 2024 Financial Plan to the 2025 Financial Plan. This column is powerful because it illustrates how much the cost of the project has increased or decreased. Increases or decreases could be due to a change in the scope of the project, cost changes, etc. [202X Budget 2025 FP – 202X Budget 2024 FP = 202X New Capital]

2025 Proposed Budget – This is the total budget for 2025 Financial Plan. This column is:
[Carried Forward From 2024 + 2025 Budget 2024 FP + 2025 New Capital = 2025 Proposed Budget]

Funding columns – This illustrates how each project is being funded (for example: General Taxation, Reserve, Debt etc.)

Total 202X Funding: This is the total funds used in year 202X to fund the project.

2025 Capital Plan	Carried	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	Total 2025
	Forward	Budget	Budget	New Capital	Proposed	General	Reserves	Fed / Prov	Gas Tax	CVRD	Gaming	DCC	Debt & Other	Unexpended	Funding	
	From 2024	2024 FP	2025 FP		Budget											
CORPORATE SERVICES																
Server Replacement		60,000	60,000		60,000		(60,000)									(60,000)
New Softwares (Future IT Projects)		50,000	50,000		50,000		(50,000)									(50,000)
Photocopiers		30,000	30,000		30,000		(30,000)									(30,000)
Large Format Plotter		15,000	15,000		15,000		(15,000)									(15,000)
Electronic Records Management System (EDRMS)		15,000	21,000	6,000	21,000		(21,000)									(21,000)
Scada Cloud Server / Backup	6,000				6,000		(6,000)									(6,000)
Networking Switch Replacement			2,500	2,500	2,500		(2,500)									(2,500)
Budget Software	81,454				81,454		(81,454)									(81,454)
Total CORPORATE SERVICES	87,454	170,000	178,500	8,500	265,954		(265,954)									(265,954)
FIRE DEPARTMENT																
FIRE DEPT - Light Vehicles		90,000	100,000	10,000	100,000		(100,000)									(100,000)
FIRE DEPT - Rescue Tools			60,000	60,000	60,000		(60,000)									(60,000)
Total FIRE DEPARTMENT		90,000	160,000	70,000	160,000		(160,000)									(160,000)
RECREATION, CULTURE AND COMMUNITY SERVICES																
Harmston Park - Park Plan and Development	50,000	750,000	50,000	(700,000)	100,000		(100,000)									(100,000)
LEWIS CENTRE - Equipments		50,000	50,000		50,000		(50,000)									(50,000)
Partners in Parks program		50,000	50,000		50,000		(50,000)									(50,000)
SID THEATRE - Future year estimation	20,000	20,000	80,000	60,000	100,000	(67,700)	(32,300)									(100,000)
Bill Moore - Park Plan & Development	75,000		75,000	75,000	150,000		(150,000)									(150,000)
YOUTH CENTRE - Freestanding Sign & Exterior Facia Sign	26,814				26,814		(26,814)									(26,814)
Totem Pole Installation at the Airpark	12,700				12,700		(9,600)		(3,100)							(12,700)
Pickle Ball Courts	350,000				350,000		(250,000)					(100,000)				(350,000)
Park Improvements	100,000				100,000		(100,000)									(100,000)
Total RECREATION, CULTURE AND COMMUNITY SERVICES	634,514	870,000	305,000	(565,000)	939,514	(67,700)	(86,414)	(682,300)	(3,100)			(100,000)				(939,514)
ENGINEERING SERVICES																
FIRE - New Satellite Firehall	1,957,850	22,000,000		(22,000,000)	1,957,850		(1,957,850)									(1,957,850)
Renewable Energy options		800,000	400,000	(400,000)	400,000		(400,000)									(400,000)
Traffic - Signal Controller Renewal Program	75,000	750,000		(750,000)	75,000		(75,000)									(75,000)
McPhee Meadows - Phase 2 - Park Design and Development		282,500		(282,500)												
MEMORIAL POOL - Major Pool Repairs	32,649	250,000	267,351	17,351	300,000		(50,000)			(250,000)						(300,000)
Ryan Road Sidewalk Sandwick to Braidwood	1,000		215,500	215,500	216,500		(216,500)									(216,500)
Park Design and Development McPhee Meadows - Phase 1	1,526,516		311,484	311,484	1,838,000	(261,484)	(1,576,516)									(1,838,000)
Anderton Dike Remediation - Phase 1	2,000,000				2,000,000							(2,000,000)				(2,000,000)
Braidwood Road Design - Storm & Road			34,800	34,800	34,800		(34,800)									(34,800)
Cousins Avenue Upgrades	1,000				1,000		(1,000)									(1,000)
Lake Trail Multi-Use Pathway Construction	1,339,255		310,745	310,745	1,650,000		(464,000)	(500,000)	(500,000)	(186,000)						(1,650,000)
6th St Bridge Multi-Use Active Transportation Bridge	6,809,893				6,809,893		(29,193)	(1,778,500)	(2,502,200)				(2,500,000)			(6,809,893)
Total ENGINEERING SERVICES	13,743,163	24,082,500	1,539,880	(22,542,620)	15,283,043	(261,484)	(619,193)	(6,464,166)	(3,002,200)	(436,000)			(4,500,000)			(15,283,043)
OPERATIONS SERVICES																
Pedestrian, Cycling and Pavement Renewal Program (PCPR)	350,000	1,249,000	1,249,000		1,599,000					(1,599,000)						(1,599,000)
Art Gallery - HVAC and Roof Replacement		800,000	20,000	(780,000)	20,000	(20,000)										(20,000)
Fire Hall - HVAC and Roof Replacement		585,000	20,000	(565,000)	20,000	(20,000)										(20,000)
Fleet Management - PWS - Heavy Vehicles/Equip	254,000	300,000	690,000	390,000	944,000		(944,000)									(944,000)
Fleet Management - PWS - Light Vehicles/Equip		300,000	485,000	185,000	485,000		(485,000)									(485,000)
Cycling Network Plan Improvements Implementation	323,718	250,000	250,000		573,718	(50,000)				(523,718)						(573,718)
Bill Moore - Irrigation System Replacement		150,000		(150,000)												
Misc Playground (1 replacement every second year)	694,000	120,000	120,000		814,000	(112,700)	(694,000)			(7,300)						(814,000)
CEMETERY - Lawn Crypts		120,000	120,000		120,000					(120,000)						(120,000)
PWS - Telus Site Renovation - Administrative Building		120,000	120,000		120,000	(120,000)										(120,000)
Lewis Centre - Squash Court Wall & Floor Replacement		110,000	190,000	80,000	190,000		(190,000)									(190,000)
Speed Reduction Implementation	46,565	74,000	74,000		120,565	(74,000)	(46,565)									(120,565)
CEMETERY - Cemetery General Work		60,000		(60,000)												
MEMORIAL POOL - Mech/Electric Upgrades Heat/Chemical	6,900	40,000	40,000		46,900					(46,900)						(46,900)
MEMORIAL POOL - VIHA Infrastructure Upgrades	48,893	40,000	40,000		88,893					(88,893)						(88,893)
Pedestrian Bridges replacement program		35,000	37,500	2,500	37,500	(37,500)										(37,500)
Gateway Signage - "Courtenay Welcomes You"	1,000	25,000	37,500	12,500	38,500	(37,500)	(1,000)									(38,500)
MEMORIAL POOL - Repair Cracks Main Pool		20,000	20,000		20,000					(20,000)						(20,000)

2025 Capital Plan	Carried	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	Total 2025
	Forward	Budget	Budget	New Capital	Proposed	General	Reserves	Fed / Prov	Gas Tax	CVRD	Gaming	DCC	Debt & Other	Unexpended	Funding	
	From 2024	2024 FP	2025 FP		Budget											
Traffic Signal Equipment - Spare (emergent) Controller/Cabinet	314		51,700	51,700	52,014	(314)	(51,700)									(52,014)
Lewis Centre - Roof Replacement & Design			30,000	30,000	30,000	(30,000)										(30,000)
FILBERG CENTRE - Conference Hall floor renewal		100,000		(100,000)												
NATIVE SONS HALL - Grand Hall floor renewal		90,000		(90,000)												
Lewis Centre - Delete		80,000		(80,000)												
Woodcote - Irrigation System Replacement			80,000	80,000	80,000	(80,000)										(80,000)
Museum - Façade Repair	13,000				13,000		(13,000)									(13,000)
Civic Facilities - Accessibility Improvements	30,000		30,000	30,000	60,000	(30,000)	(30,000)									(60,000)
Lewis Centre - Vern Nicols Floor	200,000				200,000		(200,000)									(200,000)
CEMETERY - Landscape Additions			40,000	40,000	40,000					(40,000)						(40,000)
Fleet Charging Stations			75,000	75,000	75,000											(75,000)
Small Tool Electrification	34,320				34,320											(34,320)
OS Training/EOC Renovation & Roof	29,700				29,700		(29,700)									(29,700)
OS - Backup Power System Admin Building	41,000				41,000											(41,000)
OS Locker Room Buildings	45,000				45,000		(45,000)									(45,000)
BCAT 5th Street Corridor Improvements	33,621				33,621											(33,621)
Total OPERATIONS SERVICES	2,152,031	4,668,000	3,819,700	(848,300)	5,971,731	(612,014)	(352,265)	(2,561,641)	(2,122,718)	(323,093)						(5,971,731)
SEWER Capital Expenditures																
Sewer Equipment - Lift Station Pumps	29,237				29,237											(29,237)
South Courtenay Sewer System - Phase 1	100,000	10,747,500	848,000	(9,899,500)	948,000	(848,000)	(100,000)									(948,000)
Braidwood Road - Road & Utility - Sewer Component			11,600	11,600	11,600											(11,600)
Comox Rd Sewer Crossing (Puntledge Sanitary Catchment Replace)	1,000				1,000		(1,000)									(1,000)
Anderton Sanitary Lift Station	238,500	309,000	196,500	(112,500)	435,000	(196,500)	(238,500)									(435,000)
Sewer - 1st Street Lift Station Replacement	1,000				1,000		(1,000)									(1,000)
Sewer - SCADA Server/Firewall Replacement	7,777				7,777		(7,777)									(7,777)
Total SEWER Capital Expenditures	377,514	11,056,500	1,056,100	(10,000,400)	1,433,614	(1,044,500)	(348,277)	(40,837)								(1,433,614)
WATER Capital Expenditures																
Water Smart Initiatives - District Meter Zone	310,000	75,000		(75,000)	310,000		(110,000)	(200,000)								(310,000)
Braidwood Road - Road & Utility - Water Component			11,600	11,600	11,600											(11,600)
Total WATER Capital Expenditures	310,000	75,000	11,600	(63,400)	321,600		(110,000)	(211,600)								(321,600)
Proposed Projects																
Operation Services Uninterrupted Power Supply (UPS)			16,000	16,000	16,000											(16,000)
Fibre Relocation of Lewis Centre and IT			42,000	42,000	42,000											(42,000)
Old HR Meeting Room Renovation			30,000	30,000	30,000	(30,000)										(30,000)
Strategic Land Acquisition 2025			1,800,000	1,800,000	1,800,000								(1,800,000)			(1,800,000)
Bridge Building Demo			695,000	695,000	695,000	(695,000)										(695,000)
5th St Bridge Contaminated Soils Remediation			50,000	50,000	50,000											(50,000)
Misting Stations			50,000	50,000	50,000	(50,000)										(50,000)
CEMETERY - Road Section S			60,000	60,000	60,000					(60,000)						(60,000)
EOL Street Light Renewal			30,000	30,000	30,000											(30,000)
Thermoplastic Premelter			30,000	30,000	30,000											(30,000)
Traffic Calming Improvements – Back Road			320,000	320,000	320,000								(320,000)			(320,000)
971 Cumberland Rd - Reno			150,000	150,000	150,000	(150,000)										(150,000)
Recreation Facility Improvements			100,000	100,000	100,000											(100,000)
StarLink Back Network			10,000	10,000	10,000											(10,000)
Policy Organization Software			20,000	20,000	20,000											(20,000)
McPhee Sanitary Upgrades			750,000	750,000	750,000	(750,000)										(750,000)
LIDAR Planning Request			30,000	30,000	30,000	(30,000)										(30,000)
VOIP System Renewal			26,000	26,000	26,000											(26,000)
McPhee Water Upgrades			750,000	750,000	750,000											(750,000)
PSD Citywide - Service Request Module			44,000	44,000	44,000		(18,200)	(25,800)								(44,000)
Total Proposed Projects			5,003,000	5,003,000	5,003,000	(1,705,000)	(18,200)	(1,099,800)		(60,000)	(320,000)		(1,800,000)			(5,003,000)
Total	17,304,676	41,012,000	12,073,780	(28,938,220)	29,378,456	(3,690,698)	(1,534,349)	(11,486,298)	(3,005,300)	(2,122,718)	(819,093)	(320,000)	(100,000)	(6,300,000)		(29,378,456)

2026 Capital Plan	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	Total 2026
	Budget	Budget	New Capital	General	Appendix 2 RFE	2025-2026 Capital Plan	Fed / Prov	Gas Tax	CVRD	Gaming	DCC	Debt & Other	Unexpended	Funding
	2024 FP	2025 FP												
CORPORATE SERVICES														
New Softwares (Future IT Projects)	50,000	50,000												(50,000)
Photocopiers	30,000	30,000												(30,000)
Large Format Plotter	15,000	15,000												(15,000)
Networking Switch Replacement		2,500	2,500											(2,500)
Total CORPORATE SERVICES	95,000	97,500	2,500											(97,500)
FIRE DEPARTMENT														
FIRE DEPT - Light Vehicles	945,000	945,000		(945,000)										(945,000)
Total FIRE DEPARTMENT	945,000	945,000		(945,000)										(945,000)
RECREATION, CULTURE AND COMMUNITY SERVICES														
Harmston Park - Park Plan and Development		650,000	650,000											(650,000)
LEWIS CENTRE - Equipments	55,000	55,000												(55,000)
Partners in Parks program	50,000	50,000		(50,000)										(50,000)
SID THEATRE - Future year estimation	20,000	20,000		(20,000)										(20,000)
Lewis Park - Park Plan & Development	100,000		(100,000)											
Dog parks (x2, one on each side of town)	50,000	75,000	25,000	(75,000)										(75,000)
Bill Moore - Park Plan & Development	1,000,000		(1,000,000)											
Total RECREATION, CULTURE AND COMMUNITY SERVICES	1,275,000	850,000	(425,000)	(145,000)										(705,000)
ENGINEERING SERVICES														
FIRE - New Satellite Firehall		23,271,500	23,271,500	(271,500)								(23,000,000)		(23,271,500)
Renewable Energy options		400,000	400,000				(400,000)							(400,000)
Traffic - Signal Controller Renewal Program	375,000	750,000	375,000	(150,000)			(600,000)							(750,000)
McPhee Meadows - Phase 2- Park Design and Development	2,598,000	298,500	(2,299,500)	(298,500)										(298,500)
MEMORIAL POOL - Major Pool Repairs	1,000,000	1,000,000							(1,000,000)					(1,000,000)
Ryan Road Sidewalk Sandwick to Braidwood	195,000	2,558,500	2,363,500				(400,000)				(158,500)	(2,000,000)		(2,558,500)
Braidwood Road Design - Storm & Road		3,250,000	3,250,000				(250,000)					(3,000,000)		(3,250,000)
Cousins Avenue Upgrades	178,200	457,500	279,300	(157,500)			(300,000)							(457,500)
Consolidated Municipal Building	500,000		(500,000)											
Total ENGINEERING SERVICES	4,846,200	31,986,000	27,139,800	(877,500)			(1,550,000)	(400,000)	(1,000,000)		(158,500)	(28,000,000)		(31,986,000)
OPERATIONS SERVICES														
Pedestrian, Cycling and Pavement Renewal Program (PCPR)	1,307,000	1,307,000		(7,000)					(1,300,000)					(1,307,000)
Art Gallery - HVAC and Roof Replacement		800,000	800,000	(800,000)										(800,000)
Fire Hall - HVAC and Roof Replacement		585,000	585,000	(265,000)						(320,000)				(585,000)
Fleet Management - PWS - Heavy Vehicles/Equip	300,000	375,000	75,000				(375,000)							(375,000)
Fleet Management - PWS - Light Vehicles/Equip	300,000	400,000	100,000				(400,000)							(400,000)
Cycling Network Plan Improvements Implementation	250,000	250,000		(50,000)					(200,000)					(250,000)
Bill Moore - Irrigation System Replacement		150,000	150,000	(150,000)										(150,000)
Misc Playground (1 replacement every second year)	30,000	500,000	470,000				(500,000)							(500,000)
Lewis Centre - Squash Court Wall & Floor Replacement	110,000	190,000	80,000				(190,000)							(190,000)
FILBERG CENTRE - Conference Hall floor renewal		100,000	100,000				(100,000)							(100,000)
NATIVE SONS HALL - Grand Hall floor renewal		90,000	90,000				(90,000)							(90,000)
Lewis Centre - Delete	80,000		(80,000)											
Speed Reduction Implementation	74,000		(74,000)											
MEMORIAL POOL - Mech/Electric Upgrades Heat/Chemical	40,000	40,000							(40,000)					(40,000)
MEMORIAL POOL - VIHA Infrastructure Upgrades	40,000	40,000							(40,000)					(40,000)
Pedestrian Bridges replacement program	35,000	40,000	5,000	(40,000)										(40,000)
Gateway Signage - "Courtenay Welcomes You"		47,000	47,000	(47,000)										(47,000)
MEMORIAL POOL - Repair Cracks Main Pool	20,000	20,000							(20,000)					(20,000)
Traffic Signal Equipment - Spare (emergent) Controller/Cabinet		54,300	54,300				(54,300)							(54,300)

2026 Capital Plan	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	Total 2026
	Budget	Budget	New Capital	General	Appendix 2 RFE	2025-2029 Capital Plan	Fed / Prov	Gas Tax	CVRD	Gaming	DCC	Debt & Other	Unexpended	Funding
	2024 FP	2025 FP												
Lewis Centre - Roof Replacement & Design	550,000	50,000	(500,000)	(50,000)										(50,000)
CEMETERY - Niche Wall Design/Development	140,000	140,000						(140,000)						(140,000)
Woodcote - Irrigation System Replacement	80,000		(80,000)											
LEWIS CENTRE - MPR Hall Floor Renewal	75,000		(75,000)											
CEMETERY - Irrigation/Drainage	10,000	10,000						(10,000)						(10,000)
Total OPERATIONS SERVICES	3,441,000	5,188,300	1,747,300	(1,409,000)				(1,500,000)	(250,000)	(320,000)				(5,188,300)
SEWER Capital Expenditures														
South Courtenay Sewer System - Phase 1		10,747,000	10,747,000								(4,747,000)	(6,000,000)		(10,747,000)
South Courtenay Sewer System - Phase 2	860,000	860,000									(860,000)			(860,000)
Braidwood Road - Road & Utility - Sewer Component		540,000	540,000				(540,000)							(540,000)
Anderton Sanitary Lift Station	3,229,500	5,137,000	1,907,500				(1,137,000)					(4,000,000)		(5,137,000)
Cousins Avenue Upgrades	59,400	152,500	93,100				(152,500)							(152,500)
Total SEWER Capital Expenditures	4,148,900	17,436,500	13,287,600				(1,829,500)				(5,607,000)	(10,000,000)		(17,436,500)
WATER Capital Expenditures														
New PRV Connection to 87 Zone (Cumberland - Arden)	30,000	32,400	2,400	(32,400)										(32,400)
South Courtenay PRV and Booster Station Upgrades (Buckstone Rd)	50,000		(50,000)											
Water Smart Initiatives - District Meter Zone	400,000	75,000	(325,000)				(75,000)							(75,000)
Braidwood Road - Road & Utility - Water Component		540,000	540,000				(540,000)							(540,000)
Cousins Avenue Upgrades	59,400	152,500	93,100				(152,500)							(152,500)
Total WATER Capital Expenditures	539,400	799,900	260,500	(32,400)			(767,500)							(799,900)
Proposed Projects														
EOL Street Light Renewal		32,500	32,500				(32,500)							(32,500)
Recreation Facility Improvements		100,000	100,000				(100,000)							(100,000)
Riverside Park Plan & Development		75,000	75,000	(75,000)										(75,000)
Firehall Kitchen Renovation		30,000	30,000				(30,000)							(30,000)
OS Maintenance & Workorder Software		75,000	75,000				(75,000)							(75,000)
Total Proposed Projects		312,500	312,500	(75,000)			(237,500)							(312,500)
Total	15,290,500	57,615,700	42,325,200	(3,483,900)			(6,896,300)	(400,000)	(1,500,000)	(1,250,000)	(320,000)	(5,765,500)	(38,000,000)	(57,615,700)

2027 Capital Plan	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	Total 2027
	Budget	Budget	New Capital	General	Appendix 2 RFE	2025-2029 Capital Plan	Fed / Prov	Gas Tax	CVRD	Gaming	DCC	Debt & Other	Unexpended	Funding
	2024 FP	2025 FP												
CORPORATE SERVICES														
New Softwares (Future IT Projects)	50,000	50,000												(50,000)
Photocopiers	30,000	30,000												(30,000)
Large Format Plotter	15,000	15,000												(15,000)
Networking Switch Replacement		2,500	2,500											(2,500)
Total CORPORATE SERVICES	95,000	97,500	2,500											(97,500)
FIRE DEPARTMENT														
FIRE DEPT - Replacement Truck (pumper 2027)	1,200,000	1,200,000												(1,200,000)
Total FIRE DEPARTMENT	1,200,000	1,200,000												(1,200,000)
RECREATION, CULTURE AND COMMUNITY SERVICES														
LEWIS CENTRE - Equipments	60,000	55,000	(5,000)											(55,000)
Partners in Parks program	50,000	50,000		(50,000)										(50,000)
SID THEATRE - Future year estimation	20,000	25,000	5,000	(25,000)										(25,000)
Park Master Plan - placeholder for future initiatives	500,000		(500,000)											
Puntledge Park - Park Plan and Development	100,000		(100,000)											
Lewis Park - Park Plan & Development	500,000	150,000	(350,000)	(150,000)										(150,000)
Dog parks (x2, one on each side of town)	50,000	75,000	25,000	(75,000)										(75,000)
Bill Moore - Park Plan & Development		1,000,000	1,000,000	(250,000)										(750,000)
Total RECREATION, CULTURE AND COMMUNITY SERVICES	1,280,000	1,355,000	75,000	(550,000)										(805,000)
ENGINEERING SERVICES														
Traffic - Signal Controller Renewal Program	375,000	375,000		(75,000)										(300,000)
McPhee Meadows - Phase 2 - Park Design and Development		2,806,000	2,806,000									(2,806,000)		(2,806,000)
Ryan Road Sidewalk Sandwich to Braidwood	2,765,500		(2,765,500)											
Braidwood Road Design - Storm & Road	30,000		(30,000)											
Storm Drainage - 13 St - Burgess to Willemar Storm Reconstruction	14,000		(14,000)											
Major Road Cons - 13 St - Burgess to Willemar Road Reconstruction	14,000		(14,000)											
Anderton Dike Remediation - Phase 2	6,747,000	6,747,000					(4,925,310)					(1,821,690)		(6,747,000)
Cousins Avenue Upgrades	2,338,500	5,260,800	2,922,300	(260,800)			(500,000)					(4,500,000)		(5,260,800)
Lerwick traffic improvement - Malahat to Macdonald	150,000		(150,000)											
Consolidated Municipal Building	10,000,000		(10,000,000)											
Total ENGINEERING SERVICES	22,434,000	15,188,800	(7,245,200)	(335,800)			(800,000)	(4,925,310)				(9,127,690)		(15,188,800)
OPERATIONS SERVICES														
Pedestrian, Cycling and Pavement Renewal Program (PCPR)	1,400,000	1,400,000		(100,000)					(1,300,000)					(1,400,000)
Fleet Management - PWS - Heavy Vehicles/Equip	300,000	375,000	75,000											(375,000)
Fleet Management - PWS - Light Vehicles/Equip	300,000	400,000	100,000											(400,000)
Cycling Network Plan Improvements Implementation	250,000	275,000	25,000	(75,000)										(275,000)
Misc Playground (1 replacement every second year)	320,000	500,000	180,000						(200,000)					(500,000)
CEMETERY - Lawn Crypts	240,000	240,000										(240,000)		(240,000)
Speed Reduction Implementation	74,000		(74,000)											
MEMORIAL POOL - Mech/Electric Upgrades Heat/Chemical	40,000	40,000										(40,000)		(40,000)
MEMORIAL POOL - VIHA Infrastructure Upgrades	40,000	40,000										(40,000)		(40,000)
Pedestrian Bridges replacement program	35,000	40,000	5,000	(40,000)										(40,000)
MEMORIAL POOL - Repair Cracks Main Pool	20,000	20,000										(20,000)		(20,000)
Traffic Signal Equipment - Spare (emergent) Controller/Cabinet		57,000	57,000											(57,000)
Lewis Centre - Roof Replacement & Design		1,200,000	1,200,000									(320,000)		(815,800)
LEWIS CENTRE - MPR Hall Floor Renewal		75,000	75,000	(75,000)										(75,000)
Total OPERATIONS SERVICES	3,019,000	4,662,000	1,643,000	(290,000)			(2,147,800)	(1,500,000)	(340,000)	(320,000)			(64,200)	(4,662,000)
SEWER Capital Expenditures														
South Courtenay Sewer System - Phase 2	9,747,000	9,747,000										(4,747,000)	(5,000,000)	(9,747,000)

2027 Capital Plan	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	Total 2027
	Budget	Budget	New Capital	General	Appendix 2 - RFE	2025-2029 Capital Plan Reserves	Fed / Prov	Gas Tax	CVRD	Gaming	DCC	Debt & Other	Unexpended	Funding
	2024 FP	2025 FP												
Braidwood Road - Road & Utility - Sewer Component	10,000		(10,000)											
Cousins Avenue Upgrades	779,500	1,175,100	395,600			(1,175,100)								(1,175,100)
Total SEWER Capital Expenditures	10,536,500	10,922,100	385,600			(1,175,100)					(4,747,000)	(5,000,000)		(10,922,100)
WATER Capital Expenditures														
New PRV Connection to 87 Zone (Cumberland - Arden)	300,000	324,000	24,000	(324,000)										(324,000)
South Courtenay PRV and Booster Station Upgrades (Buckstone Rd)	500,000		(500,000)											
Water Smart Initiatives - District Meter Zone	75,000	40,000	(35,000)			(40,000)								(40,000)
Braidwood Road - Road & Utility - Water Component	10,000		(10,000)											
Cousins Avenue Upgrades	779,500	1,175,100	395,600			(1,175,100)								(1,175,100)
Total WATER Capital Expenditures	1,664,500	1,539,100	(125,400)	(324,000)		(1,215,100)								(1,539,100)
Proposed Projects														
5th St Bridge Contaminated Soils Remediation		150,000	150,000			(150,000)								(150,000)
EOL Street Light Renewal		35,000	35,000			(35,000)								(35,000)
Recreation Facility Improvements		100,000	100,000			(100,000)								(100,000)
Total Proposed Projects		285,000	285,000			(285,000)								(285,000)
Total	40,229,000	35,249,500	(4,979,500)	(1,499,800)		(7,725,500)	(4,925,310)	(1,500,000)	(340,000)	(320,000)	(4,747,000)	(14,127,690)	(64,200)	(35,249,500)

2028 Capital Plan	2028	2028	2028	2028	2028	2028	2028	2028	2028	2028	2028	2028	2028	Total 2028	
	Budget	Budget	New Capital	General	Appendix 2	RFE	Reserves	Fed / Prov	Gas Tax	CVRD	Gaming	DCC	Debt & Other	Unexpended	Funding
	2024 FP	2025 FP													
CORPORATE SERVICES															
Server Replacement	150,000	150,000					(150,000)								(150,000)
New Softwares (Future IT Projects)	50,000	50,000					(50,000)								(50,000)
Photocopiers	30,000	30,000					(30,000)								(30,000)
Large Format Plotter	15,000	15,000					(15,000)								(15,000)
Networking Switch Replacement		5,000	5,000				(5,000)								(5,000)
Total CORPORATE SERVICES	245,000	250,000	5,000				(250,000)								(250,000)
RECREATION, CULTURE AND COMMUNITY SERVICES															
LEWIS CENTRE - Equipments	65,000	60,000	(5,000)				(60,000)								(60,000)
Partners in Parks program	50,000	50,000		(50,000)											(50,000)
SID THEATRE - Future year estimation	20,000	25,000	5,000	(25,000)											(25,000)
Park Master Plan - placeholder for future initiatives	500,000	500,000		(500,000)											(500,000)
Puntledge Park - Park Plan and Development	500,000	100,000	(400,000)	(100,000)											(100,000)
Park Plan for Air Park, Rotary Park, Marina	60,000		(60,000)												
Lewis Park - Park Plan & Development		1,000,000	1,000,000	(250,000)			(500,000)				(250,000)				(1,000,000)
Total RECREATION, CULTURE AND COMMUNITY SERVICES	1,195,000	1,735,000	540,000	(925,000)			(560,000)				(250,000)				(1,735,000)
ENGINEERING SERVICES															
Traffic - Signal Controller Renewal Program	375,000	375,000		(75,000)			(300,000)								(375,000)
Braidwood Road Design - Storm & Road	3,250,000		(3,250,000)												
Storm Drainage - 13 St - Burgess to Willemar Storm Reconstruction	871,000	17,360	(853,640)				(17,360)								(17,360)
Major Road Cons - 13 St - Burgess to Willemar Road Reconstruction	871,000	17,360	(853,640)				(17,360)								(17,360)
Lerwick traffic improvement - Malahat to Macdonald		150,000	150,000	(150,000)											(150,000)
Consolidated Municipal Building		10,000,000	10,000,000									(10,000,000)			(10,000,000)
Total ENGINEERING SERVICES	5,367,000	10,559,720	5,192,720	(225,000)			(334,720)					(10,000,000)			(10,559,720)
OPERATIONS SERVICES															
Pedestrian, Cycling and Pavement Renewal Program (PCPR)	1,400,000	1,450,000	50,000	(150,000)					(1,300,000)						(1,450,000)
Fleet Management - PWS - Heavy Vehicles/Equip	300,000	400,000	100,000				(400,000)								(400,000)
Fleet Management - PWS - Light Vehicles/Equip	300,000	500,000	200,000				(500,000)								(500,000)
Cycling Network Plan Improvements Implementation	320,000	320,000								(320,000)					(320,000)
Misc Playground (1 replacement every second year)	30,000	500,000	470,000				(500,000)								(500,000)
Speed Reduction Implementation	74,000		(74,000)												
CEMETERY - Cemetery General Work		100,000	100,000						(100,000)						(100,000)
MEMORIAL POOL - Mech/Electric Upgrades Heat/Chemical	40,000	40,000							(40,000)						(40,000)
MEMORIAL POOL - VIHA Infrastructure Upgrades	40,000	40,000							(40,000)						(40,000)
Pedestrian Bridges replacement program		45,000	45,000	(45,000)											(45,000)
MEMORIAL POOL - Repair Cracks Main Pool	21,000	20,000	(1,000)						(20,000)						(20,000)
Traffic Signal Equipment - Spare (emergent) Controller/Cabinet		58,000	58,000				(58,000)								(58,000)
CEMETERY - Niche Wall Design/Development		80,000	80,000						(80,000)						(80,000)
Total OPERATIONS SERVICES	2,525,000	3,553,000	1,028,000	(195,000)			(1,458,000)		(1,300,000)	(280,000)	(320,000)				(3,553,000)
SEWER Capital Expenditures															
Braidwood Road - Road & Utility - Sewer Component	500,000		(500,000)												
Total SEWER Capital Expenditures	500,000		(500,000)												
WATER Capital Expenditures															
Water Smart Initiatives - District Meter Zone	400,000	75,000	(325,000)				(75,000)								(75,000)
Braidwood Road - Road & Utility - Water Component	500,000		(500,000)												
Total WATER Capital Expenditures	900,000	75,000	(825,000)				(75,000)								(75,000)
Proposed Projects															
EOL Street Light Renewal		37,500	37,500				(37,500)								(37,500)
Recreation Facility Improvements		100,000	100,000				(100,000)								(100,000)
Renew Physical Network Cabling		25,000	25,000				(25,000)								(25,000)
Total Proposed Projects		162,500	162,500				(162,500)								(162,500)
Total	10,732,000	16,335,220	5,603,220	(1,345,000)			(2,840,220)		(1,300,000)	(280,000)	(320,000)	(250,000)	(10,000,000)		(16,335,220)

2029 Capital Plan	2029	2029	2029	2029	2029	2029	2029	2029	2029	2029	2029	Total 2029
	New Capital	General Revenue	RFE	Appendix 2 - 2025-2028 Capital Plan Reserves	2025-2028 Capital Plan Fed Program	Gas Tax	CVRD	Gaming	DCC	Debt & Other	Unexpended	Funding
CORPORATE SERVICES												
Server Replacement	70,000			(70,000)								(70,000)
New Softwares (Future IT Projects)	50,000			(50,000)								(50,000)
Photocopiers	30,000			(30,000)								(30,000)
Large Format Plotter	15,000			(15,000)								(15,000)
Networking Switch Replacement	5,000			(5,000)								(5,000)
Total CORPORATE SERVICES	170,000			(170,000)								(170,000)
RECREATION, CULTURE AND COMMUNITY SERVICES												
LEWIS CENTRE - Equipments	65,000			(65,000)								(65,000)
Partners in Parks program	50,000	(50,000)										(50,000)
SID THEATRE - Future year estimation	25,000	(25,000)										(25,000)
Park Master Plan - placeholder for future initiatives	500,000	(500,000)										(500,000)
Puntledge Park - Park Plan and Development	500,000							(500,000)				(500,000)
Park Plan for Air Park, Rotary Park, Marina	100,000	(50,000)		(50,000)								(100,000)
Total RECREATION, CULTURE AND COMMUNITY SERVICES	1,240,000	(625,000)		(115,000)				(500,000)				(1,240,000)
ENGINEERING SERVICES												
Traffic - Signal Controller Renewal Program	375,000	(75,000)		(300,000)								(375,000)
Storm Drainage - 13 St - Burgess to Willemar Storm Reconstruction	1,080,040			(1,080,040)								(1,080,040)
Major Road Cons - 13 St - Burgess to Willemar Road Reconstruction	1,080,040			(1,080,040)								(1,080,040)
Total ENGINEERING SERVICES	2,535,080	(75,000)		(2,460,080)								(2,535,080)
OPERATIONS SERVICES												
Pedestrian, Cycling and Pavement Renewal Program (PCPR)	1,500,000	(200,000)				(1,300,000)						(1,500,000)
Fleet Management - PWS - Heavy Vehicles/Equip	400,000			(400,000)								(400,000)
Fleet Management - PWS - Light Vehicles/Equip	500,000			(500,000)								(500,000)
Cycling Network Plan Improvements Implementation	300,000	(100,000)				(200,000)						(300,000)
Misc Playground (1 replacement every second year)	500,000			(180,000)				(320,000)				(500,000)
CEMETERY - Lawn Crypts	240,000						(240,000)					(240,000)
MEMORIAL POOL - Mech/Electric Upgrades Heat/Chemical	40,000						(40,000)					(40,000)
MEMORIAL POOL - VIHA Infrastructure Upgrades	40,000						(40,000)					(40,000)
Pedestrian Bridges replacement program	45,000	(45,000)										(45,000)
MEMORIAL POOL - Repair Cracks Main Pool	20,000						(20,000)					(20,000)
Traffic Signal Equipment - Spare (emergent) Controller/Cabinet	60,000			(60,000)								(60,000)
Small Tool Electrification	25,000	(25,000)										(25,000)
Total OPERATIONS SERVICES	3,670,000	(370,000)		(1,140,000)		(1,500,000)	(340,000)	(320,000)				(3,670,000)
WATER Capital Expenditures												
Water Smart Initiatives - District Meter Zone	500,000			(500,000)								(500,000)
Total WATER Capital Expenditures	500,000			(500,000)								(500,000)
Proposed Projects												
EOL Street Light Renewal	40,000			(40,000)								(40,000)
Recreation Facility Improvements	100,000			(100,000)								(100,000)
Total Proposed Projects	140,000			(140,000)								(140,000)
Total	8,255,080	(1,070,000)		(4,525,080)		(1,500,000)	(340,000)	(320,000)	(500,000)			(8,255,080)

City of Courtenay
Special Projects

Run Date: Jan 6, 2025

	2024		2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD			(DECREASE)				
Reconciliation Action Plan	100,000			90,000		90,000	(10,000)				
Total CAO OFFICE	100,000			90,000		90,000	(10,000)				
Flood Mgmt & Dyke Replacement	130,000			110,000		110,000	(20,000)				
Integrated Rainwater Mgmt Plan	162,000			152,000		152,000	(10,000)				
Corporate Climate Action Plan	200,000		50,000	150,000		200,000					
CVRD Home Energy Navigator Program	50,000			35,000		35,000	(15,000)		20,000	20,000	20,000
Bridge Building Review	100,000						(100,000)				
Corp Facility Engery Mgmt	269,000		31,000	230,000		261,000	(8,000)				
Master Transportation Plan			250,000			250,000	250,000				150,000
Youth Climate Corp			65,000			65,000	65,000				
Total ENGINEERING DEPARTMENT - Special Project	911,000		396,000	677,000		1,073,000	162,000		20,000	20,000	170,000
Corporate Services - FIPPA	50,000			50,000		50,000					
Legislative Services - Public Safety Office	50,000			35,000		35,000	(15,000)				
Human Resouces - Anti-Racism	50,500			50,400		50,400	(100)				
Communications - Website	172,000		50,000	72,000		122,000	(50,000)				
Communication - Engagement Strategy	75,000						(75,000)				
Communication - Implementation Strategy			50,000			50,000	50,000				
Information Technology - Feasibility Study ERP Software			50,000			50,000	50,000				
Bylaw Enforcement - Traffic Regulation Bylaw			60,000			60,000	60,000				
Animal Control - Animal Control Bylaw			30,000			30,000	30,000				
Total Corporate Services - Special Projects	397,500		240,000	207,400		447,400	49,900				
210 Anderton Garage Demolition	18,000						(18,000)				
Library Painting Special Project			29,300	45,700		75,000	75,000				
Automatic Vehicle Locator (AVL)	50,000			35,000	(35,000)		(50,000)				
Safe Active Schools Program	75,000			75,000		75,000					
Total OPERATIONS SERVICES	143,000		29,300	155,700	(35,000)	150,000	7,000				
BLDG INSPECTIONS - Bylaw Update	25,000			25,000		25,000					25,000
BUSINESS LICENCE - Bylaw Update	25,000			25,000		25,000					
PLANNING - Zoning Bylaw Update	250,000		44,000	156,000		200,000	(50,000)			150,000	
PLANNING - DAPAR			150,000			150,000	150,000				
PLANNING - Floodplain Bylaw Update			10,000			10,000	10,000				10,000
SUBDIVISION DEV - DCC Bylaw Update	250,000					190,000	(60,000)				250,000

City of Courtenay
Special Projects

Run Date: Jan 6, 2025

	2024		2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD			(DECREASE)				
SUBDIVISION DEV- Bylaw Update	100,000		34,400	65,600		100,000					100,000
COMMUNITY & SUSTAIN - OCP Bylaw Update	120,000		145,000	105,000		250,000	130,000				200,000
COMMUNITY & SUSTAIN - Harmston LAP	150,000		50,000			50,000	(100,000)				
COMMUNITY & SUSTAIN - Airpark LAP								150,000	150,000	150,000	150,000
COMMUNITY & SUSTAIN - Urban Forest Strategy			75,000			75,000	75,000				
COMMUNITY & SUSTAIN - Connect Washroom/Storage			150,000			150,000	150,000				
Total DEVELOPMENT SERVICES EXPENSES - SPECIAL PROJECTS	920,000		658,400	566,600		1,225,000	305,000	150,000	150,000	300,000	735,000
Community Services Development Framework	110,000			110,000		110,000					
Cultural Facility Feasibility Study	75,000			75,000		75,000					
Filberg Feasibility Study	75,000			75,000		75,000					
Lewis Feasibility Study								100,000			
Recreation Strategic Cultural Plan			175,000			175,000	175,000				
Cozy Corner Carpet Replacement	20,000			20,000		20,000					
Community Garden Policy								75,000			
Public Art Policy								50,000			
Community Youth Development Strategy									75,000		
Skateboard Strategy										50,000	
Gender Equity & Menstrual Products			50,000			50,000	50,000				
Winter Shelter Strategy				84,000		84,000	84,000				
Total RCCS Admin - Special Projects	280,000		225,000	364,000		589,000	309,000	225,000	75,000	50,000	
SEWER EXPENSES - SPECIAL PROJECT											
SEWER - Special Projects - Master Plan			250,000			250,000	250,000				
Total SEWER EXPENSES - SPECIAL PROJECT			250,000			250,000	250,000				
WATER EXPENSES - SPECIAL PROJECT											
WATER - Special Projects - Master Plan			250,000			250,000	250,000				
Total WATER EXPENSES - SPECIAL PROJECT			250,000			250,000	250,000				
Total Special Projects 2025	2,751,500		2,048,700	2,060,700	(35,000)	4,074,400	1,322,900	375,000	245,000	370,000	905,000



**City of
Courtenay**

ZOOM Window Space

2025-2029 Financial Plan

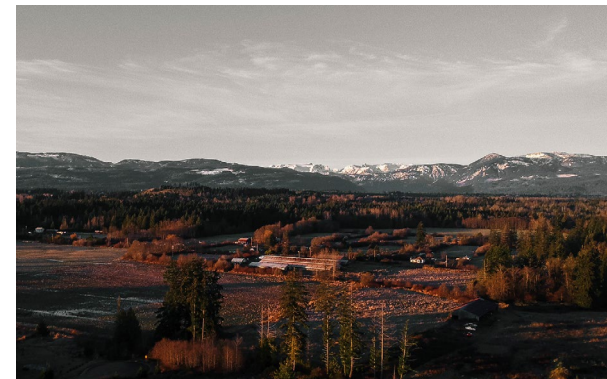
Presented by:
City of Courtenay Staff
January 29, 2025



Presentation Overview

- Operating & Capital Budgets are a collaborative effort by all Departments
- Align with Council's Strategic Priorities
- Focus on Asset Management for sustainable service delivery and emphasis on preventative maintenance to extend the life of the City's assets
- Maintain current operational level of service, while incorporating efficiencies wherever possible
- For Capital and special projects carried forward from 2024, they will continue as previously approved

ZOOM Window Space



General Operating Budget

Cost Drivers

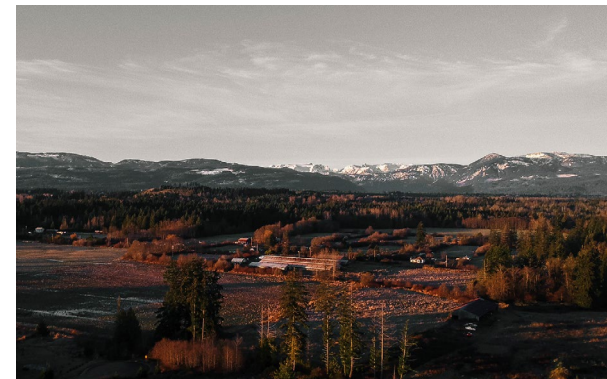
Internal

- CUPE Agreement Change, expiring at end of 2024
- Benefit cost increase
- Service costs rising (urban issues, Fire calls)
- Living wage (Recreation)

External

- Inflation – BC CPI Nov 2.7%
- CPP, EI, WCB Contribution Increases
- Recruitment compensation expectations
- RCMP Costs

ZOOM Window Space



General Operating Budget Overview

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
CAO Office	756,400	586,400	26,000	8,000				130,000		750,400	(6,000)	666,300	693,500	722,200	752,300
Corporate Services	6,141,000	5,829,500	219,100	73,500	133,300	75,700		54,200		6,395,300	254,300	6,643,500	6,873,300	7,039,000	7,285,300
Fire Protection Services	2,544,500	2,506,300	28,300	181,000	67,000	69,400		5,000		2,655,000	110,500	2,584,400	2,974,900	3,165,600	3,517,000
Police	8,510,300	8,510,300	883,800		(21,000)	(1,500)				9,371,600	861,300	9,611,400	9,805,500	10,212,500	10,426,900
Engineering Services	1,186,700	1,196,100	110,400	(9,500)	79,000	31,000		111,700		1,518,700	332,000	1,416,900	1,439,800	1,497,000	1,617,300
Operations Services	10,650,500	10,754,800	294,900	110,500	356,800	33,600	22,000	29,000	35,000	11,645,400	994,900	11,841,100	12,272,600	12,817,300	13,266,500
Solid Waste Services	260,000	26,500	67,800	(53,800)	(4,300)	(36,200)					(260,000)				
Development Services	669,600	639,200	107,800		422,000	20,000		33,200		1,307,700	638,100	1,130,700	1,148,400	1,273,900	1,402,600
Recreation, Culture and Community Services	4,354,200	4,359,700	425,300	74,600	(64,300)			35,000	(5,000)	4,825,300	471,100	5,017,600	5,166,700	5,307,900	5,454,700
Financial Services	2,726,600	2,706,600	88,900	(61,600)	129,700	38,500		156,900		3,059,000	332,400	3,131,100	3,220,400	3,360,800	3,501,100
Fiscal & Other	(40,551,300)	(37,750,800)	307,900	508,000	(2,672,300)	(5,218,500)	211,900	(480,000)	5,000	(45,088,800)	(4,537,500)	(42,403,000)	(43,825,100)	(45,751,200)	(48,113,700)
Sewer		(87,600)	(1,009,300)	74,800	169,800	573,300		30,000		(249,000)	(249,000)				
Water		47,800	(1,543,600)	74,800	1,406,500	(235,500)				(250,000)	(250,000)				
Gaming		(118,500)	32,000		27,000	59,500									
Cemetery Operating - Fund 60			(15,000)							(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Special Projects	2,751,500					2,048,700		2,060,700	(35,000)	4,074,400	1,322,900	375,000	245,000	370,000	905,000
Total Responsibility Reporting		(793,700)	24,300	980,300	29,200	(2,542,000)	233,900	2,165,700							

Surplus

How did we get here

Yearend General Fund Surplus Balance

Year	Surplus (\$)	\$ Change	% Change
2012	\$ 4,001,384.0		
2013	5,218,696	1,217,312	30.42%
2014	4,459,618	(759,078)	-14.55%
2015	5,121,949	662,331	14.85%
2016	4,693,224	(428,725)	-8.37%
2017	4,298,104	(395,120)	-8.42%
2018	4,988,603	690,499	16.07%
2019	4,512,740	(475,863)	-9.54%
2020	7,804,685	3,291,945	72.95%
2021	12,501,874	4,697,189	60.18%
2022	13,399,070	897,196	7.18%
2023	19,318,822	5,919,752	44.18%

2012-2019

- Overall Surplus reasonably stable but trending down
- Fluctuation between annual surplus and deficit
- 2013-2017 reduction of \$1m

2020

- \$3.3m - Tax revenue stable, reduced expense, no recreation, no travel, no training, substantial reduction in work

2021

- \$4.7m - Tax revenue stable, continued reduced expenses, very limited recreation, no travel, limited training, building permit revenue \$721k over budget, RCMP reduced members, supply chain issues

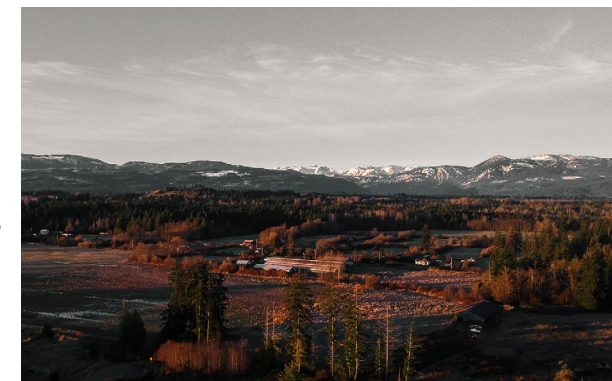
2022

- \$900k - Tax revenue stable, continued reduced expenses, interest revenue over budget

2023

- \$5.9m - Tax revenue increased, RCMP at lowest levels 23 of 31.4 members (\$2.7m under), staff vacancies (\$2.1m under), Dev services \$800k under budget, interest revenue over budget

ZOOM Window Space



Surplus

Estimation for 2024

ZOOM Window Space

Estimated General Fund Surplus	\$	4,423,032	
Less			
LGCAP Funds	\$	(507,142)	Transfer to reserve
Snow Clearing Contingency		(100,000)	Saved for snow event
DCC Revenue		(433,409)	Transfer to reserve
	\$	(1,040,551)	Total allocated
Unencumbered Surplus	\$	3,382,481	
Contributing Items to Surplus			
SSMHU Grant	\$	285,396	To be spent in 2025
Staff Vacancies		1,019,043	Available for use
Interest on General Fund		848,089	Available for use
All other		1,229,954	Available for use
	\$	3,382,481	

Staff vacancies and continued higher than anticipated interest revenue contribute the most to current year surplus

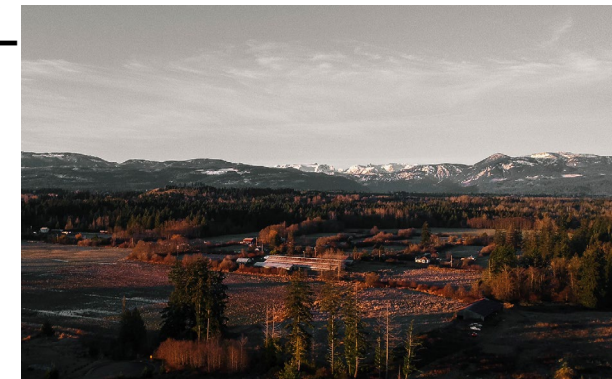
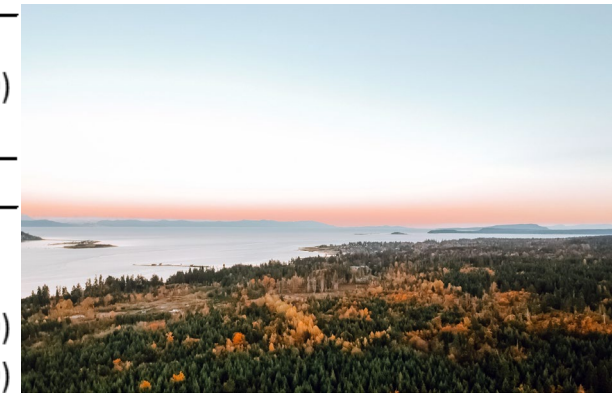
Surplus

Where we are now

Prior year Surplus per F/S Dec 31, 2023	\$ 19,328,822
Less	
Reserve for future expenditure	\$ (1,249,886)
Surplus used to reduce 2024 Taxes	(1,563,500)
Carry forward items from 2023 to 2024	(982,000)
Special projects funded from 2023 surplus	(150,000)
Total 2024 Committed funds	\$ (3,945,386)
Add 2024 estimated surplus/(deficit)	\$ 3,382,481
Ending 2024 surplus balance	\$ 18,765,917
Less	
Reserve for future expenditure	\$ (1,057,900)
Carry forward items from 2024 to 2025	(555,000)
Special projects funded from 2024 surplus	(2,471,800)
Total 2025 Committed funds	\$ (4,084,700)
2025 Available surplus	\$ 14,681,217

2025 Available surplus	\$ 14,681,217
Surplus required balance 2025 budget	\$ (2,074,000)
Projected Surplus ending balance 2025	\$ 12,607,217
Transfers to Reserve Dec 18, 2024	
RCMP	\$ (1,000,000)
Snow and Ice	\$ (325,000)
Projected Surplus ending balance after tran:	\$ 11,282,217

ZOOM Window Space



Surplus How much should we have?

ZOOM Window Space

Annual Spending

2025 Total Operational Spending	\$ 73,494,350
Add - General Tax funded capital	1,821,200
Total Spending	\$ 75,315,550
Less	
Sewer Operations	\$ (9,454,900)
Water Operations	(10,684,200)
Total removed	\$ (20,139,100)
Total General Fund Spending	\$ 55,775,000
Monthly spend	\$ 4,647,917
Weekly	\$ 1,072,596
Daily	\$ 152,808
Projecte Surplus ending balance 2025	\$ 11,282,217

Reserve Scenarios

10% of annual spending
5.2 weeks of cash on hand
1.2 moths of cash on hand
15% of annual spending
7.8 weeks of cash on hand
1.8 months of cash on hand
20% of annual spending
10.4 weeks of cash on hand
2.4 months of cash on hand
25% of annual spending
13 weeks of cash on hand
3 months of cash on hand

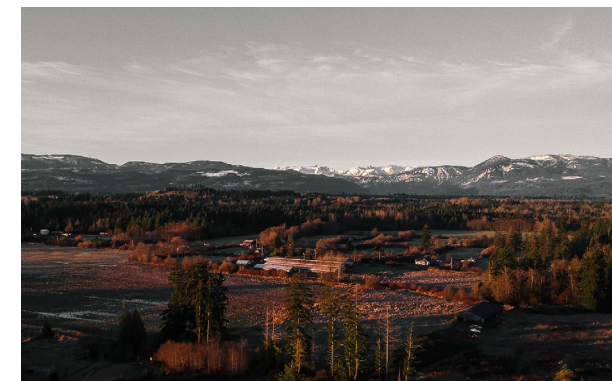
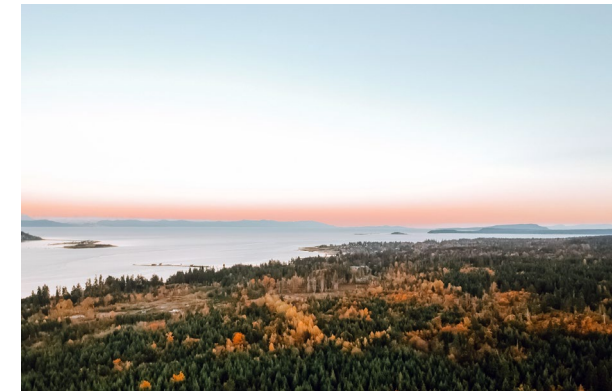
Reserve Balance

\$ 5,577,500
\$ 8,366,250
\$ 11,155,000
\$ 13,943,750

Considerations

- How often do we get paid?
- Do we have other cash resources?
- Are we willing to defer projects?
- Size of organization

Expected Surplus balance end 2025
\$11,282,217 (from prior slide)



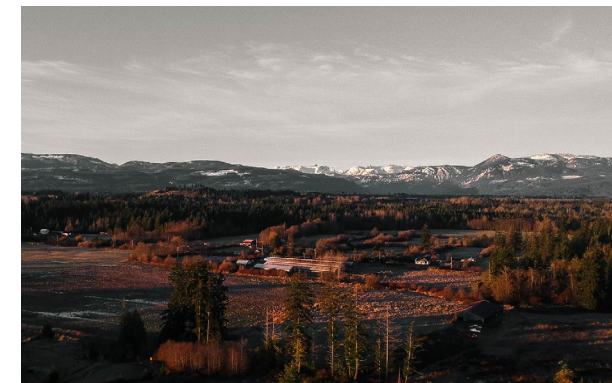
Revenue

Overview

ZOOM Window Space

	2024	2025	\$ Change	% Change	% of Total	2026	2027	2028	2029
Revenue									
Property Taxation	\$ (34,007,000)	\$ (38,102,000)	\$ (4,095,000)	12%	47%	\$ (43,104,200)	\$ (46,453,400)	\$ (49,870,500)	\$ (53,165,000)
Frontage and Parcel Taxes	(3,516,400)	(4,155,700)	(639,300)	18%	5%	(4,459,600)	(4,814,200)	(5,220,800)	(5,705,300)
Fees and Charges	(24,451,000)	(26,705,600)	(2,254,600)	9%	33%	(28,880,200)	(31,082,400)	(33,225,500)	(35,628,300)
Government Transfers	(8,952,100)	(8,213,593)	738,507	-8%	10%	(5,940,100)	(9,655,700)	(4,714,700)	(4,837,200)
Other Revenue	(4,995,000)	(4,239,900)	755,100	-15%	5%	(9,903,600)	(8,884,900)	(3,896,400)	(4,146,400)
Total Revenue	\$ (75,921,500)	\$ (81,416,793)	\$ (5,495,293)	7%	100%	\$ (92,287,700)	\$ (100,890,600)	\$ (96,927,900)	\$ (103,482,200)

- Taxation – 47% of total revenue
- Fees and Charges – 33% of total revenue
 - of which utility revenue represents 27% of the 33%
- Portion of Utility Fee attributable to the CVRD
 - Water 54%
 - Sewer 53%
 - Solid waste 21%



Revenue Detail

ZOOM Window Space

	2024	2025	\$ Change	% Change	% of Total	2026	2027	2028	2029
Revenue									
Property Taxation									
Taxation - Municipal Purposes	(34,007,000)	(38,102,000)	(4,095,000.00)	12%	47%	(43,104,200)	(46,453,400)	(49,870,500)	(53,165,000)
Total Property Taxation	(34,007,000)	(38,102,000)	(4,095,000.00)	12%	47%	(43,104,200)	(46,453,400)	(49,870,500)	(53,165,000)
Frontage and Parcel Taxes									
Sewer - Frontage-Parcel Taxes	(2,222,700)	(2,629,000)	(406,300)	18%	3%	(2,655,000)	(2,682,000)	(2,708,000)	(2,735,000)
Water - Frontage-Parcel Taxes	(1,293,700)	(1,526,700)	(233,000)	18%	2%	(1,804,600)	(2,132,200)	(2,512,800)	(2,970,300)
Total Frontage and Parcel Taxes	(3,516,400)	(4,155,700)	(639,300.00)	18%	5%	(4,459,600)	(4,814,200)	(5,220,800)	(5,705,300)
Fees and Charges									
CORPORATE SERVICES REVENUE	(193,100)	(200,100)	(7,000)	4%	0%	(200,100)	(200,100)	(200,100)	(200,100)
POLICE REVENUE	(115,500)	(146,500)	(31,000)	27%	0%	(146,500)	(146,500)	(146,500)	(157,500)
SOLID WASTE REVENUE	(3,505,100)	(3,555,600)	(50,500)	1%	4%	(3,777,500)	(3,976,800)	(4,185,400)	(4,409,300)
DEVELOPMENT SERVICES REVENUE	(1,779,200)	(1,376,500)	402,700	-23%	2%	(1,629,200)	(1,729,200)	(1,729,200)	(1,729,200)
RCCS REVENUE	(2,056,800)	(2,244,100)	(187,300)	9%	3%	(2,294,100)	(2,341,400)	(2,389,600)	(2,435,500)
SEWER REVENUE	(7,520,700)	(8,445,700)	(925,000)	12%	10%	(9,364,800)	(10,407,100)	(11,579,100)	(12,910,600)
WATER REVENUE	(8,814,700)	(10,250,200)	(1,435,500)	16%	13%	(10,967,800)	(11,781,100)	(12,494,000)	(13,284,500)
FISCAL & OTHER REVENUE	(465,900)	(471,900)	(6,000)	1%	1%	(485,200)	(485,200)	(486,600)	(486,600)
Cemetery Revenue		(15,000)	(15,000)	0%	0%	(15,000)	(15,000)	(15,000)	(15,000)
Total Fees and Charges	(24,451,000)	(26,705,600)	(2,254,600.00)	9%	33%	(28,880,200)	(31,082,400)	(33,225,500)	(35,628,300)

Revenue Detail Continued

ZOOM Window Space

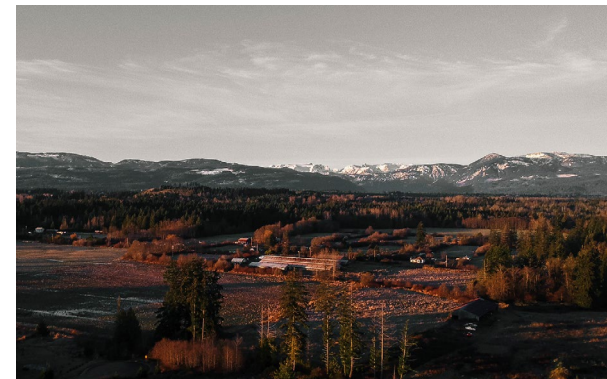
	2024	2025	\$ Change	% Change	% of Total	2026	2027	2028	2029
Government Transfers									
General Operating Revenue	(3,686,000)	(3,139,200)	546,800	-15%	4%	(3,040,100)	(3,140,400)	(3,184,700)	(3,247,200)
General Capital - GRANTS	(4,016,100)	(3,824,393)	191,707	-5%	5%	(1,650,000)	(5,265,300)	(280,000)	(340,000)
Gaming Revenue - Provincial Transfer	(1,250,000)	(1,250,000)	0	0%	2%	(1,250,000)	(1,250,000)	(1,250,000)	(1,250,000)
Total Government Transfers	(8,952,100)	(8,213,593)	738,507.00	-8%	10%	(5,940,100)	(9,655,700)	(4,714,700)	(4,837,200)
Other Revenue									
DCC Revenue								(250,000)	
Capital Revenue	(455,300)	(100,000)	355,300	-78%	0%	(5,765,500)	(4,747,000)		(500,000)
Fiscal & Other Revenue	(4,194,700)	(3,794,900)	399,800	-10%	5%	(3,793,100)	(3,792,900)	(3,300,500)	(3,300,500)
Water - Other Revenues	(305,000)	(305,000)	0	0%	0%	(305,000)	(305,000)	(305,100)	(305,100)
Sewer - Other Revenues	(40,000)	(40,000)	0	0%	0%	(40,000)	(40,000)	(40,800)	(40,800)
Total Other Revenue	(4,995,000)	(4,239,900)	755,100.00	-15%	5%	(9,903,600)	(8,884,900)	(3,896,400)	(4,146,400)
Total Revenue	(75,921,500)	(81,416,793)	(5,495,293.00)	7%	100%	(92,287,700)	(100,890,600)	(96,927,900)	(103,482,200)

Taxation

ZOOM Window Space

BC Assessment Market Changes

- Low change in market values
 - Residential 0.86%
 - Commercial 3.51%
- New construction (Non-market change) – \$740,000
- 2025 NMC still reasonable as we are seeing the completion of projects well underway in 2023 and completed mind 2024.
- Next year 2026 NMC could be lower due to impacts of 2024 building slow down



Non Market Change New Taxation Value

Class	Class Name	2021	2022	2023	2024	2025
1	Residential	\$ 497,484	\$ 536,917	\$ 309,856	\$ 372,767	\$ 586,104
6	Commercial	\$ 35,621	-\$ 6,058	\$ 107,054	\$ 52,551	\$ 153,215
	Total	\$ 533,105	\$ 530,859	\$ 416,910	\$ 425,318	\$ 739,319
	Portion of Tax Levy	2.0%	1.9%	1.3%	1.3%	1.9%

Taxation

ZOOM Window Space

Assessment Distribution and Tax Burden

Assessment Distribution

Class	Class Name	2021	2022	2023	2024	2025
1	Residential	86.6%	88.7%	89.4%	89.1%	89.0%
2	Utilities	0.0%	0.0%	0.0%	0.0%	0.0%
3	Supportive housing	0.0%	0.0%	0.0%	0.0%	0.0%
5	Light Industry	0.1%	0.1%	0.1%	0.1%	0.1%
6	Commercial	13.1%	11.0%	10.4%	10.7%	10.8%
8	Recreational	0.1%	0.0%	0.1%	0.1%	0.1%
9	Farm	0.0%	0.0%	0.0%	0.0%	0.0%

Tax Burden

Class	Class Name	2021	2022	2023	2024	2025
1	Residential	65.0%	65.3%	65.4%	65.5%	65.8%
2	Utilities	0.2%	0.2%	0.2%	0.4%	0.4%
3	Supportive housing	0.0%	0.0%	0.0%	0.0%	0.0%
5	Light Industry	0.4%	0.3%	0.3%	0.3%	0.3%
6	Commercial	34.4%	34.2%	34.0%	33.7%	33.4%
8	Recreational	0.1%	0.0%	0.0%	0.1%	0.1%
9	Farm	0.0%	0.0%	0.0%	0.0%	0.0%



Taxation

ZOOM Window Space

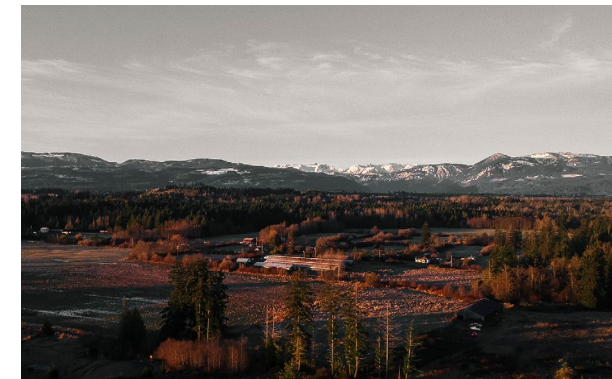
Taxation in Comparable BC Communities

Comparable Communities 2023

Municipality	Population 2021	Property Tax
White Rock	21,939	\$ 8,453
Port Moody	33,535	\$ 8,032
Squamish	23,819	\$ 6,357
West Kelowna	36,078	\$ 6,305
Langley	28,963	\$ 5,955
Campbell River	35,519	\$ 5,251
Penticton	36,885	\$ 4,951
Courtenay	28,420	\$ 4,920
North Cowichan	31,990	\$ 4,649
Cranbrook	20,499	\$ 4,497
Salmon Arm	19,432	\$ 4,458
Fort St. John	21,465	\$ 3,210

Comparable Communities 2024

Municipality	Population 2021	Property Tax
White Rock	21,939	\$ 8,953
Port Moody	33,535	\$ 8,681
Squamish	23,819	\$ 6,721
West Kelowna	36,078	\$ 6,504
Langley	28,963	\$ 6,395
Campbell River	35,519	\$ 5,556
Penticton	36,885	\$ 5,402
Courtenay	28,420	\$ 5,357
North Cowichan	31,990	\$ 5,080
Cranbrook	20,499	\$ 4,971
Salmon Arm	19,432	\$ 4,728
Fort St. John	21,465	\$ 3,292



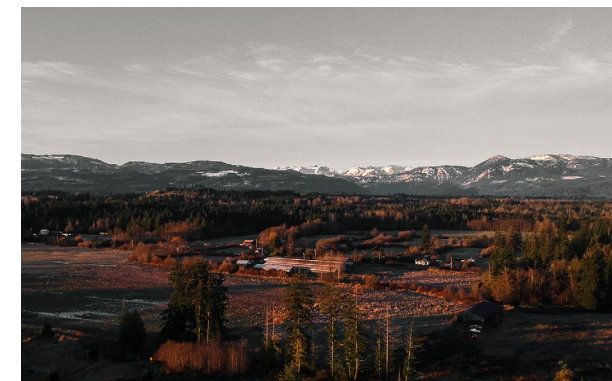
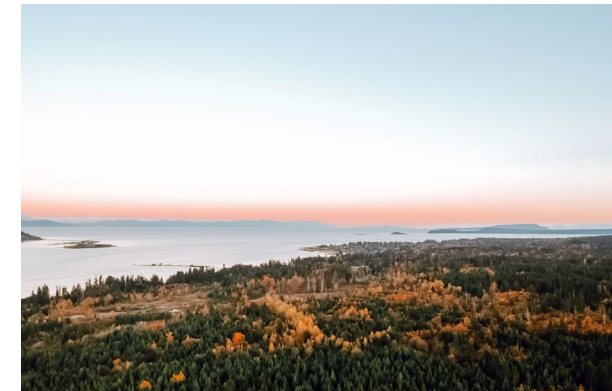
Taxation

ZOOM Window Space

Taxation in Local Communities

Local Communities 2023		
Municipality	Population	
	2021	Property Tax
Qualicum Beach	9,303	\$ 6,054
Nanaimo	99,863	\$ 5,586
Parksville	13,642	\$ 5,265
Cumberland	4,447	\$ 5,258
Campbell River	35,519	\$ 5,251
Courtenay	28,420	\$ 4,920
Comox	14,806	\$ 4,903
Powell River	13,943	\$ 4,874
Port Alberni	18,259	\$ 4,341

Local Communities 2024		
Municipality	Population	
	2021	Property Tax
Qualicum Beach	9,303	\$ 6,440
Nanaimo	99,863	\$ 5,926
Campbell River	35,519	\$ 5,556
Parksville	13,642	\$ 5,536
Cumberland	4,447	\$ 5,482
Powell River	13,943	\$ 5,367
Courtenay	28,420	\$ 5,357
Comox	14,806	\$ 5,296
Port Alberni	18,259	\$ 4,615



Taxation

Taxation Change 2025-2028

Total tax change required with no surplus use **18.3%**

ZOOM Window Space

	2024	2025	2026	2027	2028	2029
Revenue Required	\$ 35,519,908	\$ 40,175,950	\$ 44,604,200	\$ 46,953,400	\$ 50,370,500	\$ 53,665,000
Change from PY		\$ 4,656,042	\$ 4,428,250	\$ 2,349,200	\$ 3,417,100	\$ 3,294,500
% Change		13.1%	11.0%	5.3%	7.3%	6.5%
Alternative funding						
Surplus	\$ 1,563,500	\$ 2,073,950	\$ 1,500,000	\$ 500,000	\$ 500,000	\$ 500,000
Property Taxation	\$ 33,956,408	\$ 38,102,000	\$ 43,104,200	\$ 46,453,400	\$ 49,870,500	\$ 53,165,000
Discretionary Change	\$ 2,328,436	\$ 3,402,592	\$ 4,544,976	\$ 2,831,950	\$ 2,859,659	\$ 2,696,054
NMC	\$ 435,992	\$ 743,000	\$ 457,224	\$ 517,250	\$ 557,441	\$ 598,446
Total change	\$ 2,764,428	\$ 4,145,592	\$ 5,002,200	\$ 3,349,200	\$ 3,417,100	\$ 3,294,500
Discretionary % Change		10.0%	11.9%	6.6%	6.2%	5.4%
Total % Change		12.2%	13.1%	7.8%	7.4%	6.6%
Total Funding	\$ 35,519,908	\$ 40,175,950	\$ 44,604,200	\$ 46,953,400	\$ 50,370,500	\$ 53,665,000

Revenue Required – Total revenue required to balance the budget

Discretionary change - This what Council has control over, Total change includes revenue from NMC

2025, 10% discretionary change used as it was approved by Council in 2024 Financial Plan.

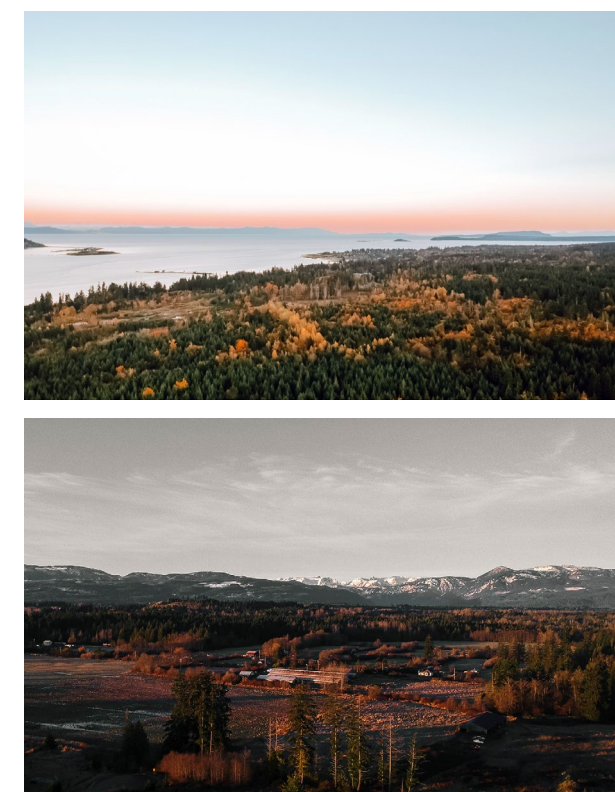
Total surplus used \$5.1m

Total Funding = Total Revenue required

Taxation

Impact on an Average Single Residential Dwelling

ZOOM Window Space



	2024	2025	2026	2027	2028	2029
Property Tax	\$ 1,803.73	\$ 1,984.47	\$ 2,221.19	\$ 2,367.12	\$ 2,512.84	\$ 2,648.69
\$ Change	\$ 133.19	\$ 180.74	\$ 236.72	\$ 145.93	\$ 145.72	\$ 135.85
% Change	7.47%	10.0%	11.9%	6.6%	6.2%	5.4%
Sewer User	\$ 438.64	\$ 478.00	\$ 518.63	\$ 562.71	\$ 610.54	\$ 662.44
Sewer Frontage	179.23	209.38	209.38	209.38	209.38	209.38
Water User	560.98	624.00	677.04	734.59	797.03	864.78
Water Frontage	102.18	120.10	141.36	166.38	195.83	230.49
Solid Waste	357.50	357.50	357.50	357.50	357.50	357.50
Utilities	\$ 1,638.53	\$ 1,788.98	\$ 1,903.91	\$ 2,030.56	\$ 2,170.28	\$ 2,324.58
\$ Change	\$ 199.76	\$ 150.45	\$ 114.93	\$ 126.65	\$ 139.72	\$ 154.31
% Change	13.1%	9.2%	6.4%	6.7%	6.9%	7.1%
Total	\$ 3,442.26	\$ 3,773.45	\$ 4,125.10	\$ 4,397.68	\$ 4,683.12	\$ 4,973.27
\$ Change	\$ 332.95	\$ 331.19	\$ 351.64	\$ 272.58	\$ 285.44	\$ 290.15
% Change	10.4%	9.6%	9.3%	6.6%	6.5%	6.2%

CVRD Impact on User Fee Change

	2024	2025	Change	CVRD %	CVRD \$
Sewer User Fee	\$ 438.64	\$ 478.00	\$ 39.36	53%	\$ 20.86
Water User Fee	560.98	624.00	63.02	54%	34.03
			\$ 102.38		\$ 54.89

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1.6% of 9.6% total change from prior year

Taxation

Tax Change Scenarios

ZOOM Window Space

Discretionary Tax change	Total Tax		Average Single Residential		Surplus		Tax change 2026
	Revenue	\$ Change	Dwelling	\$ Change	Used	\$ Change	
10.0%	\$ 38,102,000	\$ -	\$ 1,984	\$ -	\$2,074,000	\$ -	11.9%
9.0%	37,755,000	(347,000)	1,966	(18.00)	2,420,000	346,000	13.0%
8.5%	37,586,000	(516,000)	1,957	(27.00)	2,590,000	516,000	13.5%
8.0%	37,425,000	(677,000)	1,948	(36.00)	2,750,000	676,000	14.0%

Impact on Total Surplus

Estimated

Discretionary Tax change	Ending Surplus Balance	Target 10.4 Weeks (20%)	Over / (under)
10.0%	\$ 11,282,000	\$ 11,155,000	\$ 127,000
9.0%	10,936,000	11,155,000	(219,000)
8.5%	10,420,000	11,155,000	(735,000)
8.0%	9,744,000	11,155,000	(1,411,000)

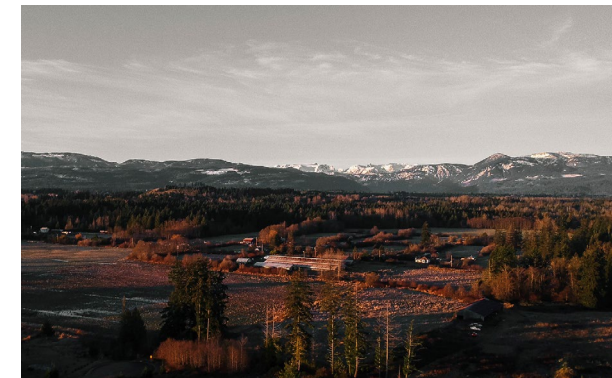
Taxation

Other Taxing Authorities

ZOOM Window Space

Impact on Average Single Residential Dwelling

	2024	2025	Notes
Library	\$ 101.26	\$ 107.33	6% Change PY was 18.3%
School	903.59	939.73	4% Change, PY was 3.6%
CVRD	479.51	556.24	16% Change, Py was 16.3%
CSRHD	177.59	181.14	2% Change, PY was -4.9%
MFA	0.14	0.14	0% Change
BCA	24.57	25.06	2% Change
Other Taxing Auth	\$ 1,686.65	\$ 1,809.64	
\$ Change	105.91	122.98	
% Change	6.70%	7.3%	
Total SRD City + Other	\$ 5,128.91	\$ 5,583.09	
\$ Change	\$ 438.84	\$ 454.18	
% Change	9.2%	8.9%	



Reserves

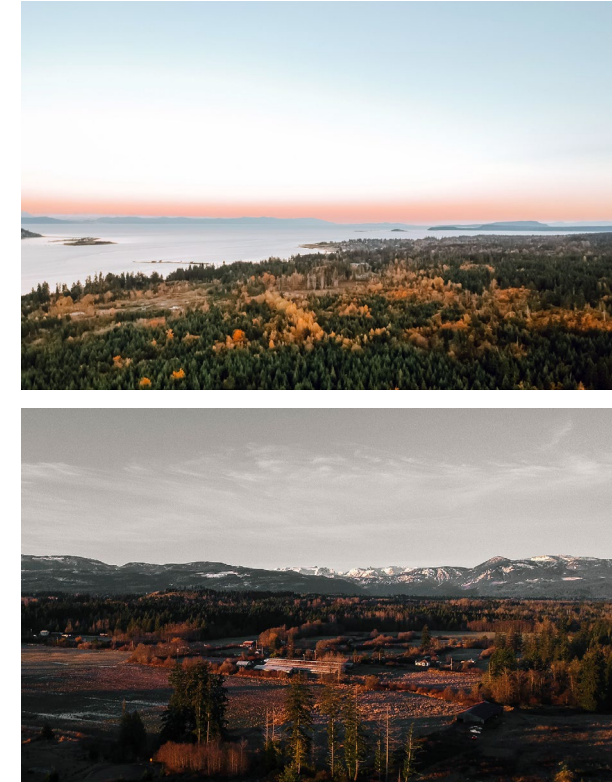
GENERAL Surplus	Unaudited	Budget	Estimated balance			
	2024	2025	2026	2027	2028	2029
Estimated Closing Balances						
General Operating Reserves						
Risk Reserve	\$ 116,342	\$ 116,342	\$ 116,342	\$ 116,342	\$ 116,342	\$ 116,342
Assessment Appeals	552,070	552,070	552,070	552,070	552,070	552,070
Police Contingency	2,327,174	2,327,174	2,327,174	2,327,174	2,327,174	2,327,174
Trees	155,219	140,219	125,219	110,219	95,219	80,219
	\$ 3,150,806	\$ 3,135,806	\$ 3,120,806	\$ 3,105,806	\$ 3,090,806	\$ 3,075,806
General Capital Reserves						
Machinery and Equipment	\$ 1,562,427	\$ 1,197,427	\$ 1,697,427	\$ 1,122,427	\$ 1,747,427	\$ 2,372,427
Land Sale	110,708	110,708	110,708	110,708	110,708	110,708
New Works and Equipment	3,911,927	3,664,673	3,777,173	4,103,173	4,348,173	4,693,173
Community-Building Fund (Gas Tax)	2,732,753	2,623,753	2,463,753	2,303,753	2,343,753	2,383,753
BC Growing Communities Grant	2,236,498	1,336,498	836,498	836,498	836,498	836,498
Infrastructure Reserve	1,744,358	2,158,937	1,739,137	2,046,337	3,609,117	4,242,037
Housing Amenity	1,538,260	1,538,260	1,538,260	1,538,260	1,538,260	1,538,260
Parks Amenity	798,452	721,936	471,936	471,936	471,936	471,936
Public Parking	433,295	435,795	438,295	440,795	443,295	445,895
Parkland Acquisition	511,305	511,305	511,305	511,305	511,305	511,305
	\$ 15,579,982	\$ 14,299,291	\$ 13,584,491	\$ 13,485,191	\$ 15,960,471	\$ 17,605,991
Total General Reserves	\$ 18,730,788	\$ 17,435,097	\$ 16,705,297	\$ 16,590,997	\$ 19,051,277	\$ 20,681,797

Sustainable Infrastructure
Investment Plan (SIIP) →

Gaming

ZOOM Window Space

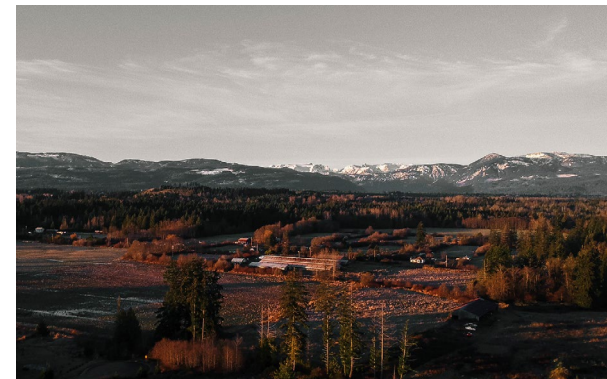
Distribution: Major Categories		2025	2026	2027	2028	2029
Estimated Annual Revenue		1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Estimated Annual Interest		60,000	60,000	60,000	60,000	60,000
Support Downtown Arts and Culture	Annual Grants:					
	CV Art Gallery	65,000	65,000	65,000	65,000	65,000
	Ctny & Dist Historical Society	50,000	50,000	50,000	50,000	50,000
	Sid Williams Theatre Society	130,000	130,000	130,000	130,000	130,000
	Downtown cultural events	5,000	5,000	5,000	5,000	5,000
		250,000	250,000	250,000	250,000	250,000
Council Initiatives & Projects	LUSH Community Garden Annual Grant	12,000	13,000	13,000	13,000	13,000
	Annual Grants-in-Aid	50,000	50,000	50,000	50,000	50,000
	Management Fee to Comox Valley Community Foundation for Annual Grants-in- Aid program	2,500	2,500	2,500	2,500	2,500
	Other Council Initiatives/Projects	75,000	75,000	75,000	75,000	75,000
	KFN Guardian Program	25,000	25,000	25,000	25,000	25,000
			164,500	165,500	165,500	165,500
Public Safety / Security	RCMP Contract Funding for 2 members	516,000	542,000	569,000	597,000	627,000
Infrastructure Works	Capital Contributions	320,000	320,000	320,000	320,000	320,000
Total Annual Distribution		1,250,500	1,277,500	1,304,500	1,332,500	1,362,500
Projected Gaming Fund Balance		2,320,538	2,353,038	2,358,538	2,336,038	2,283,538



Questions

- Surplus
- Taxation
- Reserves
- Gaming

ZOOM Window Space



Financial Services Overview

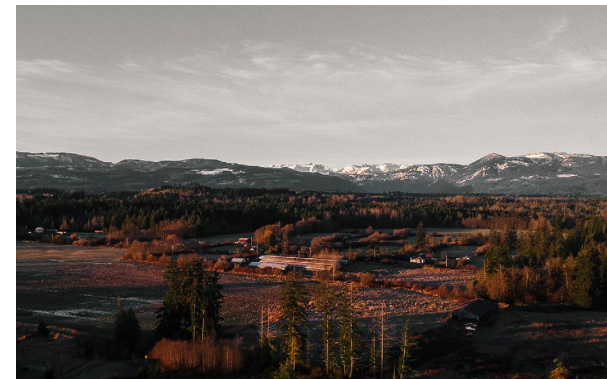
The Financial Services Department is responsible for:

- Financial Planning
- Financial Reporting
- Payroll
- Business Performance
- Procurement
- Risk Management
- Stores (inventory)
- New for 2025 Real-estate

Department Composition:

- 8 Function Areas
- 19 Full Time Employees
- 2025 Operating Budget =\$3,083,700

ZOOM Window Space



Financial Services

2025 Strategic Priorities and Changes

Review of City's Financial Processes

- Completed – Investment Policy, Indigenous Procurement Policy, Grant in Aid program
- Planned – Permissive Tax Exemption Policy, Reserve Policy and Bylaws, Budget software (continued), Enterprise Resource Software (ERP) replacement

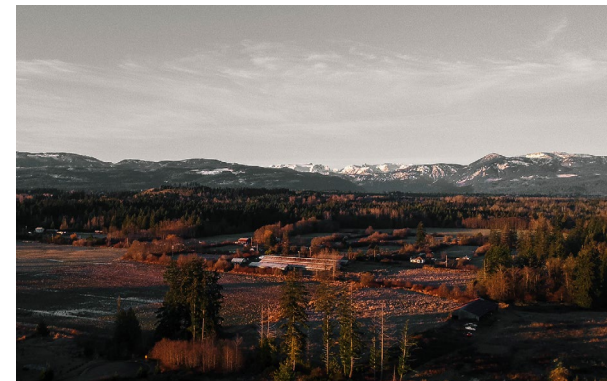
Review of Fees, Charges, Fines – Support Departments Reviews

- Completed - Solid waste, water, sewer
- Planned – Recreation (continued), Cemetery, Business licensing, Animal Control

New Resource Request

- Additional Procurement FTE to keep up with growth
- Goal is to keep \$ spend per FTE in procurement to about \$30m annually as it aligns with other communities

ZOOM Window Space



Financial Services

Operating Expense Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
FINANCIAL SERVICES EXPENSES															
Finance	2,021,700	2,001,700	64,100	(78,900)	15,400			50,000	1,000	2,053,300	31,600	2,070,000	2,142,800	2,233,400	2,321,600
Purchasing	355,900	355,900	7,800	20,000	114,500	35,000		4,000	(1,000)	536,200	180,300	572,700	561,200	586,400	612,900
Business Performance	247,600	247,600	600	(2,700)	200			8,600		254,300	6,700	266,500	279,200	292,600	306,700
Stores	101,400	101,400	7,800		(400)	3,500				112,300	10,900	114,300	119,700	125,500	131,400
Real Estate			8,600					94,300		102,900	102,900	107,600	117,500	122,900	128,600
Total FINANCIAL SERVICES EXPENSES	2,726,600	2,706,600	88,900	(61,600)	129,700	38,500		156,900		3,059,000	332,400	3,131,100	3,220,400	3,360,800	3,501,200

Miscellaneous Fiscal Operating Expense Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Other Development Services Expenses															
Tourism Development	410,000	410,000	(60,000)							350,000	(60,000)	378,800	378,800	386,400	386,400
Shelter Services						100,000				100,000	100,000				
Total Other Development Services Expenses	410,000	410,000	(60,000)			100,000				450,000	40,000	378,800	378,800	386,400	386,400
Miscellaneous Expenses															
City Hall Common	85,100	85,100	(3,600)		12,700					94,200	9,100	91,300	92,500	95,100	97,400
Other General Government	55,000	55,000	100							55,100	100	55,100	55,100	56,100	56,100
HERITAGE CHURCH ADMIN	2,400	2,400	2,500							4,900	2,500	5,000	5,100	5,200	5,300
Library Admin - Insurance	3,600	3,600	100							3,700	100	4,500	4,500	4,600	4,600
Total Miscellaneous Expenses	146,100	146,100	(900)		12,700					157,900	11,800	155,900	157,200	161,000	163,400
Total Other Development Services & Misc. Expenses	556,100	556,100	(60,900)		12,700	100,000				607,900	51,800	534,700	536,000	547,400	549,800

Financial Services And Miscellaneous Fiscal Operating Budget

ZOOM Window Space

Questions?



Fire Protection Overview

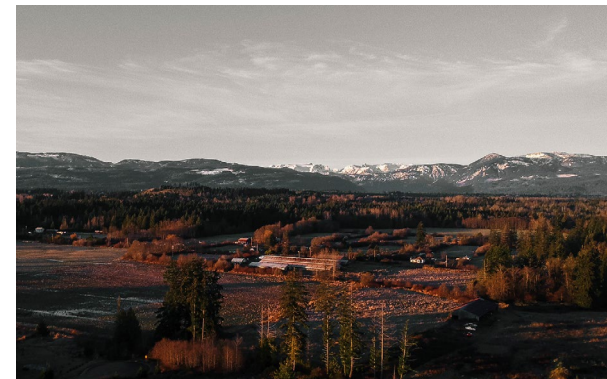
ZOOM Window Space

The Fire Department is responsible for:

- Responses to Emergency and Non-Emergency Incidents
- Fire Inspections
- Fire Investigations
- Public Education
- Emergency Program

Department Composition:

- 8 Full Time Staff
- 55 Volunteer Firefighters
- 11 Recruit Firefighters
- 2025 Operating Budget = \$3,412,400
- 2025 Capital Budget = \$160,000



Fire Protection

2025 Strategic Priorities

- Long term full time staffing plan
- Build capacity for emergency planning and local response
- Continue to work on construction of East Courtenay Fire Hall

ZOOM Window Space



Fire Protection Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	IMPACTS	IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
FIRE REVENUE															
FIRE REVENUE	(760,500)	(760,500)	3,100							(757,400)	3,100	(798,400)	(891,100)	(922,400)	(976,200)
Total FIRE REVENUE	(760,500)	(760,500)	3,100							(757,400)	3,100	(798,400)	(891,100)	(922,400)	(976,200)
FIRE EXPENSES															
Fire Protection															
Fire Administrative Services	87,200	87,200	300		3,600				1,500	92,600	5,400	95,800	95,800	97,500	97,500
Fire Full Time Exempt	1,189,200	1,189,200	15,500						11,100	1,215,800	26,600	1,265,000	1,590,000	1,945,000	2,330,000
Fire Volunteer Costs	1,050,300	1,050,300	4,000	181,000					(3,100)	1,232,200	181,900	1,158,800	1,292,200	1,128,300	1,128,300
Fire Fighting Equipment	294,100	263,900	12,100		31,300	40,000			3,600	350,900	56,800	334,500	354,800	375,200	395,200
Fire Training	131,000	131,000			8,200	16,000			(2,900)	152,300	21,300	178,900	184,600	190,300	190,300
Fire Hydrant Rental	200,000	200,000			20,000					220,000	20,000	220,000	220,000	220,000	220,000
Fire Prevention Program	12,700	12,700			3,900				(6,600)	10,000	(2,700)	16,400	15,500	15,600	15,600
Total Fire Protection	2,964,500	2,934,300	31,900	181,000	67,000	56,000			3,600	3,273,800	309,300	3,269,400	3,752,900	3,971,900	4,376,900
Fire Fleet	120,000	120,000	(6,700)			13,400			(3,600)	123,100	3,100	103,400	103,100	106,100	106,300
Emergency Programs															
CV Emergency Program	202,000	202,000									(202,000)				
Emergency Services	18,500	10,500						5,000		15,500	(3,000)	10,000	10,000	10,000	10,000
Total Emergency Programs	220,500	212,500						5,000		15,500	(205,000)	10,000	10,000	10,000	10,000
Total FIRE EXPENSES	3,305,000	3,266,800	25,200	181,000	67,000	69,400		5,000		3,412,400	107,400	3,382,800	3,866,000	4,088,000	4,493,200
Total Fire Protection Services	2,544,500	2,506,300	28,300	181,000	67,000	69,400		5,000		2,655,000	110,500	2,584,400	2,974,900	3,165,600	3,517,000

Fire Protection

Budget Cost Drivers

Fighting Equipment

- \$43,400 increase for inflation, increasing turnout gear replacement from 14 sets to 16 sets, purchasing thermal imaging cameras, foam, fire hose etc.
- \$40,000 one time item to purchase portable radios (\$22,000 grant application pending)

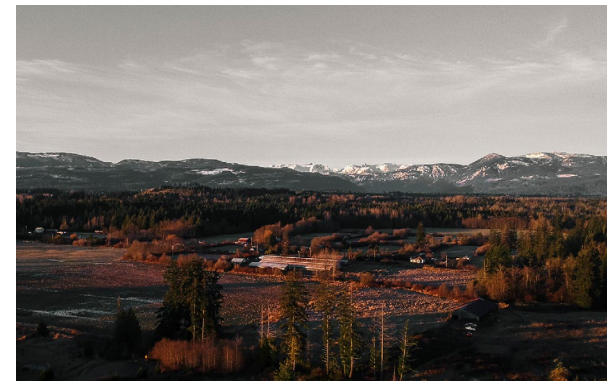
Fire Training

- \$16,000 one time item for additional medical training (changes to First Responder license)

Volunteer Firefighter Membership Increase

- Increase membership by 5 firefighters in preparation of East Courtenay Fire Hall opening in 2027
- Operating Budget Impact - \$101,000

ZOOM Window Space



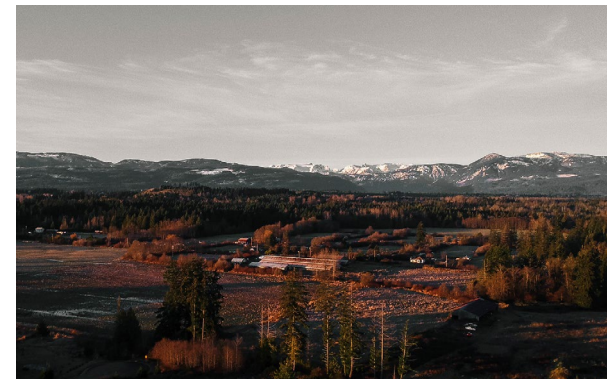
Fire Protection

Staff Resource Request

Casual Work Program

- Staffed by volunteer firefighters Monday to Friday between 0800 and 1630
- Provides a faster response time to emergency incidents
- Participation in day-to-day operations strengthens skills and increases the capability of the department
- Allows full time staff to complete fire inspections and promote fire safety and preparedness
- Operating Budget Impact - \$80,000

ZOOM Window Space



Fire Protection Capital Projects

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
FIRE SERVICES									
FIRE DEPT - Rescue Tools			60,000	60,000					Machinery & Equip Reserve - Fire Dept.
FIRE FLEET									
FIRE DEPT - Light Vehicles		90,000	10,000	100,000	945,000				2025 - Machinery & Equip. Reserve - Fire Dept. 2026 - General Operating Fund
FIRE DEPT - Replacement Truck (pumper 2027)						1,200,000			Machinery & Equip Reserve - Fire Dept.
Total FIRE DEPARTMENT		90,000	70,000	160,000	945,000	1,200,000			

Proposed Capital Project

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
Fire Protection Services						
Misting Stations	50,000					General Operating Fund
Total Proposed Projects - Fire Protection	50,000					

Fire Protection Questions

ZOOM Window Space

Up Next City Manager, then Development Services

City Manager's Office

ZOOM Window Space

Operating Budget & Special Projects

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
CAO OFFICE EXPENSES															
CAO Office	756,400	586,400	26,000	8,000				130,000		750,400	(6,000)	666,300	693,500	722,200	752,300
Total CAO OFFICE EXPENSES	756,400	586,400	26,000	8,000				130,000		750,400	(6,000)	666,300	693,500	722,200	752,300

Service level change – Budget for City Branded Items

Carry Forward – Unspent legal budget

Other – Business Retention and Expansion Program

Staffing – City Manager, Executive Assistant, Strategic Advisor (unfilled)

	2024	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD			(DECREASE)				
Reconciliation Action Plan	100,000			90,000		90,000	(10,000)				
Total CAO OFFICE	100,000			90,000		90,000	(10,000)				

City Manager's Office

Proposed Capital Projects

ZOOM Window Space

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
City Manager's Office						
Strategic Land Acquisition 2025	1,800,000					Debt Proceeds
Total Proposed Projects - City Manager's Office	1,800,000					

Development Services Overview

ZOOM Window Space

Development Services is responsible for:

- **Building Services:** Permits and Inspections
- **Business Licenses:** Processing and Issuance
- **Current Planning:** Pre-Application meetings, application processing, compliance, updates to bylaws and processes, legal documents
- **Long Range Planning:** Policy Development to support OCP, coordination with CVRD TAC on Regional Growth Strategy update, Master Plans and Housing
- **Subdivision:** Pre-application meetings, application processes, Issue Preliminary Layout Approval (PLR), update Subdivision Bylaw and DCC Bylaw, compliance inspections for assets, Works and Services Agreements, legal documents



Development Services

2025 Strategic Priorities

- **OCP Bylaw update and adoption December 31, 2025**
- Zoning Bylaw update and Adoption –Phase 1 Housekeeping and Phase 2 alignment with update of OCP **including inclusionary zoning**
- DCC Bylaw update for consideration of adoption
- **ACC Bylaw update for consideration of adoption**
- SDS Bylaw update for consideration of adoption **including frontage fees at BP**
- Business licensing Bylaw update for consideration of adoption including STR Policy
- Urban Forest Strategy updating the plan with Tree Protection Bylaw review
- **Downtown Local Area Plan development and consideration for adoption**
- Housing Action Plan to meet Housing Needs Assessment Targets, Homelessness including policy for the Housing Amenity fund and city property

ZOOM Window Space



Development Services Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
DEVELOPMENT SERVICES REVENUE															
Building Inspection	(1,298,000)	(1,298,000)			362,600					(935,400)	362,600	(1,148,000)	(1,248,000)	(1,248,000)	(1,248,000)
Business Licencing	(297,700)	(297,700)								(297,700)		(297,700)	(297,700)	(297,700)	(297,700)
Planning & Zoning	(150,700)	(150,700)			40,100					(110,600)	40,100	(150,700)	(150,700)	(150,700)	(150,700)
Subdivision and Development Servicing	(19,500)	(19,500)								(19,500)		(19,500)	(19,500)	(19,500)	(19,500)
Community & Sustainability	(75,000)										75,000				
Total DEVELOPMENT SERVICES REVENUE	(1,840,900)	(1,765,900)			402,700					(1,363,200)	477,700	(1,615,900)	(1,715,900)	(1,715,900)	(1,715,900)
DEVELOPMENT SERVICES EXPENSES															
Building Inspections	672,100	672,100	41,500		7,600					721,200	49,100	753,200	785,900	819,800	854,900
Business Licencing	85,600	85,600	4,100							89,700	4,100	94,000	98,500	103,300	108,300
Planning & Zoning	885,900	880,900	27,300		11,700	20,000		26,900		1,052,300	166,400	1,057,200	1,103,300	1,152,800	1,203,600
Subdivision & Development Servicing	423,500	423,500	21,600					6,300		451,400	27,900	488,400	509,000	531,400	554,000
Community & Sustainability	438,300	337,900	13,300							351,200	(87,100)	348,700	362,500	377,300	392,500
Heritage Committee	5,100	5,100								5,100		5,100	5,100	5,200	5,200
Total DEVELOPMENT SERVICES EXPENSES	2,510,500	2,405,100	107,800		19,300	20,000		33,200		2,670,900	160,400	2,746,600	2,864,300	2,989,800	3,118,500
Total Development Services	669,600	639,200	107,800		422,000	20,000		33,200		1,307,700	638,100	1,130,700	1,148,400	1,273,900	1,402,600

Development Services Special Projects

ZOOM Window Space

	2024		2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD			(DECREASE)				
BLDG INSPECTIONS - Bylaw Update	25,000			25,000		25,000					25,000
BUSINESS LICENCE - Bylaw Update	25,000			25,000		25,000					
PLANNING - Zoning Bylaw Update	250,000		44,000	156,000		200,000	(50,000)			150,000	
PLANNING - DAPAR			150,000			150,000	150,000				
PLANNING - Floodplain Bylaw Update			10,000			10,000	10,000				10,000
SUBDIVISION DEV - DCC Bylaw Update	250,000			190,000		190,000	(60,000)				250,000
SUBDIVISION DEV- Bylaw Update	100,000		34,400	65,600		100,000					100,000
COMMUNITY & SUSTAIN - OCP Bylaw Update	120,000		145,000	105,000		250,000	130,000				200,000
COMMUNITY & SUSTAIN - Harmston LAP	150,000		50,000			50,000	(100,000)				
COMMUNITY & SUSTAIN - Airpark LAP								150,000	150,000	150,000	150,000
COMMUNITY & SUSTAIN - Urban Forest Strategy			75,000			75,000	75,000				
COMMUNITY & SUSTAIN - Connect Washroom/Storage			150,000			150,000	150,000				
Total DEVELOPMENT SERVICES EXPENSES - SPECIAL PROJECTS	920,000		658,400	566,600		1,225,000	305,000	150,000	150,000	300,000	735,000

Development Services

ZOOM Window Space

Budget Cost Drivers

- Reduced projected revenue from Building Permits and land use applications-zoning in place, economic impacts, waiting to see legislation changes impact on zoning and subdivision
- Significant Provincial legislation Bill 44 Bill 16 that established deadlines – require funds to achieve
- Established 5 year cycle of Bylaw reviews (legislated)-special projects
- Utilization of consultants for subject matter expertise to improve processes, train staff and inform policy development
- Identifying funding resources to achieve Strategic Priorities



Interim Guidance

Development Finance Tools Update:
Development Cost Charges/Levies
and Amenity Cost Charges

Ministry of Housing
Published: March 2024
Updated: June 2024

Development Services

Questions



Up Next Recreation Culture and Community Services



Interim Guidance
Development Finance Tools Update:
Development Cost Charges/Levies
and Amenity Cost Charges
Ministry of Housing
Published: March 2024
Updated: June 2024

Recreation, Culture, and Community Services

ZOOM Window Space

Overview

RCCS is responsible for:

- Recreation services (programs, partnerships, events, indoor & outdoor facility use, and facility operations)
- Strategic, long range, and project planning for parks, recreation, culture, and community services
- Cultural Services & Administration
- Community & Social Development

Division Composition:

- 5 service divisions
- 29 Full time employees
- 8 Part time employees
- ~175 casual or seasonal employees
- 2025 Operating Budget \$4.8M
 - Revenue \$2.5M
 - Expenses \$7.3M
 - Special Projects \$589,000
- Capital Budget \$939,500

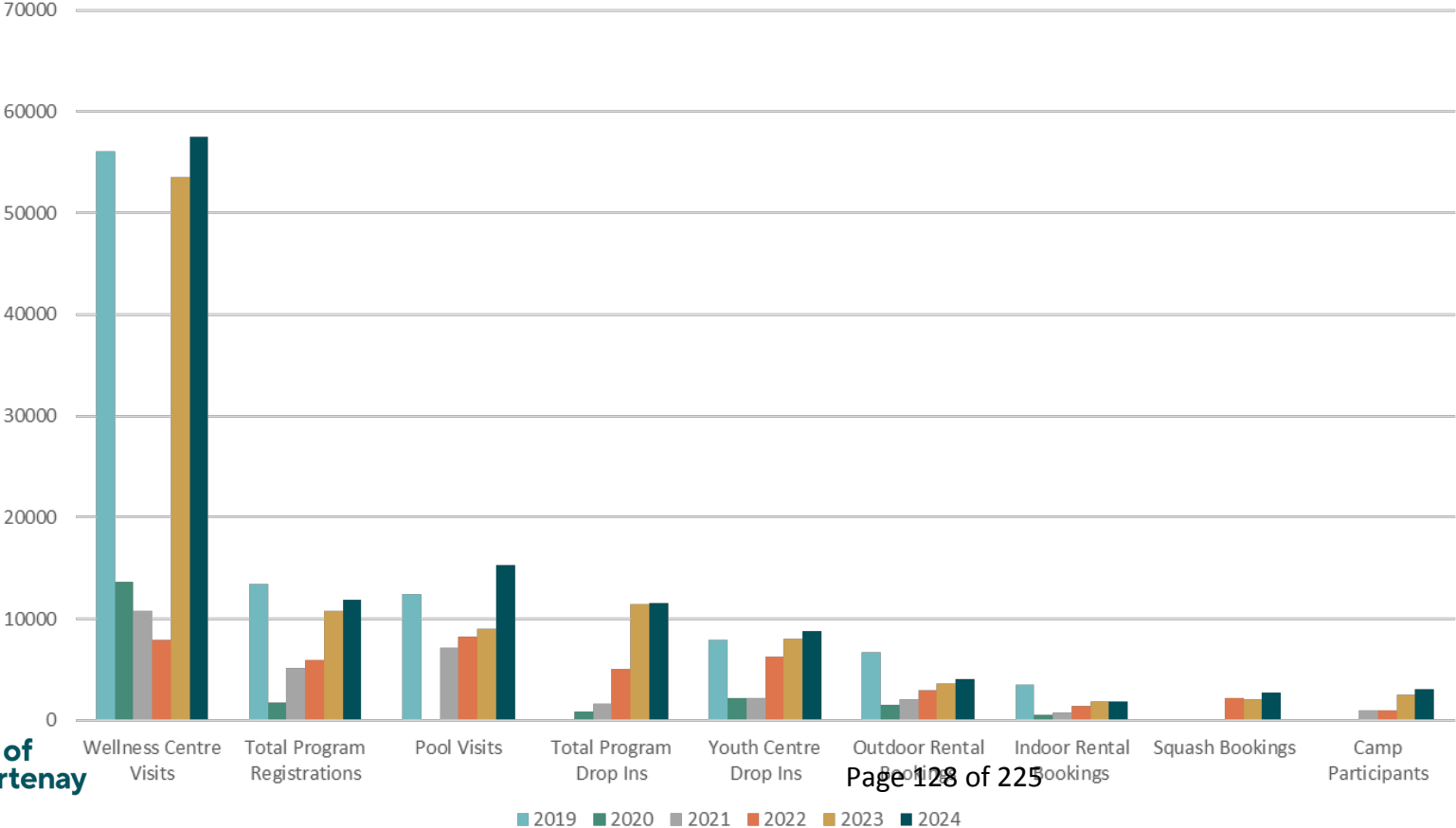


Recreation, Culture, and Community Services

ZOOM Window Space

Recreation Overview

Recreation Usage Statistics 2019-2024



~209,000 Recreation Visits



69% more pool visitors in 2024

200 more kids in swimming lessons



~\$70,000 in Financial Assistance



Recreation, Culture, and Community Services

ZOOM Window Space

2025 Strategic Priorities

Recreation	Cultural Services	Community Services	Parks
Recreation Strategic Plan	Cultural Strategic Plan - Implementation	Community & Social Development Framework (Social Infrastructure)	Park & Open Spaces Land Acquisition Strategy
Filberg Feasibility Study	Cultural Facilities Feasibility Studies	Winter Shelter Strategy	Implementation of Parks & Recreation Master Plan
Sport Field Allocation Policy & Implementation		Gender & Menstrual Equity in Washrooms	Memorial Bench Program
Risk Management Policy Development (Child Protection, Code of Conduct, Program Guidelines)			Parks & Recreation Advisory Committee TOR Review
Facility Rental Policy (Safe & Inclusive Spaces & Access)			Regional Parks Strategic Plan (CVRD)

Recreation, Culture, and Community Services

ZOOM Window Space

Budget Cost Drivers

Inflation

- Wages & Benefits
- *Revenue*: Fee Increases

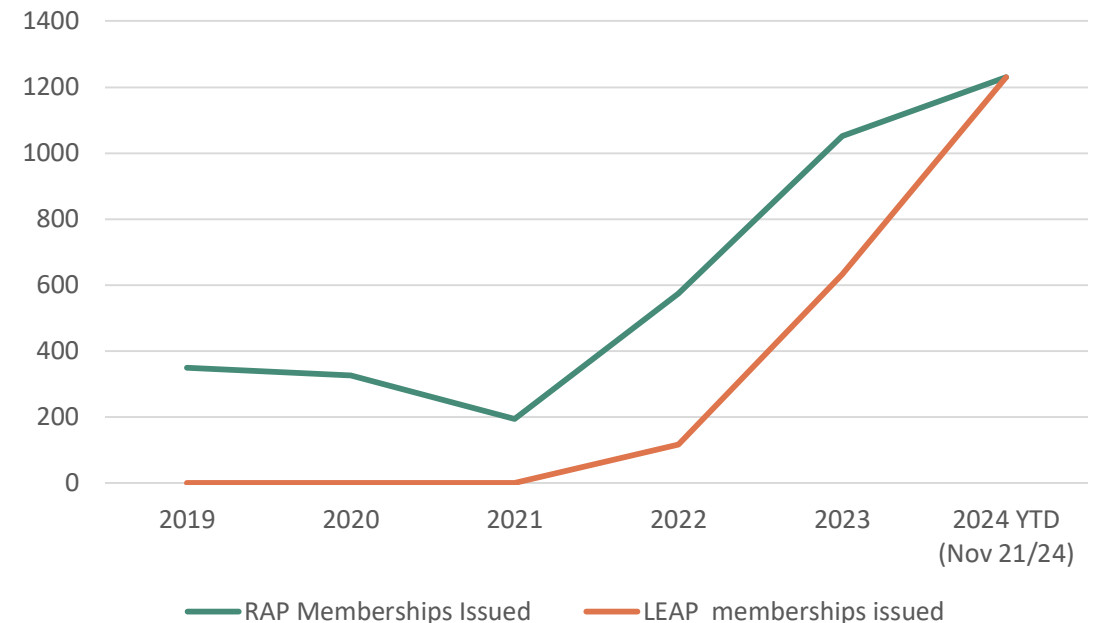
Service Level

- Culture and Events Coordinator
- Adapted Programs
- Community & Social Development
- *Revenue*: Pool Admissions

Growth

- Health & Wellness Supervisor
- Instructor costs to meet program demand
- Janitorial coverage and supplies
- Summer Camps
- *Revenue*: Program registration & participation, and Grants

Recreation Financial Assistance Statistics



Recreation, Culture, and Community Services

ZOOM Window Space

Operating Budget Summary

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
RCCS REVENUE															
Recreation Administration Revenue	(26,000)	(26,000)	8,000	10,000					(5,000)	(13,000)	13,000	(18,000)	(13,500)	(14,000)	(14,500)
Recreation Programs Revenue	(1,555,500)	(1,555,500)	30,600		(134,000)					(1,658,900)	(103,400)	(1,695,300)	(1,729,200)	(1,764,000)	(1,798,000)
Recreation Operations Revenue	(694,000)	(694,000)	(48,600)	(53,600)	(34,300)					(830,500)	(136,500)	(830,800)	(851,700)	(873,000)	(893,100)
Total RCCS REVENUE	(2,275,500)	(2,275,500)	(10,000)	(43,600)	(168,300)				(5,000)	(2,502,400)	(226,900)	(2,544,100)	(2,594,400)	(2,651,000)	(2,705,600)
RCCS EXPENSES															
Recreation Administration Expenses	2,013,800	2,019,300	147,700	68,800	(5,500)			35,000		2,265,300	251,500	2,386,100	2,463,100	2,543,400	2,621,500
Recreation Programs Expenses	2,165,600	2,165,600	79,200	41,900	35,700					2,322,400	156,800	2,347,700	2,396,200	2,442,700	2,490,100
Recreation Operations Expenses	2,450,300	2,450,300	208,400	7,500	73,800					2,740,000	289,700	2,827,900	2,901,800	2,972,800	3,048,700
Total RCCS EXPENSES	6,629,700	6,635,200	435,300	118,200	104,000			35,000		7,327,700	698,000	7,561,700	7,761,100	7,958,900	8,160,300
Total Recreation, Culture & Community Services	4,354,200	4,359,700	425,300	74,600	(64,300)			35,000	(5,000)	4,825,300	471,100	5,017,600	5,166,700	5,307,900	5,454,700

Recreation, Culture, and Community Services

ZOOM Window Space

Operating Budget Revenues

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Recreation Administration Revenue															
Recreation Admin	(26,000)	(26,000)	8,000	10,000					(5,000)	(13,000)	13,000	(18,000)	(13,500)	(14,000)	(14,500)
Total Recreation Administration Revenue	(26,000)	(26,000)	8,000	10,000					(5,000)	(13,000)	13,000	(18,000)	(13,500)	(14,000)	(14,500)
Recreation Programs Revenue															
Adult Programs	(393,500)	(393,500)	(1,600)							(395,100)	(1,600)	(405,400)	(413,600)	(421,900)	(430,300)
Childrens Programs	(306,500)	(306,500)	(53,000)		3,500					(356,000)	(49,500)	(363,400)	(370,600)	(378,000)	(385,600)
Adapted Programs	(231,700)	(231,700)	(5,800)		(25,600)					(263,100)	(31,400)	(268,400)	(273,800)	(279,200)	(284,800)
Summer Programs	(235,000)	(235,000)			(50,000)					(285,000)	(50,000)	(290,600)	(296,400)	(302,600)	(308,200)
Preschool Programs	(261,100)	(261,100)	91,200		(63,000)					(232,900)	28,200	(237,700)	(242,400)	(247,200)	(252,200)
Youth Programs	(127,700)	(127,700)	(200)		1,100					(126,800)	900	(129,800)	(132,400)	(135,100)	(136,900)
Total Recreation Programs Revenue	(1,555,500)	(1,555,500)	30,600		(134,000)					(1,658,900)	(103,400)	(1,695,300)	(1,729,200)	(1,764,000)	(1,798,000)
Recreation Operations Revenue															
Lewis Centre	(96,100)	(96,100)	(3,900)	300	(1,000)					(100,700)	(4,600)	(103,300)	(105,500)	(107,600)	(109,100)
Wellness Centre	(222,500)	(222,500)	(26,700)		(20,800)					(270,000)	(47,500)	(275,400)	(280,900)	(286,500)	(292,300)
Total Responsibility Reporting	(136,200)	(136,200)			(1,000)					(137,200)	(1,000)	(142,400)	(145,800)	(149,400)	(153,200)
Native Sons Hall	(53,700)	(53,700)	(12,700)		(7,500)					(73,900)	(20,200)	(75,400)	(76,900)	(78,400)	(78,900)
Youth Services Centre	(1,000)	(1,000)								(1,000)		(1,100)	(1,200)	(1,300)	(1,500)
Special Events & July 1	(10,000)	(10,000)			(2,500)					(12,500)	(2,500)	(13,700)	(14,200)	(14,500)	(14,500)
Pool Operations	(174,500)	(174,500)	(5,300)	(53,900)	(1,500)					(235,200)	(60,700)	(219,500)	(227,200)	(235,300)	(243,600)
Total Recreation Operations Revenue	(694,000)	(694,000)	(48,600)	(53,600)	(34,300)					(830,500)	(136,500)	(830,800)	(851,700)	(873,000)	(893,100)
Total RCCS REVENUE	(2,275,500)	(2,275,500)	(10,000)	(43,600)	(168,300)				(5,000)	(2,502,400)	(226,900)	(2,544,100)	(2,594,400)	(2,651,000)	(2,705,600)

Recreation, Culture, and Community Services

Operating Budget Expenses

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
ACCT	AMENDED BUDGET	BASE BUDGET	INFLATION	SERVICE LEVEL IMPACTS	GROWTH	ONE-TIME ITEMS	CAPITAL IMPACTS	CARRY FORWARD	REALLOCATION	BUDGET	INCREASE (DECREASE)	BUDGET	BUDGET	BUDGET	BUDGET
Recreation Administration Expenses															
RCCS Admin	1,433,300	1,438,800	130,600	43,800	(5,500)			35,000	(2,500)	1,640,200	206,900	1,752,100	1,817,400	1,886,700	1,956,400
Community Substance Use Strategy	15,000	15,000								15,000		15,000	15,000	15,000	15,000
Community Services / Strategic Services				25,000						25,000	25,000	25,000	25,000	25,000	25,000
Cultural Consulting / Strategic Services	25,000	25,000							2,500	27,500	2,500	27,500	27,500	27,500	27,500
Cultural Services - Sid Williams Theatre	257,300	257,300	7,100							264,400	7,100	269,200	275,300	280,800	285,900
Cultural Services - Museum	165,500	165,500	4,800							170,300	4,800	172,100	175,300	178,500	181,700
Cultural Services - CV Art Gallery	59,300	59,300	4,000							63,300	4,000	64,400	65,500	66,600	66,700
Cultural Services - Comox Valley Arts Coun	58,400	58,400	1,200							59,600	1,200	60,800	62,100	63,300	63,300
Total Recreation Administration Expenses	2,013,800	2,019,300	147,700	68,800	(5,500)			35,000		2,265,300	251,500	2,386,100	2,463,100	2,543,400	2,621,500
Recreation Programs Expenses															
Adults Programs	432,500	432,500			35,300				(8,800)	459,000	26,500	470,100	480,100	490,100	500,300
Childrens Programs	538,900	538,900	12,000		(1,000)				28,600	578,500	39,600	566,700	578,600	590,600	600,100
Youth Programs	306,400	306,400	6,600		(50,500)				(23,300)	239,200	(67,200)	244,000	249,200	254,100	258,600
Adapted Programs	284,100	284,100	10,900	41,900	10,600				4,400	351,900	67,800	358,700	365,500	373,300	380,800
Summer Programs	280,500	280,500	26,100		40,800				27,500	374,900	94,400	382,300	390,200	395,000	405,500
Preschool Programs	307,400	307,400	23,600		500				(28,400)	303,100	(4,300)	308,800	315,000	321,300	326,500
Programs Special Events	15,800	15,800								15,800		17,100	17,600	18,300	18,300
Total Recreation Programs Expenses	2,165,600	2,165,600	79,200	41,900	35,700					2,322,400	156,800	2,347,700	2,396,200	2,442,700	2,490,100
Recreation Operations Expenses															
Lewis Centre Operations	1,296,600	1,296,600	116,900	4,500	37,500					1,455,500	158,900	1,496,500	1,528,800	1,559,100	1,595,100
Wellness Centre	112,200	112,200	8,000							120,200	8,000	130,200	132,900	135,600	137,700
Fillberg Operations	629,100	629,100	38,600	3,000	33,000					703,700	74,600	730,500	758,500	785,500	813,200
Pool Operations	194,600	194,600	28,600		2,000					225,200	30,600	230,300	235,500	240,300	244,600
Youth Centre Operations	43,200	43,200	700							43,900	700	44,900	46,000	47,000	48,100
Native Sons Operations	26,000	26,000	5,400		300					31,700	5,700	32,300	33,000	33,700	36,500
July 1 Special Event	100,300	100,300	8,500							108,800	8,500	110,600	113,100	116,000	117,800
Operations Special Events	48,300	48,300	1,700							51,000	2,700	52,600	54,000	55,600	55,700
Total Recreation Operations Expenses	2,450,300	2,450,300	208,400	7,500	73,800					2,740,000	289,700	2,827,900	2,901,800	2,972,800	3,048,700
Total RCCS EXPENSES	6,629,700	6,635,200	435,300	118,200	104,000			35,000		7,327,700	698,000	7,561,700	7,761,100	7,958,900	8,160,300

Recreation, Culture, and Community Services

ZOOM Window Space

Special Projects

	2024		2025	2024	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD		(DECREASE)				
Community Services Development Framework	110,000			110,000	110,000					
Cultural Facility Feasibility Study	75,000			75,000	75,000					
Filberg Feasibility Study	75,000			75,000	75,000					
Lewis Feasibility Study							100,000			
Recreation Strategic Cultural Plan			175,000		175,000	175,000				
Cozy Corner Carpet Replacement	20,000			20,000	20,000					
Community Garden Policy							75,000			
Public Art Policy							50,000			
Community Youth Development Strategy								75,000		
Skateboard Strategy									50,000	
Gender Equity & Menstrual Products			50,000		50,000	50,000				
Winter Shelter Strategy				84,000	84,000	84,000				
Total RCCS Admin - Special Projects	280,000		225,000	364,000	589,000	309,000	225,000	75,000	50,000	

Recreation, Culture, and Community Services

Staff Resource Request

ZOOM Window Space

Culture & Events Coordinator (1.0 FTE)

- Required to address growth in Cultural Services
- Key work program: Special Events, Cultural Partnerships & oversight, Funding strategies, Public Art, Relationship Development & Cultural Facilities.

Supervisor, Health and Wellness (0.5 FTE)

- Required to meet program demands, risk management requirements, and align with best practices.
- Conversion from PT Programmer to FT Supervisor



Recreation, Culture, and Community Services

ZOOM Window Space

Capital Projects

Implementation of Parks and Recreation Master Plan

2025 Major Projects (Growing Communities Fund)

- Harmston Park Plan & Design
 - Coordinating park planning with DLAP process
- Bill Moore Park Plan
- Pickleball Design & Construction
 - Feasibility study 2025, with IaEE leading construction
- Playground Developments (i.e. Woodcote)
 - Budgets in OPS



Recreation, Culture, and Community Services

Capital Projects

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New Capital	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
PARKS									
Harmston Park - Park Plan and Development	50,000	750,000	(700,000)	100,000	650,000				Growing Communities Reserve
Partners in Parks program		50,000		50,000	50,000	50,000	50,000	50,000	2025 - Reserve for Future Expenditure 2026 - 2029 - General Operating Fund
Park Master Plan - Placeholder							500,000	500,000	General Operating Fund
Puntledge Park - Park Plan and Development							100,000	500,000	2028 - General Operating Fund 2029 - DCC - Park Contribution
Park Plan for Air Park, Rotary Park, Marina								100,000	\$50K General Operating Fund & \$50K Park Amenity Reserve
Lewis Park - Park Plan & Development						150,000	1,000,000		2027 - General Operating Fund 2028 - \$250K Gen. Op. Fund, \$250K DCC Reserve & \$500K Asset Mgmt
Dog parks (x2, one on each side of town)					75,000	75,000			General Operating Fund
Bill Moore - Park Plan & Development	75,000		75,000	150,000		1,000,000			2025 - Growing Communities Reserve 2027 - \$250K Gen. Op. Fund & \$750K Growing Communities Reserve
Totem Pole Installation at the Airpark	12,700			12,700					\$3.1K Rec & Culture Prov. Grant & \$9.6K Reserve for Future Exp.
Park Improvements	100,000			100,000					Growing Communities Reserve
Total PARKS	237,700	800,000	(625,000)	412,700	775,000	1,275,000	1,650,000	1,150,000	
RECREATION & CULTURE									
LEWIS CENTRE - Equipments		50,000		50,000	55,000	55,000	60,000	65,000	New Works Reserve - Recreation Equipment
Pickle Ball Courts	350,000			350,000					\$100K DCC - Park Con. & \$250K Growing Communities Reserve
SID THEATRE - Future year estimation	20,000	20,000	60,000	100,000	20,000	25,000	25,000	25,000	2025 - \$67.7K Gen. Op. Fund & \$32.3K New Works Res. - Theatre Equip.
YOUTH CENTRE - Freestanding Sign & Exterior Sign	26,814			26,814					Reserve for Future Expenditure
Total RECREATION & CULTURE	396,814	70,000	60,000	526,814	75,000	80,000	85,000	90,000	
Total RECREATION, CULTURE AND COMMUNITY SERVICES	634,514	870,000	(565,000)	939,514	850,000	1,355,000	1,735,000	1,240,000	

Recreation, Culture, and Community Services

ZOOM Window Space

Proposed Capital Projects

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
Recreation, Culture & Community Services						
Recreation Facility Improvements	100,000	100,000	100,000	100,000	100,000	Asset Management Reserve
Riverside Park Plan & Development		75,000				General Operating Fund
Total Recreation, Culture & Community Services	100,000	175,000	100,000	100,000	100,000	



Recreation, Culture, and Community Services

Questions

ZOOM Window Space

Up next Corporate Services

Corporate Services Overview

ZOOM Window Space

The Corporate Services Department is responsible for:

- Bylaw Services
- Legislative Services
- Communications
- Human Resources
- Information Technology
- Legal
- RCMP Municipal employees
- **Other:** Accessibility Framework, Special Events, Reconciliation

Department Composition:

- 7 Function Areas
- 38 Full Time Employees
- 2 Part Time Employees
- Total Operating: \$6,851,800
- Capital Budget = \$2,095,954 (\$1.8m land)



Corporate Services 2025 Strategic Priorities

IP	In Progress
P	Planned
I	Implementation

Communications	Bylaw Services	Legislative Services	Information Technology	Human Resources
(IP, I) Engagement Strategy	(I) Parks Control Bylaw	(IP) Privacy Framework Development	(IP) Office 365	(P) Training Program
(I) Communication Strategy	(P) Animal Control Bylaw	(I) Code of Conduct	(IP) VOIP	(IP) Responding and Planning for Growth Impacts
(P) Comms/Engagement Implementation Strategy	(P) Traffic Regulation Bylaw	(P) Accessibility Plan Development	(P) Policy Database	(IP) Policy Updates
(IP) Website Replacement	(IP) Bylaw Adjudication	(IP) eScribe Encoder	(P) Enterprise Resource Planning Tool	
(P) Public Notice Bylaw	(P) Personal Belonging Storage Options Analysis	(IP) Cemetery Review	(P) EDRMS Needs Assessment	
(P) Resident Survey	(IP) Tempest Calls for Service		(IP) Budget Software	



Corporate Services Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
CORPORATE SERVICES REVENUE															
Animal Control / Bylaw Enforcement	(9,100)	(9,100)			(9,500)					(18,600)	(9,500)	(18,600)	(18,600)	(18,600)	(18,600)
Parking	(5,000)	(5,000)			2,500					(2,500)	2,500	(2,500)	(2,500)	(2,500)	(2,500)
Cemetery	(179,000)	(179,000)								(179,000)		(179,000)	(179,000)	(179,000)	(179,000)
Total CORPORATE SERVICES REVENUE	(193,100)	(193,100)			(7,000)					(200,100)	(7,000)	(200,100)	(200,100)	(200,100)	(200,100)
CORPORATE SERVICES EXPENSES															
GENERAL GOVERNMENT - Corporate Services															
Information Technology	1,569,400	1,467,400	103,300	21,500	16,300	36,000				1,644,500	75,100	1,752,200	1,882,700	1,882,500	1,982,500
Corporate Services	764,300	609,300	15,500	(107,000)				30,000	(8,500)	539,300	(225,000)	527,600	543,400	562,000	579,700
Human Resources	1,114,200	1,096,700	3,400	7,800	72,000			24,200	8,500	1,212,600	98,400	1,201,700	1,244,400	1,274,800	1,318,900
Corporate Communications	699,000	677,000	49,900	88,500		15,000				840,400	141,400	721,100	742,500	776,600	811,800
GIS	299,500	299,500	5,400							304,900	5,400	350,300	352,900	366,500	353,600
Occupational Health & Safety	159,700	159,700	4,500		2,000					166,200	6,500	173,400	186,800	184,500	192,000
Total GENERAL GOVERNMENT - Corporate Services	4,606,100	4,309,600	182,000	10,800	90,300	51,000		54,200		4,707,900	101,800	4,726,300	4,952,700	5,046,900	5,238,500
GENERAL GOVERNMENT - Legislative Services															
Legislative Admin	334,000	327,000	8,500	61,700	30,200	11,700			5,000	444,100	110,100	502,700	523,800	545,800	568,500
City Council	590,100	582,100	7,900							590,000	(100)	625,600	652,600	661,400	661,400
Elections	26,900	26,900								26,900		113,500	31,500	32,000	32,000
Cemetery Admin	91,000	91,000	4,600						(5,000)	90,600	(400)	99,400	103,900	108,900	113,900
Cemetery Products for Resale	13,000	13,000				5,000				18,000	5,000	13,000	13,000	13,300	13,300
Total GENERAL GOVERNMENT - Legislative Services	1,055,000	1,040,000	21,000	61,700	30,200	16,700				1,169,600	114,600	1,354,200	1,324,800	1,361,400	1,389,100
OTHER PROTECTIVE SERVICES															
Bylaw Enforcement	592,100	592,100	16,300	1,000	19,800	8,000			78,000	715,200	123,100	760,300	793,100	828,000	855,000
Animal Control	80,900	80,900	(200)						(78,000)	2,700	(78,200)	2,800	2,800	2,800	2,800
Total OTHER PROTECTIVE SERVICES	673,000	673,000	16,100	1,000	19,800	8,000				717,900	44,900	763,100	795,900	830,800	857,800
Total CORPORATE SERVICES EXPENSES	6,334,100	6,022,600	219,100	73,500	140,300	75,700		54,200		6,595,400	261,300	6,843,600	7,073,400	7,239,100	7,485,400
Total Corporate Services	6,141,000	5,829,500	219,100	73,500	133,300	75,700		54,200		6,395,300	254,300	6,643,500	6,873,300	7,039,000	7,285,300

Corporate Services

Budget Cost Drivers

Inflation

- IT Software Licenses
- Communication Software Licenses

Service:

- Engagement Specialist (NEW)
- Casual pool

Growth:

- FOI and Privacy (NEW)
- HR adjustments

Corporate Services Special Projects

ZOOM Window Space

	2024		2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD			(DECREASE)				
Corporate Services - FIPPA	50,000			50,000		50,000					
Legislative Services - Public Safety Office	50,000			35,000		35,000	(15,000)				
Human Resouces - Anti-Racism	50,500			50,400		50,400	(100)				
Communications - Website	172,000		50,000	72,000		122,000	(50,000)				
Communication - Engagement Strategy	75,000						(75,000)				
Communication - Implementation Strategy			50,000			50,000	50,000				
Information Technology - Feasibility Study ERP Software			50,000			50,000	50,000				
Bylaw Enforcement - Traffic Regulation Bylaw			60,000			60,000	60,000				
Animal Control - Animal Control Bylaw			30,000			30,000	30,000				
Total Corporate Services - Special Projects	397,500		240,000	207,400		447,400	49,900				

Corporate Services

Special Projects

Communications

- Website - increase
- Implementation Strategy - new

Legislative Services

- Privacy Framework (FIPPA) – carry forward
- Public Safety Office (hold) – carry forward

Human Resources

- Anti Racism – (hold) – carry forward

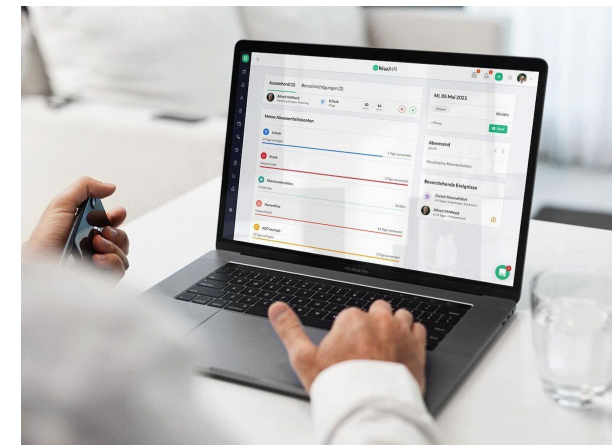
Information Technology

- Enterprise Resource Management Tool (HR) – new

Bylaw Enforcement

- Animal Control Bylaw – new (scope dependent)
- Traffic Regulation Bylaw – new (scope dependent)

ZOOM Window Space



Corporate Services Capital Projects

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
IT									
Server Replacement		60,000		60,000			150,000	70,000	New Works Reserve - IT/ Office Equip.
New Softwares (Future IT Projects)		50,000		50,000	50,000	50,000	50,000	50,000	New Works Reserve - IT/ Office Equip.
Photocopiers		30,000		30,000	30,000	30,000	30,000	30,000	New Works Reserve - IT/ Office Equip.
Large Format Plotter		15,000		15,000	15,000	15,000	15,000	15,000	New Works Reserve - IT/ Office Equip.
Electronic Records Management System (EDRMS)		15,000	6,000	21,000					New Works Reserve - IT/ Office Equip.
Scada Cloud Server / Backup	6,000			6,000					New Works Reserve - IT/ Office Equip.
Networking Switch Replacement			2,500	2,500	2,500	2,500	5,000	5,000	New Works Reserve - IT/ Office Equip.
Budget Software	81,454			81,454					New Works Reserve - IT/ Office Equip.
Total CORPORATE SERVICES - IT	87,454	170,000	8,500	265,954	97,500	97,500	250,000	170,000	

Corporate Services

Proposed Capital Projects

ZOOM Window Space

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
IT						
Operation Services Uninterrupted Power Supply (UPS)	16,000					New Works Reserve - IT/ Office Equip.
Fibre Relocation of Lewis Centre and IT	42,000					New Works Reserve - IT/ Office Equip.
LIDAR Planning Request	30,000					General Operating Fund
VOIP System Renewal	26,000					New Works Reserve - IT/ Office Equip.
StarLink Back Network	10,000					New Works Reserve - IT/ Office Equip.
Policy Organization Software	20,000					New Works Reserve - IT/ Office Equip.
Renew Physical Network Cabling				25,000		New Works Reserve - IT/ Office Equip.
Communitcations & Corporate Services						
Old HR Meeting Room Renovation	30,000					General Operating Fund
Total Proposed Projects - Corporate Services	174,000			25,000		

Corporate Services Questions

ZOOM Window Space

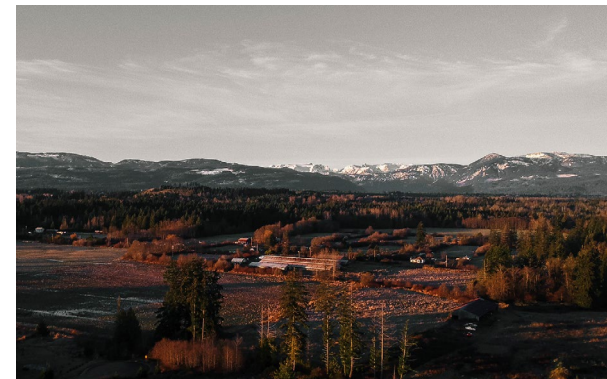
Next up RCMP

Comox Valley RCMP Overview

Detachment Compliment:

- Authorized Strength is 64 Full Time Equivalent (FTE).
 - 43 Municipal Business Line (MBL);
 - 21 Provincial Business Line (PBL).
- We currently have 2 Seconded Temporary Employees (STE)
 - 1 PBL and 1 MBL.

ZOOM Window Space



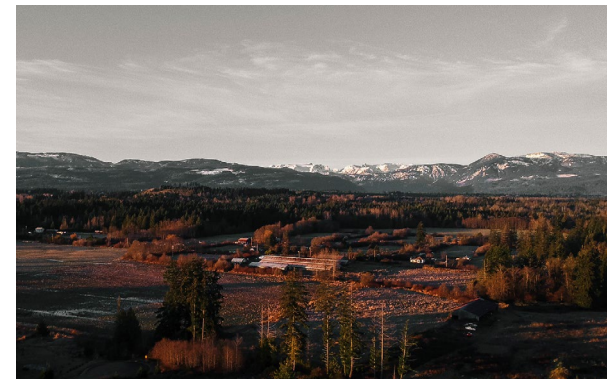
Comox Valley RCMP Overview

City of Courtenay

- Out of 43 MBL, the City of Courtenay is responsible for 31.4 FTE's.

The Town of Comox is responsible for the remaining 11.6 FTE's.

ZOOM Window Space



Comox Valley RCMP Overview

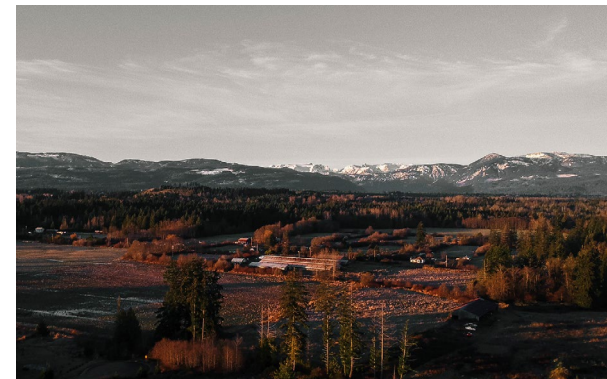
How It Works:

There are 3 Police Service Agreements that allow RCMP to provide policing in

British Columbia:

- Provincial Police Service Agreement (PPSA);
- Municipal Service Agreement (MPSA);
- Municipal Police Unit Agreement (MPUA).

ZOOM Window Space

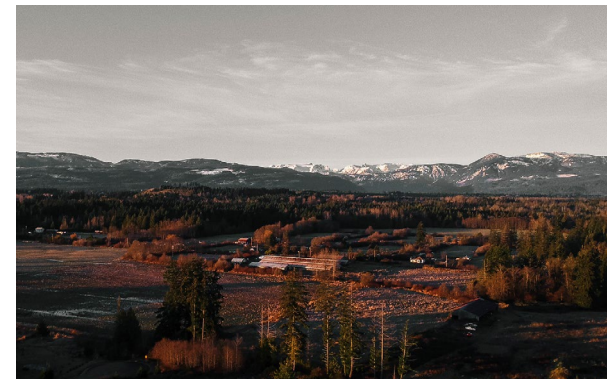


Comox Valley RCMP Overview

ZOOM Window Space

How It Works:

- The MPSA is an agreement between Public Safety Canada and the Provincial Government. The agreement permits the Province to sub-contract the RCMP to municipalities through the use of MPUA's.
- The MPUA is a bilateral agreement between the Province and individual Municipalities. The agreement outlines a number of operating duties and requirements to be undertaken by the Detachment Commander and the Municipality / Mayor who is contracting the policing services.

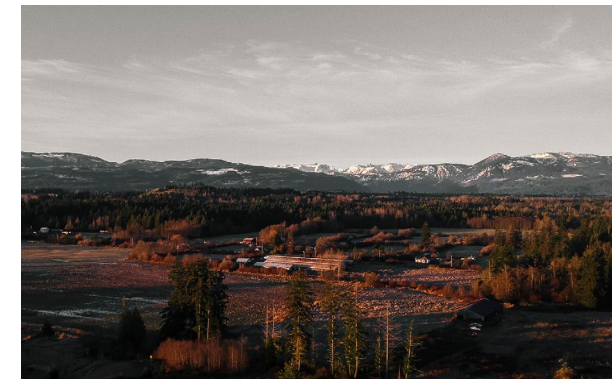


Comox Valley RCMP Overview

How It Works:

- Under the BC Police Act, Section 15: *“Municipalities must bear the expenses necessary to maintain law and order in a Municipality.”*
- Municipalities with a population over 5,000 persons must provide policing either:
 - Their own Municipal Police force at 100% cost;
 - An agreement with Province for RCMP policing services at a cost share;
 - Or an agreement with another Municipal Department.

ZOOM Window Space



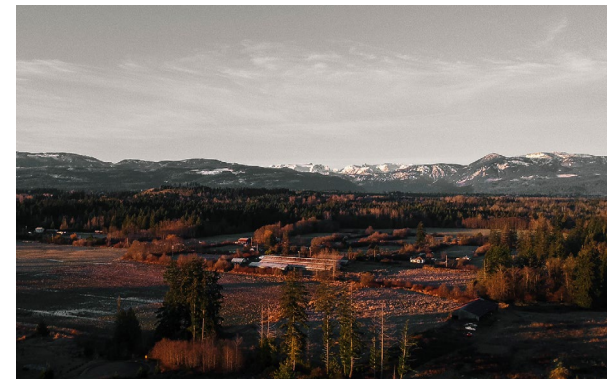
Comox Valley RCMP Overview

How It Works:

Also... Under the BC Police Act, the Municipality is responsible for providing:

- Accommodations;
- Support Staff;
- Equipment and Supplies;
- Police Lockups.

ZOOM Window Space

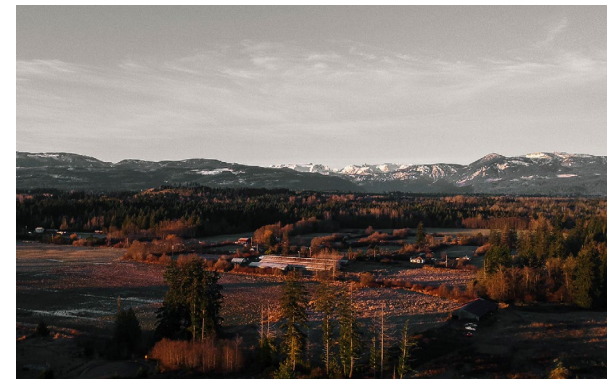


Comox Valley RCMP Overview

How You Pay:

The City of Courtenay is a Municipality Over 15,000 persons which requires them to pay at 90% with a 10% Federal contribution.

ZOOM Window Space



RCMP - Police Protection

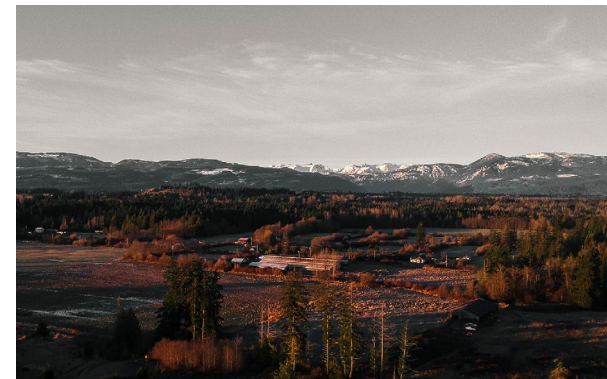
What you get...

The projected financial impact of one FTE for 2025 is approximately \$258,000.00.

This is an ALL in cost that includes:

- Total Salary and Allowance Costs and OT; <Direct Costs>
- Total Operating Costs / Capital Costs; <Direct Costs>
- Total Indirect Costs.

ZOOM Window Space



RCMP - Police Protection

What you get...

- Capital Costs can include: Computer and Police Motor Vehicle (if required.. Which requires an additional \$50,000);
- Ongoing Operating and Maintenance Costs can include: Travel, Training, Fuel costs, Firearm etc.
- Indirect Costs can include: Body Worn Camera (BWC), Pensions, CPP, EI, Div. Admin and Recruitment & Training

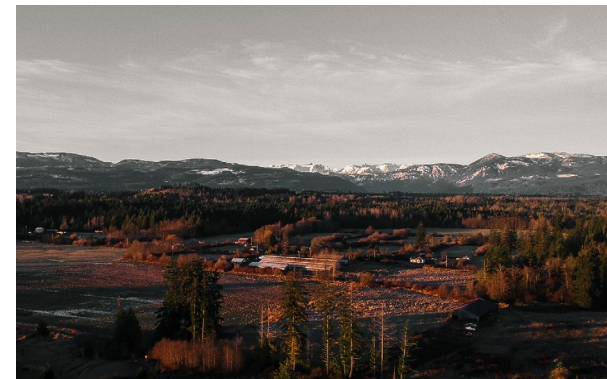
ZOOM Window Space



RCMP - Police Protection

What you get...

- The Direct costs associated to a FTE is governed by a Collective Bargaining Agreement (CBA) between the National Police Federation (NPF) and the RCMP.
- Municipalities do not have any influence or negotiating power with respect to RCMP wages / salary;
- Signing Bonus \$ 2,500;
- A new CBA was signed on June 2024 increasing individual pay by 4% Effective April 2023 and 2024;
- Contract expires March 31, 2025

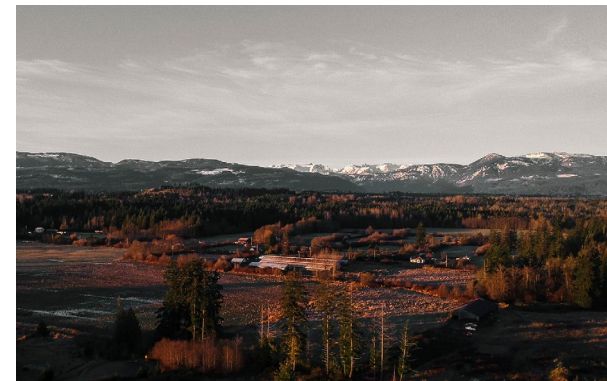


RCMP - Police Protection

What you get...

- The Indirect Costs associated to a FTE – police equipment are procured at a Federal level, protected by legislation such as the Canada Labour Code and are non-negotiable.
- These Indirect Costs can have a significant impact on a Municipal Budget if not properly planned for. Some upcoming / common **Budget Drivers** are:
 - Less Lethal - Extended Range Impact Weapons (40 mm ERIW);
 - Pistol Modernization;
 - Conducted Energy Weapon (CEW) Modernization – Taser X26 to Taser 7;
 - Body Worn Cameras (BWC) and Hard Body Armour

ZOOM Window Space



Police Protection

Budget Cost Drivers

What are some of the reasons why the cost of RCMP continues to rise?

- Cost of Living and Competitive Salaries;
- Modernization of Policing Services;
- Rising costs of Policing Operations i.e.) Digital Forensics.

ZOOM Window Space



Police Protection Operating Budget

ZOOM Window Space

COURTENAY				
2025/26 to 2029/30 Fiscal Estimates	22/23 Final	23/24 Pre Final	24/25 Budget	25/26 Estimates
CONTRACT STRENGTH	31.4	31.4	31.4	31.4
ACTUAL / FUNDED STRENGTH	23.3	24.9	27.4	31.4
COST ELEMENT GROUP (CEG)				
STD OBJ. 01 - PERSONNEL				
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES -	202,373	189,351		
CEG 11 - OVERTIME - P/S	7,735	4,525	0	0
CEG 12 - ALLOWANCES P/S: incl. CE 500169 LIQUIDATION OF		0	0	0
CEG 30 - PAY - MEMBERS:		0		
CE 500110 - REGULAR PAY	2,453,542	2,620,657	3,157,929	3,716,924
CE 500112 - RETROACTIVE PAY	1,829	4,295	0	0
CE 500113 - ACTING PAY	9,918	45,745	21,903	22,669
CE 500114 - SERVICE PAY	96,140	110,914	115,197	150,000
CE 500117 - SHIFT DIFFERENTIAL	29,341	35,157	51,014	52,799
CE 500119 - PERFORMANCE AWARD	0	5,000		
CE 500158 - TRANSFER ALLOW. - INTRA (0	8,881		
CE 500164 - SENIOR CST ALLOWANCE	70,967	74,861	88,017	91,098
CE 500224 - REGULAR PAY - CIVILIAN MEMBE	162,601	170,640	76,485	184,388
CE 501127 - RETRO PAY - PRIOR YEARS	0	29,851		
CE 501194 - REGULAR TIME RESERVISTS	85,787	56,208	182,066	215,950
CE 501198 - BILINGUAL BONUS - Current	0	957		
CE 502103 - OPERATIONAL CLOTHING ALLOV	7,121	7,200	15,690	18,610
MISC. CE's incl. under CEG 30	43,603	44,717		
CEG 30 - PAY - MEMBERS - TOTAL	2,960,848	3,215,083	3,708,300	4,452,439
CEG 31 - OVERTIME - MEMBERS	274,093	344,702	449,190	500,000
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Cr	59,282	107,998		
CEG 33 - RCMP PAY - OTHER			0	0
CEG 40 - ALLOWANCES - INTRA MEMBERS (Cre	42,005	0	0	0
CEG 41 - ALLOWANCES - INTER MEMBERS (Cre	647	0	0	0
CEG 45 - PERSONNEL - OPERATIONAL CONTINGENC		0	0	0
TOTAL STD OBJ. 01 - PERSONNEL	3,546,983	3,861,658	4,157,490	4,952,439

Police Protection Operating Budget

ZOOM Window Space

COURTENAY				
2025/26 to 2029/30 Fiscal Estimates	22/23 Final	23/24 Pre Final	24/25 Budget	25/26 Estimates
CONTRACT STRENGTH	31.4	31.4	31.4	31.4
ACTUAL / FUNDED STRENGTH	23.3	24.9	27.4	31.4
COST ELEMENT GROUP (CEG)				
INDIRECT COSTS (Summary)				
1) RM Pensions	541,419	586,539	653,406	796,750
2) RM CPP	89,027	95,168	110,121	126,327
3) Employer's Contr. to E.I. for R/M's	26,203	29,324	32,411	38,925
4) Division Administration (per cap x avg.# RM's	909,480	1,072,352	1,246,930	1,549,486
5) Recruitment & Training	143,366	153,797	209,228	231,676
6) National Programs	39,014	48,786	46,803	53,819
7) Police Dog Service Training	0	0	29,456	33,058
8) Amortization of Equipment > \$150,000 @ 10%		0	0	0
9) Reservists - CPP & EI	41,662	21,155		
10) Adjustments to Indirect Costs				
TOTAL INDIRECT COST	1,790,171	2,007,122	2,328,355	2,830,041
TOTAL COSTS (Direct + Indirect) @ 100%	5,567,626	6,533,052	7,534,000	9,015,110
FEDERAL COST 10 %	556,763	653,305	753,400	901,511
MUNICIPAL COST 90%	5,010,863	5,879,746	6,780,600	8,113,599
MUNICIPAL COSTS - 100 % (Table 5 & 6)	415,670	491,833	661,800	632,296
TOTAL COSTS PRIOR TO SETTLEMENT	5,426,533	6,371,579	7,442,400	8,745,895
ANNUAL PAYMENTS per SETTLEMENT AGREEMENT				
Earned Retirement Benefit Payment	27,070	27,070	27,070	27,070
Green Timbers	18,568	18,568	18,568	18,568
TOTAL MUNICIPAL POLICING COSTS	5,472,171	6,417,217	7,488,038	8,791,533



Police Protection Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	IMPACTS	IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
POLICE REVENUE															
Police Protection Revenues	(115,500)	(115,500)	(10,000)		(21,000)					(146,500)	(31,000)	(146,500)	(146,500)	(146,500)	(157,500)
Total POLICE REVENUE	(115,500)	(115,500)	(10,000)		(21,000)					(146,500)	(31,000)	(146,500)	(146,500)	(146,500)	(157,500)
POLICE EXPENSES															
Police Admin & Other															
Office Rent	206,800	206,800	13,200							220,000	13,200	222,200	224,400	226,600	228,900
C.O.P.S.	22,000	22,000								22,000		22,000	22,000	22,000	22,000
Total Police Admin & Other	228,800	228,800	13,200							242,000	13,200	244,200	246,400	248,600	250,900
Police Protection Services															
RCMP Municipal Employees	764,600	764,600	18,200			(1,500)			42,000	823,300	58,700	810,700	845,600	882,400	826,500
Contracted Services	7,632,400	7,632,400	862,400						(42,000)	8,452,800	820,400	8,703,000	8,860,000	9,228,000	9,507,000
Total Police Protection Services	8,397,000	8,397,000	880,600			(1,500)				9,276,100	879,100	9,513,700	9,705,600	10,110,400	10,333,500
Total POLICE EXPENSES	8,625,800	8,625,800	893,800			(1,500)				9,518,100	892,300	9,757,900	9,952,000	10,359,000	10,584,400
Total Police	8,510,300	8,510,300	883,800		(21,000)	(1,500)				9,371,600	861,300	9,611,400	9,805,500	10,212,500	10,426,900

Police Protection Questions

ZOOM Window Space

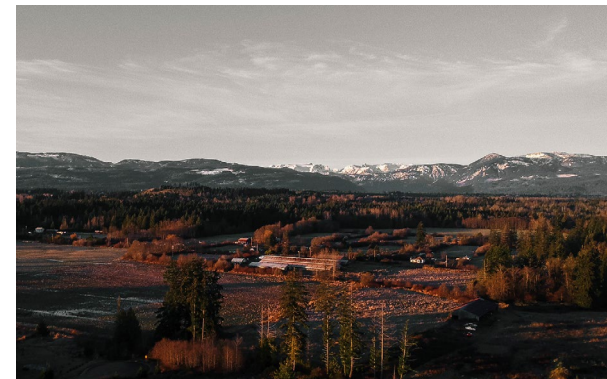
Next up Infrastructure & Environmental Engineering Services

Infrastructure & Environmental Engineering Services **Overview**

ZOOM Window Space

laEE is responsible for:

- Asset Management
- Capital Project Delivery
- Environmental Engineering



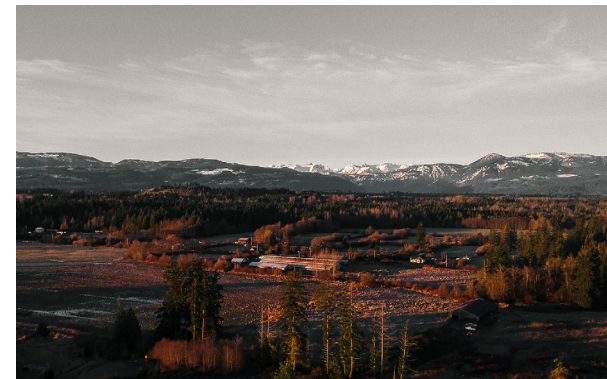
Infrastructure & Environmental Engineering Services

2025 Strategic Priorities

2025 Strategic Priorities include:

- 6th St Bridge Construction
- McPhee Meadows Construction
- East Side Firehall Detailed Design
- Corporate Climate Action Plan
- Memorial Pool Options Analysis and Detailed Design

ZOOM Window Space



Infrastructure & Environmental Engineering Services

Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
ENGINEERING EXPENSES															
Engineering Administration															
Engineering Admin	677,500	686,900	36,000	46,300	79,000					848,200	170,700	881,800	918,200	956,100	994,900
Engineering Consulting	125,000	125,000								125,000		125,000	125,000	125,000	125,000
Sustainability Planning	33,100	33,100		500						33,600	500	38,600	41,600	44,700	44,700
Total Engineering Administration	835,600	845,000	36,000	46,800	79,000					1,006,800	171,200	1,045,400	1,084,800	1,125,800	1,164,600
Asset Management															
Asset Mgmt - Admin	235,400	235,400	69,600	(56,300)						248,700	13,300	259,900	271,600	284,100	297,100
Condition Assessments	91,700	91,700	3,300			31,000		91,700		217,700	126,000	86,500	56,800	59,000	126,000
Asset Mgmt - General	24,000	24,000	1,500					20,000		45,500	21,500	25,100	26,600	28,100	29,600
Total Asset Management	351,100	351,100	74,400	(56,300)		31,000		111,700		511,900	160,800	371,500	355,000	371,200	452,700
Total ENGINEERING EXPENSES	1,186,700	1,196,100	110,400	(9,500)	79,000	31,000		111,700		1,518,700	332,000	1,416,900	1,439,800	1,497,000	1,617,300

Infrastructure & Environmental Engineering Services

Special Projects

ZOOM Window Space

	2024		2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD			(DECREASE)				
Flood Mgmt & Dyke Replacement	130,000			110,000		110,000	(20,000)				
Integrated Rainwater Mgmt Plan	162,000			152,000		152,000	(10,000)				
Corporate Climate Action Plan	200,000		50,000	150,000		200,000					
CVRD Home Energy Navigator Program	50,000			35,000		35,000	(15,000)		20,000	20,000	20,000
Bridge Building Review	100,000						(100,000)				
Corp Facility Engery Mgmt	269,000		31,000	230,000		261,000	(8,000)				
Master Transportation Plan			250,000			250,000	250,000				150,000
Youth Climate Corp			65,000			65,000	65,000				
Total ENGINEERING DEPARTMENT - Special Project	911,000		396,000	677,000		1,073,000	162,000		20,000	20,000	170,000

Infrastructure & Environmental Engineering Services

Capital Projects

ZOOM Window Space

Construction 2025:

- 6th St Bridge
- Lake Trail MUP
- McPhee Meadows Phase 1
- Demolition: Anderton Arms, Cona Hostel, Bridge Building
- Pickle-Ball Courts
- McPhee Ave Water/Sewer

Infrastructure & Environmental Engineering Services Capital Projects

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
INFRASTRUCTURE									
FIRE - New Satellite Firehall	1,957,850	22,000,000	(22,000,000)	1,957,850	23,271,500				2025 - Growing Communities Reserve 2026 - \$23M Debt Proceeds & \$271.5K General Op. Fund
Renewable Energy options		800,000	(400,000)	400,000	400,000				2025 - Growing Communities Reserve 2026 - Transportation Grant
Traffic - Signal Controller Renewal Program	75,000	750,000	(750,000)	75,000	750,000	375,000	375,000	375,000	2025 - Reserve for Future Expenditure 2026 - \$150K General Op. Fund & \$600K Asset Management Reserve 2027-2029 - \$75K General Op. Fund & \$300K Asset Mgmt. Reserve
Ryan Road Sidewalk Sandwick to Braidwood	1,000		215,500	216,500	2,558,500				2025 - Asset Management Reserve 2026 - \$2M Debt Proceeds, \$158.5K DCC Cont. & \$400K Asset Mgmt. Res.
Anderton Dike Remediation - Phase 1	2,000,000			2,000,000					Debt Proceeds
Braidwood Road Design - Storm & Road			34,800	34,800	3,250,000				2025 - Asset Management Reserve 2026 - \$3M Debt Proceeds & \$250K Asset Mgmt Reserve
Storm Drainage - 13 St - Burgess to Willemar Storm Recons							17,360	1,080,040	Asset Management Reserve
Major Road Cons - 13 St - Burgess to Willemar Rd Reconstr							17,360	1,080,040	Asset Management Reserve
Anderton Dike Remediation - Phase 2						6,747,000			\$1,821,690 Debt Proceeds & \$4,925,310 Prov. Transport. Grant
Cousins Avenue Upgrades	1,000			1,000	457,500	5,260,800			2025 - Reserve for Future Expenditure 2026 - \$157.5K Gen. Op. Fund & \$300K Asset Mgmt Reserve 2027 - \$4.5M Debt Proceeds, \$260.8K General Op. Fund & \$500K Asset Management Reserve
Lerwick Traffic Improvement - Malahat to Macdonald							150,000		General Operating Fund
6th St Bridge Multi-Use Active Transportation Bridge	6,809,893			6,809,893					\$2,500,000 Debt Proceeds, \$29,193 Reserve for Future Exp., \$2,502,200 Transportation Prov. Grant, \$778,500 New Works Reserve & \$1,000,000 Growing Communities Reserve
Consolidated Municipal Building							10,000,000		Debt Proceeds
Total INFRASTRUCTURE	10,844,743	23,550,000	(22,899,700)	11,495,043	30,687,500	12,382,800	10,559,720	2,535,080	

Infrastructure & Environmental Engineering Services

Capital Projects Continued

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
PARKS									
McPhee Meadows - Park Design & Development - Phase 2		282,500	(282,500)		298,500	2,806,000			2026 - General Operating Fund 2027 - Debt Proceeds
Park Design & Development McPhee Meadows - Phase 1	1,526,516		311,484	1,838,000					\$261,484 General Op. Fund, \$76,516 Park Amenity Reserve & \$1,500,000 Growing Communities Reserve
Lake Trail Multi-Use Pathway Construction	1,339,255		310,745	1,650,000					\$500K Transportation Prov. Grant, \$186K CVRD Grant, \$464K Reserve for Future Exp., \$250K Asset Mgmt Reserve & \$250K Growing Communities Reserve
Total PARKS	2,865,771	282,500	339,729	3,488,000	298,500	2,806,000			
RECREATION & CULTURE									
MEMORIAL POOL - Major Pool Repairs	32,649	250,000	17,351	300,000	1,000,000				2025 - \$50K Reserve for Future Exp. & \$250K CVRD Grant 2026 - CVRD Grant
Total RECREATION & CULTURE	32,649	250,000	17,351	300,000	1,000,000				
Total ENGINEERING SERVICES	13,743,163	24,082,500	(22,542,620)	15,283,043	31,986,000	15,188,800	10,559,720	2,535,080	

Infrastructure & Environmental Engineering Services

Proposed Capital Projects

ZOOM Window Space

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
Infrastructure & Environmental Engineering Services						
Bridge Building Demo	695,000					General Operating Fund
5th St Bridge Contaminated Soils Remediation	50,000		150,000			Asset Management Reserve
Total Proposed Projects - Infrastructure & Environmental Engineering Services	745,000		150,000			

Infrastructure & Environmental Engineering Services

ZOOM Window Space

Budget Cost Drivers

Operating:

- Carry forward unspent funds.
- Rental fees for potentially moving office.

Capital:

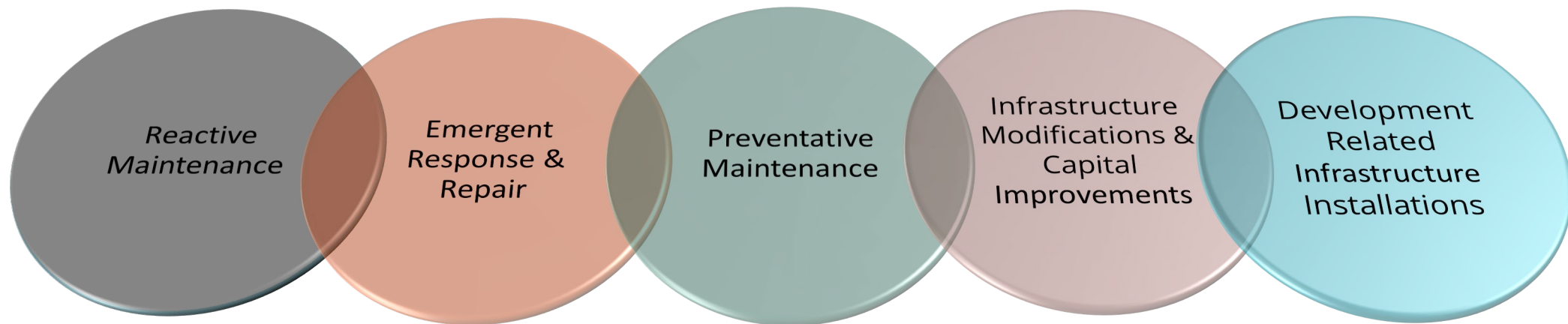
- Increase for Bridge Building demolition
- Overall capital funding has decreased, due to deferral of some work.

Operational Services Overview

ZOOM Window Space

Operational Services is responsible for the operation & maintenance of the City's water distribution, sewer collection & storm water conveyance systems, solid waste collection services, civic properties (facilities), parks & open spaces and transportation & fleet services.

Service areas include; utilities infrastructure, parks, trails & open spaces, streets, transit and active transportation infrastructure, solid waste services, civic properties maintenance, cemetery maintenance, fleet maintenance & life cycle planning, flood response, dike maintenance and minor capital project delivery.



Operational Services

ZOOM Window Space

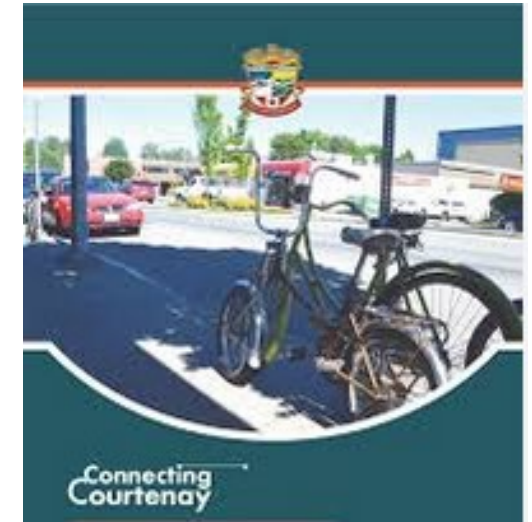
2025 Strategic Priorities

Streets & Transportation:

- Traffic Calming Policy – Review(s) & Implementation
- Speed Limit Reduction Program
- Safe & Active Schools Program / Develop in Partnership w/ SD71
- CNP Implementation

Regional Collaboration:

- Water Smart Action Plan – Universal Metering Study
- Implement Water Conservation Measures
- Active Transportation / Expanded Transit Service



Operational Services

Operating Budget Summary

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Operations Services															
ADMINISTRATION	750,200	750,200	45,200	39,000	29,200				(13,800)	849,800	99,600	874,000	902,500	936,200	963,800
TRANSPORTATION SERVICES	1,562,300	1,542,300	(1,000)	21,000	(6,900)		22,000		333,100	1,910,500	348,200	1,939,100	1,986,700	2,057,900	2,107,700
PUBLIC WORKS SERVICES	2,151,800	2,426,800	31,400	5,400	46,800	6,800			(281,800)	2,235,400	83,600	2,327,000	2,427,000	2,517,400	2,624,300
PROPERTY MAINTENANCE	1,920,400	1,815,400	56,600	17,000	56,900	14,800		29,000	(41,400)	1,948,250	27,850	1,792,700	1,812,300	1,848,800	1,872,000
PARKS AND GROUNDS MAINTENANCE	3,711,400	3,646,400	162,800	28,100	178,700	12,000			34,600	4,071,400	360,000	4,266,500	4,482,100	4,773,000	4,993,700
STORM WATER COLLECTION	554,400	573,700			52,100				4,300	630,100	75,700	641,800	662,000	684,000	705,000
Total Operations Services	10,650,500	10,754,800	295,000	110,500	356,800	33,600	22,000	29,000	35,000	11,645,450	994,950	11,841,100	12,272,600	12,817,300	13,266,500

Operational Services - Administration

Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
OPERATIONS SERVICES - ADMINISTRATION															
OS Admin - GLs with no Jobs	380,300	380,300	23,400						600	404,300	24,000	423,200	442,400	462,700	484,000
JOB 16100 OS Admin	3,700	3,700								3,700		3,700	3,700	3,800	3,800
JOB 16001 OS Office Operations	73,900	73,900	(1,000)						(5,000)	67,900	(6,000)	68,900	68,900	70,100	70,100
JOB 16011 OS Meetings	33,500	33,500	1,500						(11,500)	23,500	(10,000)	23,600	24,200	24,800	25,400
JOB 16013 OS Union Business	14,600	14,600	800							15,400	800	15,200	15,200	15,500	15,500
JOB 16012 OS JOHSC & Gradual Return	8,700	8,700	500						11,100	20,300	11,600	20,900	21,500	22,100	22,700
OS Custom Work	50,000	50,000								50,000		50,000	50,000	51,000	51,000
Total OS - Admin	564,700	564,700	25,200						(4,800)	585,100	20,400	605,500	625,900	650,000	672,500
OS - Operations															
JOB 16003 OS Urban Issues	204,000	204,000	14,300	39,000	300				3,000	260,600	56,600	270,000	280,800	292,100	300,700
JOB 16010 OS Training	84,600	84,600	2,900						(36,000)	51,500	(33,100)	53,300	55,100	57,600	59,700
Total Responsibility Reporting	33,100	33,100			17,000					50,100	17,000	51,100	52,100	53,200	54,300
JOB 16009 OS Safety Tests	50,300	50,300								50,300		51,300	51,300	52,300	52,300
JOB 16004 OS Yard Maintenance	64,400	64,400	1,100						14,000	79,500	15,100	85,400	88,100	92,100	95,100
JOB 16050 OS Special Events	24,200	24,200	700							24,900	700	26,000	26,800	27,900	27,900
JOB 16000 OS Small Tools/Equip	7,200	7,200								7,200		7,200	7,200	7,300	7,300
JOB 16027 OS Cleanup/Garbage	6,000	6,000	8,000						10,000	24,000	18,000	16,100	16,100	16,200	16,200
OS Yard - Utilities	67,000	67,000	(7,000)		1,800					61,800	(5,200)	60,400	61,000	61,600	62,300
Total OS - Operations	540,800	540,800	20,000	39,000	19,100				(9,000)	609,900	69,100	620,800	638,500	660,300	675,800
OS - Allocation															
Water & Sewer Allocation	(355,300)	(355,300)			10,100					(345,200)	10,100	(352,300)	(361,900)	(374,100)	(384,500)
Total OS - Allocation	(355,300)	(355,300)			10,100					(345,200)	10,100	(352,300)	(361,900)	(374,100)	(384,500)
Total OPERATIONS SERVICES - ADMINISTRATION	750,200	750,200	45,200	39,000	29,200				(13,800)	849,800	99,600	874,000	902,500	936,200	963,800

Operational Services - Transportation

Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Transportation Admin															
Transportation - Admin Wages									264,100	264,100	264,100	273,400	287,200	301,500	316,600
JOB 14980 Transportation - Training									19,000	19,000	19,000	20,000	21,000	22,100	23,200
JOB 14990 Transportation Veh Charges					7,000					7,000	7,000				
Total Transportation Admin					7,000				283,100	290,100	290,100	293,400	308,200	323,600	339,800
Transportation Maintenance															
JOB 14510 Signs/Lines Infrastructure	566,400	566,400	(500)							565,900	(500)	598,900	607,400	633,400	640,400
Total Transportation Maintenance	566,400	566,400	(500)							565,900	(500)	598,900	607,400	633,400	640,400
Traffic Operations															
JOB 14960 Street Light Veh Charges	600	600								600		600	600	600	600
JOB 14515 Street Lights Infrastructure	615,000	615,000			(12,000)					603,000	(12,000)	614,400	626,800	640,800	653,900
JOB 14520 Traffic Signals Infrastructure	173,200	173,200			(1,900)				50,000	221,300	48,100	212,700	220,000	230,000	238,500
Total Traffic Operations	788,800	788,800			(13,900)				50,000	824,900	36,100	827,700	847,400	871,400	893,000
Traffic Studies & Other															
JOB 14565 Traffic Studies/Reviews	86,800	66,800		21,000						87,800	1,000	76,200	79,700	83,900	87,800
JOB 14570 Bridges	115,000	115,000					22,000			137,000	22,000	138,000	139,000	140,500	141,500
Air Park	5,300	5,300	(500)							4,800	(500)	4,900	5,000	5,100	5,200
Total Traffic Studies & Other	207,100	187,100	(500)	21,000			22,000			229,600	22,500	219,100	223,700	229,500	234,500
Total OPERATIONS SERVICES - TRANSPORTATION	1,562,300	1,542,300	(1,000)	21,000	(6,900)		22,000		333,100	1,910,500	348,200	1,939,100	1,986,700	2,057,900	2,107,700

Operational Services – Public Works

Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Roads Admin															
Roads - Admin Wages	241,000	241,000							(118,900)	122,100	(118,900)	123,500	130,400	136,900	143,800
JOB 14900 Roads - Admin	78,900	78,900	2,000		1,000					81,900	3,000	84,300	85,600	87,000	87,000
JOB 14905 Roads - Training	28,500	28,500	1,000						5,000	34,500	6,000	29,800	31,000	32,200	33,500
JOB 14950 Roads Veh Charges	17,000	17,000								17,000		17,000	17,000	17,300	17,300
Total Roads Admin	365,400	365,400	3,000		1,000				(113,900)	255,500	(109,900)	254,600	264,000	273,400	281,600
Roads Maintenance															
JOB 14500 Road Infrastructure	831,700	1,106,700	17,300						(232,900)	891,100	59,400	955,300	972,400	1,003,000	1,021,600
JOB 14505 Sidewalk/Walkway Infrastructure	417,900	417,900	10,200						30,000	458,100	40,200	479,100	494,000	511,200	527,500
JOB 14525 Ditch/Culvert Infrastructure	100,600	100,600	2,100							102,700	2,100	96,200	99,700	103,600	107,400
JOB 14530 Dyke Maintenance	56,800	56,800	500							57,300	500	58,000	58,500	59,200	59,700
JOB 14535 Flood Prevention/Response															
JOB 14540 Street Cleaning	219,500	219,500	5,800							225,300	5,800	234,500	244,000	254,000	264,300
JOB 14545 Snow Clearing & Removal	627,500	627,500	11,600		11,200					650,300	22,800	670,800	692,300	714,600	737,900
JOB 14560 Street Decorations	36,300	36,300	800							37,100	800	38,100	39,100	40,200	41,300
Total Roads Maintenance	2,290,300	2,565,300	48,300		11,200				(202,900)	2,421,900	131,600	2,532,000	2,600,000	2,685,800	2,759,700
Fleet Maintenance															
JOB 17### PW Fleet	(721,400)	(721,400)	(24,100)		12,600				35,000	(697,900)	23,500	(714,200)	(699,900)	(714,000)	(698,400)
JOB 17000 PW General Fleet Supplies	41,700	41,700								41,700		41,700	41,700	41,700	41,700
JOB 17995 PW Fleet Vehicle Charges					17,500					17,500	17,500	18,000	18,500	19,100	19,700
Total Fleet Maintenance	(679,700)	(679,700)	(24,100)		30,100				35,000	(638,700)	41,000	(654,500)	(639,700)	(653,200)	(637,000)
Garbage Collection															
JOB 14555 Garbage Collection	175,800	175,800	4,200	5,400	4,500	6,800				196,700	20,900	194,900	202,700	211,400	220,000
Total Garbage Collection	175,800	175,800	4,200	5,400	4,500	6,800				196,700	20,900	194,900	202,700	211,400	220,000
Total OPERATIONS SERVICES - PUBLIC WORKS SER	2,151,800	2,426,800	31,400	5,400	46,800	6,800			(281,800)	2,235,400	83,600	2,327,000	2,427,000	2,517,400	2,624,300

Operational Services - Civic Properties

Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
OPERATIONS SERVICES - PROPERTY MAINTENANCE															
Property Maintenance Admin	245,500	245,500	8,900		(100)				(11,400)	242,830	(2,670)	257,600	266,900	277,100	287,000
City Hall, OS, HR, IT, ENG Buildings Maintenance	263,300	227,500	9,600	6,000	52,100	2,500		12,000	7,000	316,765	53,465	312,900	300,400	308,300	313,300
Firehall Buildings Maintenance	132,800	126,300	1,200	7,000	(600)					133,916	1,116	109,700	129,000	130,000	130,900
Parks - Property Maintenance	889,000	872,000	15,600	800	(17,300)	5,000		17,000	(37,000)	856,050	(32,950)	731,300	736,200	747,500	752,400
Cultural Facilities - Property Maintenance	266,300	220,600	11,400	3,200	(15,500)					219,723	(46,577)	211,300	212,500	216,000	217,200
Miscellaneous Buildings Maintenance	86,200	86,200	5,300		31,600	7,300				130,410	44,210	123,700	120,700	122,400	123,300
Property for Development	37,300	37,300	4,600		6,700					48,556	11,256	46,200	46,600	47,500	47,900
Total OPERATIONS SERVICES - PROPERTY MAINTENANCE	1,920,400	1,815,400	56,600	17,000	56,900	14,800		29,000	(41,400)	1,948,250	27,850	1,792,700	1,812,300	1,848,800	1,872,000

Operational Services - Parks

Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
PARKS ADMINISTRATION															
Parks Administration	352,600	352,600	10,400		18,000				(46,600)	334,400	(18,200)	393,800	407,600	423,400	438,700
Total Parks Administration	352,600	352,600	10,400		18,000				(46,600)	334,400	(18,200)	393,800	407,600	423,400	438,700
Parks Operations															
Parks - Water Usage (no WT job)	168,500	168,500			56,000					224,500	56,000	296,500	390,500	505,500	653,500
JOB 65920 Parks Vehicle Charges	23,700	23,700	3,000							26,700	3,000	24,000	24,300	24,600	24,900
JOB 65001 Community Parks	794,000	784,000	26,100	5,000	(2,900)	6,000			30,000	848,200	54,200	907,300	952,600	979,900	1,015,600
JOB 65002 Neighbourhood Parks	410,100	410,100	11,800	5,000	26,900	6,000				459,800	49,700	425,000	440,900	457,900	413,000
JOB 65003 Nature Parks	108,600	108,600	3,000	5,000	2,800				4,200	123,600	15,000	125,100	129,100	133,400	136,700
JOB 65004 Maintained Greenspace	74,500	74,500	2,500		800					77,800	3,300	81,700	85,000	88,300	91,400
JOB 65005 Greenspace Buffer	74,100	74,100	2,500		700					77,300	3,200	80,000	82,700	85,500	87,800
JOB 65006 Greenway Trails	516,000	461,000	17,800		56,400				(41,000)	503,000	(13,000)	541,900	531,800	582,200	602,700
JOB 65007 City Boulevards	721,400	721,400	56,200	8,100	9,700				57,400	852,800	131,400	832,100	860,800	891,300	915,300
JOB 65008 Tree Program	40,200	40,200	800	5,000	300					46,300	6,100	36,300	37,600	39,100	40,500
Total Parks Operations	2,931,100	2,866,100	123,700	28,100	150,700	12,000			50,600	3,240,000	308,900	3,349,900	3,535,300	3,787,700	3,981,400
Recreation Facilities - Grounds Maintenance	27,200	27,200	1,200							28,400	1,200	29,000	30,100	31,400	32,700
Cultural Facilities - Grounds Maintenance	7,000	7,000	300							7,300	300	7,300	7,400	7,700	7,900
Other Facilities - Grounds Maintenance	49,900	49,900	2,200							52,100	2,200	54,300	56,500	59,900	56,100
Cemetery	343,600	343,600	25,000		10,000				30,600	409,200	65,600	432,200	445,200	462,900	476,900
Total OS - PARKS & GROUNDS MAINTENANCE	3,711,400	3,646,400	162,800	28,100	178,700	12,000			34,600	4,071,400	360,000	4,266,500	4,482,100	4,773,000	4,993,700

Operational Services – Storm Water Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Storm Water Collection															
JOB 13990 Salaries/Wages	71,900	71,900			16,100				10,100	98,100	26,200	100,000	105,100	110,300	115,700
JOB 13900 General Admin	5,000	5,000							10,300	15,300	10,300	5,000	5,000	5,000	5,000
JOB 13975 Storm Training					2,000					2,000	2,000				
JOB 13000 Main	183,600	183,600			30,000				(16,100)	197,500	13,900	204,400	210,000	217,500	223,700
JOB 13100 Service	37,900	37,900			4,000					41,900	4,000	43,300	43,400	44,300	44,400
JOB 13200 Manhole	8,100	8,100								8,100		8,400	8,700	9,100	9,400
JOB 13300 Catch Basin	149,200	149,200								149,200		157,700	162,300	165,700	170,600
JOB 13400 Creek Crossing	30,900	50,200								50,200	19,300	51,800	53,300	56,000	57,600
JOB 13500 Detention Pond	33,000	33,000								33,000		34,400	36,300	37,500	38,900
JOB 13600 Flood Protection	34,800	34,800								34,800		36,800	37,900	38,600	39,700
Total Storm Water Collection	554,400	573,700			52,100				4,300	630,100	75,700	641,800	662,000	684,000	705,000

Operational Services – Solid Waste

Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
SOLID WASTE REVENUE															
Solid Waste Revenue	(3,919,900)	(3,919,900)		(13,000)	(42,000)	(36,200)				(4,011,100)	(91,200)	(4,201,200)	(4,405,100)	(4,618,300)	(4,842,200)
Total SOLID WASTE REVENUE	(3,919,900)	(3,919,900)		(13,000)	(42,000)	(36,200)				(4,011,100)	(91,200)	(4,201,200)	(4,405,100)	(4,618,300)	(4,842,200)
SOLID WASTE EXPENSES															
JOB 15007 Solid Waste Admin	387,300	383,800	7,800		2,500				(50,200)	343,900	(43,400)	356,500	373,500	391,300	410,100
JOB 15015 Solid Waste Vehicle Charges				10,500						10,500	10,500	11,000	11,500	12,000	12,500
JOB 15016 Solid Waste Old Container Program	30,000										(30,000)				
JOB 15017 Solid Waste Seasonal Excess Yard Waste	20,000	20,000			2,500					22,500	2,500	23,400	24,300	25,200	26,100
JOB 15018 Solid Waste Contamination Mgmt									49,300	49,300	49,300	51,800	54,400	57,100	59,900
Solid Waste Contracted Services	2,649,200	2,649,200	60,000		34,500					2,743,700	94,500	2,866,600	2,995,700	3,131,200	3,273,200
Solid Waste Tipping Fees	893,400	893,400		(59,300)	3,000				900	838,000	(55,400)	888,300	941,700	997,100	1,055,600
Solid Waste Cart Exchange Costs	200,000			8,000	(4,800)					3,200	(196,800)	3,600	4,000	4,400	4,800
Total SOLID WASTE EXPENSES	4,179,900	3,946,400	67,800	(40,800)	37,700					4,011,100	(168,800)	4,201,200	4,405,100	4,618,300	4,842,200
Total Solid Waste Services	260,000	26,500	67,800	(53,800)	(4,300)	(36,200)					(260,000)				

Operational Services

Special Projects

ZOOM Window Space

	2024		2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD			(DECREASE)				
210 Anderton Garage Demolition	18,000						(18,000)				
Library Painting Special Project			29,300	45,700		75,000	75,000				
Automatic Vehicle Locator (AVL)	50,000			35,000	(35,000)		(50,000)				
Safe Active Schools Program	75,000			75,000		75,000					
Total OPERATIONS SERVICES	143,000		29,300	155,700	(35,000)	150,000	7,000				

Operational Services

ZOOM Window Space

Staff Resource Request

The Operational Services Department is seeking to add one net new position to its overall full time employee (FTE) complement in the form of an ***Operations Analyst***.

The 2025 budget impact or funding requirements required to support this net new position is *zero* dollars.



Operational Services

Capital Projects Summary

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029
	Forward	Budget	New Capital	Proposed	Proposed	Proposed	Proposed	Proposed
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget
CAPITAL SUMMARY OPERATIONS SERVICES								
TRANSPORTATION	789,538	1,598,000	64,200	2,451,738	1,658,300	1,732,000	1,828,000	1,885,000
FLEET	254,000	600,000	650,000	1,504,000	775,000	775,000	900,000	900,000
CIVIC PROPERTIES	414,493	1,985,000	(1,475,000)	924,493	1,915,000	1,375,000	100,000	100,000
PARKS	694,000	305,000	(67,500)	931,500	690,000	540,000	545,000	545,000
CEMETERY		180,000	(20,000)	160,000	150,000	240,000	180,000	240,000
Total OPERATIONS SERVICES	2,152,031	4,668,000	(848,300)	5,971,731	5,188,300	4,662,000	3,553,000	3,670,000

Operational Services

Capital Projects

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
TRANSPORTATION									
Pedestrian, Cycling and Pavement Renewal Program (PCPR)	350,000	1,249,000		1,599,000	1,307,000	1,400,000	1,450,000	1,500,000	2025 - \$1,599,000 Community Works 2026 - \$1.3M Community Works & \$7K General Operating Fund 2027 - \$1.3M Community Works & \$100K General Operating Fund 2028 - \$1.3M Community Works & \$150K General Operating Fund 2029 - \$1.3M Community Works & \$200K General Operating Fund
Cycling Network Plan Improvements Implementation	323,718	250,000		573,718	250,000	275,000	320,000	300,000	2025 - \$523,718 Community Works & \$50K General Operating Fund 2026 - \$200K Community Works & \$50K General Operating Fund 2027 - \$200K Community Works & \$75K General Operating Fund 2028 - \$320K Gaming Funds 2029 - \$200K Community Works & \$100K General Operating Fund
Speed Reduction Implementation	46,565	74,000		120,565					\$46,565 Reserve for Future Expenditure & \$74,000 General Operating Fund
Gateway Signage - "Courtenay Welcomes You"	1,000	25,000	12,500	38,500	47,000				2025 - \$1K Reserve for Future Expenditure & \$37.5K General Op Reserve 2026 - \$47K General Operating Reserve
Traffic Signal Equipment - Spare (emergent) Controllor/Cabinet	314		51,700	52,014	54,300	57,000	58,000	60,000	2025 - \$314 General Operating Fund & \$51.7K Asset Management Reserve 2026-2029 - Asset Management Reserve
Small Tool Electrification	34,320			34,320				25,000	2025 - Growing Communities Reserve 2029 - General Operating Fund
BCAT 5th Street Corridor Improvements	33,621			33,621					Asset Management Reserve
Total TRANSPORTATION	789,538	1,598,000	64,200	2,451,738	1,658,300	1,732,000	1,828,000	1,885,000	
FLEET									
Fleet Management - PWS - Heavy Vehicles/Equip	254,000	300,000	390,000	944,000	375,000	375,000	400,000	400,000	Machinery & Equip Reserve - Operations
Fleet Management - PWS - Light Vehicles/Equip		300,000	185,000	485,000	400,000	400,000	500,000	500,000	Machinery & Equip Reserve - Operations
Fleet Charging Stations			75,000	75,000					New Works Reserve - Capital Building
Total FLEET	254,000	600,000	650,000	1,504,000	775,000	775,000	900,000	900,000	

Operational Services

Capital Projects Continued

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
CIVIC PROPERTIES									
Art Gallery - HVAC and Roof Replacement		800,000	(780,000)	20,000	800,000				General Operating Fund
Fire Hall - HVAC and Roof Replacement		585,000	(565,000)	20,000	585,000				2025 - General Operating Fund 2026 - \$265K General Operating Fund & \$320K Gaming Funds
PWS - Telus Site Renovation - Administrative Building		120,000		120,000					General Operating Fund
Lewis Centre - Squash Court Wall & Floor Replacement		110,000	80,000	190,000	190,000				New Works Reserve - Capital Building
FILBERG CENTRE - Conference Hall Floor Renewal		100,000	(100,000)		100,000				New Works Reserve - Capital Building
NATIVE SONS HALL - Grand Hall Floor Renewal		90,000	(90,000)		90,000				New Works Reserve - Capital Building
Lewis Centre - Project to be removed		80,000	(80,000)						
MEMORIAL POOL - Mech/Electric Upgrades Heat/Chemical	6,900	40,000		46,900	40,000	40,000	40,000	40,000	CVRD Grant
MEMORIAL POOL - VIHA Infrastructure Upgrades	48,893	40,000		88,893	40,000	40,000	40,000	40,000	CVRD Grant
MEMORIAL POOL - Repair Cracks Main Pool		20,000		20,000	20,000	20,000	20,000	20,000	CVRD Grant
Lewis Centre - Roof Replacement & Design			30,000	30,000	50,000	1,200,000			2025 - General Operating Fund 2026 - General Operating Fund 2027 - \$320K Gaming Fund, \$815.8K Asset Management Reserve & \$64.2 Unexpended Capital Equity
LEWIS CENTRE - MPR Hall Floor Renewal						75,000			General Operating Fund
Museum - Façade Repair	13,000			13,000					Asset Management Reserve
Civic Facilities - Accessibility Improvements	30,000		30,000	60,000					\$30K Reserve for Future Expenditure & \$30K General Operating Fund
Lewis Centre - Vern Nicols Floor	200,000			200,000					Reserve for Future Expenditure
OS Training/EOC Renovation & Roof	29,700			29,700					Reserve for Future Expenditure
OS - Backup Power System Admin Building	41,000			41,000					Machinery & Equip Reserve - Operations
OS Locker Room Buildings	45,000			45,000					Reserve for Future Expenditure
Total CIVIC PROPERTIES	414,493	1,985,000	(1,475,000)	924,493	1,915,000	1,375,000	100,000	100,000	

Operational Services

Capital Projects Continued

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
PARKS									
Bill Moore - Irrigation System Replacement		150,000	(150,000)		150,000				General Operating Fund
Misc Playground (1 replacement every second year)	694,000	120,000		814,000	500,000	500,000	500,000	500,000	2025 - \$112.7K General Operating Fund, \$7.3K CVRD Grant & \$694K Growing Communities Reserve 2026-2028 - Asset Management Reserve 2029 - \$320K Gaming Fund & \$180K Asset Management Reserve
Pedestrian Bridges replacement program		35,000	2,500	37,500	40,000	40,000	45,000	45,000	General Operating Fund
Woodcote - Irrigation System Replacement			80,000	80,000					General Operating Fund
Total PARKS	694,000	305,000	(67,500)	931,500	690,000	540,000	545,000	545,000	
CEMETERY									
CEMETERY - Lawn Crypts		120,000		120,000		240,000		240,000	CVRD Cemetery Grant
CEMETERY - Cemetery General Work		60,000	(60,000)				100,000		CVRD Cemetery Grant
CEMETERY - Niche Wall Design/Development					140,000		80,000		CVRD Cemetery Grant
CEMETERY - Irrigation/Drainage					10,000				CVRD Cemetery Grant
CEMETERY - Landscape Additions			40,000	40,000					CVRD Cemetery Grant
Total CEMETERY		180,000	(20,000)	160,000	150,000	240,000	180,000	240,000	
Total OPERATIONS SERVICES	2,152,031	4,668,000	(848,300)	5,971,731	5,188,300	4,662,000	3,553,000	3,670,000	

Operational Services

Proposed Capital Projects

ZOOM Window Space

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
Operational Services						
CEMETERY - Road Section S	60,000					CVRD Cemetery Grant
EOL Street Light Renewal	30,000	32,500	35,000	37,500	40,000	Asset Management Reserve
Thermoplastic Premelter	30,000					Machinery & Equip Reserve - Operations
Traffic Calming Improvements – Back Road	320,000					Gaming Fund
Firehall Kitchen Renovation		30,000				Asset Management Reserve
971 Cumberland Rd Renovation	150,000					General Operating Fund
OS Maintenance & Workorder Software		75,000				New Works Reserve
PSD Citywide - Service Request Module	44,000					\$18.2K Reserve for Future Expenditure \$25.8K New Works Reserve - IT/ Office Equip.
Total Proposed Projects - Operational Services	634,000	137,500	35,000	37,500	40,000	

Operational Services

ZOOM Window Space

Budget Cost Drivers

- Needs Based Budgeting; Internal Reallocations
- Water and Sewer Rate Review; Implementation Measures
- Services Level Impacts; Urban Issues, Extreme Weather Response & Emerging Priorities
- System(s) Failures



Sewer Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
SEWER REVENUE															
Frontage-Parcel Taxes	(2,222,700)	(2,222,700)	(384,200)		(22,100)					(2,629,000)	(406,300)	(2,655,000)	(2,682,000)	(2,708,000)	(2,735,000)
User Fees	(7,500,700)	(7,500,700)	(889,700)		(35,300)					(8,425,700)	(925,000)	(9,344,800)	(10,387,100)	(11,558,700)	(12,890,200)
Other Revenues	(60,000)	(60,000)								(60,000)		(60,000)	(60,000)	(61,200)	(61,200)
Transfers from Surplus/Reserves	(1,136,800)	(500)				(1,589,500)				(1,590,000)	(453,200)	(1,000)	(500)	(500)	(500)
Total SEWER REVENUE	(10,920,200)	(9,783,900)	(1,273,900)		(57,400)	(1,589,500)				(12,704,700)	(1,784,500)	(12,060,800)	(13,129,600)	(14,328,400)	(15,686,900)
SEWER EXPENSES															
Contributions to Other Governments	6,264,000	6,264,000	267,600		32,000					6,563,600	299,600	6,909,000	6,909,000	7,116,300	7,329,800
Sewer Administration	591,800	591,800	(3,500)	74,800	600	20,000		30,000		713,700	121,900	669,200	726,000	727,800	758,500
Sewer Fleet	25,500	25,500								25,500		21,200	21,600	22,100	22,500
Sewer Operations	928,400	928,400	500		(5,600)					923,300	(5,100)	930,900	936,900	954,800	961,300
Internal Transfers	2,702,800	1,478,900			50,200	2,141,800				3,670,900	968,100	2,500,600	2,771,200	3,428,100	4,535,500
Sewer Debt Servicing	407,700	407,700			150,000					557,700	150,000	1,029,900	1,764,900	2,079,300	2,079,300
Total SEWER EXPENSES	10,920,200	9,696,300	264,600	74,800	227,200	2,161,800		30,000		12,454,700	1,534,500	12,060,800	13,129,600	14,328,400	15,686,900
Total Sewer		(87,600)	(1,009,300)	74,800	169,800	572,300		30,000		(250,000)	(250,000)				

Sewer User and Frontage Fees

ZOOM Window Space

Sewer User and Frontage Fees

	2024	2025	2026	2027	2028	2029
Sewer User Fee	\$ 438.64	\$ 478.00	\$ 520.00	\$ 566.00	\$ 616.00	\$ 670.00
\$ Change	\$ 39.88	\$ 39.36	\$ 42.00	\$ 46.00	\$ 50.00	\$ 54.00
% Change	10.0%	9.0%	8.8%	8.8%	8.8%	8.8%
Sewer Frontage Rate per M	\$ 10.70	\$ 12.50	\$ 12.50	\$ 12.50	\$ 12.50	\$ 12.50
Average Frontage 16.75M	179.23	209.38	209.38	209.38	209.38	209.38
\$ Change per M	0.46	\$ 1.80	\$ -	\$ -	\$ -	\$ -
\$ Change	\$ 7.70	\$ 30.15	\$ -	\$ -	\$ -	\$ -
% Change	4.5%	16.8%	0.0%	0.0%	0.0%	0.0%
Sewer User Fee + Average Frontage						
Frontage	\$ 617.87	\$ 687.38	\$ 729.38	\$ 775.38	\$ 825.38	\$ 879.38
\$ Change	\$ 47.59	\$ 69.51	\$ 42.00	\$ 46.00	\$ 50.00	\$ 54.00
% Change	8.3%	11.3%	6.1%	6.3%	6.4%	6.5%

Sewer Special Projects - Operating

ZOOM Window Space

	2024	2025	2025	2024	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD		(DECREASE)				
Master Plan			250,000		250,000	250,000				
Total SEWER - Special Projects			250,000		250,000	250,000				

Sewer Capital Projects

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
Sewer Projects									
Sewer Equipment - Lift Station Pumps	29,237			29,237					Machinery & Equip Reserve - Sewer
South Courtenay Sewer System - Phase 1	100,000	10,747,500	(9,899,500)	948,000	10,747,000				2025 - \$100K Reserve for Future Exp. & \$848K Sewer Op. Fund 2026 - \$4.747M DCC Contribution & \$6M Debt Proceeds
South Courtenay Sewer System - Phase 2					860,000	9,747,000			2026 - DCC Contribution 2027 - \$4.747M DCC Contribution & \$5M Debt Proceeds
Braidwood Road - Road & Utility - Sewer Component			11,600	11,600	540,000				Asset Management Reserve
Comox Rd Sewer Crossing (Replace Puntledge Sanitary Catchment)	1,000			1,000					Reserve for Future Expenditure
Anderton Sanitary Lift Station	238,500	309,000	(112,500)	435,000	5,137,000				2025 - \$238.5K Reserve for Future Exp. & \$196.5K Sewer Op. Fund 2026 - \$1.137M Asset Mgmt Reserve & \$4M Debt Proceeds
Cousins Avenue Upgrades					152,500	1,175,100			Asset Management Reserve
Sewer - 1st Street Lift Station Replacement	1,000			1,000					Reserve for Future Expenditure
Sewer - SCADA Server/Firewall Replacement	7,777			7,777					Reserve for Future Expenditure
Total SEWER Capital Expenditures	377,514	11,056,500	(10,000,400)	1,433,614	17,436,500	10,922,100			

Proposed Capital Project

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
Sewer						
McPhee Sanitary Upgrades	750,000					Sewer Operating Fund
Total Proposed Projects - Sewer	750,000					

Water Operating Budget

ZOOM Window Space

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
WATER REVENUE															
Frontage-Parcel Taxes	(1,293,700)	(1,293,700)	(220,000)		(13,000)					(1,526,700)	(233,000)	(1,804,600)	(2,132,200)	(2,512,800)	(2,970,300)
User Fees	(8,645,700)	(8,645,700)	(1,330,800)		(46,800)					(10,023,300)	(1,377,600)	(10,670,800)	(11,389,100)	(11,988,000)	(12,630,500)
Other Revenues	(474,000)	(474,000)			(57,900)					(531,900)	(57,900)	(602,000)	(697,000)	(811,100)	(959,100)
Transfers from Surplus/Reserves	(324,300)	(15,900)				(360,000)		(50,000)		(425,900)	(101,600)	(16,800)	(17,100)	(17,400)	(17,400)
Total WATER REVENUE	(10,737,700)	(10,429,300)	(1,550,800)		(117,700)	(360,000)		(50,000)		(12,507,800)	(1,770,100)	(13,094,200)	(14,235,400)	(15,329,300)	(16,577,300)
WATER EXPENSES															
Contributions to Other Governments	6,303,100	6,303,100			302,800					6,605,900	302,800	6,952,200	7,647,000	8,412,000	9,253,000
Water Administration	603,900	603,900	5,700	74,800	(3,600)	14,500		10,000		705,300	101,400	708,200	736,700	768,600	799,900
Water Fleet	6,900	6,900								6,900		2,600	2,900	3,000	3,300
Water Operations	1,819,600	1,779,600	1,500		6,000			40,000		1,827,100	7,500	1,909,600	1,924,100	1,961,200	1,966,100
Internal Transfers	1,974,900	1,754,300			1,219,000	110,000				3,083,300	1,108,400	3,496,900	3,924,700	4,184,500	4,555,000
Water Debt Servicing	29,300	29,300								29,300		24,700			
Total WATER EXPENSES	10,737,700	10,477,100	7,200	74,800	1,524,200	124,500		50,000		12,257,800	1,520,100	13,094,200	14,235,400	15,329,300	16,577,300
Total Water		47,800	(1,543,600)	74,800	1,406,500	(235,500)				(250,000)	(250,000)				

Water User and Frontage Fees

ZOOM Window Space

	2024	2025	2026	2027	2028	2029
Water User Fee	\$ 560.98	\$ 624.00	\$ 682.00	\$ 746.00	\$ 797.00	\$ 851.00
\$ Change	\$ 24.16	\$ 63.02	\$ 58.00	\$ 64.00	\$ 51.00	\$ 54.00
% Change	4.50%	11.2%	9.3%	9.4%	6.8%	6.8%
Water Frontage Rate per M	\$ 6.10	\$ 7.17	\$ 8.44	\$ 9.93	\$ 11.69	\$ 13.75
Average Frontage 16.75M	\$ 102.18	\$ 120.10	\$ 141.37	\$ 166.33	\$ 195.81	\$ 230.31
\$ Change per M	\$ 0.26	\$ 1.07	\$ 1.27	\$ 1.49	\$ 1.76	\$ 2.06
\$ Change	\$ 4.36	\$ 17.92	\$ 21.27	\$ 24.96	\$ 29.48	\$ 34.51
% Change	4.50%	17.5%	17.7%	17.7%	17.7%	17.6%
Water User + Average Frontage	\$ 663.16	\$ 744.10	\$ 823.37	\$ 912.33	\$ 992.81	\$ 1,081.31
\$ Change	\$ 28.52	\$ 80.94	\$ 79.27	\$ 88.96	\$ 80.48	\$ 88.51
% Change	4.50%	12.2%	10.7%	10.8%	8.8%	8.9%

Water Special Projects - Operating

ZOOM Window Space

	2024	2025	2025	2024	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD		(DECREASE)				
Master Plan			250,000		250,000	250,000				
Total WATER - Special Proect			250,000		250,000	250,000				

Water

Capital Projects

ZOOM Window Space

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
Water Projects									
New PRV Connection to 87 Zone (Cumberland-Arden)					32,400	324,000			Water Operating Fund
Water Smart Initiatives - District Meter Zone	310,000	75,000	(75,000)	310,000	75,000	40,000	75,000	500,000	2025 - \$200K Water Utility Res. & \$110K Reserve for Future Exp. 2026, 2027 & 2028 - Water Utility Reserve 2029 - Asset Management Reserve
Braidwood Road - Road & Utility - Water Component			11,600	11,600	540,000				Asset Management Reserve
Cousins Avenue Upgrades					152,500	1,175,100			Asset Management Reserve
Total WATER Capital Expenditures	310,000	75,000	(63,400)	321,600	799,900	1,539,100	75,000	500,000	

Proposed Capital Project

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
Water						
Mcphee Water Upgrades	750,000					Asset Management Reserve
Total Proposed Projects - Water	750,000					

Water Sewer Solid Waste

Rate Change Summary

ZOOM Window Space

	2024	2025	2026	2027	2028	2029
Property Tax	\$ 1,803.7	\$ 1,984.47	\$ 2,221.19	\$ 2,367.12	\$ 2,512.84	\$ 2,648.69
\$ Change	\$ 133.19	\$ 180.74	\$ 236.72	\$ 145.93	\$ 145.72	\$ 135.85
% Change	8.00%	10.0%	11.9%	6.6%	6.2%	5.4%
Sewer User	\$ 438.64	\$ 478.00	\$ 518.63	\$ 562.71	\$ 610.54	\$ 662.44
Sewer Frontage	179.23	209.38	209.38	209.38	209.38	209.38
Water User	560.98	624.00	677.04	734.59	797.03	864.78
Water Frontage	102.18	120.10	141.36	166.38	195.83	230.49
Solid Waste	357.50	357.50	357.50	357.50	357.50	357.50
Utilities	\$ 1,638.53	\$ 1,788.98	\$ 1,903.91	\$ 2,030.56	\$ 2,170.28	\$ 2,324.58
\$ Change	\$ 199.76	\$ 150.45	\$ 114.93	\$ 126.65	\$ 139.72	\$ 154.31
% Change	13.1%	9.2%	6.4%	6.7%	6.9%	7.1%
Total	\$ 3,442.26	\$ 3,773.45	\$ 4,125.10	\$ 4,397.68	\$ 4,683.12	\$ 4,973.27
\$ Change	\$ 332.95	\$ 331.19	\$ 351.64	\$ 272.58	\$ 285.44	\$ 290.15
% Change	10.4%	9.6%	9.3%	6.6%	6.5%	6.2%

CVRD Portion of
Operating Budget

Water – 54%

Sewer – 53%

Solid Waste – 21%

ZOOM Window Space

Capital Plan Summary

Proposed Capital Project Summary

ZOOM Window Space

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
General						
Operation Services Uninterrupted Power Supply (UPS)	16,000					New Works Reserve - IT/ Office Equip.
Fibre Relocation of Lewis Centre and IT	42,000					New Works Reserve - IT/ Office Equip.
Old HR Meeting Room Renovation	30,000					General Operating Fund
Strategic Land Acquisition 2025	1,800,000					Debt Proceeds
Bridge Building Demo	695,000					General Operating Fund
5th St Bridge Contaminated Soils Remediation	50,000		150,000			Asset Management Reserve
Misting Stations	50,000					General Operating Fund
CEMETERY - Road Section S	60,000					CVRD Cemetery Grant
EOL Street Light Renewal	30,000	32,500	35,000	37,500	40,000	Asset Management Reserve
Thermoplastic Premelter	30,000					Machinery & Equip Reserve - Operations
Traffic Calming Improvements – Back Road	320,000					Gaming Fund
Recreation Facility Improvements	100,000	100,000	100,000	100,000	100,000	Asset Management Reserve
Riverside Park Plan & Development		75,000				General Operating Fund
Renew Physical Network Cabling				25,000		New Works Reserve - IT/ Office Equip.
StarLink Back Network	10,000					New Works Reserve - IT/ Office Equip.
Policy Organization Software	20,000					New Works Reserve - IT/ Office Equip.
LIDAR Planning Request	30,000					General Operating Fund
VOIP System Renewal	26,000					New Works Reserve - IT/ Office Equip.
Firehall Kitchen Renovation		30,000				Asset Management Reserve
971 Cumberland Rd - Reno	150,000					General Operating Fund
OS Maintenance & Workorder Software		75,000				New Works Reserve
PSD Citywide - Service Request Module	44,000					\$18.2K Reserve for Future Expenditure \$25.8K New Works Reserve - IT/ Office Equip.
Total General	3,503,000	312,500	285,000	162,500	140,000	
Sewer						
McPhee Sanitary Upgrades	750,000					Sewer Operating Fund
Water						
McPhee Water Upgrades	750,000					Asset Management Reserve
Total Proposed Projects	5,003,000	312,500	285,000	162,500	140,000	

Proposed projects are being included in the Financial Plan for the first time.

Project Area Summary:

General \$3,503,000

Water \$750,000

Sewer \$750,000

Capital Fund Debt – General

ZOOM Window Space

<u>New Debt - General</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>Total</u>
Strategic Land Acquisition						-
Strategic Land Acquisition 2025	1,800,000					1,800,000
6th St Bridge Multi-Use Active Transportation Bridge	2,500,000					2,500,000
Anderton Dike Remediation	2,000,000		1,821,690			3,821,690
Ryan Road sidewalk Sandwich to Braidwood		2,000,000				2,000,000
Cousins Ave upgrades			4,500,000			4,500,000
Braidwood Road Design - Storm & Road		3,000,000				3,000,000
Park Design and Development McPhee Meadows - Phase 2			2,806,000			2,806,000
FIRE - New Satellite Firehall			23,000,000			23,000,000
Consolidated Municipal Building				10,000,000		10,000,000
	6,300,000	5,000,000	32,127,690	10,000,000	-	53,427,690

New Debt	General	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
		Interest	157,500	440,000	1,368,192	2,421,385
Principal		81,600	317,850	505,350	1,308,542	1,683,542
		239,100	757,850	1,873,542	3,729,927	4,354,927

Total Debt							
	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	
Fiscal & Other - General							
DEBT SERVICING - Principle	\$ 781,400	\$ 705,700	\$ 878,400	\$ 993,700	\$ 1,487,600	\$ 1,862,600	
DEBT SERVICING - Interest	567,500	512,900	785,300	1,686,100	2,740,000	2,990,000	
	\$ 1,348,900	\$ 1,218,600	\$ 1,663,700	\$ 2,679,800	\$ 4,227,600	\$ 4,852,600	

\$1,000,000 borrowed over 20 years at 5% will cost \$1,000,000 in interest

Capital Fund Debt – Sewer, Water

ZOOM Window Space

<u>New Debt - Sewer</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>Total</u>
South Courtenay Sewer System		6,000,000	5,000,000			11,000,000
Anderton Dike Remediation - Sanitary Lift Station Relocation		4,000,000				4,000,000
	-	10,000,000	5,000,000	-	-	15,000,000

New Debt	Sewer	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
	Interest	300,000	550,000	925,000	1,050,000	1,050,000
Principal	-	225,000	600,000	787,500	787,500	
		300,000	775,000	1,525,000	1,837,500	1,837,500

Total Debt		2024	2025	2026	2027	2028
		Sewer Debt Servicing				
	Principle	\$ 185,400	\$ 185,400	\$ 410,400	\$ 773,200	\$ 962,600
	Interest	222,300	372,300	619,500	991,700	1,116,700
	Total Sewer Debt Servicing	\$ 407,700	\$ 557,700	\$ 1,029,900	\$ 1,764,900	\$ 2,079,300

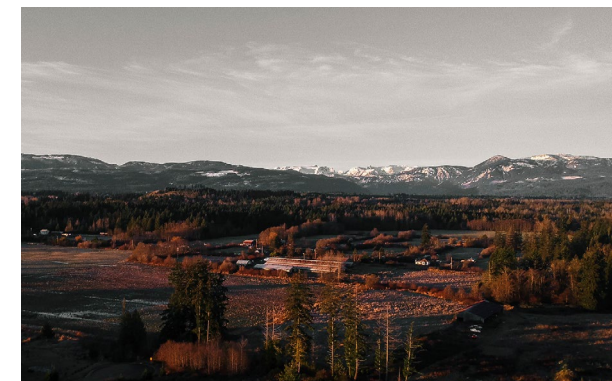
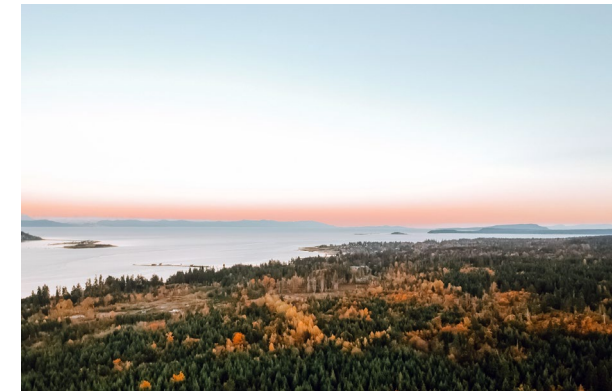
No New Debt in the Water Fund as increases to frontage tax adequately funded future projects. All other water fund debt expires in 2026. \$29,300 annual interest and principal payment

Capital Fund

Summary

ZOOM Window Space

	2025	2026	2027	2028	2029	Total 2025 - 2029
	Proposed	Proposed	Proposed	Proposed	Proposed	Budget
	Budget	Budget	Budget	Budget	Budget	
IT	265,954	97,500	97,500	250,000	170,000	880,954
FIRE SERVICES	60,000					60,000
FIRE FLEET	100,000	945,000	1,200,000			2,245,000
PARKS	412,700	775,000	1,275,000	1,650,000	1,150,000	5,262,700
RECREATION & CULTURE	526,814	75,000	80,000	85,000	90,000	856,814
INFRASTRUCTURE	11,495,043	30,687,500	12,382,800	10,559,720	2,535,080	67,660,143
PARKS	3,488,000	298,500	2,806,000			6,592,500
RECREATION & CULTURE	300,000	1,000,000				1,300,000
TRANSPORTATION	2,451,738	1,658,300	1,732,000	1,828,000	1,885,000	9,555,038
FLEET	1,504,000	775,000	775,000	900,000	900,000	4,854,000
CIVIC PROPERTIES	924,493	1,915,000	1,375,000	100,000	100,000	4,414,493
PARKS	931,500	690,000	540,000	545,000	545,000	3,251,500
CEMETERY	160,000	150,000	240,000	180,000	240,000	970,000
Sewer Projects	1,433,614	17,436,500	10,922,100			29,792,214
Water Projects	321,600	799,900	1,539,100	75,000	500,000	3,235,600
Proposed Projects	5,003,000	312,500	285,000	162,500	140,000	
TOTAL	29,378,456	57,615,700	35,249,500	16,335,220	8,255,080	146,833,956



Special Projects

Summary

ZOOM Window Space

	2024	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	REALLOCATI	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD			(DECREASE)				
Special Projects											
CITY MANAGER'S OFFICE	100,000			90,000		90,000	(10,000)				
ENGINEERING DEPARTMENT	911,000		396,000	677,000		1,073,000	162,000		20,000	20,000	170,000
CORPORATE SERVICES	397,500		240,000	207,400		447,400	49,900				
OPERATIONS SERVICES	143,000		29,300	155,700	(35,000)	150,000	7,000				
DEVELOPMENT SERVICES	920,000		658,400	566,600		1,225,000	305,000	150,000	150,000	300,000	735,000
RECREATION, CULTURE & COMMUNITIES SERVICES	280,000		225,000	364,000		589,000	309,000	225,000	75,000	50,000	
SEWER			250,000			250,000	250,000				
WATER			250,000			250,000	250,000				
Total Special Projects	2,751,500		2,048,700	2,060,700	(35,000)	4,074,400	1,322,900	375,000	245,000	370,000	905,000

Special Projects

Listing

ZOOM Window Space

Special Projects	2025
CAO OFFICE- Reconciliation Action Plan	\$ 90,000
ENG- Flood Mgmt & Dyke Replacement Study	110,000
ENG- Integrated Rainwater Mgmt Plan	152,000
ENG- Corp Climate Action Plan	200,000
ENG- CVRD Home Energy Navigator Prg	35,000
ENG- Corp Facility Engery Mgmt	261,000
ENG- Master Transportation Plan	250,000
ENG- Youth Climate Corp	65,000
CORPORATE SERVICES- FIPPA	50,000
LEGISLATIVE SERVICES- Public Safety Office	35,000
HR- Anti-Racism	50,400
COMMUNICATIONS- Website	122,000
COMMUNICATIONS- Implementation Strategy	50,000
IT- Feasibility Study ERP Software	50,000
BYLAW ENFORCEMENT- Traffic Regulation Bylaw	60,000
ANIMAL CONTROL- Animal Control Bylaw	30,000
OS- Library Painting	75,000
OS- Safe Active Schools Program	75,000
BLDG INSPECTIONS - Bylaw Update	25,000

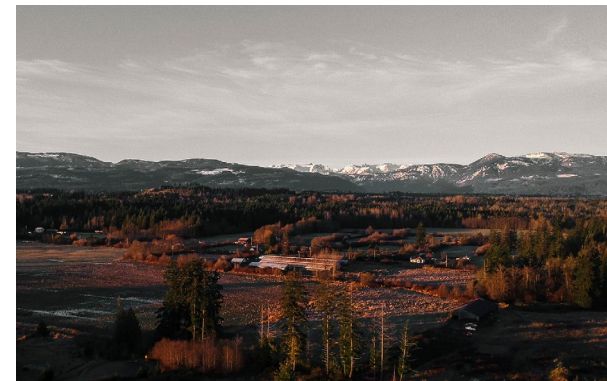
BUSINESS LICENCE - Bylaw Update	25,000
PLANNING - Zoning Bylaw Update	200,000
PLANNING - DAPAR	150,000
PLANNING - Floodplain Bylaw Update	10,000
SUBDIVISION DEV - DCC Bylaw Update	190,000
SUBDIVISION DEV- Bylaw Update	100,000
COMMUNITY & SUSTAIN - OCP Bylaw Update	250,000
COMMUNITY & SUSTAIN - Harmston LAP	50,000
COMMUNITY & SUSTAIN - Urban Forest Strategy	75,000
COMMUNITY & SUSTAIN - Connect Washroom/Storage	150,000
RCCS- Community Services Development Framework	110,000
RCCS- Cultural Facility Feasibility Study	75,000
RCCS- Filberg Feasibility Study	75,000
RCCS- Recreation Strategic Cultural Plan	175,000
RCCS- Cozy Corner Carpet Replacement	20,000
RCCS- Gender Equity & Menstrual Products	50,000
RCCS- Winter Shelter Strategy	84,000
SEWER- Master Plan	250,000
WATER- Master Plan	250,000
Total	\$ 4,074,400

Financial Plan

Summary

- Maintained and enhanced service levels
- \$30m Capital Plan in 2025
 - 6th St Bridge, McPhee Meadows, Lake Trail MUP, Vern Nicols floor
 - Braidwood road complete street design
 - Bridge building, Cona Hostel and Anderton Arms demolition
- \$4m in strategic special projects
 - Reconciliation action plan, Corporate climate action plan, Website renewal
 - DCC bylaw renewal, transportation water and sewer master plans
- Average Single residential dwelling tax and utility change \$331.19 of which \$54.89 is related to the CVRD leaving \$276.30 to the City
- All City services for \$10.33 per day an increase of \$0.90 from last year.

ZOOM Window Space





The Corporation of the City of Courtenay

Bylaw No. 3165

A bylaw for the City of Courtenay Five-Year Financial Plan for the Period 2025 to 2029

WHEREAS

- A. Section 165 of the *Community Charter* requires that every municipality must have a five-year financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted and that the financial plan must set out the objectives, and policies of the municipality for the planning period in relation to the funding sources, the proportion of total revenue from the funding sources, the distribution of property value taxes among the property classes and the use of permissive tax exemptions;
- B. Section 166 of the *Community Charter* requires that, before adopting a bylaw under section 165, a Council must undertake a process of public consultation regarding the proposed financial plan; and
- C. Council for the City of Courtenay has complied with section 166 of the *Community Charter*.

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

- A. 2025 – 2029 Financial Plan Bylaw No. 3165, 2025 that authorizes all revenue and expenditures for the period 2025 – 2029.

Citation

- This Bylaw shall be cited as “**2025 – 2029 Financial Plan Bylaw No. 3165, 2025**”.

Application

- The attached schedules A and B form part of this Bylaw.

Severability

- If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Repeal

- The “2024 – 2028 Consolidated Financial Plan Bylaw No. 3130, 2024” is hereby repealed.

Read a first time this [day] day of [month], [year]

Read a second time this [day] day of [month], [year]

Public Hearing held this [day] day of [month], [year]

Read a third time this [day] day of [month], [year]

Approved by the Minister of Health this [day] day of [month], [year]

Adopted this [day] day of [month], [year]

Mayor Bob Wells

Corporate Officer

Schedule A

Revenue	2025	2026	2027	2028	2029
Property Taxation	\$ (38,102,000)	\$ (43,104,200)	\$ (46,453,400)	\$ (49,870,500)	\$ (53,165,000)
Frontage and Parcel Taxes	(4,155,700)	(4,459,600)	(4,814,200)	(5,220,800)	(5,705,300)
Fees and Charges	(26,705,600)	(28,880,200)	(31,082,400)	(33,225,500)	(35,628,300)
Government Transfers	(8,213,593)	(5,940,100)	(9,655,700)	(4,714,700)	(4,837,200)
Other Revenue	(4,239,900)	(9,903,600)	(8,884,900)	(3,896,400)	(4,146,400)
Total Revenue	\$ (81,416,793)	\$ (92,287,700)	\$ (100,890,600)	\$ (96,927,900)	\$ (103,482,200)
Expenses					
General Government Expenses	\$ 7,883,200	\$ 7,509,900	\$ 7,766,900	\$ 7,961,300	\$ 8,237,700
Fire Services	3,412,400	3,382,800	3,866,000	4,088,000	4,493,200
Police Services	9,518,100	9,757,900	9,952,000	10,359,000	10,584,400
Engineering Services	2,591,700	1,416,900	1,459,800	1,517,000	1,787,300
Operational Services	11,795,400	11,841,100	12,272,700	12,817,300	13,266,400
Solid Waste Services	4,011,100	4,201,200	4,405,100	4,618,300	4,842,200
Development Services	3,895,900	2,896,600	3,014,300	3,289,800	3,853,500
Recreational and Cultural Services	7,916,700	7,786,700	7,836,100	8,008,900	8,160,300
Sewer Services	9,779,700	9,855,400	9,944,600	10,213,000	10,512,500
Water Services	11,009,000	11,212,800	11,983,100	12,867,700	13,805,600
Financial Services	3,666,900	3,665,800	3,756,400	3,908,200	4,051,000
Gaming Expenses	414,500	415,500	415,500	415,500	415,500
Debt Interest	1,084,500	2,093,200	3,361,600	3,965,500	4,215,500
Amortization	7,040,000	7,040,000	7,040,000	7,040,000	7,040,000
Total Operating Expenses	\$ 84,019,100	\$ 83,075,800	\$ 87,074,100	\$ 91,069,500	\$ 95,265,100
Operating (Surplus) / Deficit	\$ 2,602,307	\$ (9,211,900)	\$ (13,816,500)	\$ (5,858,400)	\$ (8,217,100)
Transfers and Acquisitions					
Equity in Capital Assets	\$ (7,040,000)	\$ (7,040,000)	\$ (7,040,000)	\$ (7,040,000)	\$ (7,040,000)
Principal Payments	829,600	1,308,900	2,629,400	2,737,800	3,112,800
Capital Acquisitions	28,904,456	57,583,200	35,064,500	16,297,700	8,215,000
Borrowing	(6,300,000)	(38,000,000)	(14,127,700)	(10,000,000)	-
Transfer to Reserve	3,890,100	5,773,500	6,947,000	8,668,700	10,634,900
Transfer from Reserve	(22,886,463)	(10,413,700)	(9,656,700)	(4,805,800)	(6,705,600)
Total Transfers and Acquisitions	\$ (2,602,307)	\$ 9,211,900	\$ 13,816,500	\$ 5,858,400	\$ 8,217,100
(Surplus) / Deficit	-	-	-	-	-

Schedule B

Objectives and Policies for Schedule “B”

In accordance with section 165 (3.1) of the *Community Charter*, the City of Courtenay is required to include in the Five-Year Financial Plan, objectives, and policies regarding each of the following

- The proportion of total revenue that is proposed to come from that funding source
- the distribution of property value taxes among the property classes that may be subject to the taxes
- the provision of development potential relief under section 198.1 of the *Community Charter*
- the use of permissive tax exemptions

Proportion of Revenue by Source

Property Tax

- The City of Courtenay will attempt to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities.
- Where new sources of revenue are made available to the City from senior governments, wherever possible these revenues will be used to reduce dependency on property taxation revenue.

Frontage & Parcel Tax

- Parcel taxes will be used whenever Council determines that they are more appropriate than property taxes.

Fees & Charges

- Wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of costs recovered by fees and charges will vary with the nature of the service provided.

Transfers from other Governments and Agencies

- The City will ensure that all government transfers are used in accordance with the terms and conditions attached to the funding and that all reporting requirements are met.
- Unconditional government transfers will be considered as general revenue in the financial plan

Other Sources of Revenue

- The City will continue to seek other sources of revenue in order to reduce reliance on property taxes.

Proceeds of Borrowing

- Borrowing will be considered when determining the funding sources of large capital projects that provide benefits to taxpayers over a long period of time.

Proportions of Total Revenue by Source

Revenue Source	2024		2025	
	Amount	% of Total	Amount	% of Total
Property Tax	\$ 34,007,000	39.0%	\$ 38,102,000	43.4%
Frontage and Parcel	3,516,400	4.0%	4,155,700	4.7%
Fees and Charges	25,517,600	29.3%	26,705,600	30.4%
Transfers from Other Govt	7,581,300	8.7%	8,213,593	9.4%
Other Sources	4,160,100	4.8%	4,239,900	4.8%
Borrowing	12,426,000	14.2%	6,300,000	7.2%
Total	\$ 87,208,400	100.0%	\$ 87,716,793	100.0%

2025 Distribution of Property Tax Revenue by Class

Property Class	Tax Revenue	% of Total Tax	Property Assessment \$ Value	% of Total Assessment
1 Residential	\$ 25,081,751	65.8%	\$ 9,034,370,211	89.0%
2 Utilities	136,180	0.4%	3,404,500	0.0%
3 Supportive Housing	-	0.0%	-	0.0%
5 Light Industry	127,555	0.3%	12,782,800	0.1%
6 Commercial	12,726,427	33.4%	1,092,107,467	10.8%
8 Recreational	26,699	0.1%	5,954,600	0.1%
9 Farm	3,389	0.0%	1,165,513	0.0%
Total	\$ 38,102,000	100.0%	\$ 10,149,785,091	100.0%

Permissive Tax Exemptions

- A permissive tax exemption is strictly at the discretion of the City of Courtenay Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants.
- The cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year.
- The Annual Municipal Report for 2024 contains a list of permissive exemptions granted to not-for-profit institutions that form a valuable part of our community. These include religious institutions, historical societies, service societies and recreational organizations.



The Corporation of the City of Courtenay

Bylaw No. 3167

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as “Fees and Charges Amendment Bylaw No. 3167, 2025 (water)”.

Amendment

2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
 - a) That Schedule of Fees and Charges, Section III, Appendix I, “Waterworks Distribution System” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section III, Appendix I – Waterworks Distribution System

Read a first time this [day] day of January, 2025

Read a second time this [day] day of January, 2025

Read a third time this [day] day of January, 2025

Adopted this [day] day of February, 2025

Mayor Bob Wells

Corporate Officer

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES
AMENDMENT BYLAW NO. 3167, 2025
SECTION III, APPENDIX I**

WATERWORKS DISTRIBUTION SYSTEM

1. CONNECTION FEES

- (a) Pursuant to Section 3.2 of Water Regulations and Rates Bylaw No. 1700, 1994, and amendments thereto, every applicant shall pay to the City before any work is done on the connection, a connection fee as follows:

Connection Size

Within the City

Connection from either side of road to property line

20 millimetres (3/4 inch)	\$5,500.00
25 millimetres (1 inch)	\$6,500.00

Outside the City

20 millimetres (3/4 inch) minimum charge of \$5,500.00	Actual City cost plus 25% with a
---	----------------------------------

- (b) Where a larger connection than those listed above is required, the connection will be installed at City cost plus 25%.

(c) **Water Turn On and Turn Off**

If turn on or turn off is for a purpose other than maintenance or the commissioning of a new service the following fees will apply:

Inside the City	\$70.00 for each water turn on or turn off
Outside the City	\$100.00 for each water turn on or turn off

(d) **Abandonment Fee**

Fee for disconnecting an abandoned service connection at the water main irrespective of the size of the connection	Actual City cost plus 25%, with a minimum charge of \$2,500.00
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2. WATER UTILITY USER RATES

(a) Unmetered Water

The minimum user rate per year or portion thereof for unmetered accounts shall be as follows:

	Bylaw Rates (per annum) 2025	Bylaw Rates (per annum) 2026	Bylaw Rates (per annum) 2027	Bylaw Rates (per annum) 2028	Bylaw Rates (per annum) 2029
Single Residential Dwelling	\$ 624.00	\$ 682.00	\$ 746.00	\$ 797.00	\$ 851.00
Multiple Residential Dwelling-per unit	550.00	625.00	711.00	791.00	880.00
Commercial	575.00	606.00	638.00	655.00	673.00
Outside Commercial User	793.69	863.42	940.87	912.42	1,029.55
Outside Residential User	842.69	939.42	1,048.87	1,054.42	1,207.55

(b) Metered Water

All metered accounts for the quantity of water used each quarter shall be calculated at the following rates:

	Bylaw Rates (per annum) Effective Date January 1, 2025
Multi-Residential Metered	
0-48.0 cubic meters	\$ 92.64
Greater than 48.1 cubic meters	1.93
Commercial Metered	
0-48.0 cubic meters	\$ 92.64
Greater than 48.1 cubic meters	1.93
Regional Standpipe	\$ 2.52
Outside City - Multi-Residential Metered	
0-48.0 cubic meters	\$ 120.96
Greater than 48.1 cubic meters	2.52
Outside City - Commercial Metered	
0-48.0 cubic meters	\$ 120.96
Greater than 48.1 cubic meters	2.52
Regional District Bulk, Regional Playing fields	\$ 1.93
Sandwich - Summer Only	\$ 560.98

(c) Where a meter is found not to register, the charge shall be computed on the basis of the amount of water used during the time the meter was working, or from any other information or source which can be obtained, and such amount so composed shall be paid by the consumer.

(d) Where a commercial or industrial consumer has not been connected to a water meter through non-availability of the water meter or because of special exemption being granted by the City, water charges to the consumer will be computed on the basis of consumption recorded for other similar purposes in the City, or from any other information or source which can be obtained, and such amount so computed shall be paid by the consumer.

(e) Where it has been determined that a water leak has occurred during the last billing period on the buried portion of the service between the water meter and the point where the service pipe

enters the building, a maximum one-time rebate of 40% of the metered water utility fee to compensate for the water leak will be made at the discretion of the Finance Officer based on the following:

- i. The leak occurred on the buried water service;
- ii. That a leak of that nature would have caused the volume of excess water usage;
- iii. The leak did not occur as a result of negligence of the owner;
- iv. The owner has provided satisfactory evidence that the leak has been permanently repaired.

WATER METER RENTALS

a) Water meter fee shall be as follows:

	Bylaw Rates 2025	Bylaw Rates 2026	Bylaw Rates 2027	Bylaw Rates 2028	Bylaw Rates 2029
	Monthly Rates	Monthly Rates	Monthly Rates	Monthly Rates	Monthly Rates
Up to 3/4"	\$ 1.83	\$ 1.87	\$ 1.91	\$ 1.95	\$ 1.99
1"	\$ 5.07	\$ 5.17	\$ 5.27	\$ 5.38	\$ 5.49
1 1/4" - 1 1/2"	\$ 10.13	\$ 10.33	\$ 10.54	\$ 10.75	\$ 10.97
2"	\$ 15.17	\$ 15.47	\$ 15.78	\$ 16.10	\$ 16.42
3"	\$ 25.26	\$ 25.77	\$ 26.29	\$ 26.82	\$ 27.36
4"	\$ 49.97	\$ 50.97	\$ 51.99	\$ 53.03	\$ 54.09
6"	\$ 75.58	\$ 77.09	\$ 78.63	\$ 80.20	\$ 81.80
8"	\$ 100.85	\$ 102.87	\$ 104.93	\$ 107.03	\$ 109.17
10"	\$ 126.08	\$ 128.60	\$ 131.17	\$ 133.79	\$ 136.47

The above meter fee shall be added to the monthly water rates and will apply both inside and outside the City.

METER READING CHARGE

Each call after the first one of each month if access has not been provided or if readings extra to the quarterly reading are requested

\$35.00 per call

3. SUPPLY OF WATER FROM FIRE HYDRANTS OR OTHER SOURCE

(a) Water may be supplied from a fire hydrant or other for the use of developers during the course of construction of multi-family, industrial, and commercial developments. The charge for such water usage shall be:

For buildings with a gross floor area up to and including 250 square meters	\$250.00
For buildings greater than a gross floor area of 250 square meters	Minimum charge of \$250.00, plus \$0.10 per square meter for floor area in excess of 250 square meters.

(b) Where water is supplied from a fire hydrant or other non-metered source for other uses, the amount of water supplied will be invoiced in accordance with Section 2 – Water Utility Users Rates – Metered Water.

(c) Charge to service fire hydrant after use:

\$95.00 and/or any service costs that may arise from servicing a hydrant in respect of its use.

4. UTILITY BILLING ADJUSTMENTS AND COLLECTION

- a) Where a billing error is suspected by the consumer, notification in writing must be made to the City of Courtenay Finance Department within one year of the original billing date for review and consideration. Upon investigation, if it is determined by the City that an error occurred and the consumer has been overcharged, an adjustment will be made to the utility bill in question in an amount to be determined by the City. The City will not provide refunds or adjustments to billing errors made more than two years prior to the date of the notification being received by the City.
- b) The rates and charges, enumerated in this Bylaw, are hereby imposed and levied for water supplied or ready to be supplied by the City and for the provision of the service and other water related services. All such rates and charges which are imposed for work done or services provided to lands or improvements shall form a charge on those lands which may be recovered from the Owner of the lands in the same manner and by the same means as unpaid taxes.



The Corporation of the City of Courtenay

Bylaw No. 3168

A bylaw to amend City of Courtenay Water Service Frontage Tax Bylaw No. 3125, 2024

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as “Water Service Frontage Tax Amendment Bylaw No. 3168, 2025”.

Amendment

2. That “Water Service Frontage Tax Bylaw No. 3125, 2024” is amended as follows:
a) That “7. The annual amount to be paid under this tax per parcel is \$6.10 per meter of water frontage.”

Be removed and replaced with:

“7. The annual amount to be paid under this tax per parcel per meter of water frontage is:

Year	2025	2026	2027	2028	2029
\$/m	\$ 7.17	\$ 8.44	\$ 9.93	\$ 11.69	\$ 13.75

Severability

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Repeal

4. The “Water Service Frontage Tax Bylaw No. 3125, 2024”, as amended, is hereby repealed.

Read a first time this [day] day of January, 2025

Read a second time this [day] day of January 2025

Read a third time this [day] day of January 2025

Adopted this [day] day of February, 2025

Mayor Bob Wells

Corporate Officer



The Corporation of the City of Courtenay

Bylaw No. 3169

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as “Fees and Charges Amendment Bylaw No. 3169, 2025 (sewer)”.

Amendment

2. “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
 - (a) That Schedule of Fees and Charges, Section III, Appendix II “Sanitary Sewer System” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section III, Appendix II – Sanitary Sewer System

Read a first time this [day] day of January, 2025

Read a second time this [day] day of January, 2025

Read a third time this [day] day of January, 2025

Adopted this [day] day of February, 2025

Mayor Bob Wells

Corporate Officer

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT
BYLAW NO. 3169, 2025
SECTION III, APPENDIX II
SANITARY SEWER SYSTEM**

1. CONNECTION FEES

(a) Connection Fees

Connection from either side of road to property line

10.16 centimetres (4" inch) \$6,000.00

Where a larger connection than the one listed above is required, the connection will be installed at City cost plus 25%.

(b) Abandonment Fee

Fee for disconnecting an abandoned service connection at the sanitary sewer main irrespective of the size of the connection	Actual City cost plus 25%, min charge \$2,500.00
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(c) Connection Charges for Annexed Areas

For owners where commitment letters were issued between 1997 and 2006 quoting a sewer connection bylaw fee of \$1,500 (plus a capital contribution fee of \$5,000), this bylaw fee amount shall be in effect until October 31, 2007, after which the following schedule of connection fees will apply.

Property Use	Connection Charge		
	Capital Contribution		Connection Fee
	Existing Building	New Development	
Single Residential Home OR Duplex	\$6,000.00	\$6,000.00	Either side of road from main - \$6,000.00
Multi-residential, Strata OR Apartment OR Mobile Homes	\$6,000.00	\$6,000.00 for first unit, \$3,000.00 per unit for the next five units, \$2,500.00 per unit for the next five units, \$2,000.00 per unit for the next five units and \$1,500.00 per unit for all units thereafter	For a 100 mm diameter connection or the Bylaw rate for larger pipe sizes: Either side of road from main \$6,000.00

Industrial OR Commercial OR Public Assembly	\$10,000.00	\$10,000.00 minimum or the greater amount calculated based on the design sewage flows from the development.	For a 100 mm diameter connection or the Bylaw rate for larger pipe sizes: Either side of road from main \$10,000.00
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Note: Under the heading of ‘Capital Contribution’ an ‘Existing Building’ is defined as a building that existed or a property that had a building permit application in place on or before April 14, 2004. ‘New Development’ is defined as a property on which a building permit application was made on or after April 15, 2004.

1. SANITARY SEWER USER RATES – APPLIED ON A PER-UNIT/SPACE BASIS

- The minimum user rate per year or portion thereof shall be as follows:

	Bylaw Rates (per annum) 2025	Bylaw Rates (per annum) 2026	Bylaw Rates (per annum) 2027	Bylaw Rates (per annum) 2028	Bylaw Rates (per annum) 2029
Part 1 - Residential Users					
1 Single Residential Dwelling	\$ 478.00	\$ 520.00	\$ 566.00	\$ 616.00	\$ 670.00
2 Multiple Residential Dwelling - per unit	478.00	520.00	566.00	616.00	670.00
3 Mobile Home Park -per space	478.00	520.00	566.00	616.00	670.00
4 Kiwanis Village - per unit	478.00	520.00	566.00	616.00	670.00

	Bylaw Rates (per annum) 2025	Bylaw Rates (per annum) 2026	Bylaw Rates (per annum) 2027	Bylaw Rates (per annum) 2028	Bylaw Rates (per annum) 2029
Part 2 - Commercial Users					
1 Hotels and Motels -per unit	\$ 216.00	\$ 265.60	\$ 326.40	\$ 400.00	\$ 492.00
2 Trailer Park and Campsite -per serviced site	108.00	132.80	163.20	200.00	246.00
3 Wholesale and Retail Stores	540.00	664.00	816.00	1,000.00	1,230.00
4 Car Wash	2,160.00	2,656.00	3,264.00	4,000.00	4,920.00
5 Bus Depot	540.00	664.00	816.00	1,000.00	1,230.00
6 Funeral Parlour	540.00	664.00	816.00	1,000.00	1,230.00
7 Garage	540.00	664.00	816.00	1,000.00	1,230.00
8 Machine Shop and Repair Shop	540.00	664.00	816.00	1,000.00	1,230.00
9 Bakery	540.00	664.00	816.00	1,000.00	1,230.00
10 Photographer	540.00	664.00	816.00	1,000.00	1,230.00
11 Business Office - per office	540.00	664.00	816.00	1,000.00	1,230.00
12 Professional Office -per office	540.00	664.00	816.00	1,000.00	1,230.00
13 Barber and Hairdresser	540.00	664.00	816.00	1,000.00	1,230.00
14 Pool Room and Recreation Facility	540.00	664.00	816.00	1,000.00	1,230.00
15 Theatre	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
16 Department Store	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
17 Supermarket	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
18 Bowling Alley	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
19 Bank	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
20 Nursing Home	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
21 Cafe and Restaurant (including drive-in or take-out)	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
22 Dry Cleaner	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
23 Beverage Room	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
24 Laundry and Coin Laundry	4,320.00	5,312.00	6,528.00	8,000.00	9,840.00
25 Sawmill	5,400.00	6,640.00	8,160.00	10,000.00	12,300.00
26 Dairy Product Processing Plant	40,000.00	49,200.00	60,500.00	74,000.00	91,020.00
27 Other Commercial Users not enumerated in this schedule	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
28 Cheese Processing Plant	8,910.00	10,960.00	13,480.00	16,500.00	20,295.00

	Bylaw Rates (per annum) 2025	Bylaw Rates (per annum) 2026	Bylaw Rates (per annum) 2027	Bylaw Rates (per annum) 2028	Bylaw Rates (per annum) 2029
Part 3 - Institutional Users					
1 Church	\$ 478.00	\$ 520.00	\$ 566.00	\$ 616.00	\$ 670.00
2 Public Hall	478.00	520.00	566.00	616.00	670.00
3 Utility Office	1,080.00	1,328.00	1,632.00	2,000.00	2,460.00
4 School -per classroom	850.00	910.00	980.00	1,050.00	1,125.00
5 Regional Recreation Complex	37,500.00	40,400.00	43,500.00	46,850.00	50,500.00
6 Regional District Administrative Office	10,100.00	10,877.28	11,710.00	12,600.00	13,560.00
7 Hospital per patient room	190.00	205.00	220.00	237.00	255.00
8 Hospital per staff room	475.00	512.50	550.00	592.50	637.50

2. UTILITY BILLING ADJUSTMENTS AND COLLECTION

- a) Where a billing error is suspected by the consumer, notification in writing must be made to the City of Courtenay Finance Department within one year of the original billing date for review and consideration. Upon investigation, if it is determined by the City that an error occurred and the consumer has been overcharged, an adjustment will be made to the utility bill in question in an amount to be determined by the City. The City will not provide refunds or adjustments to billing errors made more than two years prior to the date of the notification being received by the City.

- b) The rates and charges, enumerated in this Bylaw, are hereby imposed and levied for sewer utility services supplied or ready to be supplied by the City. All such rates and charges which are imposed for work done or services provided to lands or improvements shall form a charge on those lands which may be recovered from the Owner of the lands in the same manner and by the same means as unpaid taxes.



The Corporation of the City of Courtenay

Bylaw No. 3170

A bylaw to amend City of Courtenay Sewer Service Frontage Tax Bylaw No. 3124, 2024

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as “Sewer Service Frontage Tax Amendment Bylaw No. 3170, 2025”.

Amendment

2. That “Sewer Service Frontage Tax Bylaw No. 3124, 2024” be amended as follows:
 - a) That “7. The annual amount to be paid under this tax per parcel is \$10.70 per meter of sewer frontage.”

Be removed and replaced with:

“7. The annual amount to be paid under this tax per parcel is \$12.50 per meter of sewer frontage.”

Severability

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Repeal

4. The “Sewer Service Frontage Tax Bylaw No. 3124, 2024”, as amended, is hereby repealed.

Read a first time this [day] day of January, 2025

Read a second time this [day] day of January 2025

Read a third time this [day] day of January 2025

Adopted this [day] day of February, 2025

Mayor Bob Wells

Corporate Officer