



# Administration and General Government

# CVRD Executive Branch Support Services

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

- management,
- corporate office space,
- public affairs,
- finance,
- legislative services (administration),
- human resources

<http://www.comoxvalley.ca/budgetbinder/>

# CVRD Executive Branch Support Services

## Funding sources include:

- Majority of funding is through a 'charge out' policy to each regional district service
- Surpluses prior years

## Other Entities:

- North Island 9-1-1 Corp (3%)
- Comox-Strathcona Regional Hospital District (6%)
- 2008 restructure Board reduced tax requisition to zero to offset increases in other areas.

# 2009 Support Services

(charge out to RD services)

- The support services have been distributed using the current policy.
- Service Facilitator – Cost allocation policies will be reviewed in 2010 and revised to reflect the CVRD as a new entity post-SRD transition.
- The revised policy will be in place for the 2011 budget cycle.

# Budget Comparison

(in \$1,000's)

2009	2010	\$ Change	% Change
4,244	4,051	193	- 4.5%

- The reduction in the CVRD General Administration budget reflects the cost allocation policy with CVRD as a new entity.
- The proposed 2010 administration budget also required significant use of prior years surpluses to offset the loss of SRD revenues.
- Further assessment for general administration operations
- Reflects last impact of SRD loss

# General Administration

## Change in Revenue 2009 to 2010

2009 total budgeted revenue	\$4,243,737
Less SRD shared resources	- \$315,656
Plus SRD Service Contract	\$182,000
Net CVRD with SRD changes	\$4,110,081
2010 CVRD net changes (other than SRD)	- \$58,597
2010 total budgeted revenue	\$4,051,484
Overall 2010 Revenue change	- \$192,253

# Support services policy is made up of 5 components:

- Management direct allocations;
- Management, legislative services (administration), finance, communications & fiscal services
- Building
- Information systems
- Human resources

# Management direct allocations

Policy – CAO reviews with managers and establishes percentage to be allocated (charged) to each service.

# Management, legislative services (administration), finance, communications & fiscal services

- This is the main component for many services.
- Based on service level and total budget.
- Support services are calculated each year in January at the time of the proposed budget.
- Most complicated part of the policy

# Sampling of portion of support based on budget and service level

Service	Service Level	Total Budget	Service Budget	%	Base
911 Answering service	0.25	605,072	151,268	0.40%	3,299
Arden water	1.00	119,590	119,590	0.31%	2,006
Bates/Huband Road fire protection	0.25	19,956	4,989	0.01%	82
Baynes Sd, Area B & C parks & greenways	1.00	1,353,584	1,353,584	3.54%	14,619
Black Creek community hall	0.25	55,530	13,883	0.04%	300
Black Creek fire protection	0.25	30,814	7,704	0.02%	128
BC/OB fire protection	0.75	438,577	328,933	0.86%	3,642

# Management, legislative services (administration), finance, communications & fiscal services

## Includes:

111 – Management services

112 – Corporate administration

113 – Financial services

117 – Corporate communications

119 – Fiscal services & capital

# Management Services Budget Highlights

## Function 111

### 2010 Workplan

- Restructure service facilitator
- Regional recreation and culture services review
- Cost allocation policy review

# Corporate Administration Budget Highlights

## Function 112

### 2010 Workplan

- Change to business - no longer providing SRD legislative support; now providing all administrative support to management advisory committees (water/sewer advisory; RSW management advisory; etc)
- Protocol agreements under legislative services (K'ómoks First Nation; Islands Trust; etc)
- Ongoing projects – bylaw reconciliation (particularly Royston Improvement District records)

# Financial Services Budget Highlights

## Function 113

### 2010 Workplan

- Financial operations/audit services provided to SRD to June 30, 2010
  - Term position to assist in provision of the services
- RID implementation – water, refuse, street lighting
  - Portion of UB tech allocated to Royston water
- Tangible capital asset project completion
  - Funds carried forward from 2009
- RFPs for banking, merchant, audit services, purchasing card program

# Communications Budget Highlights

## Function 117

Communications/public information support for:

- solid waste management plan
- water efficiency strategy
- Goose Spit master plan
- sports centre renovations and BC Senior Games

Development of CVRD facebook and Twitter social media sites

Function Distribution	Sq Ft	%	2010 Rent
100 Admin Member Municipality	1,493	8.97%	37,939
110 Administration – General	4,672	28.06%	118,712
116 Information Systems	413	2.48%	10,490
130 Admin Electoral Area	1,493	8.97%	37,939
275 911 Services	216	1.30%	5,501
285 Building Inspection	1,296	7.78%	32,931
300 Regional Water	1,863	11.19%	47,348
312 Royston Water	112	0.67%	2,845
335 Regional Sewer	157	0.94%	3,984
340 Liquid Waste Mgmt	173	1.04%	4,401
391 Regional Solid Waste	594	3.57%	15,100
500 Planning	1,778	10.68%	45,186
501 Planning GIS	413	2.48%	10,490
502 Planning Bylaw Enforcement	369	2.22%	9,371
503 Planning Long Range	267	1.61%	6,791
620 Parks Area K	161	0.97%	4,103
621 Parks Baynes Sd/Area B, C	778	4.67%	19,760
645 CV Recreation Complexes	233	1.40%	5,919
780 Transit	166	1.00%	4,211
Totals	16,648	100.00%	423,023

**Building expenses are charged to departments based on actual building square footage**

# Corporate Office Budget Highlights

## Function 114

- Board strategic goal to obtain new premises
- Lease expires August 31, 2010 with an option to renew for one year
- Building reserve fund at \$1,502,517
- Continue to save towards new facility

Dept	Prior Yr Employees	2010 PB Employees	%	2010 PB
Dept 111-117	28	29	13.62%	43,673
Dept 116	3	3	1.41%	4,518
Dept 285	7	6	2.82%	9,036
Dept 300	8	9	4.23%	13,554
Dept 312	0	1	0.47%	1,506
Dept 336/7	16	12	5.63%	18,071
Dept 340	1	1	0.47%	1,506
Dept 391	16	16	7.51%	24,095
Dept 500	15	11	5.16%	16,565
Dept 501	4	4	1.88%	6,024
Dept 502	2	2	0.94%	3,012
Dept 503	0	2	0.94%	3,012
Dept 621	6	5	2.35%	7,530
Dept 645	92	111	52.11%	167,160
Dept 780	1	1	0.47%	1,506
	199	213	100.00%	320,767

Human  
resources  
allocated to  
departments  
based on  
number of  
employees

# Human Resources Budget Highlights

## Function 115

### SRD

- Use of contractor for HR services,
- provision of payroll & benefit services

### Highlights of 2010 workplan:

- CVSAC – implementation of changes to collective agreement
- Collective agreement negotiations – CUPE
- Design and implement attendance management plan.
- Design performance appraisal plan for CUPE employees.
- Career pathing project

Function	Type	Qty	Count	2010 Dist.
Member Municipality Admin	Directors notebooks	7	1	13,390
Administration	PC's/Laptops	29	3	53,561
Administration	Server	1	1	5,739
Electoral Area Administration	Directors notebooks	3	1	5,739
Building	PC's/Laptops/Toughbooks	8	1	15,303
CV Water Supply system	PC's/Laptops/Toughbook	11	1	21,042
CV Water Supply system	Server	1	1	5,739
Royston Water	PC's/Laptops	1	1	1,913
CV Sewerage	PC's/Laptops	9	1	17,216
CV Sewerage	Server	2	1	11,477
Liquid Waste Mgmt	PC's/Laptops	1	1	1,913
Regional Solid Waste	PC's/Laptops	12	4	22,955
Planning GIS	Server	2	1	11,477
Planning	PC's/Laptops/Toughbooks	20	6	40,171
Parks Area A Denman Hornby	PC's/Laptops	1	1	1,913
Parks Baynes Sd Area B&C	PC's/Laptops	3	1	5,739
CV Recreation Facilitites	PC's/Laptops	20	2	38,258
CV Recreation Facilitites	Server	4	2	22,955
CV Transit	PC's/Laptops	1	1	1,913
Grand Total		168	32	298,414

Information services allocated to departments based on number of personal computers plus number of servers

# Information Services Budget Highlights

## Function 116

### 2010 Budget

- IS manages 143 PCs and Laptops and 41 Servers at the CVRD
- IT includes a number of overhead costs for the network, servers, PCs and software regardless of the number of systems
- Loss of SRD Revenue (17 PCs, 6 servers, 13 Director laptops)
- Net operating budget decrease of approx. \$25,000.00

# Information Services Budget Highlights

## Function 116

### 2010 Work Plan Highlights

- Completion of voice mail/email integration begun in 2009.
- Develop SharePoint server to tie all office information and records management systems together for one point access for staff and directors.
- Improve remote access for directors to board and committee agendas.
- Improve and increase secure access to the Internet for all CVRD facilities.
- Upgrades to wireless network that connects all the CVRD facilities together.
- Upgrades to wireless network for regional water SCADA system.
- Installation of new budget and finance servers and software for Finance department.

# Member Municipality Administration

- Supports member municipality representatives for CVRD board governance expenses and management costs

# Requisition Shift

Participant	2009 Requisition	2010 Requisition	\$ Change	% Change
Comox	\$110,873	\$109,378	-\$1,495	- 1.3%
Courtenay	227,170	228,469	\$1,299	.6%
Cumberland	23,728	23,924	\$196	.8%
Total	361,771	361,771	\$0	

# Electoral Areas Expenditure & Election Services

- Supports electoral area directors for CVRD board governance, management costs and elections in rural areas

# Requisition Shift

Participant	2009 Requisition	2010 Requisition	\$ Change	% Change
Area A	228,877	226,694	- \$2,183	- .9%
Area B	148,340	148,640	\$300	.2%
Area C	205,044	206,927	\$1,883	.9%
Total	582,261	582,261	\$0	

# Feasibility Studies Regional

- Funds to support the study of potential services

# Feasibility Studies – Regional

2009

## Requisition

Electoral areas	\$6,684
<u>Municipalities</u>	<u>\$8,023</u>
Total	\$14,707

## *Completed Projects*

- CV End Homelessness
- Comfort Station
- Land Acquisition –  
Emergency Shelter

2010

## Requisition

Electoral areas	\$6,452
<u>Municipalities</u>	<u>\$8,255</u>
Total	\$14,707

## *Projects Carried Forward*

- CV Animal Control Study
- Innovations in Fire Service  
Study

Funds available for regional  
studies      \$56,400

## Next Steps

Intention to meet with Comox Valley  
Financial Officers regarding General  
Administration

Questions relating to General Administration  
should be forwarded to Wendy Byrne at  
[wbyrne@comoxvalleyrd.ca](mailto:wbyrne@comoxvalleyrd.ca)

Move forward to Recommended Budget



Thank-you

Q & A