

**2026-2030**  
**Financial Planning**  
**Core Services**  
**Finance & Administration**



100 Member Municipality  
Administration Service





# Core Service

## Finance & Administration

Core Service	Finance & Administration
Service Function Name	Member Municipality Administration
Service Sub-functions	None
Purpose	Municipal legislative administration
Participants	Comox, Courtenay and Cumberland
2026 Proposed Changes to Service	None





# Human Resource

	2026	2027	2028-2030
Opening FTE Balance	1.67	1.65	1.78
Addition Request			
Full time	0.19		
Part Time			
Temporary /Casual			
Adjustments	(0.21)	0.13	-
Total Change	(0.02)	0.13	-
Ending FTE Balance	1.65	1.78	1.78

## Key Notes

- 2026 Senior Indigenous Relations Coordinator



# Expenses

## Year over Year Change

	<b>2025 Proposed Budget</b>	<b>2026 Proposed Budget</b>	<b>Increase (Decrease) (\$)</b>	<b>(%)</b>
Support Services	\$113,439	\$84,702	(\$28,737)	(25.3%)
Personnel Costs	540,966	548,008	7,042	1.3%
Materials, Supplies & Utilities	10,831	12,865	2,034	18.8%
Contract & General Services	15,849	15,161	(688)	(4.3%)
Transfer to Reserve	55,159	-	(55,159)	(100.0%)
<b>Total</b>	<b>\$736,244</b>	<b>\$660,736</b>	<b>(\$75,508)</b>	<b>(10.3%)</b>

## Key Notes

- Travel [+\$4K] to reflect cost escalation seen in previous years
- 2025 reserve transfer from prior year surplus



# Revenue

## Year over Year Change

	2025 Approved Budget	2026 Proposed Budget	Increase (Decrease) (\$)	Increase (Decrease) (%)
Grants-in-lieu	\$15,000	\$15,000	-	-
Taxation	640,000	640,000	-	-
Transfers from Reserve	16,085	5,736	(10,349)	(64.3%)
Prior Year Surplus	65,159	-	(65,159)	(100.0%)
<b>Total</b>	<b>\$736,244</b>	<b>\$660,736</b>	<b>(\$75,508)</b>	<b>(10.3%)</b>

## Key Notes

- No prior year surplus at proposed budget



# Funding Sources

## Tax Requisition

Requisition Budget	2025 Actual	2026 PB	2027 FP	2028 FP	2029 FP	2030 FP
<b>Municipal Members</b>						
Comox	186,417	185,613	192,864	198,664	200,114	204,465
Courtenay	395,291	396,320	411,801	424,186	427,282	436,571
Cumberland	58,292	58,067	60,335	62,150	62,603	63,964
	<b>\$640,000</b>	<b>\$640,000</b>	<b>\$665,000</b>	<b>\$685,000</b>	<b>\$690,000</b>	<b>\$705,000</b>
Change from Previous year		<b>\$0</b>	<b>\$25,000</b>	<b>\$20,000</b>	<b>\$5,000</b>	<b>\$15,000</b>
Residential Tax Rate Estimate (per \$1,000 of assessed value)	0.0336	0.0331	0.0344	0.0354	0.0357	0.0364

Estimates are based on 2026 Completed Roll at Proposed Budget January 2026



# Operating Budget: 2027-2030 Projections

Category	2027	2028	2029	2030
Grants-in-lieu	\$15,000	\$15,000	\$15,000	\$15,000
Taxation	670,000	685,000	690,000	705,000
Transfers from Reserve	14,546	11,650	25,937	23,846
<b>Total Revenue</b>	<b>\$694,546</b>	<b>\$711,650</b>	<b>\$730,937</b>	<b>\$743,846</b>
Support Services	\$87,920	\$91,261	\$94,729	\$98,328
Personnel Costs	579,98	595,972	611,606	620,724
Materials, Supplies & Utilities	12,900	12,900	12,900	12,900
Contract & General Services	13,836	11,517	11,702	11,894
<b>Total Expenses</b>	<b>\$694,546</b>	<b>\$711,650</b>	<b>\$730,937</b>	<b>\$743,846</b>



# Future Expenditure Reserve (100)

## Projected Balances

	2026	2027	2028	2029	2030
Opening Balance	\$373,771	\$368,035	\$353,489	\$341,839	\$315,902
Add: Contributions to Reserve	-	-	-	-	-
Less: Transfers from Reserve	5,736	14,546	11,650	25,937	23,846
<b>Ending Balance</b>	<b>\$368,035</b>	<b>\$353,489</b>	<b>\$341,839</b>	<b>\$315,902</b>	<b>\$292,056</b>



# Options & Recommendations

- That the proposed 2026-2030 financial plan for the Service 100 Member Municipality Administration be approved.



# Questions?