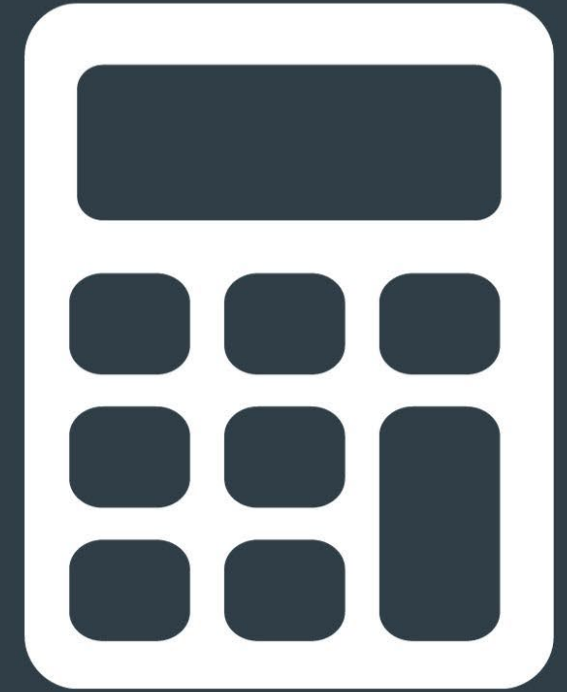


2026-2030
Financial Planning
Core Services
Finance & Administration



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

Key Notes

| | 2025 Proposed Budget | 2026 Proposed Budget | Increase (Decrease) | |
|---------------------------------|----------------------|----------------------|---------------------|----------------|
| | | | (\$) | (%) |
| 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%) |
| Total | \$736,244 | \$660,736 | (\$75,508) | (10.3%) |

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



Revenue

Year over Year Change

Key Notes

- No prior year surplus at proposed budget

| | 2025 Approved Budget | 2026 Proposed Budget | 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%) |
| Total | \$736,244 | \$660,736 | (\$75,508) | (10.3%) |



Funding Sources

Tax Requisition

| Requisition Budget | 2025 Actual | 2026 PB | 2027 FP | 2028 FP | 2029 FP | 2030 FP |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| Municipal Members | | | | | | |
| 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 |
| | \$640,000 | \$640,000 | \$665,000 | \$685,000 | \$690,000 | \$705,000 |
| Change from Previous year | | \$0 | \$25,000 | \$20,000 | \$5,000 | \$15,000 |
| 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 |
| Total Revenue | \$694,546 | \$711,650 | \$730,937 | \$743,846 |
| | | | | |
| 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 |
| Total Expenses | \$694,546 | \$711,650 | \$730,937 | \$743,846 |



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 |
| Ending Balance | \$368,035 | \$353,489 | \$341,839 | \$315,902 | \$292,056 |



Options & Recommendations

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



Questions?