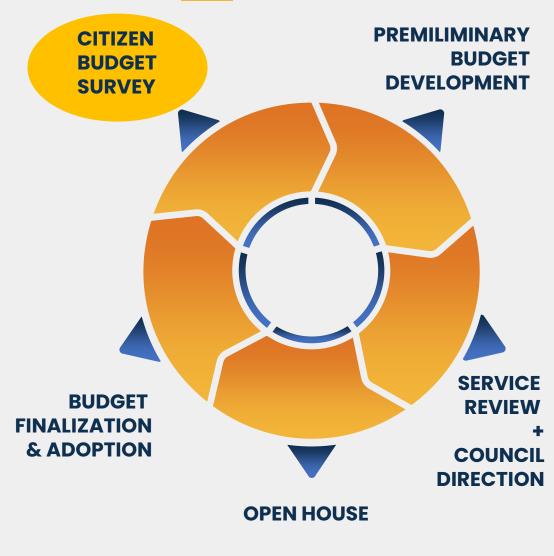


## Welcome

# 2024 BUDGET OPEN HOUSE

District of Sooke On the traditional territory of the T'Sou-ke and Scia'new Nations. Resident-first budget process.

#### It starts with **YOU!**



# 2024 BUDGET PROCESS

- → Annual Budget Survey June to August 2023
  Presented to Council November 2023
- → Preliminary Budget Development September to December 2023
- Asset Management Plan
  Presentation to Council December 2023
- Budget Overview and Introduction Public Meeting
- → Staff Presentations & Council Direction on Service Levels
  Public Meeting
- → Budget Readings
  Public Meetings March X, 2024
- → Budget Open House April 3, 2024
- → Budget Adoption
  Anticipated April 22, 2024

# PUBLIC ENGAGEMENT

Lays the foundation for budget development in Sooke.



MASTER
PLANNING
DOCUMENTS





TECHNICAL EXPERTISE

#### **FINANCIAL PLAN**

In the five-year financial plan, the budget for the immediate year is refined while the outyears provide a potential financial forecast. From your feedback, priorities are adapted and the year ahead is detailed to ultimately form the tax rate applied to municipal services.

Sooke is working to have more stable longer-term forecasting; however, presently, the budget remains quite nimble.

# SAVE THE DATE! 2025 BUDGET ENGAGEMENT



**Annual Budget Survey**Mid-June to mid-August



Community Pop-ups
Mid-June to mid-August



What We Heard Report – Public Presentation Tentative date: November 18 Committee of the Whole Public Meeting



Service Area Overview
Tentative date: December 2024

letstalk.sooke.ca/budget

# PUBLIC ENGAGEMENT

#### WHAT WE HEARD



Ability to safely walk or bike around Sooke



Health and wellness services



Emergency response services (police & fire)



Parks and greenspaces (including care for the environment)



Traffic planning and management, including road maintenance



Community planning

# **BUDGET HIGHLIGHTS**

24/7
FIRE RESCUE
SERVICES;





ROAD
MAINTENANCE
AND REPAIRS



WHIFFIN SPIT MASTER PLANNING

TRANSITIONING
TO 24/7
POLICING
SERVICES

2% FOR THE ASSET MANAGEMENT PROGRAM



**PLAN** 



PARK
ENHANCEMENTS

CONTINUED

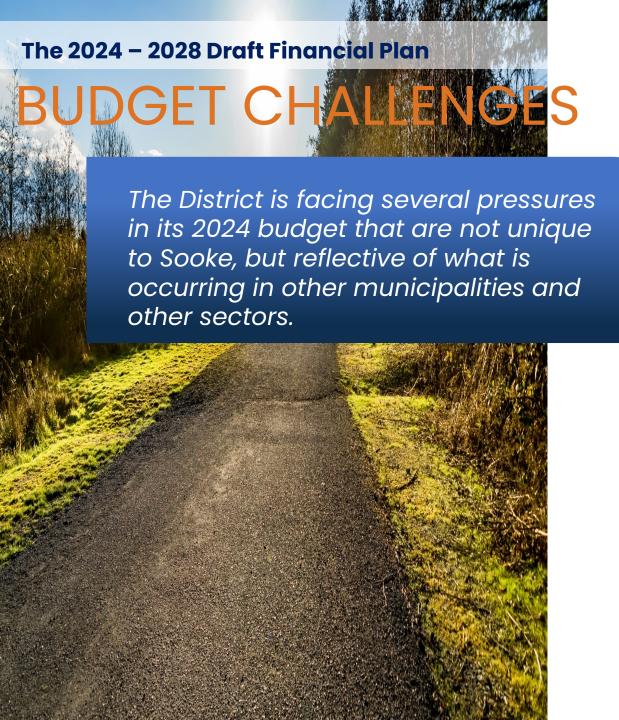
OF CHURCH ROAD ROUNDABOUT & CHARTERS ROAD CORRIDOR CONTINUING
IMPLEMENTATION
OF THE
TRANSPORTATION
MASTER PLAN
ROAD DESIGN FOR GRANTREADY PROJECTS

(DEMAMIEL CREEK) PEDESTRIAN CROSSING



PLAYGROUND EQUIPMENT SAFETY REPLACEMENT





#### Significant inflation pressures

- → Cost for Goods and Services
- Labour increases, bargaining contracts across the region increased to match inflationary pressures
- → Employee benefits

#### Infrastructure

- → Aging Infrastructure
- → Backlog
- → Challenges to fund
- → Senior levels of government

#### **Staff Resources**

- → Workforce shortages
- → Loss of institutional knowledge
- → Staff burnout
- → Increase in health leaves
- → Fully funding approved positions from 2023 in 2024

#### **Community Safety**

- → RCMP Contract funding to 90% of costs at 14 members
- → The need of additional Fire and Police resources to meet increasing population and density demands

#### The 2024 – 2028 Draft Financial Plan

# 2024 BUDGET OVERVIEW

#### **OPERATIONAL General Operations** 8.75M 2.27M **Sewer Operations** 3.42M **Police** 2.93M Fire and Emergency 0.64M **Municipal Debt** 1.98M **Transfer to Reserve** 1.5M **Transfer to DCC Fund Amortization** 3.13M \$24.7M

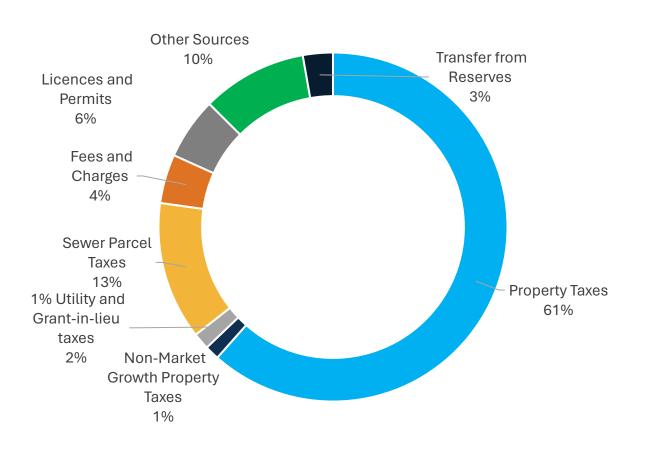
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$\sim$ 1	<b>.</b>		/ \ _

Council Initiatives	1.05M
Administration	0.4M
Fire	1.05M
Operations (Roads)	7.4M
Parks	3.6M
Sewer	<u>4.71M</u>
	\$18.2M

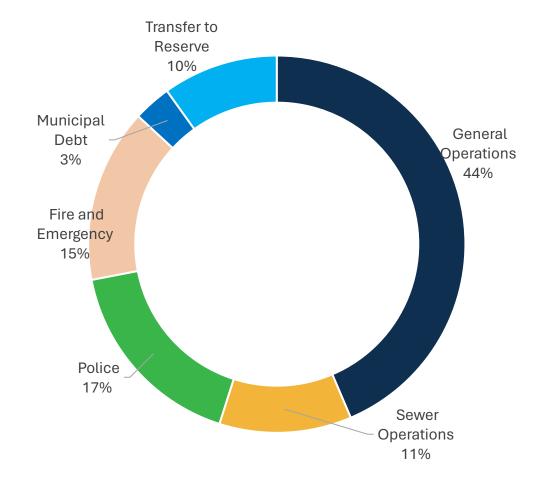
TOTAL = \$42.9M

# **OPERATING BUDGET OVERVIEW**

#### WHERE THE MONEY COMES FROM

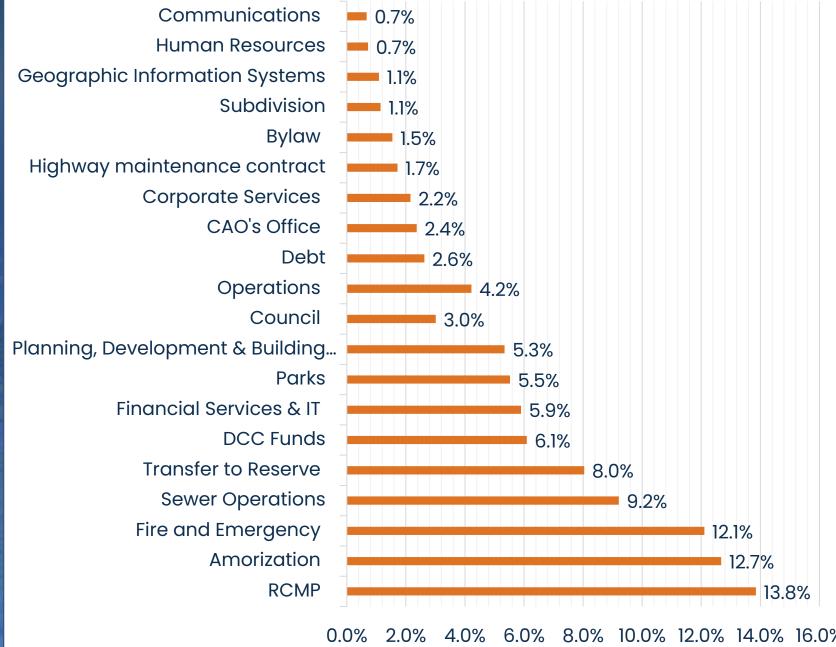


#### WHERE THE MONEY GOES



# OPERATING BUDGET OVERVIEW

How the Money is spent in more detail



0.0% 2.0% 4.0% 6.0% 8.0% 10.0% 12.0% 14.0% 16.0% PERCENTAGE OF TOTAL OPERATING BUDGET

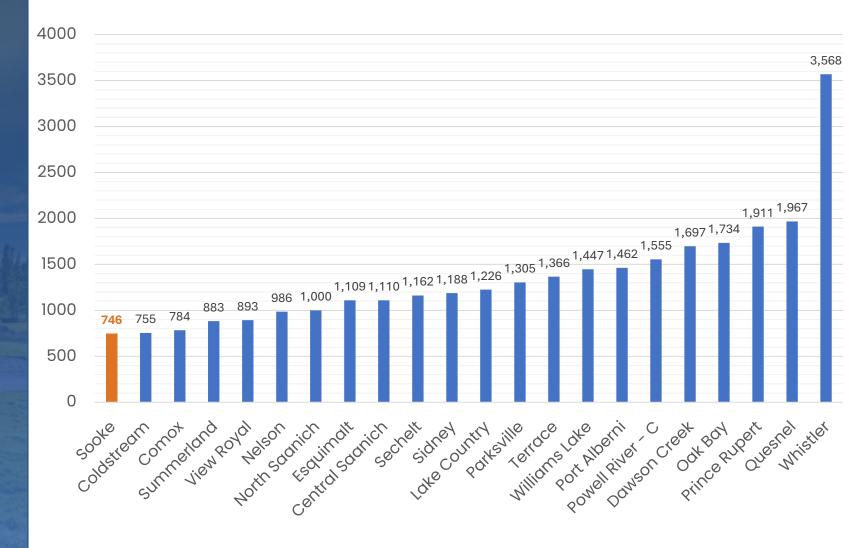
# PER CAPITA TAX COMPARISON



#### Where do the statistics come from?

Comparable data has been sourced from the province's database where it collects and stores information from every municipality in BC on an annual basis. This data is publicly available and can be found at: <a href="https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/tax-rates-tax-burden">https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/tax-rates-tax-burden</a>

#### Property Tax Comparison – per capita



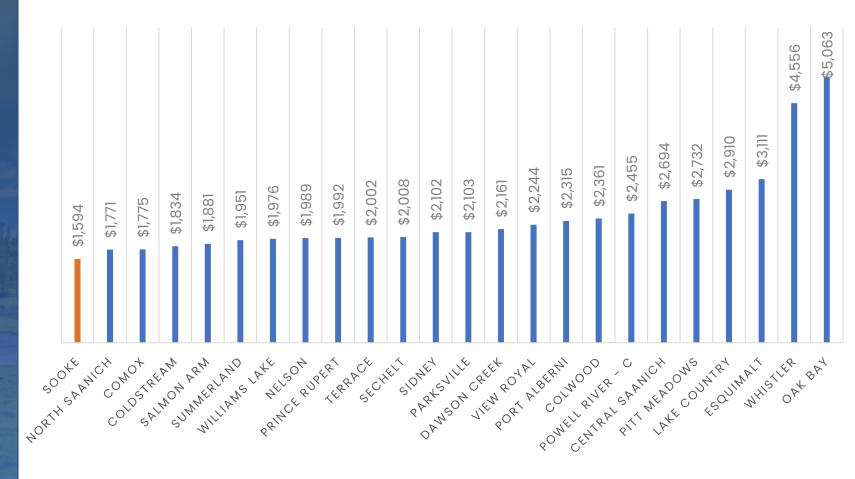
The District has the lowest general municipal taxes per capita (per person) when compared to all municipalities in BC with a population above 10K and below 20K.

# TAXES ON REPRESENTATIVE HOUSE



#### What is a representative house?

The amount for House Value is calculated by taking the total general municipal assessment value for land and improvements for single-family residential properties divided by single-family residential occurrence counts.



The District has the lowest municipal taxes on a representative house when compared to all municipalities in BC with a population above 10K and below 20K



# 2024 STAFFING CHANGES



\$423K
Three new firefighters



\$35K increase to Wastewater Eng Technician funded by wastewater for 12 months (from 6)



\$73K Emergency Program Manager funded to 100%



\$42K Bylaw Auxiliary Support



\$392K Increase to RCMP Contract to fund 14 Police

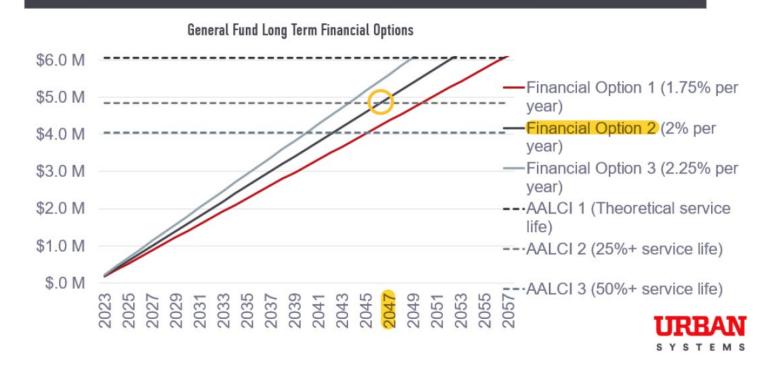


\$10K General Support Clerk Auxiliary Support

#### 2024 - 2028 Draft Financial Plan

# **ASSET MANAGEMENT**

#### **HOW MUCH DOES THE DISTRICT NEED TO INVEST IN REPLACEMENT?**





The success of the Asset Management Program Relies on Implementing incremental and steady annual financial increases to reach the District's long-term financial targets.

Budget 2024 sets aside 2% for our Asset Management Program with an ongoing investment to ensure fiscal responsibility and appropriate management of our infrastructure today and into the future.



# FIRE RESCUE + EMERGENCY PROGRAM 2024 Budget

## \$235K

The addition of 3 new firefighters to enhance the current 24/7 model

## \$91K

Fire Inspector/ Life safety educator (funded by the UBCM Fire Smart Grant)

## \$278K

funding 100% of positions approved in 2023, and wage adjustment for IAFF members.

# **\$55**K

in operating expense reductions with the transition to 24-hour coverage.

Key planning do	cument:
Fire Master Plan	(approved 2022)

	2023	2024	2025	2026	2027	2028
Fire and Emergency	\$2,340,157	\$2,993,604	\$3,213,086	\$3,427,001	\$3,507,210	\$3,588,739

# FIRE RESCUE + EMERGENCY PROGRAM SERVICES

**BY THE NUMBERS** 

**TOTAL BUDGET: \$2.3M** 

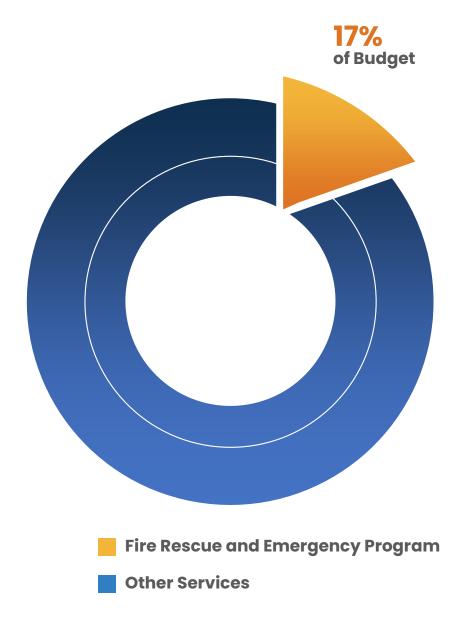
24/7 SERVICES 15 CAREER STAFF

**25**PAID ON CALL
FIREFIGHTERS

7:24
AVERAGE CALL
RESPONSE
TIME FOR 2023.

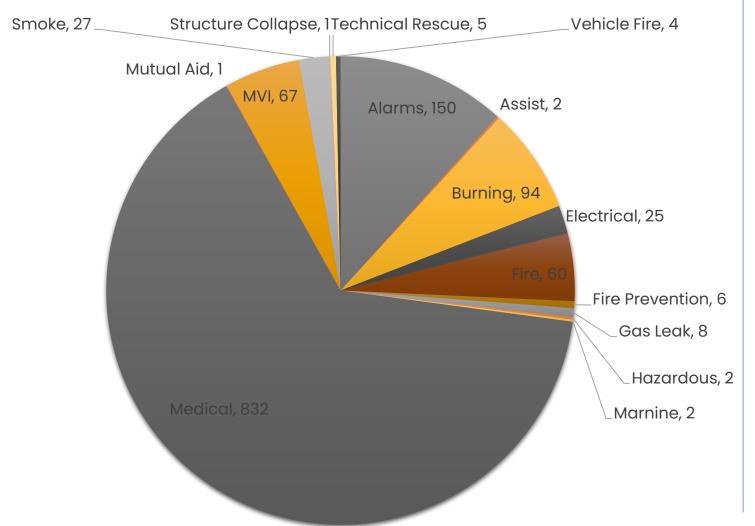
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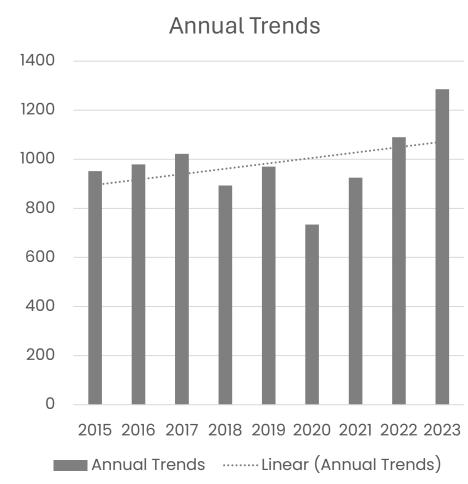
Calls in **2023** 20% increase from 2022



### FIRE RESCUE + EMERGENCY PROGRAM SERVICES

**CALL VOLUMES** 







# FIRE RESCUE + EMERGENCY PROGRAM CAPITAL PROJECTS



Major Emergency Operations Plan (EMP) Fire Underwriters Update/Revision



First Responder Protocols and Equipment Additions



Thermal Imaging Camera Replacement



Fire truck replacement / Squad 1



Critical Equipment Replacement / Failing Fire Hose



### PERSONNEL AND KEY FUNCTIONS



**Staffing (6):** Manager, Parks & Enviornmental Services Coordinator, Parks Lead Hand +2 Parks Workers, Facilities & Construction Lead



Coordinator: oversees park permits, park master planning & capital projects, development referrals, hazard tree and invasives management, environmental stewardship.



Parks Lead Hand: oversees park operations + 2 Parks Workers + Seasonal Auxiliary (5) maintain parks, trails and public spaces, playgrounds, public washrooms, transit stops, boulevards.



#### **Facilities & Construction Lead:**

oversees construction and carpentry projects, maintenance and repair of municipal buildings.

# FACILITIES, PARKS & ENVIRONMENTAL SERVICES

PROPOSED: \$1.36M

**92**PARKS AND
GREENSPACES

287+
ACRES OF PARKLAND

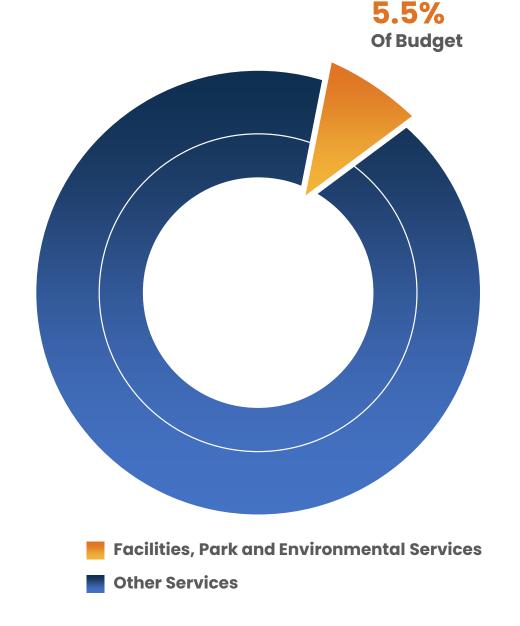
**37**PARK
BENCHES

16
PUBLIC
WASHROOMS

5 MUNICIPAL FACILITIES 16 TRANSIT SHELTERS

5 PLAYGROUNDS **2000+** TREES

40KM
TRAILS



# SPORTS BOX ACCESSIBLE VIEWING AREA WITH SEATING AND PICNIC TABLES. Accessible from parking stalls, grade matches adjacent existing gravel area @ 64.5m Surfaced with concrete, contained by concrete retaining wall. REES - Acer rubrum "October Glory" at 8.0m centres, planted in grass edge, new post 8 EXISTING DRAINAGE SWALE, remove invasive spp. New post & rail fence at top of swal FRENCH DRAIN in existing gravel surface, drains to rock dispersal are WATER BAR or CATCH BASIN AND BURIED PIPE, drains to ditch.

## **CAPITAL PROJECTS - PARKS**



# **\$1M**

#### **Ravens Ridge Park Enhancements**

- → Growing BC Fund, \$800K
- → Playing Field Reserve Fund, \$100K
- → Grant, \$100K

**Project goal:** Responding to community service priority



# **\$2M**

#### Little River Crossing (2024-2025 Project)

- → Federal, \$1.2M
- → Parks DCC, \$350K
- → Casino Reserve Fun, \$300K
- → Community building Fund, \$149K
- → Provincial Active Transportation Grant, \$500K

**Project goal:** PTMP, TMP, Active School Route Action Plan Implementation



# **CAPITAL PROJECTS - PARKS**



# \$100K

# Playground Equipment Safety Upgrades and Replacement

→ Growing BC Fund, \$100K

Project goal: Implement Parks & Trails Master Plan

#### **Proposed Playground Investments**

2024	2025	2026	2027	2028
\$100K	\$100K	\$1.05M	\$100K	\$100K
		Broomhill Playground Replacement		
		Funding source: Grant + Other		

# **CAPITAL PROJECTS - PARKS**



# \$60K

#### **Quimper Park Memorial Wall**

Sooke Program of the Arts (SPA) Reserve

Project reference: Park enhancement, Council

direction



# \$75K

#### Pier and Boardwalk Repairs & Maintenance

Casino Reserve Fund

**Project goal:** Asset maintenance and repairs

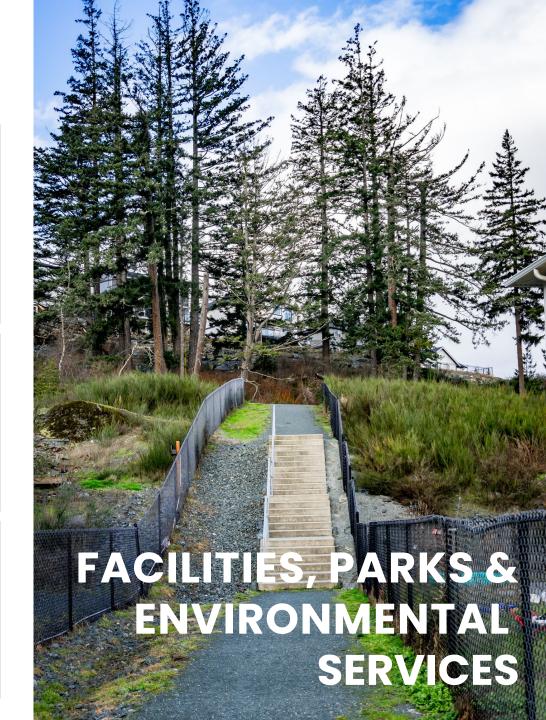


# \$75K

#### Park Asset Repairs & Maintenance

Casino Reserve

Project goal: Maximize use and asset lifespan





## **CAPITAL PROJECTS - FACILITIES**



# \$75K

Facility Asset Repairs and Maintenance

Capital Asset Replacement

Project goal: Maximize use and asset lifespan



# \$30K

**Municipal Hall Architect** 

Capital Asset Replacement

**Project goal:** Maximize use and asset lifespan, accommodate future organizational planning

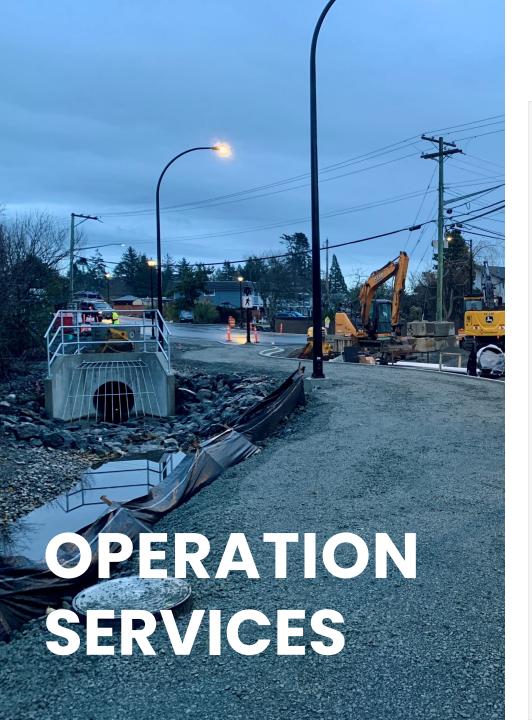


# \$150K

#### **Park Office**

Capital Asset Replacement, \$120K Covid Safe Restart, \$30K

**Project goal:** Maximize use and asset lifespan, accommodate future organizational planning



## PERSONNEL AND KEY FUNCTIONS



Staffing: Director of Operations, Manager of Engineering and Infrastructure, Manager of Subdivision (Approving Officer), Manager of Wastewater, Lead Engineering Tech, Engineering Tech, Land Development Tech, 1.7 Admin Assistants, 4 x Wastewater Operators.



5.7 Staff for development referrals including design review and construction, transportation master planning, grant applications and capital projects, process permits, etc. along with subdivision review – including Approving Officer



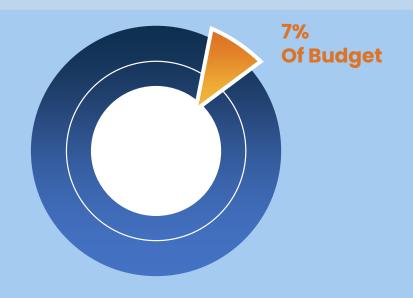
3 x technologists are detailed orientated field staff to support engineering infrastructure and subdivision development with roads, stormwater, sewer, street lighting + other underground servicing, liaise with utilities + more.



3 Wastewater Operators support plant operations 24/7.

# \$1.75M EXCLUDING SEWER

Contractual wage increases + inflation adjustments for all benefits including Worksafe BC, CPP, EI, Pension, Health and Dental.



Operations, Excluding sewer
Other Services

# **BUDGETARY NOTES**

2024 Budget

	2023	2024	2025	2026	2027	2028	
Operations (Engineering)	683,424	725,128	736,872	755,471	774,598	794,269	
Subdivision	262,577	282,892	290,656	298,640	306,852	315,298	
Highway maintenance contract	425,000	425,000*	425,000*	425,000*	425,000*	425,000*	
Line painting and signage	100,000	100,000	100,000	100,000	100,000	100,000	
Street Lighting and Traffic Control	168,127	168,127	168,127	168,127	168,127	168,127	
Rainwater infrastructure maintenance	100,000	100,000	100,000	100,000	100,000	100,000	
	\$1,691,151	\$1,753,171	\$1,772,680	\$1,799,264	\$1,826,604	\$1,854,723	

<sup>\*</sup>Highway maintenance contract expires this year (2024)

# BY THE NUMBERS ENGINEERING

### 105KM+

LOCAL +
COLLECTOR ROADS

615

STREETLIGHTS

#### **33KM**

STORM WATER SERVICING

680+

**CATCH BASINS** 

#### 25KM+

Sidewalks

5

**BRIDGES** 



# **ENGINEERING: KEY 2024 DELIVERABLES**

#### **OPERATIONAL:**

- → Call for service response
- Road, stormwater + sewer maintenance and management, examples:
  - Managing stormwater runoff to prevent flooding includes construction/adaptions of drainage systems, retention ponds, erosion control measures, etc.
- Regulatory compliance, i.e. ensuring compliance with relevant regulations and standards is crucial for public safety and environmental protection.
- Emergency response, i.e. responding to emergencies such as natural disasters (Sooke River Road landslide), infrastructure failures when they happen



#### **CAPITAL:**

- Continue implementation of the Transportation Master Plan including:
  - Church Road Roundabout (2023-2024 Capital Project); and
  - → Charters Road North (2024-2025 Capital Project).
- Subdivision and Development Standards Bylaw stakeholder consultation and finalization.
- Transit stop, streetlight and road marking improvements.
- Development Cost Charges Update
- Charters Road South Design
- Throup Connector Design
- Phillips Road Design
- → Ella Road Design

# CAPITAL PROJECTS – ENGINEERING – ROADWORKS





Charters Road North (Throup to Golledge) (2024-2024 Project)

Growing BC Fund, \$1.66M Road DCC, \$1.53M Community Build Fund, \$614K Grant/Other, \$670K

Project goal: TMP Implementation



# \$355K

#### **Road Design**

Capital Asset Replacement, \$120K Covid Safe Restart, \$30K

Project goal: TMP Implementationgrant ready projects

#### **Priorities:**

- Charters South
- Throup Connector
- Phillips Connector
- Ella



# \$1.7M

# Church/ Throup Roundabout (2024-2024 Project)

Growing BC Fund, \$500K Road DCC, \$740K Community Build Fund, \$312K Grant/Other, \$132K

Project goal: TMP Implementation

# CAPITAL PROJECTS – ENGINEERING – ROADWORK FUTURE PLANNING

2025

#### TMP IMPLEMENTATION

- Charters Road North (2024-2025, \$2.2M)
- Charters Corridor South (2025) (\$2M)
- Charters + Hwy 14 Intersection (2025) (\$2M)
- → Ella Road (2025) (\$1.35M)
- Throup Road Design (Charters to Church/Throup Roundabout) (\$100K)

2026

#### **TMP IMPLEMENTATION**

 Throup Road Connector Construction (Phillips Road to Charters, \$18M tentative) 2027

#### **TMP IMPLEMENTATION**

- Throup Road Connector
   (Phillips Road to Charters,
   \$18M tentative)
- Phillips Road Corridor (\$7M)



# CAPITAL PROJECTS – ENGINEERING – ROADWORK

\$40K

**DCC Update** 

Community Building Fund

Primary goal: Financial Planning

# \$50K

**TMP Update + Public Consultation** 

Road DCC

**Primary goal:** TMP review and response



**Wadams Transit Exchange Design** 

Community Building Fund

**Primary goal:** TMP Implementation



\$400K

Bridges - Maintenance & Repairs

**Growing BC Fund** 

Primary goal: Maximize use and asset lifespan

# CAPITAL PROJECTS – ENGINEERING – ROADWORK

# \$50K

**Annual Line Painting** 

Casino Reserve Fund

**Primary goal:** Community Safety

\$40K

Annual Street Lights, Bus Stop, Road Safety

Community Building Fund

**Primary goal:** Community Safety

\$150K

**Annual Patch & Pave** 

Capital Asset Replacement

**Primary goal:** Community Safety



\$100K

**Annual Rainwater Storm** 

Capital Asset Replacement

**Primary goal:** Community Safety

# WASTEWATER: 2024 KEY DELIVERABLES

#### **OPERATIONAL:**

- Maintaining plant operations 24/7
  - Sampling and analysis
  - Equipment maintenance
  - Process optimization
  - Reporting and regulatory compliance
- Call for service response
- → Staff training on expansion equipment
- → Staff training for Church Road Lift station
- → Emergency training and response

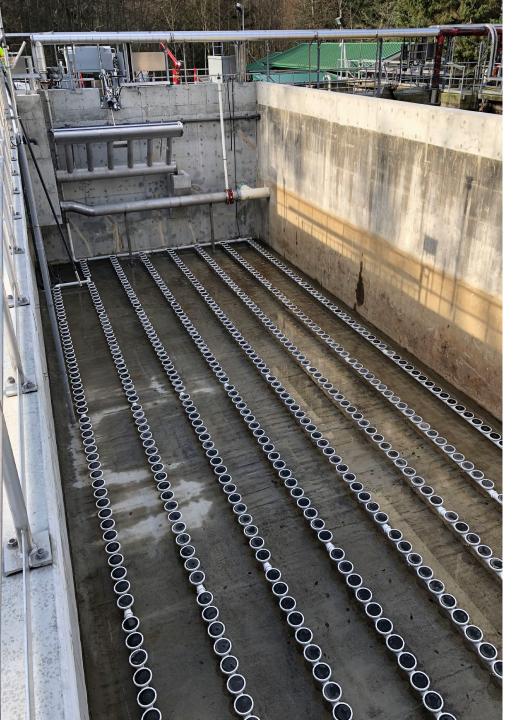




#### → CAPITAL:

- → West Coast Road force main (\$3,148,294)
- → Odor mitigation. (\$75,000)
- → Completion of Operational Certificate (\$250,000)
- Church Road Lift station
- → Flow model update (\$100,000)
- → Capital Asset Replacement (\$100,000)
- → WWTP Expansion (\$4,500,000)





WASTEWATER COMPLETED

## Sequencing Batch Reactor(SBR) #3

- Provides primary treatment for wastewater.
- SBR#3 will provide an addition capacity of 1500M3 (1,500,000 liters) for dry weather flows.
- Advantages of the additional SBR:
  - allow for future capacity for business and residents to connect to the wastewater system;
  - longer detention time for wastewater treatment.



WASTEWATER COMPLETED

#### **EQUALIZATION TANK**

- Receives primary treated effluent from the Sequencing Batch reactors, this effluent is then pumped at a consistent rate through the tertiary disk filter and followed by passing through the UV system for its final treatment.
- Key benefit: provide additional capacity and longer detention, and a consistent flow rate on effluent for better treatment.



WASTEWATER COMPLETED

#### **ROTATING DRUM THICKENER**

- Increases the sludge solids concentration by agitating the solids in a slowly-rotating vessel with porous walls through which the water drain.
- Allows for thicker and more consistent sludge in our digestors that will in turn create a dryer biosolids.
- Advantages:
  - lower transportation costs of bio-solids;
  - provides full build out capacity for digester system reducing future operational and building cost.



WASTEWATER COMPLETED

#### **TERTIARY DISK FILTER**

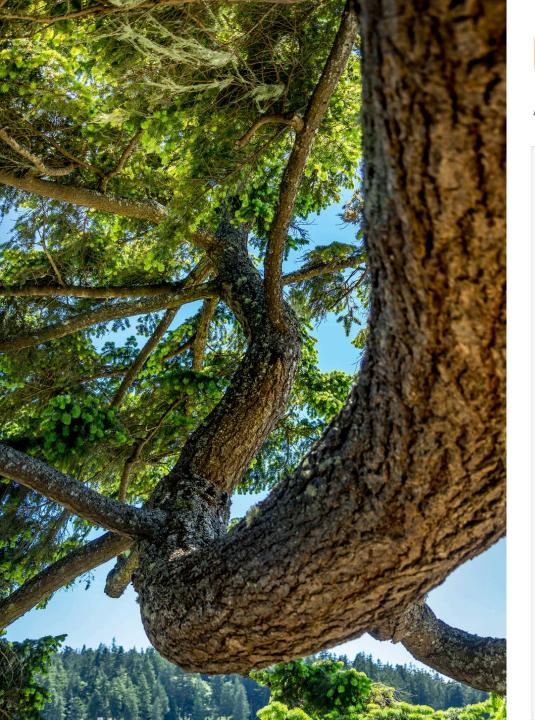
- Provides Tertiary treatment (Currently secondary) on treated effluent received from the Equalization Tank.
- Filtration system further removes suspended solids prior to the effluent entering the UV disinfection process.
- Assist in compliance for elevated TSS (total suspended solids) that can be experienced in high flow periods and seasonal weather changes.



## **PLANT UPDATE**

WASTEWATER IN PROGRESS

- → Final commissioning of equipment for performance testing
- Staff operational equipment training.
- Implementation of additional regulatory testing



### PERSONNEL AND KEY FUNCTIONS

### **Administrative Services**



**Staffing:** Chief Administrative Officer, Human Resource Manager, Communications Coordinator



The Chief Administrative Officer oversees the conduct of all District business in pursuing the District's purpose and serving the will of Council including reviewing departmental programs, budgets and policy initiatives.



Human Resources supports recruitment and retention strategies to minimize turnover and enhance organizational culture and service level standards.



Communications works to keep residents informed and conducts public engagement, which is anchored in the annual budget survey.



## PERSONNEL AND KEY FUNCTIONS

Corporate Services (Legislative + Bylaw)



**Staffing:** Director, Deputy Director (vacant), Corporate Services Assistant (1, 1 vacant), Bylaw Officers x 2, Records Management



Director, also serving as our Corporate Officer is required under *the Local Government Act* and responsible for legislative requirements, including elections



Corporate Services Assistants and Records Management Clerk maintain District records including meeting agendas and minutes



Bylaw Officers are responsible for education and enforcement of bylaws, as well as business licensing and may providing emergency support with traffic management among other duties



## **BUDGETARY NOTES**

2024 Budget

# **COUNCIL + ADMINISTRATIVE SERVICES: \$1.67M**

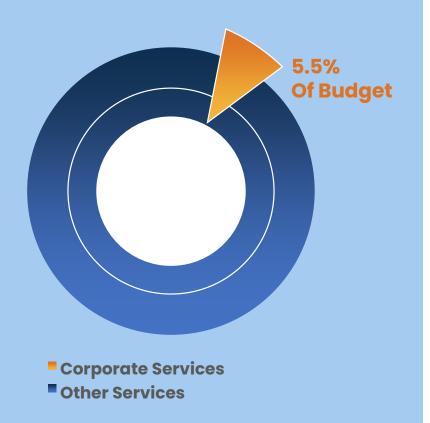


- \$36,791 increase for community service agreements
- → \$339,971 allocated for services agreements in total
- → \$65K allocated for community grants



- \$162K for climate change initiatives + \$95K carryover from 2023 for crosswalk enhancements, \$135K provincial contribution; \$17K municipal contribution
  - Focus on support initiatives that remove barriers to safely walking + rolling around town
  - Retain Community Climate Seed Funding Project to follow-through on two-year program
  - Grant contributions to leverage funds further

# CORPORATE SERVICES, LEGISLATIVE + BYLAW: \$915k



# **BUDGETARY NOTES**2024 Budget

	2023	2024	2025	2026	2027	2028
Corporate Services	494,935	533,067	545,243	555,719	566,510	577,624
Bylaw	316,952	381,117	390,037	400,556	411,377	422,509
	\$811,887	\$914,184	\$935,280	\$956,275	\$977,887	\$1,000,133

\$42,500

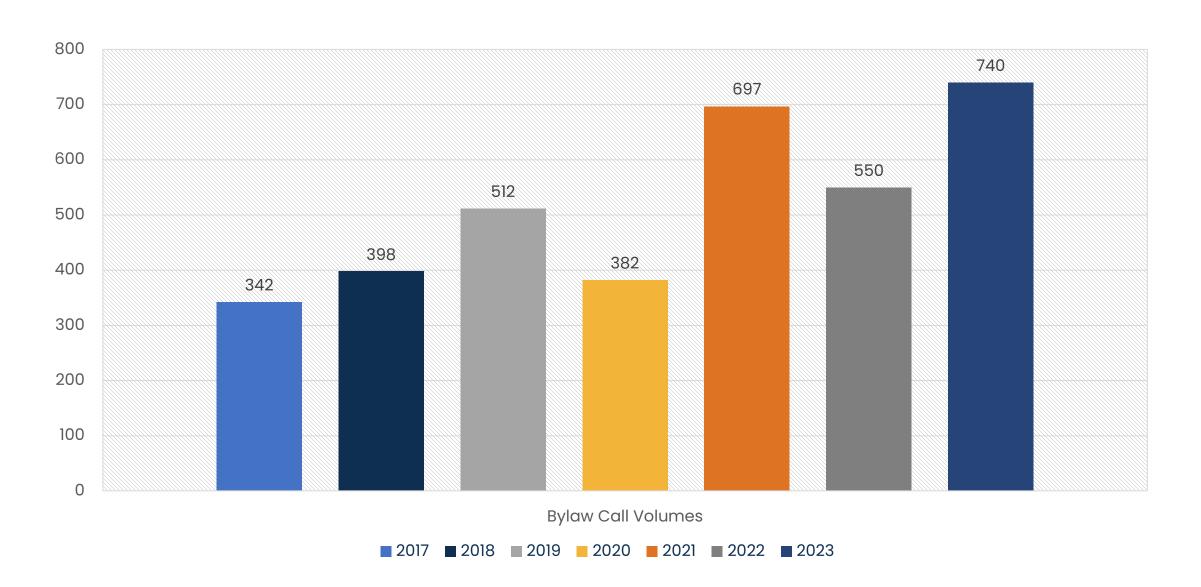
increase for auxiliary bylaw position in 2024.

### **2024 Additional**

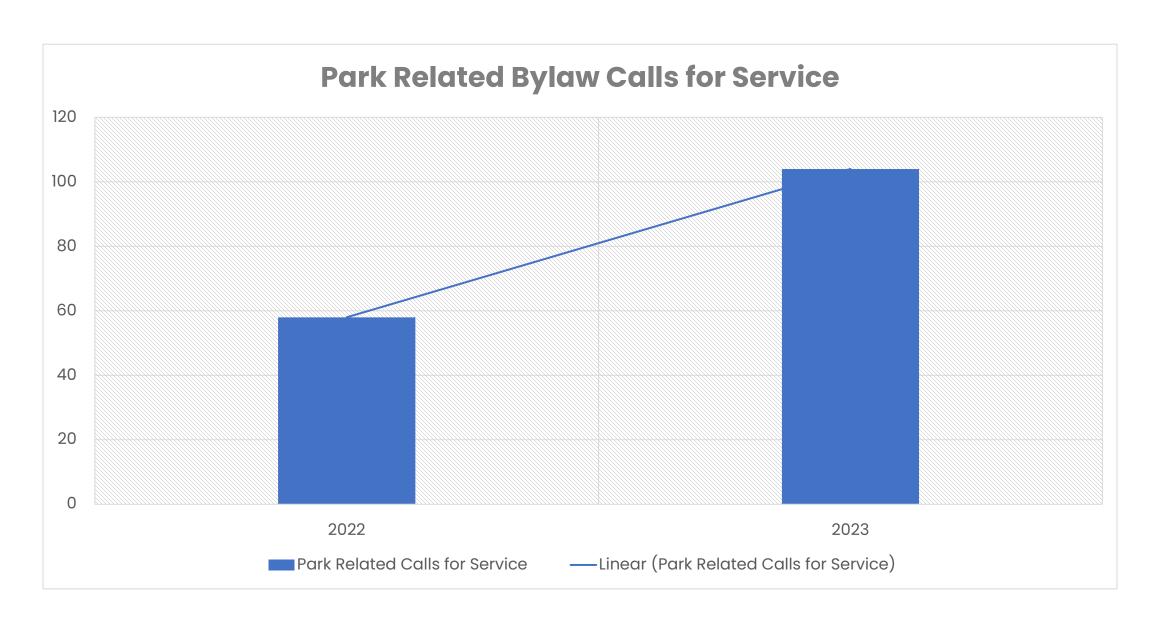
Contractual increases for committed wages and benefit increases.

### **BYLAW CALL FOR SERVICES**

### Bylaw Call Volumes



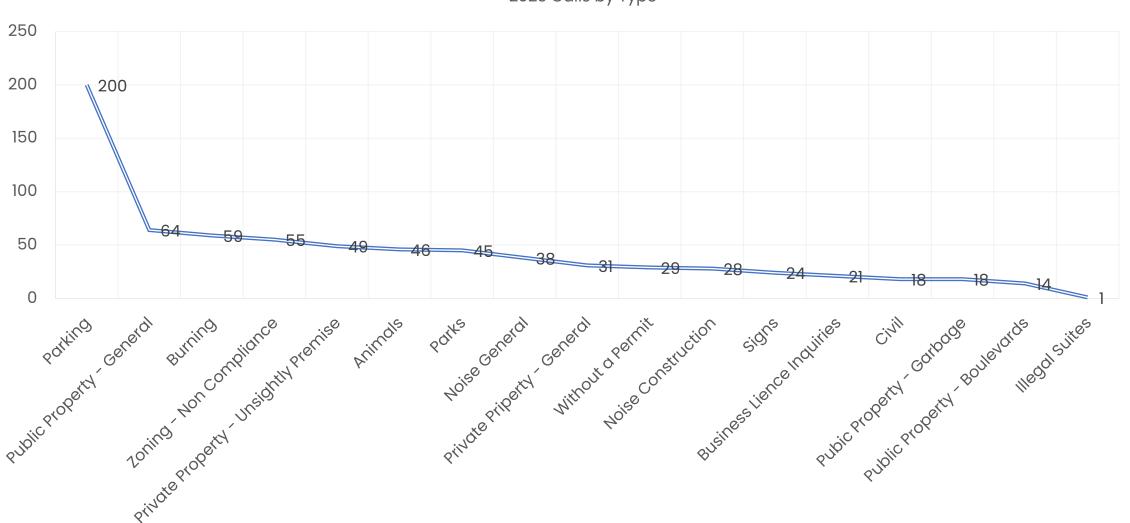
### **BYLAW TREND ACKNOWLEDGEMENT**



### **CALL FOR SERVICES – BY TYPE**

### **2023 CALLS BY TYPE**







### PERSONNEL AND KEY FUNCTIONS

Community Planning, Development + Building Services



Staffing: Director (vacant), Manager, 2 Planning, 1 Planning Tech, 1 Building Inspector (+ 2 medical leave), Auxiliary Chief Building Inspector, 1 Community Economic Development Office, 1 Administrative Clerk



Responsible for the provision of planning, development and building services within the municipality, including:

- Long-range and current land-use planning
- Review of development proposals
- Providing Council with advice on planning-related matters
- → Building approvals and inspection services
- Community marketing and investment



2024 Provincial Legislative Changes

# **BUDGETARY NOTES**2024 Budget

# PLANNING, DEVELOPMENT AND BUILDING SERVICES: \$1.3 Million

**EXPENSES** 

	2023	2024	2025	2026	2027	2028
Planning, Development & Building Services	\$1,207,943	\$1,321,086	\$1,343,422	\$1,377,884	\$1,409,006	\$1,441,060

### **REVENUE**

	2023	2024	2025	2026	2027	2028
Subdivision fees	70,000	70,000	70,000	85,000	87,550	90,177
Rezoning fees	50,000	50,000	50,000	50,000	50,000	50,000
Building permits	800,000	800,000	824,000	848,720	874,182	900,407
Plumbing permits	50,000	50,000	51,500	53,045	54,636	56,275
Development permits	75,000	75,000	75,000	75,000	75,000	75,000
Development variance permits	1,000	1,000	1,000	1,000	1,000	1,000
	1,046,000	1,046,000	1,071,500	1,112,765	1,142,368	1,172,859

# HOUSING CAPACITY FUNDING PROGRAM \$223,089

\$20K

**Housing Needs Assessment** 

\$50K

**Zoning Bylaw** 

## \$153K

- Engineering studies
- → OCP
- Unknown



## **Homes for People**

An action plan to deliver more homes for people, faster



### More small scale, multi-unit homes

Single-family detached homes are out of reach for many people, and 1- or 2-bedroom condos often don't meet the needs of growing families.

Historically, many communities in B.C. have been zoned to build only these homes - primarily expensive single-detached homes and high-rise condo towers.

That's why we are acting to change this restrictive zoning approach and make it easier for home builders to **add small scale, multi-unit homes** like duplexes, triplexes, and row houses into neighbourhoods (sometimes called missing middle housing).

This fall, we will introduce legislation that will allow up to 4 units on a traditional single-family detached lot (or 3 depending on the size/type of lot) with additional density permitted in areas well-served by transit.



# FINANCE PERSONNEL AND KEY FUNCTIONS



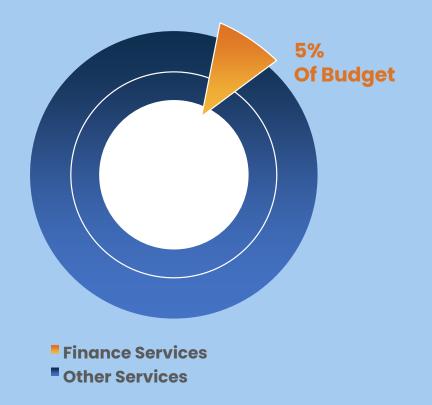
### Staffing:

7 full-time & 2 auxiliary staff including:

- Director of Financial Services
- Deputy Director of Financial Services
- Accounting Technician AP
- Accounting Technician Payroll
- 3 x General Support Clerks
- 1 Aux Support Clerk, and 1
- Aux Senior Financial Advisor



### **FINANCE**



## **BUDGETARY NOTES** 2024 Proposed Budget

	2024	2025	2026	2027	2028
Finance Operations	811,084	941,084	1,065,893	1,294,447	1,509,857
District Liability and Property Insurance	<u>273,204</u>	<u>270,287</u>	<u>280,698</u>	<u>291,526</u>	265,200
	\$1,084,288	\$1,211,371	\$1,346,592	\$1,585,973	\$1,775,057

\$5,000

increase for property insurance

\$10,000

Increase to software licencing fees

\$20,000

Increase for procurement consultant services

\$20,000

increase for auxiliary general support clerk wages The 2025 – 2028 Finance Budget includes a new CUPE position in 2025 for the department and 2 CUPE staff in 2027 and 2028 to be allocated where needed in the organization.

## **KEY 2024 DELIVERABLES**

### FINANCIAL SERVICES

#### **OPERATIONAL:**

- → Budget 2024
- → Community Grants
- → 2023 Final Audit
- Procurement Training
- Climate Reporting
- → Payroll Software Research
- Credit Card Policy Update
- → Fees and Charges Review
- → Procurement Policy Review
- Financial Software Enhancements
- → Staff Training
- → Cash Flow Tracking

#### **CAPITAL:**

- → 10 Year Capital Plan
- Asset Management
- Grant Management



```
started = False
         print("car stopped")
    command.lower() == "help
 to stop the car
lif command == "quit":
```

# IT + GIS PERSONNEL AND KEY FUNCTIONS



Staffing (4): Manager, Head of GIS, GIS and Land Records Analyst, Technical Support Analyst.



Manager of IT oversees both IT and GIS departments as well is responsible for the day-to-day operation, maintenance and security of the Districts computer network and critical applications. The Technology Support Analyst is responsible for supporting all end users along with maintaining our IT infrastructure.



Head of GIS oversees GIS division as well is in charge of planning, maintaining and supporting our GIS Applications. The GIS and Land Records Analyst is responsible for creating, editing and maintaining data in spatial databases along with maintaining land property information within TEMPEST.



## **BUDGETARY NOTES** 2024 Proposed Budget

### **INFORMATION TECHNOLOGY**

Our software licensing has gone up due to inflation and a subscription-based model that more and more companies are using now.

	2024	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
IT Operations Expenses	412,502	419,109	429,003	439,194	449,691
Software licensing	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>
Total IT	592,502	599,109	609,003	619,194	629,691
GIS Operation Expenses	<u>309,314</u>	<u>347,520</u>	<u>355,961</u>	<u>364,641</u>	<u>373,568</u>
<u>Capital Projects</u>	<u>2024</u>	<u>Funding Source</u>			
Computer Equipment Replacement Plan	40,000	COVID Safe Restart			
Server upgrade	120,000	COVID Safe Restart			