

Full Authority
19 September 2024
Agenda Item: 10

2025 Draft Budget Deliberations

Staff will focus on developing a draft budget for 2025 based primarily on 1) increasing expenses due to inflation 2) workload capacity, 3) legal issues, 4) equipment replacement and 5) capital items. In general, though if the new staff position is set aside, the CVCA's 2025 Draft Budget should be manageable and fall into an "average" budget increase.

Staff will compile a detailed budget and then provide the budget in the new format as prescribed in the transition plan.

Staff have submitted the following comments for the Board's review and input to assist staff with the preparation of the 2025 Draft Budget.

Operational Considerations

Staffing

The staffing complement level seems to have become more complex due to external factors which are beyond the control of the CVCA Board and Administration. These include items such as the decrease in permits, an unexpected Short Term Disability (ramifications) and funding concerns for a new position.

To date in 2024, permits applications are lower than the previous year, while property inquiries, planning applications (severances, by-law amendments, minor variances) and general inquiries have stayed relatively constant.

As a result, it is debatable at this time whether the CVCA should pursue hiring another regulations officer to increase staff capacity for the regulations and planning program. Coupled with this concern is the funding arrangement for the position. Staff will prepare a version of the draft budget with the additional staff position for the November meeting.

Administration

The CVCA Board has recognized including the cost of living each year is as an important aspect of the CVCA budgetary process. By addressing COLA in each budget for the past number of years, this has virtually eliminated the need for a significant increase to occur in any one given year. This year,

the monthly Consumer Price Index (CPI) average to the end of July is 2.71%. Staff will incorporate this figure into the 2025 Draft Budget as it becomes available.

The CVCA’s legal reserves will be drawn down due to the Highway #7 court case. In order to replenish the reserves and be prepared for the next case, staff are recommending a higher contribution for 2025 compared to 2024.

Operation

The same percentage increase of 2.71% will be applied to all operating expenses.

There are a few items which need to be included in the budget and are listed in the following table:

Item	Estimated Cost	Reason
Safety Equipment (harnesses, lanyards)	\$4,000	Required for dam operations and must be replaced on a regular schedule
Operational Equipment (pole chainsaw, weed eater, misc. power tools)	\$2,500	Required for dam operations, maintenance on CVCA properties
Subscription License Fees	\$3,000	Datasphere License for flood forecasting and warning computer + GPS License for Regulations Officers equipment
Office Computers (Replacement)	Quote pending	Computers are now 4-5 years old. Previous decision was to replace computers on regularly scheduled cycle. Possibility of deferring replacement until 2026.

In addition to the items listed in the table, it should be noted that the CVCA’s Regulations Fees continue to be frozen by the Minister of Natural Resources. Staff are not expecting an announcement in time for the preparation of the Draft Budget to be presented to the Board at the November meeting.

Capital Considerations

As noted in the General Manager’s report, the Marmora Dam Fencing Project submitted under the WECI Grant has been approved and we may commence the project in 2025. The CVCA’s financial contribution to this project is \$9,500 and will need to be in the 2025 Budget.

For the Board's information, based on the current stockpile of stoplogs, the amount set aside for the budget last year could easily be reduced by 50%, which would be a savings of approximately \$1,500 for the 2025 budget.

Board Discussion

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