

320 – Inspections and Enforcement

Inspections and Enforcement is a division of the Planning and Development Department. It is primarily responsible for enforcing the CVRD bylaws as well as inspecting buildings and structures. The division collaborates with internal departments and external agencies, as well as stakeholder groups. Division staff, also regularly interact with other Divisions on their various projects. The Enforcement Division is funded from fees and permits (mainly building application fees) and internal recoveries from the Divisions that utilize the service, in addition to requisition.

320 - BUILDING INSPECTION

TOTAL REQUISITION

278,673

STATUTORY LIMITATION:

NONE

BASIS OF APPORTIONMENT:

ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

PARTICIPATING AREAS:	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE	PRIOR YEAR ADJ	TOTAL
ELECTORAL AREA A	152,473,871	37,564	(26)	37,538
ELECTORAL AREA B	247,344,898	60,937	52	60,989
ELECTORAL AREA C	144,270,561	35,543	6	35,550
ELECTORAL AREA D	90,291,601	22,245	13	22,258
ELECTORAL AREA E	106,917,325	26,341	10	26,351
ELECTORAL AREA F	98,691,104	24,314	(91)	24,223
ELECTORAL AREA G	90,335,164	22,256	5	22,261
ELECTORAL AREA H	101,598,749	25,031	17	25,047
ELECTORAL AREA I	99,209,089	24,442	14	24,456
TOTAL	1,131,132,362	278,673	0	278,673

RESIDENTIAL TAX RATE:
(PER \$1000 OF NET TAXABLE VALUE)

0.0246

COST PER \$100,000 HOUSEHOLD
2.46

COWICHAN VALLEY REGIONAL DISTRICT

2019-2023 FINANCIAL EXPENDITURE PROGRAM

Service: Building Inspections

Function: 320

TOTAL EXPENDITURE	2018	2019	2020	2021	2022	2023
Operational Costs	\$955,614	\$1,097,180	\$1,131,846	\$1,146,330	\$1,168,792	\$1,181,227
Long Term Debt						
Short Term Debt	10,512	7,542	7,542	7,542	7,542	7,542
Capital	110,000	35,000				
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,076,126	\$1,139,722	\$1,139,388	\$1,153,872	\$1,176,334	\$1,188,769
SOURCES OF FUNDS						
Requisition/Parcel Tax	\$217,593	\$278,673	\$359,388	\$373,872	\$396,334	\$408,769
User Fee						
Transfer from Capital Reserve						
Other	748,533	790,484	780,000	780,000	780,000	780,000
Debt Proceeds	50,000	35,000				
Transfer from Operating Reserve	60,000	35,565				
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$1,076,126	\$1,139,722	\$1,139,388	\$1,153,872	\$1,176,334	\$1,188,769

2019 Debt Short Term with Principal & Interest

Proposed	Amount	Maturity	P & I
New Vehicle	\$35,000	2023	\$7,542
Total			<u>\$7,542</u>



Account Code : -- - To : -- -

Function Type : Selective

		GENERAL REVENUE FUND 320 - BUILDING INSPECTION							
		2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL			
OPERATING REV									
2000 GRANTS									
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-109	0	-163	0	0			
Total GRANTS		-109	0	-163	0	0	0	0	
4433 RECOVERY OF COSTS									
01-1-4433-0000	GENERAL	0	0	-85	0	0			
Total RECOVERY OF COSTS		0	0	-85	0	0	0	0	
5100 FEES & PERMITS									
01-1-5100-3505	BUILDING PERMITS	-922,443	-640,000	-854,961	-748,534	-790,484			
01-1-5100-3525	FILE REVIEW FEES	-293	0	-102	0	0			
Total FEES & PERMITS		-922,736	-640,000	-855,063	-748,534	-790,484	0	0	
5211 VIOLATION FINES									
01-1-5211-0010	PLANNING TICKETS	0	-500	0	0	0			
01-1-5211-0011	REGULATORY TICKETS	-3,400	-2,000	-200	0	0			
01-1-5211-0012	ENGINEERING TICKETS	0	-3,000	0	0	0			
Total VIOLATION FINES		-3,400	-5,500	-200	0	0	0	0	
7571 REQUISITION									
01-1-7571-0000	REQUISITION	-491,788	-491,788	-217,593	-217,593	-278,673			
Total REQUISITION		-491,788	-491,788	-217,593	-217,593	-278,673	0	0	
9120 TRANSFER FROM OPERATING RESERVE									
01-1-9120-0000	TSF FROM OPERATING RESEF	-140,000	-140,000	0	0	-35,565			
Total TRANSFER FROM OPERA		-140,000	-140,000	0	0	-35,565	0	0	
Total OPERATING REV		-1,558,033	-1,277,288	-1,073,104	-966,127	-1,104,722			

OPERATING EXP								
2920 ENFORCEMENT AND INSPECTION EXPENDITURES								
01-2-2920-1101	SALARIES/FULL TIME REGULA	730,323	676,253	641,728	525,801	625,658		
01-2-2920-1400	BENEFITS	178,866	169,944	160,656	145,172	175,184		
01-2-2920-2111	TRAVEL	2,039	15,000	901	10,000	10,800		
01-2-2920-2122	COURIER & EXPRESS	68	50	62	40	40		
01-2-2920-2131	TELEPHONE	6,747	9,000	4,302	5,000	6,200		
01-2-2920-2210	ADVERTISING	3,514	800	0	400	400		
01-2-2920-2230	SUBSCRIPTIONS	930	350	1,634	800	800		
01-2-2920-2327	LAND TITLES EXPENSES	4,218	3,000	3,145	1,500	2,500		
01-2-2920-2330	CONSULTANTS	500	1,000	0	800	800		



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GENERAL REVENUE FUND 320 - BUILDING INSPECTION								
		2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL		
01-2-2920-2338	CONTRACT FOR SERVICES	2,713	0	-53	0	0		
01-2-2920-2340	TRAINING & DEVELOPMENT	6,632	8,500	6,154	7,000	9,000		
01-2-2920-2341	REGISTRAT/CONFERENCES/S	7,065	8,000	3,314	7,000	8,500		
01-2-2920-2371	INSURANCE - CASUALTY	225	225	0	150	150		
01-2-2920-2372	INSURANCE DEDUCTIBLES	0	0	200	0	0		
01-2-2920-2375	INSURANCE CLAIMS	849	193	0	6,000	6,000		
01-2-2920-2395	MEMBERSHIPS	2,471	3,000	2,436	2,500	2,750		
01-2-2920-2475	MISCELLANEOUS EQUIPMENT	13,353	8,000	5,921	5,000	5,000		
01-2-2920-2476	PURCHASED REPAIRS/OFFICE	0	400	0	300	300		
01-2-2920-2532	COMPUTER SOFTWARE UPGR	14,356	12,000	3,595	12,500	12,000		
01-2-2920-2610	RENTALS - BUILDING	0	0	600	0	0		
01-2-2920-4100	ALLOC - GENERAL GOVERNME	40,328	40,328	33,137	33,137	39,354		
01-2-2920-4102	ALLOC - PHOTOCOPY	2,538	2,538	2,550	0	0		
01-2-2920-4203	ALLOC - PLANNING	15,000	15,000	12,161	12,161	7,548		
01-2-2920-4530	ALLOC - FACILITIES & FLEET	0	722	0	0	0		
01-2-2920-4540	ALLOC - INFO TECHNOLOGY	30,301	30,301	27,716	27,716	30,672		
01-2-2920-4550	ALLOC - HUMAN RESOURCES	30,499	30,499	26,454	26,454	36,956		
01-2-2920-4560	ALLOC - LIABILITY INSURANCE	36,295	44,019	31,868	35,689	24,861		
01-2-2920-4585	ALLOC - BUILDING COSTS	0	0	25,000	0	29,614		
01-2-2920-5110	SUNDRY EXPENSES	1,344	2,500	547	800	800		
01-2-2920-5411	CLOTHING	4,552	1,000	94	1,100	1,100		
01-2-2920-5919	SAFETY SUPPLIES	282	700	493	500	500		
01-2-2920-5920	SUPPLIES - OFFICE	4,758	3,500	1,705	3,000	3,500		
01-2-2920-8150	BANK CHARGES	9,732	6,100	8,417	9,000	9,000		
01-2-2920-9910	CONTINGENCY	0	3,807	0	3,207	6,371		
Total ENFORCEMENT AND INSP		1,150,500	1,096,729	1,004,736	882,727	1,056,358	0	0
3921 2010 JEEP (674XDC)(NINO)								
01-2-3921-2373	INSURANCE/AUTOMOTIVE EQI	1,388	1,440	0	0	0		
01-2-3921-2470	PURCHASED REPAIRS - VEHIC	276	300	0	0	0		
01-2-3921-2570	PURCHASED MAINTENANCE/V	137	300	0	0	0		
01-2-3921-5310	FUEL & LUBRICANTS	1,512	1,700	0	0	0		
Total 2010 JEEP (674XDC)(NINO)		3,313	3,740	0	0	0	0	0
3930 2011 JEEP (932SNW)(NORM)								
01-2-3930-2373	INSURANCE/AUTOMOTIVE EQI	1,429	1,476	1,240	1,476	1,624		
01-2-3930-2470	PURCHASED REPAIRS - VEHIC	1,048	732	580	300	300		
01-2-3930-2570	PURCHASED MAINTENANCE/V	214	300	1,424	300	300		
01-2-3930-5310	FUEL & LUBRICANTS	2,147	1,800	2,324	1,800	2,160		
Total 2011 JEEP (932SNW)(NORI		4,838	4,308	5,568	3,876	4,384	0	0
3931 2012 JEEP (769TLJ)(GORD)								

Cowichan Valley Regional District
Budget Report by Cost Center



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		GENERAL REVENUE FUND 320 - BUILDING INSPECTION							
		2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL			
01-2-3931-2373	INSURANCE/AUTOMOTIVE EQI	1,405	1,429	1,259	1,429	1,572			
01-2-3931-2470	PURCHASED REPAIRS - VEHIC	219	300	2,336	300	300			
01-2-3931-2570	PURCHASED MAINTENANCE/V	177	300	256	300	300			
01-2-3931-5310	FUEL & LUBRICANTS	1,908	2,000	2,515	2,000	2,400			
Total 2012 JEEP (769TLJ)(GORD		3,708	4,029	6,365	4,029	4,572	0	0	
6115 04 FORD P/U (3768WJ)(GARY)									
01-2-6115-2373	INSURANCE/AUTOMOTIVE EQI	384	950	0	950	1,045			
01-2-6115-2470	PURCHASED REPAIRS - VEHIC	0	300	0	300	300			
01-2-6115-2570	PURCHASED MAINTENANCE/V	102	300	0	300	300			
01-2-6115-5310	FUEL & LUBRICANTS	969	1,700	0	1,700	2,040			
Total 04 FORD P/U (3768WJ)(GA		1,455	3,250	0	3,250	3,685	0	0	
6121 07 TOYOTA PU (5578KT)(SPARE)									
01-2-6121-2373	INSURANCE/AUTOMOTIVE EQI	1,444	1,469	0	0	0			
01-2-6121-2470	PURCHASED REPAIRS - VEHIC	1,243	300	0	0	0			
01-2-6121-2570	PURCHASED MAINTENANCE/V	189	300	0	0	0			
01-2-6121-5310	FUEL & LUBRICANTS	1,381	2,000	0	0	0			
Total 07 TOYOTA PU (5578KT)(SI		4,257	4,069	0	0	0	0	0	
6122 2017 FORD ESCAPE (FC 546P)(GARY)									
01-2-6122-2373	INSURANCE	1,036	0	1,458	1,469	1,616			
01-2-6122-2570	PURCHASED MAINTENACE	0	0	372	200	200			
01-2-6122-5310	FUEL & LUBRICANTS	669	0	2,061	1,500	1,800			
Total 2017 FORD ESCAPE (FC 5		1,705	0	3,891	3,169	3,616	0	0	
6126 2008 JEEP (142JXV)(SONNY)									
01-2-6126-2373	INSURANCE/AUTOMOTIVE EQI	1,343	1,364	1,181	1,364	1,364			
01-2-6126-2470	PURCHASED REPAIRS - VEHIC	1,483	300	2,769	300	300			
01-2-6126-2570	PURCHASED MAINTENANCE/V	323	300	262	300	300			
01-2-6126-5310	FUEL & LUBRICANTS	1,195	1,600	1,905	1,600	1,600			
Total 2008 JEEP (142JXV)(SONN		4,344	3,564	6,117	3,564	3,564	0	0	
6195 BYLAW ENFORCEMENT EXPENDITURES									
01-2-6195-2321	LEGAL SERVICES	316,156	238,588	1,036	85,000	51,000			
01-2-6195-2338	CONTRACT FOR SERVICES	0	13,000	0	0	0			
Total BYLAW ENFORCEMENT E)		316,156	251,588	1,036	85,000	51,000	0	0	
8115 SHORT TERM DEBT									
01-2-8115-8215	INTEREST	0	506	0	846	437			
01-2-8115-8216	PRINCIPAL	0	10,005	0	9,666	7,106			

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		GENERAL REVENUE FUND 320 - BUILDING INSPECTION							
		2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL			
Total SHORT TERM DEBT		0	10,511	0	10,512	7,543	0	0	
9900 INTERNAL RECOVERIES									
01-2-9900-4106	ALLOC - PARKS	-12,000	-12,000	0	0	0			
01-2-9900-4150	ALLOC - PLANNING	-80,000	-80,000	-30,000	-30,000	-30,000			
01-2-9900-4203	ALLOC - INSPECTIONS	-500	-500	0	0	0			
01-2-9900-4569	ALLOC - BYLAW ENFORCEMENT	-12,000	-12,000	0	0	0			
Total INTERNAL RECOVERIES		-104,500	-104,500	-30,000	-30,000	-30,000	0	0	
Total OPERATING EXP		1,385,777	1,277,288	997,712	966,127	1,104,722			
CAPITAL REV									
6930 SALE OF ASSETS									
01-7-6930-0000	TANGIBLE CAPITAL - SALE	-1,000	0	0	0	0			
Total SALE OF ASSETS		-1,000	0	0	0	0	0	0	
8250 M.F.A. FUNDING									
01-7-8250-0002	M.F.A. FUNDING - SHORT TERM	0	-50,000	0	-50,000	-35,000			
Total M.F.A. FUNDING		0	-50,000	0	-50,000	-35,000	0	0	
9010 TRANSFER FROM CAPITAL RES									
01-7-9010-0000	TSF FROM CAPITAL RESERVE	-28,405	-30,000	0	0	0			
Total TRANSFER FROM CAPITAL		-28,405	-30,000	0	0	0	0	0	
9120 TRANSFER FROM OPERATING RESERVE									
01-7-9120-0000	TRANSFER FROM OPERATING	0	0	-60,834	-60,000	0			
Total TRANSFER FROM OPERATING		0	0	-60,834	-60,000	0	0	0	
Total CAPITAL REV		-29,405	-80,000	-60,834	-110,000	-35,000			
CAPITAL EXP									
8221 TRANSFER/GENERAL CAPITAL									
01-8-8221-6113	FURNITURE, FIXTURES, EQUIP	0	50,000	6,716	25,000	0			
01-8-8221-6122	BUILDING IMPROVEMENTS	0	0	0	50,000	0			
01-8-8221-6126	VEHICLES & MACHINERY	29,405	30,000	29,117	35,000	35,000			
Total TRANSFER/GENERAL CAPITAL		29,405	80,000	35,834	110,000	35,000	0	0	
Total CAPITAL EXP		29,405	80,000	35,834	110,000	35,000			
Surplus/Deficit		-172,256	0	-100,392	0	0			

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	2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL
Summary Total Revenues	-1,558,033	-1,277,288	-1,073,104	-966,127	-1,104,722
Summary Total Expenses	1,385,777	1,277,288	997,712	966,127	1,104,722
Summary Surplus/Deficit	-172,256	0	-100,392	0	0