

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>

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : ??-?-????-???? To : ??-?-????-????

Function Type : Selective

		GENERAL REVENUE FUND			
		320 - BUILDING INSPECTION			
		2016	2017	2018	2019
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDG
OPERATING REV					
2000 GRANTS					
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-99	-109	-163	0
	Total GRANTS	-99	-109	-163	0
4433 RECOVERY OF COSTS					
01-1-4433-0000	GENERAL	-26	0	-85	0
	Total RECOVERY OF COSTS	-26	0	-85	0
5100 FEES & PERMITS					
01-1-5100-3505	BUILDING PERMITS	-812,560	-922,443	-854,961	-790,484
01-1-5100-3525	FILE REVIEW FEES	0	-293	-102	0
	Total FEES & PERMITS	-812,560	-922,736	-855,063	-790,484
5211 VIOLATION FINES					
01-1-5211-0011	REGULATORY TICKETS	-1,549	-3,400	-200	0
	Total VIOLATION FINES	-1,549	-3,400	-200	0
5900 MISCELLANEOUS					
01-1-5900-5015	WCB RECOVERIES	-165	0	0	0
	Total MISCELLANEOUS	-165	0	0	0
7571 REQUISITION					
01-1-7571-0000	REQUISITION	-333,288	-491,788	-217,593	-278,673
	Total REQUISITION	-333,288	-491,788	-217,593	-278,673
9120 TRANSFER FROM OPERATING RESERVE					
01-1-9120-0000	TSF FROM OPERATING RESEF	0	-140,000	0	-35,565
	Total TRANSFER FROM OPERA1	0	-140,000	0	-35,565
	Total OPERATING REV	-1,147,686	-1,558,033	-1,073,104	-1,104,722

OPERATING EXP					
2920 ENFORCEMENT AND INSPECTION EXPENDITURES					
01-2-2920-1101	SALARIES/FULL TIME REGULA	588,337	730,323	641,728	625,658
01-2-2920-1400	BENEFITS	158,502	178,866	160,656	175,184
01-2-2920-2111	TRAVEL	6,459	2,039	901	10,800
01-2-2920-2122	COURIER & EXPRESS	142	68	62	40
01-2-2920-2131	TELEPHONE	6,988	6,747	4,302	6,200
01-2-2920-2210	ADVERTISING	2,863	3,514	0	400
01-2-2920-2230	SUBSCRIPTIONS	147	930	1,634	800
01-2-2920-2327	LAND TITLES EXPENSES	3,816	4,218	3,145	2,500
01-2-2920-2330	CONSULTANTS	7,073	500	0	800

Cowichan Valley Regional District
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**GENERAL REVENUE FUND
 320 - BUILDING INSPECTION**

		2016	2017	2018	2019
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDG
01-2-2920-2338	CONTRACT FOR SERVICES	0	2,713	-53	0
01-2-2920-2340	TRAINING & DEVELOPMENT	2,278	6,632	6,154	9,000
01-2-2920-2341	REGISTRAT/CONFERENCES/S	3,469	7,065	3,314	8,500
01-2-2920-2371	INSURANCE - CASUALTY	225	225	0	150
01-2-2920-2372	INSURANCE DEDUCTIBLES	576	0	200	0
01-2-2920-2375	INSURANCE CLAIMS	8,705	849	0	6,000
01-2-2920-2395	MEMBERSHIPS	2,560	2,471	2,436	2,750
01-2-2920-2475	MISCELLANEOUS EQUIPMENT	5,304	13,353	5,921	5,000
01-2-2920-2476	PURCHASED REPAIRS/OFFICE	181	0	0	300
01-2-2920-2532	COMPUTER SOFTWARE UPGR	16,567	14,356	3,595	12,000
01-2-2920-2610	RENTALS - BUILDING	0	0	600	0
01-2-2920-4100	ALLOC - GENERAL GOVERNME	37,140	40,328	33,137	39,354
01-2-2920-4102	ALLOC - PHOTOCOPY	2,538	2,538	2,550	0
01-2-2920-4203	ALLOC - PLANNING	15,000	15,000	12,161	7,548
01-2-2920-4540	ALLOC - INFO TECHNOLOGY	27,058	30,301	27,716	30,672
01-2-2920-4550	ALLOC - HUMAN RESOURCES	26,314	30,499	26,454	36,956
01-2-2920-4560	ALLOC - LIABILITY INSURANCE	45,243	36,295	31,868	24,861
01-2-2920-4585	ALLOC - BUILDING COSTS	0	0	25,000	29,614
01-2-2920-5110	SUNDRY EXPENSES	451	1,344	547	800
01-2-2920-5411	CLOTHING	6,101	4,552	94	1,100
01-2-2920-5919	SAFETY SUPPLIES	516	282	493	500
01-2-2920-5920	SUPPLIES - OFFICE	4,728	4,758	1,705	3,500
01-2-2920-8150	BANK CHARGES	8,739	9,732	8,417	9,000
01-2-2920-9910	CONTINGENCY	0	0	0	6,371
Total ENFORCEMENT AND INSP		988,020	1,150,500	1,004,736	1,056,358
2921 FILE DIGITIZATION					
01-2-2921-1400	BENEFITS	192	0	0	0
01-2-2921-2338	CONTRACT FOR SERVICES	989	0	0	0
Total FILE DIGITIZATION		1,180	0	0	0
3921 2010 JEEP (674XDC)					
01-2-3921-2373	INSURANCE/AUTOMOTIVE EQI	1,410	1,388	0	0
01-2-3921-2470	PURCHASED REPAIRS - VEHIC	1,969	276	0	0
01-2-3921-2570	PURCHASED MAINTENANCE/V	722	137	0	0
01-2-3921-5310	FUEL & LUBRICANTS	1,616	1,512	0	0
Total 2010 JEEP (674XDC)		5,716	3,313	0	0
3930 2011 JEEP (932SNW)(NORM)					
01-2-3930-2373	INSURANCE/AUTOMOTIVE EQI	1,453	1,429	1,240	1,624
01-2-3930-2470	PURCHASED REPAIRS - VEHIC	755	1,048	580	300
01-2-3930-2570	PURCHASED MAINTENANCE/V	1,640	214	1,424	300

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		GENERAL REVENUE FUND			
		320 - BUILDING INSPECTION			
		2016	2017	2018	2019
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDG
01-2-3930-5310	FUEL & LUBRICANTS	1,259	2,147	2,324	2,160
	Total 2011 JEEP (932SNW)(NORI	5,107	4,838	5,568	4,384
3931 2012 JEEP (769TLJ)(GORD)					
01-2-3931-2373	INSURANCE/AUTOMOTIVE EQI	1,429	1,405	1,259	1,572
01-2-3931-2470	PURCHASED REPAIRS - VEHIC	0	219	2,336	300
01-2-3931-2570	PURCHASED MAINTENANCE/V	540	177	256	300
01-2-3931-5310	FUEL & LUBRICANTS	1,562	1,908	2,515	2,400
	Total 2012 JEEP (769TLJ)(GORD	3,531	3,708	6,365	4,572
6115 04 FORD P/U (3768WJ)(GARY)					
01-2-6115-2373	INSURANCE/AUTOMOTIVE EQI	937	384	0	1,045
01-2-6115-2470	PURCHASED REPAIRS - VEHIC	85	0	0	300
01-2-6115-2570	PURCHASED MAINTENANCE/V	1,253	102	0	300
01-2-6115-5310	FUEL & LUBRICANTS	1,489	969	0	2,040
	Total 04 FORD P/U (3768WJ)(GA	3,764	1,455	0	3,685
6121 07 TOYOTA PU (5578KT)(SPARE)					
01-2-6121-2373	INSURANCE/AUTOMOTIVE EQI	1,469	1,444	0	0
01-2-6121-2470	PURCHASED REPAIRS - VEHIC	0	1,243	0	0
01-2-6121-2570	PURCHASED MAINTENANCE/V	303	189	0	0
01-2-6121-5310	FUEL & LUBRICANTS	1,490	1,381	0	0
	Total 07 TOYOTA PU (5578KT)(SI	3,262	4,257	0	0
6122 2017 FORD ESCAPE (FC 546P)(GARY)					
01-2-6122-2373	INSURANCE	0	1,036	1,458	1,616
01-2-6122-2570	PURCHASED MAINTENANCE	0	0	372	200
01-2-6122-5310	FUEL & LUBRICANTS	0	669	2,061	1,800
	Total 2017 FORD ESCAPE (FC 5	0	1,705	3,891	3,616
6126 2008 JEEP (142JXV)(NINO)					
01-2-6126-2373	INSURANCE/AUTOMOTIVE EQI	1,364	1,343	1,181	1,364
01-2-6126-2470	PURCHASED REPAIRS - VEHIC	0	1,483	2,769	300
01-2-6126-2570	PURCHASED MAINTENANCE/V	322	323	262	300
01-2-6126-5310	FUEL & LUBRICANTS	1,478	1,195	1,905	1,600
	Total 2008 JEEP (142JXV)(NINO)	3,164	4,344	6,117	3,564
6195 BYLAW ENFORCEMENT EXPENDITURES					
01-2-6195-2321	LEGAL SERVICES	22,142	316,156	1,036	51,000
01-2-6195-2338	CONTRACT FOR SERVICES	14,630	0	0	0
	Total BYLAW ENFORCEMENT E	36,772	316,156	1,036	51,000

8115 SHORT TERM DEBT

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Function Type : Selective

GENERAL REVENUE FUND					
320 - BUILDING INSPECTION					
		2016	2017	2018	2019
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDG
01-2-8115-8215	INTEREST	0	0	0	437
01-2-8115-8216	PRINCIPAL	0	0	0	7,106
Total SHORT TERM DEBT		0	0	0	7,543
9900 INTERNAL RECOVERIES					
01-2-9900-4106	ALLOC - PARKS	-12,000	-12,000	0	0
01-2-9900-4150	ALLOC - PLANNING	-80,000	-80,000	-30,000	-30,000
01-2-9900-4203	ALLOC - INSPECTIONS	-500	-500	0	0
01-2-9900-4569	ALLOC - BYLAW ENFORCEMENT	-12,000	-12,000	0	0
Total INTERNAL RECOVERIES		-104,500	-104,500	-30,000	-30,000
Total OPERATING EXP		946,018	1,385,777	997,712	1,104,722
CAPITAL REV					
6930 SALE OF ASSETS					
01-7-6930-0000	TANGIBLE CAPITAL - SALE	0	-1,000	0	0
Total SALE OF ASSETS		0	-1,000	0	0
8250 M.F.A. FUNDING					
01-7-8250-0002	M.F.A. FUNDING - SHORT TERM	0	0	0	-35,000
Total M.F.A. FUNDING		0	0	0	-35,000
9010 TRANSFER FROM CAPITAL RES					
01-7-9010-0000	TSF FROM CAPITAL RESERVE	0	-28,405	0	0
Total TRANSFER FROM CAPITAL		0	-28,405	0	0
9120 TRANSFER FROM OPERATING RESERVE					
01-7-9120-0000	TRANSFER FROM OPERATING	0	0	-60,834	0
Total TRANSFER FROM OPERATING		0	0	-60,834	0
Total CAPITAL REV		0	-29,405	-60,834	-35,000
CAPITAL EXP					
8221 TRANSFER/GENERAL CAPITAL					
01-8-8221-6113	FURNITURE, FIXTURES, EQUIP	0	0	6,716	0
01-8-8221-6126	VEHICLES & MACHINERY	0	29,405	29,117	35,000
Total TRANSFER/GENERAL CAPITAL		0	29,405	35,834	35,000
Total CAPITAL EXP		0	29,405	35,834	35,000
Surplus/Deficit		-201,668	-172,256	-100,392	0

**Cowichan Valley Regional District
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Function Type : Selective

	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 AMENDED BUDG
Summary Total Revenues	-1,147,686	-1,558,033	-1,073,104	-1,104,722
Summary Total Expenses	946,018	1,385,777	997,712	1,104,722
Summary Surplus/Deficit	-201,668	-172,256	-100,392	0
