

## 328 – Bylaw Enforcement

Bylaw Enforcement is a Division of the Land Use Services Department. It is primarily responsible for enforcing CVRD bylaws and collaborating with internal departments and external agencies on enforcement issues. The Division is also tasked with administering and implementing the CVRD's Soil Deposit Bylaw. The Bylaw Enforcement Division is funded primarily from requisition, in addition to permit revenues and funding from internal recoveries from the Divisions and Departments that utilize the service.

328 - BYLAW ENFORCEMENT

TOTAL REQUISITION

692,810

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	157,571,438	91,948	9	91,957
ELECTORAL AREA B	256,043,819	149,409	8	149,417
ELECTORAL AREA C	144,454,712	84,294	(19)	84,275
ELECTORAL AREA D	96,792,681	56,481	(154)	56,327
ELECTORAL AREA E	118,675,553	69,251	233	69,484
ELECTORAL AREA F	103,411,084	60,344	(7)	60,336
ELECTORAL AREA G	96,746,589	56,455	(32)	56,422
ELECTORAL AREA H	109,450,480	63,868	(45)	63,823
ELECTORAL AREA I	104,126,670	60,761	7	60,768
<b>TOTAL</b>	<b>1,187,273,026</b>	<b>692,810</b>	<b>0</b>	<b>692,810</b>

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

0.0584

COST PER \$100,000 HOUSEHOLD  
5.84

**COWICHAN VALLEY REGIONAL DISTRICT**

**2020-2024 FINANCIAL EXPENDITURE PROGRAM**

Service: Bylaw Enforcement

Function: 328

<b>TOTAL EXPENDITURE</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Operational Costs	\$736,685	\$761,768	\$773,859	\$789,336	\$805,123	\$821,225
Long Term Debt						
Short Term Debt	7,542	7,542	7,542	7,542	7,542	
Capital	35,000	45,000				
Transfer to Capital Reserve		10,000	10,000	10,000	10,000	10,000
<b>TOTAL APPLICATION OF FUNDS</b>	<b>\$779,227</b>	<b>\$824,310</b>	<b>\$791,401</b>	<b>\$806,878</b>	<b>\$822,665</b>	<b>\$831,225</b>
<b>SOURCES OF FUNDS</b>						
Requisition/Parcel Tax	\$689,727	\$692,810	\$704,901	\$720,378	\$736,165	\$744,725
User Fee						
Transfer from Capital Reserve						
Other - Permit Fees and Tickets	54,500	86,500	86,500	86,500	86,500	86,500
Debt Proceeds	35,000					
Transfer from Operating Reserve		45,000				
Surplus/(Deficit)						
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$779,227</b>	<b>\$824,310</b>	<b>\$791,401</b>	<b>\$806,878</b>	<b>\$822,665</b>	<b>\$831,225</b>

**2020 Debt Short Term with Principal & Interest**

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



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**GENERAL REVENUE FUND  
 328 - BYLAW ENFORCEMENT**

		2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
<b>OPERATING REV</b>					
<b>2000 GRANTS</b>					
01-1-2000-2100	FEDERAL GRANTS IN LIEU	0	0	-185	0
	Total GRANTS	0	0	-185	0
<b>4433 RECOVERY OF COSTS</b>					
01-1-4433-0000	GENERAL	0	0	-9,750	0
	Total RECOVERY OF COSTS	0	0	-9,750	0
<b>5100 FEES &amp; PERMITS</b>					
01-1-5100-3506	SOIL DEPOSIT PERMIT	0	0	-238,888	-82,000
	Total FEES & PERMITS	0	0	-238,888	-82,000
<b>5211 VIOLATION FINES</b>					
01-1-5211-0010	PLANNING TICKETS	0	0	0	-500
01-1-5211-0011	REGULATORY TICKETS	0	-970	0	-2,000
01-1-5211-0012	ENGINEERING TICKETS	0	0	0	-2,000
	Total VIOLATION FINES	0	-970	0	-4,500
<b>7571 REQUISITION</b>					
01-1-7571-0000	REQUISITION	0	-342,632	-689,727	-692,810
	Total REQUISITION	0	-342,632	-689,727	-692,810
<b>9120 TRANSFER FROM OPERATING RESERVE</b>					
01-1-9120-0000	TSF FROM OPERATING RESEF	0	-141,418	0	0
	Total TRANSFER FROM OPERA	0	-141,418	0	0
	<b>Total OPERATING REV</b>	<b>0</b>	<b>-485,020</b>	<b>-938,549</b>	<b>-779,310</b>
<b>OPERATING EXP</b>					
<b>2920 ENFORCEMENT AND INSPECTION EXPENDITURES</b>					
01-2-2920-1101	SALARIES/FULL TIME REGULA	0	168,332	338,015	313,745
01-2-2920-1400	BENEFITS	0	41,295	87,295	87,768
01-2-2920-2111	TRAVEL	0	0	301	3,200
01-2-2920-2122	COURIER & EXPRESS	0	0	0	200
01-2-2920-2131	TELEPHONE	0	1,330	256	2,300
01-2-2920-2210	ADVERTISING	0	951	0	9,400
01-2-2920-2230	SUBSCRIPTIONS	0	0	0	300
01-2-2920-2321	LEGAL SERVICES	0	603	43,837	210,000
01-2-2920-2327	LAND TITLES EXPENSES	0	1,500	88	1,500
01-2-2920-2330	CONSULTANTS	0	0	4,853	200
01-2-2920-2338	CONTRACT FOR SERVICES	0	0	13,000	25,000

Cowichan Valley Regional District  
**Budget Report by Cost Center**



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**GENERAL REVENUE FUND  
 328 - BYLAW ENFORCEMENT**

		2017	2018	2019	2020
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDG
01-2-2920-2340	TRAINING & DEVELOPMENT	0	175	2,296	3,277
01-2-2920-2341	REGISTRAT/CONFERENCES/S	0	2,027	775	3,000
01-2-2920-2371	INSURANCE - CASUALTY	0	0	0	75
01-2-2920-2375	INSURANCE CLAIMS	0	0	0	1,000
01-2-2920-2384	MISC. EQUIPMENT	0	0	862	0
01-2-2920-2395	MEMBERSHIPS	0	270	180	1,500
01-2-2920-2475	MISCELLANEOUS EQUIPMENT	0	120	1,173	6,000
01-2-2920-2476	PURCHASED REPAIRS/OFFICE	0	0	0	500
01-2-2920-2532	COMPUTER SOFTWARE UPGR	0	660	1,850	5,000
01-2-2920-4100	ALLOC - GENERAL GOVERNME	0	7,737	21,191	21,890
01-2-2920-4200	ALLOC - PLANNING	0	0	0	18,000
01-2-2920-4203	ALLOC - PLANNING	0	2,839	0	0
01-2-2920-4540	ALLOC - INFO TECHNOLOGY	0	6,472	13,145	0
01-2-2920-4550	ALLOC - HUMAN RESOURCES	0	6,177	9,135	0
01-2-2920-4560	ALLOC - LIABILITY INSURANCE	0	8,333	6,215	7,546
01-2-2920-4585	ALLOC - BUILDING COSTS	0	0	17,229	18,298
01-2-2920-5110	SUNDRY EXPENSES	0	268	215	200
01-2-2920-5411	CLOTHING	0	0	2,400	600
01-2-2920-5919	SAFETY SUPPLIES	0	382	381	400
01-2-2920-5920	SUPPLIES - OFFICE	0	512	1,243	2,700
01-2-2920-8150	BANK CHARGES	0	0	0	1,200
01-2-2920-9910	CONTINGENCY	0	0	0	5,300
Total ENFORCEMENT AND INSP		0	249,982	565,936	750,099
3921 2010 JEEP (674XDC)					
01-2-3921-2373	INSURANCE/AUTOMOTIVE EQI	0	1,208	1,392	0
01-2-3921-2470	PURCHASED REPAIRS - VEHIC	0	0	445	0
01-2-3921-2570	PURCHASED MAINTENANCE/V	0	530	0	0
01-2-3921-5310	FUEL & LUBRICANTS	0	1,626	1,394	0
Total 2010 JEEP (674XDC)		0	3,365	3,232	0
3931 2012 JEEP (769TLJ)(GORD)					
01-2-3931-2570	PURCHASED MAINTENANCE/V	0	978	0	0
01-2-3931-5310	FUEL & LUBRICANTS	0	113	0	0
Total 2012 JEEP (769TLJ)(GORD)		0	1,092	0	0
6100 PLANNING EXPENDITURES					
01-2-6100-2229	PUBLICATIONS & BOOKS	0	153	0	0
Total PLANNING EXPENDITURE:		0	153	0	0
6121 07 TOYOTA PU (5578KT)(PARKS RANGER)					
01-2-6121-2373	INSURANCE/AUTOMOTIVE EQI	0	86	109	0
01-2-6121-2470	PURCHASED REPAIRS - VEHIC	0	0	178	0

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GENERAL REVENUE FUND					
328 - BYLAW ENFORCEMENT					
		2017	2018	2019	2020
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDG
01-2-6121-5310	FUEL & LUBRICANTS	0	429	68	0
Total 07 TOYOTA PU (5578KT)(P/		0	515	355	0
6126 2008 JEEP (142JXV)(NINO)					
01-2-6126-2373	INSURANCE/AUTOMOTIVE EQI	0	0	0	1,569
01-2-6126-2470	PURCHASED REPAIRS - VEHIC	0	0	0	300
01-2-6126-2570	PURCHASED MAINTENANCE/V	0	0	0	300
01-2-6126-5310	FUEL & LUBRICANTS	0	0	352	1,800
Total 2008 JEEP (142JXV)(NINO)		0	0	352	3,969
6136 2017 FORD ESCAPE (FS8 90P)(ROB)					
01-2-6136-2373	INSURANCE/AUTOMOTIVE EQI	0	1,578	1,657	2,000
01-2-6136-2570	PURCHASED MAINTENANCE/V	0	301	82	300
01-2-6136-5310	FUEL & LUBRICANTS	0	1,723	1,493	1,800
Total 2017 FORD ESCAPE (FS8 9		0	3,603	3,232	4,100
6138 2018 ESCAPE (HJ596H)(NINO)					
01-2-6138-2373	INSURANCE/AUTOMOTIVE EQI	0	0	1,989	2,000
01-2-6138-2570	PURCHASED MAINTENANCE/V	0	0	266	300
01-2-6138-5310	FUEL & LUBRICANTS	0	0	1,322	1,800
Total 2018 ESCAPE (HJ596H)(NII		0	0	3,577	4,100
6195 BYLAW ENFORCEMENT EXPENDITURES					
01-2-6195-2321	LEGAL SERVICES	0	41,401	0	0
01-2-6195-2338	CONTRACT FOR SERVICES	0	26,000	0	0
Total BYLAW ENFORCEMENT EXP		0	67,401	0	0
8115 SHORT TERM DEBT					
01-2-8115-8215	INTEREST	0	0	300	437
01-2-8115-8216	PRINCIPAL	0	0	2,266	7,105
Total SHORT TERM DEBT		0	0	2,566	7,542
8241 TRANSFER TO CAPITAL RESERVE					
01-2-8241-0000	TSF TO CAPITAL RESERVE	0	0	0	10,000
Total TRANSFER TO CAPITAL RE		0	0	0	10,000
9900 INTERNAL RECOVERIES					
01-2-9900-4106	ALLOC - PARKS	0	-12,000	-12,000	0
01-2-9900-4150	ALLOC - PLANNING	0	-50,000	-35,000	0
01-2-9900-4203	ALLOC - INSPECTIONS	0	-500	-500	-500
Total INTERNAL RECOVERIES		0	-62,500	-47,500	-500
Total OPERATING EXP		0	263,610	531,750	779,310



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**GENERAL REVENUE FUND  
 328 - BYLAW ENFORCEMENT**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
<b>CAPITAL REV</b>				
8250 M.F.A. FUNDING				
01-7-8250-0002 M.F.A. FUNDING - SHORT TERM	0	0	-28,820	0
Total M.F.A. FUNDING	0	0	-28,820	0
9120 TRANSFER FROM OPERATING RESERVE				
01-7-9120-0000 TRANSFER FROM OPERATING	0	0	0	-45,000
Total TRANSFER FROM OPERAT	0	0	0	-45,000
Total CAPITAL REV	0	0	-28,820	-45,000
<b>CAPITAL EXP</b>				
8221 TRANSFER/GENERAL CAPITAL				
01-8-8221-6126 VEHICLES & MACHINERY	0	0	28,823	45,000
Total TRANSFER/GENERAL CAP	0	0	28,823	45,000
Total CAPITAL EXP	0	0	28,823	45,000
<b>Surplus/Deficit</b>	<b>0</b>	<b>-221,410</b>	<b>-406,797</b>	<b>0</b>

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	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
Summary Total Revenues	0	-485,020	-938,549	-779,310
Summary Total Expenses	0	263,610	531,750	779,310
Summary Surplus/Deficit	0	-221,410	-406,797	0

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