

320 – Building Inspection

Building Inspection is a division of the Land Use Services Department. It is primarily responsible for enforcing the CVRD Building bylaws as well as issuing permits and 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 Building Inspection 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 345,344

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 | 45,833 | 4 | 45,837 |
| ELECTORAL AREA B | 256,043,819 | 74,476 | 3 | 74,479 |
| ELECTORAL AREA C | 144,454,712 | 42,018 | (8) | 42,010 |
| ELECTORAL AREA D | 96,792,681 | 28,154 | (62) | 28,092 |
| ELECTORAL AREA E | 118,675,553 | 34,519 | 94 | 34,614 |
| ELECTORAL AREA F | 103,411,084 | 30,079 | (3) | 30,076 |
| ELECTORAL AREA G | 96,746,589 | 28,141 | (13) | 28,128 |
| ELECTORAL AREA H | 109,450,480 | 31,836 | (18) | 31,818 |
| ELECTORAL AREA I | 104,126,670 | 30,287 | 3 | 30,290 |
| TOTAL | 1,187,273,026 | 345,344 | 0 | 345,344 |

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

0.0291

COST PER \$100,000 HOUSEHOLD
2.91

COWICHAN VALLEY REGIONAL DISTRICT

2020-2024 FINANCIAL EXPENDITURE PROGRAM

Service: Building Inspection

Function: 320

| TOTAL EXPENDITURE | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Operational Costs | \$1,097,180 | \$1,030,486 | \$1,065,516 | \$1,072,477 | \$1,079,577 | \$1,094,361 |
| Long Term Debt | | | | | | |
| Short Term Debt | 7,542 | 7,542 | 7,542 | 7,542 | 7,542 | |
| Capital | 35,000 | | | | | |
| Transfer to Capital Reserve | | | | | | |
| TOTAL APPLICATION OF FUNDS | \$1,139,722 | \$1,038,028 | \$1,073,058 | \$1,080,019 | \$1,087,119 | \$1,094,361 |
| | | | | | | |
| | | | | | | |
| SOURCES OF FUNDS | | | | | | |
| Requisition/Parcel Tax | \$278,673 | \$345,344 | \$348,058 | \$355,019 | \$362,119 | \$369,361 |
| User Fee | | | | | | |
| Transfer from Capital Reserve | | | | | | |
| Other | 790,484 | 692,684 | 725,000 | 725,000 | 725,000 | 725,000 |
| Debt Proceeds | 35,000 | | | | | |
| Transfer from Operating Reserve | 35,565 | 82,273 | | | | |
| Surplus/(Deficit) | | (82,273) | | | | |
| TOTAL SOURCE OF FUNDS | \$1,139,722 | \$1,038,028 | \$1,073,058 | \$1,080,019 | \$1,087,119 | \$1,094,361 |

2020 Debt Short Term with Principal & Interest

| Borrowed | Amount | Maturity | P & I |
|--------------|----------|----------|-----------------------|
| New Vehicle | \$35,000 | 2023 | \$6,257 |
| Total | | | <u>\$6,257</u> |



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

Function Type : Selective

| | | GENERAL REVENUE FUND | | | |
|---|------------------------------|----------------------------------|-------------------|-----------------|---------------------|
| | | 320 - BUILDING INSPECTION | | | |
| | | 2017 | 2018 | 2019 | 2020 |
| | | ACTUAL | ACTUAL | ACTUAL | AMENDED BUDG |
| OPERATING REV | | | | | |
| 2000 GRANTS | | | | | |
| 01-1-2000-2100 | FEDERAL GRANTS IN LIEU | -109 | -163 | -75 | 0 |
| | Total GRANTS | -109 | -163 | -75 | 0 |
| 4433 RECOVERY OF COSTS | | | | | |
| 01-1-4433-0000 | GENERAL | 0 | -85 | -6,677 | 0 |
| | Total RECOVERY OF COSTS | 0 | -85 | -6,677 | 0 |
| 5100 FEES & PERMITS | | | | | |
| 01-1-5100-3505 | BUILDING PERMITS | -922,443 | -854,961 | -534,097 | -692,684 |
| 01-1-5100-3525 | FILE REVIEW FEES | -293 | -102 | -134 | 0 |
| | Total FEES & PERMITS | -922,736 | -855,063 | -534,230 | -692,684 |
| 5211 VIOLATION FINES | | | | | |
| 01-1-5211-0011 | REGULATORY TICKETS | -3,400 | -200 | -2,160 | 0 |
| | Total VIOLATION FINES | -3,400 | -200 | -2,160 | 0 |
| 7571 REQUISITION | | | | | |
| 01-1-7571-0000 | REQUISITION | -491,788 | -217,593 | -278,673 | -345,344 |
| | Total REQUISITION | -491,788 | -217,593 | -278,673 | -345,344 |
| 9110 SURPLUS/DEFICIT - CURRENT YEAR | | | | | |
| 01-1-9110-0000 | SURPLUS/DEFICIT | 0 | 0 | 0 | 82,273 |
| | Total SURPLUS/DEFICIT - CURR | 0 | 0 | 0 | 82,273 |
| 9120 TRANSFER FROM OPERATING RESERVE | | | | | |
| 01-1-9120-0000 | TSF FROM OPERATING RESEF | -140,000 | 0 | -35,565 | -82,273 |
| | Total TRANSFER FROM OPERA | -140,000 | 0 | -35,565 | -82,273 |
| | Total OPERATING REV | -1,558,033 | -1,073,104 | -857,380 | -1,038,028 |
| OPERATING EXP | | | | | |
| 2920 ENFORCEMENT AND INSPECTION EXPENDITURES | | | | | |
| 01-2-2920-1101 | SALARIES/FULL TIME REGULA | 730,323 | 641,728 | 575,831 | 623,534 |
| 01-2-2920-1400 | BENEFITS | 178,866 | 160,656 | 153,238 | 174,590 |
| 01-2-2920-2111 | TRAVEL | 2,039 | 901 | 410 | 10,000 |
| 01-2-2920-2122 | COURIER & EXPRESS | 68 | 62 | 0 | 40 |
| 01-2-2920-2131 | TELEPHONE | 6,747 | 4,302 | 6,117 | 6,200 |
| 01-2-2920-2210 | ADVERTISING | 3,514 | 0 | 410 | 400 |
| 01-2-2920-2230 | SUBSCRIPTIONS | 930 | 1,634 | 0 | 800 |
| 01-2-2920-2321 | LEGAL SERVICES | 0 | 0 | 87 | 0 |
| 01-2-2920-2327 | LAND TITLES EXPENSES | 4,218 | 3,145 | 3,589 | 2,500 |

Cowichan Valley Regional District
Budget Report by Cost Center



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

Function Type : Selective

**GENERAL REVENUE FUND
 320 - BUILDING INSPECTION**

| | | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 AMENDED BUDG |
|-------------------------------|-----------------------------|----------------|----------------|----------------|----------------------|
| 01-2-2920-2330 | CONSULTANTS | 500 | 0 | 0 | 800 |
| 01-2-2920-2338 | CONTRACT FOR SERVICES | 2,713 | -53 | 0 | 0 |
| 01-2-2920-2340 | TRAINING & DEVELOPMENT | 6,632 | 6,154 | 3,951 | 9,000 |
| 01-2-2920-2341 | REGISTRAT/CONFERENCES/S | 7,065 | 3,314 | -88 | 8,500 |
| 01-2-2920-2371 | INSURANCE - CASUALTY | 225 | 0 | 0 | 150 |
| 01-2-2920-2372 | INSURANCE DEDUCTIBLES | 0 | 200 | 0 | 0 |
| 01-2-2920-2375 | INSURANCE CLAIMS | 849 | 0 | 0 | 6,000 |
| 01-2-2920-2395 | MEMBERSHIPS | 2,471 | 2,436 | 3,849 | 4,000 |
| 01-2-2920-2475 | MISCELLANEOUS EQUIPMENT | 13,353 | 5,921 | 1,772 | 5,000 |
| 01-2-2920-2476 | PURCHASED REPAIRS/OFFICE | 0 | 0 | 0 | 300 |
| 01-2-2920-2532 | COMPUTER SOFTWARE UPGR | 14,356 | 3,595 | 8,425 | 9,600 |
| 01-2-2920-2610 | RENTALS - BUILDING | 0 | 600 | 3,600 | 3,600 |
| 01-2-2920-4100 | ALLOC - GENERAL GOVERNME | 40,328 | 33,137 | 39,354 | 81,936 |
| 01-2-2920-4102 | ALLOC - PHOTOCOPY | 2,538 | 2,550 | 0 | 0 |
| 01-2-2920-4200 | ALLOC - PLANNING | 0 | 0 | 0 | 18,000 |
| 01-2-2920-4203 | ALLOC - PLANNING | 15,000 | 12,161 | 7,548 | 7,548 |
| 01-2-2920-4540 | ALLOC - INFO TECHNOLOGY | 30,301 | 27,716 | 30,672 | 0 |
| 01-2-2920-4550 | ALLOC - HUMAN RESOURCES | 30,499 | 26,454 | 36,956 | 0 |
| 01-2-2920-4560 | ALLOC - LIABILITY INSURANCE | 36,295 | 31,868 | 24,861 | 30,182 |
| 01-2-2920-4585 | ALLOC - BUILDING COSTS | 0 | 25,000 | 29,614 | 24,398 |
| 01-2-2920-5110 | SUNDRY EXPENSES | 1,344 | 547 | 42 | 800 |
| 01-2-2920-5411 | CLOTHING | 4,552 | 94 | 652 | 1,100 |
| 01-2-2920-5919 | SAFETY SUPPLIES | 282 | 493 | 78 | 500 |
| 01-2-2920-5920 | SUPPLIES - OFFICE | 4,758 | 1,705 | 4,272 | 3,500 |
| 01-2-2920-8150 | BANK CHARGES | 9,732 | 8,417 | 4,942 | 9,000 |
| 01-2-2920-9910 | CONTINGENCY | 0 | 0 | 0 | 6,371 |
| Total ENFORCEMENT AND INSP | | 1,150,500 | 1,004,736 | 940,182 | 1,048,349 |
| 3921 2010 JEEP (674XDC) | | | | | |
| 01-2-3921-2373 | INSURANCE/AUTOMOTIVE EQI | 1,388 | 0 | 0 | 0 |
| 01-2-3921-2470 | PURCHASED REPAIRS - VEHIC | 276 | 0 | 0 | 0 |
| 01-2-3921-2570 | PURCHASED MAINTENANCE/V | 137 | 0 | 0 | 0 |
| 01-2-3921-5310 | FUEL & LUBRICANTS | 1,512 | 0 | 0 | 0 |
| Total 2010 JEEP (674XDC) | | 3,313 | 0 | 0 | 0 |
| 3930 2011 JEEP (932SNW)(NORM) | | | | | |
| 01-2-3930-2373 | INSURANCE/AUTOMOTIVE EQI | 1,429 | 1,240 | 1,419 | 1,624 |
| 01-2-3930-2470 | PURCHASED REPAIRS - VEHIC | 1,048 | 580 | 2,661 | 300 |
| 01-2-3930-2570 | PURCHASED MAINTENANCE/V | 214 | 1,424 | 275 | 300 |
| 01-2-3930-5310 | FUEL & LUBRICANTS | 2,147 | 2,324 | 2,016 | 2,160 |
| Total 2011 JEEP (932SNW)(NORI | | 4,838 | 5,568 | 6,371 | 4,384 |

Cowichan Valley Regional District
Budget Report by Cost Center



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

Function Type : Selective

| GENERAL REVENUE FUND | | | | | |
|---|---------------------------------------|----------------|---------------|---------------------|---------------|
| 320 - BUILDING INSPECTION | | | | | |
| | 2017 | 2018 | 2019 | 2020 | |
| | ACTUAL | ACTUAL | ACTUAL | AMENDED BUDG | |
| 3931 2012 JEEP (769TLJ)(GORD) | | | | | |
| 01-2-3931-2373 | INSURANCE/AUTOMOTIVE EQI | 1,405 | 1,259 | 1,428 | 1,572 |
| 01-2-3931-2470 | PURCHASED REPAIRS - VEHIC | 219 | 2,336 | 1,617 | 300 |
| 01-2-3931-2570 | PURCHASED MAINTENANCE/V | 177 | 256 | 165 | 300 |
| 01-2-3931-5310 | FUEL & LUBRICANTS | 1,908 | 2,515 | 2,232 | 2,400 |
| | Total 2012 JEEP (769TLJ)(GORD) | 3,708 | 6,365 | 5,441 | 4,572 |
| 3932 2018 ESCAPE (HJ597H)(SONNY) | | | | | |
| 01-2-3932-2373 | INSURANCE/AUTOMOTIVE EQI | 0 | 0 | 1,989 | 1,864 |
| 01-2-3932-2570 | PURCHASED MAINTENANCE/V | 0 | 0 | 64 | 100 |
| 01-2-3932-5310 | FUEL & LUBRICANTS | 0 | 0 | 757 | 1,600 |
| | Total 2018 ESCAPE (HJ597H)(SC) | 0 | 0 | 2,810 | 3,564 |
| 6115 04 FORD P/U (3768WJ)(GARY) | | | | | |
| 01-2-6115-2373 | INSURANCE/AUTOMOTIVE EQI | 384 | 0 | 0 | 0 |
| 01-2-6115-2570 | PURCHASED MAINTENANCE/V | 102 | 0 | 0 | 0 |
| 01-2-6115-5310 | FUEL & LUBRICANTS | 969 | 0 | 0 | 0 |
| | Total 04 FORD P/U (3768WJ)(GA) | 1,455 | 0 | 0 | 0 |
| 6121 07 TOYOTA PU (5578KT)(PARKS RANGER) | | | | | |
| 01-2-6121-2373 | INSURANCE/AUTOMOTIVE EQI | 1,444 | 0 | 0 | 0 |
| 01-2-6121-2470 | PURCHASED REPAIRS - VEHIC | 1,243 | 0 | 0 | 0 |
| 01-2-6121-2570 | PURCHASED MAINTENANCE/V | 189 | 0 | 0 | 0 |
| 01-2-6121-5310 | FUEL & LUBRICANTS | 1,381 | 0 | 0 | 0 |
| | Total 07 TOYOTA PU (5578KT)(P) | 4,257 | 0 | 0 | 0 |
| 6122 2017 FORD ESCAPE (FC 546P)(GARY) | | | | | |
| 01-2-6122-2373 | INSURANCE | 1,036 | 1,458 | 1,687 | 1,616 |
| 01-2-6122-2570 | PURCHASED MAINTENACE | 0 | 372 | 94 | 200 |
| 01-2-6122-5310 | FUEL & LUBRICANTS | 669 | 2,061 | 1,857 | 1,800 |
| | Total 2017 FORD ESCAPE (FC 5 | 1,705 | 3,891 | 3,638 | 3,616 |
| 6126 2008 JEEP (142JXV)(NINO) | | | | | |
| 01-2-6126-2373 | INSURANCE/AUTOMOTIVE EQI | 1,343 | 1,181 | 1,323 | 0 |
| 01-2-6126-2470 | PURCHASED REPAIRS - VEHIC | 1,483 | 2,769 | 0 | 0 |
| 01-2-6126-2570 | PURCHASED MAINTENANCE/V | 323 | 262 | 314 | 0 |
| 01-2-6126-5310 | FUEL & LUBRICANTS | 1,195 | 1,905 | 1,283 | 0 |
| | Total 2008 JEEP (142JXV)(NINO) | 4,344 | 6,117 | 2,920 | 0 |
| 6195 BYLAW ENFORCEMENT EXPENDITURES | | | | | |
| 01-2-6195-2321 | LEGAL SERVICES | 316,156 | 1,036 | 5,671 | 31,000 |
| | Total BYLAW ENFORCEMENT E | 316,156 | 1,036 | 5,671 | 31,000 |



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

Function Type : Selective

**GENERAL REVENUE FUND
 320 - BUILDING INSPECTION**

| | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 AMENDED BUDG |
|---|----------------|----------------|----------------|----------------------|
| 8115 SHORT TERM DEBT | | | | |
| 01-2-8115-8215 INTEREST | 0 | 0 | 306 | 437 |
| 01-2-8115-8216 PRINCIPAL | 0 | 0 | 2,313 | 7,106 |
| Total SHORT TERM DEBT | 0 | 0 | 2,619 | 7,543 |
| 9900 INTERNAL RECOVERIES | | | | |
| 01-2-9900-4106 ALLOC - PARKS | -12,000 | 0 | 0 | 0 |
| 01-2-9900-4150 ALLOC - PLANNING | -80,000 | -30,000 | -30,000 | -59,000 |
| 01-2-9900-4203 ALLOC - INSPECTIONS | -500 | 0 | 0 | 0 |
| 01-2-9900-4208 ALLOC - ANIMAL CONTROL | 0 | 0 | 0 | -6,000 |
| 01-2-9900-4569 ALLOC - BYLAW ENFORCEMENT | -12,000 | 0 | 0 | 0 |
| Total INTERNAL RECOVERIES | -104,500 | -30,000 | -30,000 | -65,000 |
| Total OPERATING EXP | 1,385,777 | 997,712 | 939,652 | 1,038,028 |
| CAPITAL REV | | | | |
| 6930 SALE OF ASSETS | | | | |
| 01-7-6930-0000 TANGIBLE CAPITAL - SALE | -1,000 | 0 | 0 | 0 |
| Total SALE OF ASSETS | -1,000 | 0 | 0 | 0 |
| 8250 M.F.A. FUNDING | | | | |
| 01-7-8250-0002 M.F.A. FUNDING - SHORT TERM | 0 | 0 | -29,410 | 0 |
| Total M.F.A. FUNDING | 0 | 0 | -29,410 | 0 |
| 9010 TRANSFER FROM CAPITAL RES | | | | |
| 01-7-9010-0000 TSF FROM CAPITAL RESERVE | -28,405 | 0 | 0 | 0 |
| Total TRANSFER FROM CAPITAL | -28,405 | 0 | 0 | 0 |
| 9120 TRANSFER FROM OPERATING RESERVE | | | | |
| 01-7-9120-0000 TRANSFER FROM OPERATING | 0 | -60,834 | 0 | 0 |
| Total TRANSFER FROM OPERATING | 0 | -60,834 | 0 | 0 |
| Total CAPITAL REV | -29,405 | -60,834 | -29,410 | 0 |
| CAPITAL EXP | | | | |
| 8221 TRANSFER/GENERAL CAPITAL | | | | |
| 01-8-8221-6113 FURNITURE, FIXTURES, EQUIP | 0 | 6,716 | 0 | 0 |
| 01-8-8221-6126 VEHICLES & MACHINERY | 29,405 | 29,117 | 29,411 | 0 |
| Total TRANSFER/GENERAL CAP | 29,405 | 35,834 | 29,411 | 0 |
| Total CAPITAL EXP | 29,405 | 35,834 | 29,411 | 0 |

Cowichan Valley Regional District
Budget Report by Cost Center



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

Function Type : Selective

GENERAL REVENUE FUND
320 - BUILDING INSPECTION

| | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 AMENDED BUDG |
|-----------------|----------------|----------------|----------------|----------------------|
| Surplus/Deficit | -172,256 | -100,392 | 82,273 | 0 |

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



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

Function Type : Selective

| | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 AMENDED BUDG |
|-------------------------|----------------|----------------|----------------|----------------------|
| Summary Total Revenues | -1,558,033 | -1,073,104 | -857,380 | -1,038,028 |
| Summary Total Expenses | 1,385,777 | 997,712 | 939,652 | 1,038,028 |
| Summary Surplus/Deficit | -172,256 | -100,392 | 82,273 | 0 |
