



2025 SERVICE PLAN

Function 405 – Building Inspection

PURPOSE:

This function provides funding for building inspections services within the Regional District and participating member municipalities, including the processing of applications, completion of building inspections, enforcement of the *BC Building Code* and relevant building bylaws and providing guidance to members of the public.

OVERALL FINANCIAL IMPACT:

The total budget increased to \$565,282 in 2025 compared to \$532,582 in 2024, which is an increase of \$32,700 or 6.14%. This is largely due to an increase in Software and Software Licensing costs for the Development Services and Process Management Digital Software Solution (PLL) which will streamline applications and allow for digitization of the Building Permit process.

Total requisition increased to \$103,741 in 2025 compared to \$96,817 in 2024, which is an increase of \$6,924 or 7.15%. This is largely due to a reduction in surplus and increase to the budget to fund the Software Solution (PLL).

The estimated tax rate remained at \$0.0035/\$1,000 in 2025, the same as 2024.

Fees Revenue – Building Permits were reduced by \$15,000 to begin reducing reliance on projected income from permit fees and due to the new revenue recognition accounting standards. The revenue recognition standards require a deferral of revenue received if the works associated with that fee have not been completed.

Fees Revenue - Inspections were increased by \$19,000 based on projected municipal cost-sharing for this function for 2025 pursuant to the sub-regional building inspection agreement. This represents projected 2025 cost to be invoiced to participating municipalities totalling \$155,000, which is a \$19,000 increase from \$136,000 in 2024.

Conditional Transfer decreased by \$6,000 based on 2024 actuals. This line item is where School Site Acquisition Charges (SSAC), collected by PRRD on behalf of School District 60, are allocated and these funds are subsequently paid out to the School District at the end of each year. Contract for Services decreased by \$5,000 as no significant contract work is expected for 2025.

Software and Software Licensing increased by \$63,354 to account for the implementation and annual licensing cost of the Software Solution (PLL). This includes the \$30,000 transfer from the 2024 Capital budget to operating budget. Of the total increase, \$42,304 is a one-time cost for implementation of the new Process Management Software Solution while the remaining amount will be an ongoing annual

expense for licensing fees. These costs are eligible for COVID-19 grant funding and will be applied accordingly as incurred until the full grant commitment to the software project has been utilized.

Legal Services decreased by \$20,000 as the Building Bylaw project is complete and no significant legal reviews are anticipated for 2025. PRRD Vehicles increased by \$10,247 to account for increased staff use of fleet vehicles.

Fees collected on behalf of others decreased by \$4,000 based on 2024 actuals, as this line item is where School Site Acquisition Charges (SSAC) are paid out to School District 60.

SIGNIFICANT ISSUES & TRENDS:

No issues or trends identified for 2025.

RESERVE SUMMARY:

Operating Maintenance Reserve: Balance on November 30, 2024 - \$0



General Operating Fund

405 Building Inspection

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
REVENUES					
1-0010 Requisition					
01-1-0010-0015 Requisition	(96,817.00)	(96,817.00)	(103,741.00)	(6,924)	7.15%
Total 1-0010 Requisition	(96,817.00)	(96,817.00)	(103,741.00)	(6,924)	7.15%
1-0020 Surplus/Deficit					
01-1-0020-0020 Surplus/Deficit	(183,765.00)	(153,765.00)		153,765	(100.00%)
Total 1-0020 Surplus/Deficit	(183,765.00)	(153,765.00)		153,765	(100.00%)
1-0040 Recovery of Costs					
01-1-0040-0000 General - Recovery of Costs					
Total 1-0040 Recovery of Costs					
1-0050 Fees and Permits					
01-1-0050-0000 Fees - General					
01-1-0050-0058 Fees - Building Permits	(114,091.82)	(100,000.00)	(115,000.00)	(15,000)	15.00%
01-1-0050-0059 Fees - Inspections	(171,714.00)	(136,000.00)	(155,000.00)	(19,000)	13.97%
Total 1-0050 Fees and Permits	(285,805.82)	(236,000.00)	(270,000.00)	(34,000)	14.41%
1-0130 Conditional Transfers					
01-1-0130-0000 Conditional Transfer	(12,000.00)	(16,000.00)	(10,000.00)	6,000	(37.50%)
Total 1-0130 Conditional Transfers	(12,000.00)	(16,000.00)	(10,000.00)	6,000	(37.50%)
1-0140 Transfer from Reserves					
01-1-0140-0139 Operating Maintenance Reserve			(181,541.00)	(181,541)	
Total 1-0140 Transfer from Reserves			(181,541.00)	(181,541)	
TOTAL REVENUES	(578,387.82)	(502,582.00)	(565,282.00)	(62,700)	12.48%
EXPENDITURES					
2-1000 General Expenditures					
01-2-1000-1010 Wages - Full Time	212,136.67	231,317.00	240,642.00	9,325	4.03%
01-2-1000-1030 Benefits	56,456.78	69,395.00	72,192.00	2,797	4.03%
01-2-1000-1040 WCB	4,393.97	4,395.00	4,573.00	178	4.05%
01-2-1000-2030 Phone/Internet	1,279.80	6,940.00	7,000.00	60	0.86%
01-2-1000-2050 Miscellaneous	418.10	1,000.00	1,000.00		
01-2-1000-2070 Insurance - Liability	5,926.30	6,000.00	6,600.00	600	10.00%
01-2-1000-3016 Mileage	1,110.00	2,000.00	2,000.00		
01-2-1000-3020 Meals	2,959.46	4,000.00	4,000.00		
01-2-1000-3030 Training & Development	297.60	10,000.00	10,000.00		
01-2-1000-3040 Conferences & Seminars	5,218.00	15,000.00	15,000.00		
01-2-1000-3050 Memberships	1,383.06	2,000.00	2,000.00		
01-2-1000-3100 Contract for Services	10,724.62	10,000.00	5,000.00	(5,000)	(50.00%)
01-2-1000-4425 Software and Software Licensing			63,354.00	63,354	
01-2-1000-5010 Advertising Services	3,083.12	5,000.00	5,000.00		
01-2-1000-5030 Legal Services	536.07	40,000.00	20,000.00	(20,000)	(50.00%)
01-2-1000-5120 Supplies - Office		500.00	500.00		
Total 2-1000 General Expenditures	305,923.55	407,547.00	458,861.00	51,314	12.59%
2-1150 Allocations					
01-2-1150-1160 Indirect Cost Allocation	8,043.00	8,043.00	9,773.00	1,730	21.51%



General Operating Fund

405 Building Inspection

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
01-2-1150-1165 Development Services	50,000.00	50,000.00	50,000.00		
01-2-1150-1190 PRRD Vehicles	22,992.00	22,992.00	33,239.00	10,247	44.57%
Total 2-1150 Allocations	81,035.00	81,035.00	93,012.00	11,977	14.78%
2-1250 Bylaw Enforcement					
01-2-1250-4200 Fees collected on behalf of others	9,888.00	14,000.00	10,000.00	(4,000)	(28.57%)
Total 2-1250 Bylaw Enforcement	9,888.00	14,000.00	10,000.00	(4,000)	(28.57%)
2-8100 Transfers to Reserve					
01-2-8100-8115 Operating Maintenance Reserve			3,409.00	3,409	
Total 2-8100 Transfers to Reserve			3,409.00	3,409	
TOTAL EXPENDITURES	396,846.55	502,582.00	565,282.00	62,700	12.48%
OPERATING SURPLUS/DEFICIT	(181,541.27)				
CAPITAL REVENUES					
7-0010 Requisition					
01-7-0010-0015 Requisition					
Total 7-0010 Requisition					
7-0020 Surplus/Deficit					
01-7-0020-0020 Surplus/Deficit		(30,000.00)		30,000	(100.00%)
Total 7-0020 Surplus/Deficit		(30,000.00)		30,000	(100.00%)
TOTAL CAPITAL REVENUES		(30,000.00)		30,000	(100.00%)
CAPITAL EXPENDITURES					
8-8500 Capital Expenditures					
01-8-8500-8508 IT Infrastructure		30,000.00		(30,000)	(100.00%)
Total 8-8500 Capital Expenditures		30,000.00		(30,000)	(100.00%)
TOTAL CAPITAL EXPENDITURES		30,000.00		(30,000)	(100.00%)
CAPITAL SURPLUS/DEFICIT					
SUMMARY					
OPERATING AND CAPITAL REQUISITION					
01-1-0010-0015 Requisition	(96,817.00)	(96,817.00)	(103,741.00)	(6,924)	7.15%
01-7-0010-0015 Requisition					
Total OPERATING AND CAPITAL REQUISITION	(96,817.00)	(96,817.00)	(103,741.00)	(6,924)	7.15%
TOTAL BUDGET	396,846.55	532,582.00	565,282.00	32,700	6.14%

Peace River Regional District - 2025 Tax Rate Sheet
EXHIBIT 405
Building Inspection

Basis of Apportionment:

Converted Hospital Assessment - Land & Improvements

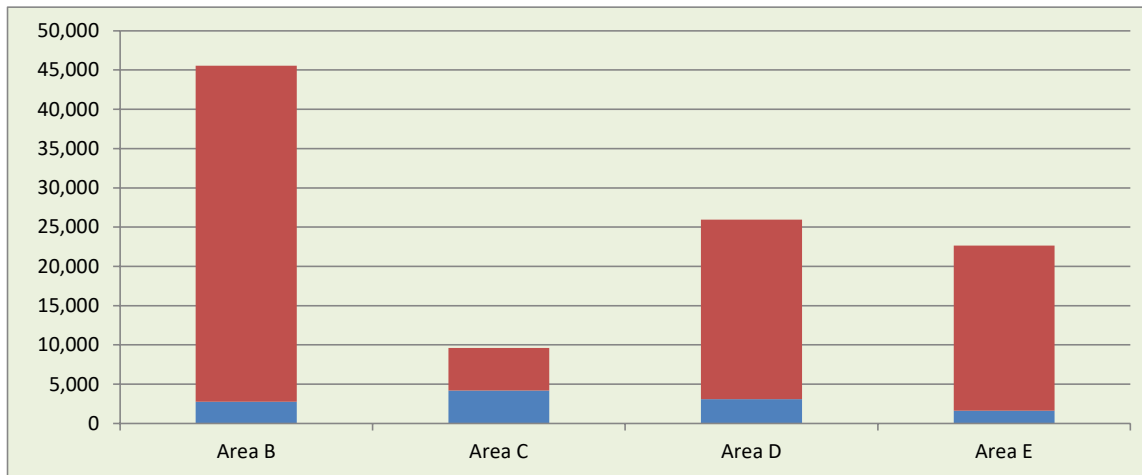
Tax Rate or Other Limitations: None
LGA 238, Bylaw 653, 1989

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Area B	45,530	0.0035	1,305,433,254	43.89%	-	45,530
Area C	9,616	0.0035	275,706,972	9.27%	-	9,616
Area D	25,953	0.0035	744,138,592	25.02%	-	25,953
Area E	22,642	0.0035	649,195,892	21.83%	-	22,642
<i>See Area E Jurisdiction Split Below</i>						
Total	103,741	0.0035	2,974,474,710	100.00%	-	103,741

Area E - Jurisdiction 759	22,337	640,461,343	98.65%	-	22,337
Area E - Jurisdiction 760	305	8,734,549	1.35%	-	305
	22,642	649,195,892	100%	-	22,642

	2025	2024	Change \$	Change %
Total Operating Budget \$	565,282	502,582	\$ 62,700	12.48%
Total Capital Budget \$	-	30,000	\$ (30,000)	
Total Budget \$	565,282	532,582	\$ 32,700	6.14%
Total Requisition \$	103,741	96,817	\$ 6,924	7.15%
Total Assessment	2,974,474,710	2,769,037,625	\$ 205,437,085	7.42%
Tax Rate	0.0035	0.0035		
Estimated tax on \$250,000 total assessment ** \$	0.88	0.88	\$ -	
Operating Maint Reserve at Nov 30				
Capital Reserve at Nov 30				

Class 1 - Residential Total All Other Classes



** The estimate is based on the assumption that the total assessment of \$250,000 consists of \$100,000 land value and \$150,000 improvement (buildings) value