



2025 SERVICE PLAN

Function 100 – Administration

PURPOSE:

This function provides funding for the organization's essential general and managerial operations, ensuring that all support services are maintained and sustainable. The administration budget manages costs related to finance, corporate administration, information technology (IT), human resources, communications, and occupational health and safety.

OVERALL FINANCIAL IMPACT:

The total budget increased to \$12,414,631 in 2025 compared to \$10,829,296 in 2024, which is an increase of \$1,585,335 or 14.64%. This is largely due to an increase in transfer to capital reserve in 2025.

Total requisition increased to \$5,387,599 in 2025 compared to \$5,281,960 in 2024, which is an increase of \$105,639 or 2.0%.

The estimated tax rate decreased to \$0.1302/\$1,000 in 2025 compared to \$0.1360/\$1,000 in 2024, which is a decrease of \$0.0058/\$1,000 or 4.26%.

General Operating (2-1000)

Wages in this category are allocated at the department level allocation and fluctuate depending on operational activity.

A reduction of \$40,000 in legal services has been recognized to compensate for each function managing its own legal matters within the applicable function.

Minor capital for \$30,000 was budgeted in R&M – Buildings in 2024.

Finance (2-1200)

Wages and benefits increased by \$103,427 due to general wage increases, additional wages for a 0.5 full time equivalent (FTE) casual position, and a one-month additional wage for training for a retirement in the department.

Corporate Services (2-1300)

Training & Development has been reduced by \$12,300 due to decrease in conference attendance.

Contract for Services decreased by \$11,500 as the Records Management Modernization/Digitization project kicked off in 2024. The 2025 budget includes only the remaining costs to complete.

Information Technology (2-1400)

IT Managed Service Provider increased by \$11,800 due to an increase in staff and equipment, along with limited internal IT resources. There is a greater reliance on managed service providers to ensure operational efficiency and technical support.

Network Infrastructure increased by \$49,500 to support additional staff and system demands. This includes necessary upgrades to the firewall and cybersecurity infrastructure, as well as network switch enhancements to ensure security and performance.

Computer Equipment Refresh increased by \$18,600 for scheduled replacement of staff laptops as part of a major hardware refresh cycle to ensure operational continuity and efficiency.

EOC Technology includes communication equipment and a phone system for the new Emergency Operations Centre (EOC) facility.

Technology Maintenance and Software Licensing increased due to higher staffing levels, requiring additional licensing, cloud services, and hardware, resulting in increased operational costs.

Consulting Services increase of \$95,000 supports funding approved for supplemental business consulting services to support strategic and operational initiatives.

Human Resources (2-1500)

Training & development has not been required in the past due to the recent introduction of the HR position within the organization.

Staff is evaluating an HR management software solution to enhance efficiency in performance management, onboarding, offboarding, time tracking, compliance and legal requirements which is estimated at a cost of \$30,000.

Consulting Services doubled to include exempt and board wage reviews.

Communications (2-1800)

The increase in communications budget reflects essential modernization efforts and the restoration of previously understaffed operations. After a three-year vacancy in management, communications is implementing a digital transformation including a website overhaul with regional branding, professional media content, and enhanced accessibility. Investments in software, hosting and security are required, along with replenishing print materials and promotional assets.

The budget supports staff professional development, public engagement training and an additional full-time equivalent. Additionally, the remote staff will visit the head office quarterly for strategic planning and team building. Rather than a budget increase, the 2025 budget is a necessary adjustment to address past underfunding and meet current communication needs.

Contract for services and Consulting Services are combined in 2025 for simplicity.

On November 21, 2024, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board approve the addition of a full-time Communications Coordinator position, allocated 100% to Function 100 – Administration in the 2025 Financial Plan; further, that the Regional Board give pre-budget approval for the position so that it can be posted as soon as possible.

The 2025 Communications Staffing Considerations report can be viewed [here](#).

Occupational Health and Safety (2-1850)

The Occupational Health and Safety (OH&S) practices continue to be refined, and budget allocations are being adjusted to ensure greater accuracy. Previously, OH&S supplies were expensed across various functions and are now consolidated and reflected within this budget.

SUPPLEMENTALS & CARRY FORWARD PROJECTS:

Operating Projects

Project Description	Prior Budget	Prior Spent	2025 Budget
Business Continuity Consulting Services	\$0	\$0	\$85,000

Capital Projects

Project Description	Prior Budget	Prior Spent	2025 Budget
PRRD Entry Signs	\$225,000	\$90,620	\$134,380
Office Pods	\$0	\$34,240	\$75,000
Administrative Building	\$543,785	\$361,367	\$1,402,774
Warehouse 2 Upgrades	\$347,430	\$99,500	\$286,176
Land	\$1,163,880	\$0	\$10,000
IT Infrastructure Carry Forward	\$93,171	\$0	\$230,835
Asset Management Software	\$120,847	COVID Funded	Allocated as Operating
SCALE Computing Node Replace	\$125,000	\$108,183	\$0
Network Access Storage (NAS)	\$0	\$0	\$60,000
Photocopier	\$0	\$0	\$20,000
Total Capital Budget	\$2,619,113	\$693,910	\$2,219,165

On November 21, 2024, the Regional Board passed the following resolutions:

MOVED, SECONDED and CARRIED,

That the Regional Board include the 2025 Supplemental Request for a high-capacity, enterprise-grade network access storage device to enhance disaster recovery and data security totaling \$60,000 (excluding taxes) for Function 100 Administration in the 2025 Financial Plan.

That the Regional Board include the 2025 Supplemental Request to enlist a Business Continuity Consultant to identify potential risks or disruptions, develop a response framework, and build an action plan to mitigate risk totaling \$105,000 (excluding taxes) for Function 100 Administration in the 2025 Financial Plan.

Further, The Business Continuity Consultant Services, budgeted at \$105,000 (excluding taxes), is classified as a one-time Operational expense. \$85,000 will be allocated to GL code 01-2-1400-5020-100 (IT Consulting Services) and \$20,000 will be allocated to 01-2-2510-5060-300 (Studies Plans and Assessments) and will be included in the 2025 Financial Plan, if accepted.

The 2025 Function 100 – Administration Information Technology Supplemental Requests report can be viewed [here](#) supported by the [supplemental request](#).

MOVED, SECONDED and CARRIED,

That the Regional Board include the 2025 Supplemental Request for 52 Collins Road Warehouse 2 Upgrades totaling \$234,430 (excluding taxes) for Function 100 Administration, in the 2025 Financial Plan.

The 2025 Function 100 – Administration, Warehouse 2 Fire Code Upgrades - Supplemental Requests report can be viewed [here](#) supported by the [business case](#).

SIGNIFICANT ISSUES & TRENDS:

No issues or trends identified for 2025.

RESERVE SUMMARY:

Operating Maintenance Reserve - Finance: Balance at December 31, 2024 - \$131,245

Finance reserve purpose: To support sustainable budgeting practices.

Operating Maintenance Reserve - Human Resources: Balance at December 31, 2024 - \$523,188

Human Resources reserve purpose: To support sustainable budgeting practices.

Operating Maintenance Reserve - Information Technology: Balance at December 31, 2024 - \$454,083

Information Technology reserve purpose: To support sustainable budgeting practices.

Operating Maintenance Reserve - Occupational Health & Safety: Balance at December 31, 2024 - \$0

Occupational Health & Safety reserve purpose: To support sustainable budgeting practices.

Special Operating Reserve - Insurance: Balance on December 31, 2024 - \$542,619

Insurance reserve purpose: To offset insurance deductibles from MIA for PRRD claims where the deductible was substantial, and the function could not cover it in general operating in the current year.

Special Operating Reserve - COVID: Balance on December 31, 2024 - \$170,399

COVID reserve purpose: For current and future costs related to the COVID-19 Pandemic.

Special Operating Reserve - Green "Carbon": Balance on December 31, 2024 - \$877,193

Green "Carbon" reserve purpose: For projects that reduce carbon emissions or advance PRRD towards carbon neutrality.

Capital Reserve: Balance on December 31, 2024 - \$2,060,952

Capital reserve purpose: To build capital infrastructure.



General Operating Fund

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	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	(4,422,802.00)	(4,422,802.00)	(4,972,790.00)	(549,988)	12.44%
Total 1-0010 Requisition	(4,422,802.00)	(4,422,802.00)	(4,972,790.00)	(549,988)	12.44%
1-0020 Surplus/Deficit					
01-1-0020-0020 Surplus/Deficit	(2,432,384.00)	(2,432,352.00)		2,432,352	(100.00%)
Total 1-0020 Surplus/Deficit	(2,432,384.00)	(2,432,352.00)		2,432,352	(100.00%)
1-0030 Grants					
01-1-0030-0000 General			(36,500.00)	(36,500)	
01-1-0030-0029 Carbon	(351,849.00)	(120,082.00)		120,082	(100.00%)
01-1-0030-0031 Provincial Grants-in-lieu	(709,058.43)	(249,800.00)	(500,000.00)	(250,200)	100.16%
01-1-0030-0034 Municipal Grants-in-lieu	(19,569.12)	(3,908.00)	(500.00)	3,408	(87.21%)
01-1-0030-0037 Provincial Conditional			(25,000.00)	(25,000)	
Total 1-0030 Grants	(1,080,476.55)	(373,790.00)	(562,000.00)	(188,210)	50.35%
1-0040 Recovery of Costs					
01-1-0040-0000 General - Recovery of Costs	(14,366.14)				
01-1-0040-0040 Administration Fees	(745,503.00)	(744,275.00)	(802,475.00)	(58,200)	7.82%
01-1-0040-3404 Recovery of Costs - Community Measures	(700,000.00)				
Total 1-0040 Recovery of Costs	(1,459,869.14)	(744,275.00)	(802,475.00)	(58,200)	7.82%
1-0050 Fees and Permits					
01-1-0050-0000 Fees - General	(24,950.00)				
Total 1-0050 Fees and Permits	(24,950.00)				
1-0070 Investment Income					
01-1-0070-0000 General - Investment Income	(932,118.51)				
01-1-0070-0071 Interest on Reserves	(111,427.17)				
Total 1-0070 Investment Income	(1,043,545.68)				
1-0080 Miscellaneous					
01-1-0080-0000 General	(10.00)				
01-1-0080-0120 Cash Short/Over-Misc	(17.28)				
Total 1-0080 Miscellaneous	(27.28)				
1-0120 Administration					
01-1-0120-0040 Administration Fees		(30,000.00)	(30,000.00)		
Total 1-0120 Administration		(30,000.00)	(30,000.00)		
1-0140 Transfer from Reserves					
01-1-0140-0139 Operating Maintenance Reserve			(3,658,793.00)	(3,658,793)	
01-1-0140-0146 Covid Reserve	(229,916.63)	(206,964.00)	(169,408.00)	37,556	(18.15%)
Total 1-0140 Transfer from Reserves	(229,916.63)	(206,964.00)	(3,828,201.00)	(3,621,237)	1,749.69%
TOTAL REVENUES	(10,693,971.28)	(8,210,183.00)	(10,195,466.00)	(1,985,283)	24.18%
EXPENDITURES					
2-1000 General Expenditures					
01-2-1000-1010 Wages - Full Time	270,241.60	449,761.00	260,879.00	(188,882)	(42.00%)
01-2-1000-1030 Benefits	72,266.66	128,739.00	75,927.00	(52,812)	(41.02%)
01-2-1000-1040 WCB	5,832.10	8,545.00	4,974.00	(3,571)	(41.79%)



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	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
01-2-1000-2030 Phone/Internet	37,460.93	37,000.00	38,000.00	1,000	2.70%
01-2-1000-2050 Miscellaneous	337.05	8,000.00		(8,000)	(100.00%)
01-2-1000-2065 Insurance - Property	20,616.00	22,000.00	24,800.00	2,800	12.73%
01-2-1000-2070 Insurance - Liability	28,429.92	33,263.00	30,655.00	(2,608)	(7.84%)
01-2-1000-2080 Insurance - AD&D					
01-2-1000-2110 R&M - Buildings	27,909.99	185,000.00	155,000.00	(30,000)	(16.22%)
01-2-1000-2111 R&M - Health & Safety	7,782.42	8,000.00	8,000.00		
01-2-1000-2120 R&M - Equipment	5,029.31	5,000.00	10,000.00	5,000	100.00%
01-2-1000-2130 R&M - Machinery	452.78		500.00	500	
01-2-1000-2150 Electricity	23,974.89	24,000.00	24,000.00		
01-2-1000-2160 Natural Gas	12,016.33	18,000.00	18,000.00		
01-2-1000-2180 Utilities - Other	3,149.92	3,000.00	3,000.00		
01-2-1000-3010 Travel	3,462.37	9,753.00	2,619.00	(7,134)	(73.15%)
01-2-1000-3016 Mileage	3,157.33	2,000.00	2,300.00	300	15.00%
01-2-1000-3020 Meals	4,466.15	3,237.00	1,624.00	(1,613)	(49.83%)
01-2-1000-3030 Training & Development	8,017.77	6,939.00	3,598.00	(3,341)	(48.15%)
01-2-1000-3035 PRRD internal events	18,861.73	50,000.00	35,000.00	(15,000)	(30.00%)
01-2-1000-3040 Conferences & Seminars		6,078.00	3,083.00	(2,995)	(49.28%)
01-2-1000-3050 Memberships	7,285.29	9,000.00	9,000.00		
01-2-1000-3060 Meetings	400.20	1,500.00		(1,500)	(100.00%)
01-2-1000-3100 Contract for Services	82,673.33	134,440.00	139,339.00	4,899	3.64%
01-2-1000-4010 Rent/Lease	31,068.96	33,000.00	33,000.00		
01-2-1000-4425 Software and Software Licensing	126,124.89		139,985.00	139,985	
01-2-1000-5020 Consulting Services					
01-2-1000-5030 Legal Services	15,740.11	100,000.00	60,000.00	(40,000)	(40.00%)
01-2-1000-5110 Supplies - Warehouse	9,124.69	15,000.00	15,000.00		
01-2-1000-5120 Supplies - Office	65,400.44	65,000.00	65,000.00		
01-2-1000-5140 Minor Capital	11,365.36		30,000.00	30,000	
Total 2-1000 General Expenditures	902,648.52	1,366,255.00	1,193,283.00	(172,972)	(12.66%)
2-1100 Administration					
01-2-1100-1110 Banking Fees	1,447.68	3,500.00	3,500.00		
01-2-1100-1140 Audit Fees	20,700.00	29,000.00	28,740.00	(260)	(0.90%)
Total 2-1100 Administration	22,147.68	32,500.00	32,240.00	(260)	(0.80%)
2-1150 Allocations					
01-2-1150-1190 PRRD Vehicles	73,752.00	73,752.00	85,816.00	12,064	16.36%
Total 2-1150 Allocations	73,752.00	73,752.00	85,816.00	12,064	16.36%
2-1200 Finance					
01-2-1200-1010 Wages - Full Time (FIN)	677,333.09	759,066.00	808,240.00	49,174	6.48%
01-2-1200-1020 Wages - Part Time (FIN)	85,532.74	62,000.00	106,430.00	44,430	71.66%
01-2-1200-1030 Benefits (FIN)	181,987.79	246,320.00	253,800.00	7,480	3.04%
01-2-1200-1040 WCB (FIN)	14,816.65	15,600.00	17,943.00	2,343	15.02%
01-2-1200-3010 Travel (FIN)	5,898.76	7,000.00	7,000.00		
01-2-1200-3016 Mileage - in region (FIN)	1,185.37	1,000.00	1,300.00	300	30.00%
01-2-1200-3020 Meals (FIN)	1,128.08	1,500.00	1,500.00		
01-2-1200-3030 Training & Development (FIN)	7,252.61	15,000.00	18,000.00	3,000	20.00%



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	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
01-2-1200-3040 Conferences & Seminars (FIN)	1,744.49	6,000.00	2,500.00	(3,500)	(58.33%)
01-2-1200-3050 Memberships (FIN)	5,278.93	6,000.00	6,000.00		
01-2-1200-3060 Meetings (FIN)		500.00	500.00		
01-2-1200-3100 Contract for Services (FIN)		15,000.00	15,000.00		
01-2-1200-4400 Upgrades - Software	12,233.72	22,300.00	15,000.00	(7,300)	(32.74%)
01-2-1200-4425 Software & Software Licencing (FIN)	72,828.12	76,745.00	82,000.00	5,255	6.85%
01-2-1200-5010 Advertising Services (FIN)		800.00	800.00		
01-2-1200-5020 Consulting Services (FIN)	54,001.24	70,000.00	70,000.00		
01-2-1200-5030 Legal Service (FIN)		10,000.00	10,000.00		
01-2-1200-5120 Supplies - Office (FIN)	756.25	5,000.00	5,000.00		
Total 2-1200 Finance	1,121,977.84	1,319,831.00	1,421,013.00	101,182	7.67%
2-1300 Corporate Services					
01-2-1300-1010 Wages - Full Time (CORP)	848,679.62	813,539.00	912,639.00	99,100	12.18%
01-2-1300-1020 Wages - Part Time (CORP)	3,726.12	8,000.00	8,000.00		
01-2-1300-1030 Benefits (CORP)	171,148.65	244,062.00	275,404.00	31,342	12.84%
01-2-1300-1040 WCB (CORP)	14,267.91	15,458.00	19,278.00	3,820	24.71%
01-2-1300-3010 Travel (CORP)	2,085.13				
01-2-1300-3016 Mileage (CORP)	98.67	1,000.00	1,000.00		
01-2-1300-3020 Meals (CORP)	56.38	500.00	500.00		
01-2-1300-3030 Training & Development (CORP)	18,772.08	32,050.00	21,250.00	(10,800)	(33.70%)
01-2-1300-3050 Memberships (CORP)	464.41	400.00	500.00	100	25.00%
01-2-1300-3100 Contract for Services (CORP)	22,511.51	115,000.00	103,500.00	(11,500)	(10.00%)
01-2-1300-5120 Supplies - Office (CORP)	2,091.80	2,200.00	2,700.00	500	22.73%
Total 2-1300 Corporate Services	1,083,902.28	1,232,209.00	1,344,771.00	112,562	9.13%
2-1400 IT					
01-2-1400-1010 Wages - Full Time (IT)	415,943.33	428,276.00	445,078.00	16,802	3.92%
01-2-1400-1030 Benefits (IT)	105,403.49	128,483.00	133,523.00	5,040	3.92%
01-2-1400-1040 WCB (IT)	8,405.96	8,138.00	9,347.00	1,209	14.86%
01-2-1400-1190 PRRD Vehicles (IT)		1,995.00	2,035.00	40	2.01%
01-2-1400-2030 Internet Fibre Service	21,186.00	30,000.00	30,000.00		
01-2-1400-2120 IT Managed Service Provider	168,395.55	105,000.00	116,800.00	11,800	11.24%
01-2-1400-3010 Travel (IT)	4,802.45	8,500.00	8,500.00		
01-2-1400-3016 Mileage - In region (IT)	300.00	780.00	812.00	32	4.10%
01-2-1400-3020 Meals - In region (IT)	1,144.06	1,298.00	1,350.00	52	4.01%
01-2-1400-3030 Training & Development (IT)	3,087.88	3,900.00	3,900.00		
01-2-1400-3040 Conferences & Seminars (IT)	2,050.00	3,875.00	3,875.00		
01-2-1400-3050 Memberships (IT)	308.00	500.00	500.00		
01-2-1400-3060 Meetings (IT)		765.00	780.00	15	1.96%
01-2-1400-3100 Contract for Services (IT)		2,500.00	3,500.00	1,000	40.00%
01-2-1400-4405 Network Infrastructure	47,066.06	62,200.00	111,700.00	49,500	79.58%
01-2-1400-4410 Computer Equipment Refresh	36,607.30	69,200.00	87,800.00	18,600	26.88%
01-2-1400-4415 EOC Technology		8,000.00	40,500.00	32,500	406.25%
01-2-1400-4425 Software and Software Licensing	85,632.79	168,900.00	186,300.00	17,400	10.30%
01-2-1400-4430 Technology supplies and maintenance	26,767.46	26,150.00	29,150.00	3,000	11.47%
01-2-1400-4435 Website Maintenance and Upgrades					



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	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
01-2-1400-5020 Consulting Services (IT)		19,000.00	114,000.00	95,000	500.00%
01-2-1400-5120 Supplies - Office (IT)	1,613.82	2,601.00	2,653.00	52	2.00%
01-2-1400-8120 Transfer to Operating Reserve (IT)	15,000.00	15,000.00	20,000.00	5,000	33.33%
Total 2-1400 IT	943,714.15	1,095,061.00	1,352,103.00	257,042	23.47%
2-1500 HR					
01-2-1500-0000 General (HR)	2,148.89	5,000.00	5,150.00	150	3.00%
01-2-1500-1010 Wages - Full Time (HR)	52,510.99	90,000.00	92,700.00	2,700	3.00%
01-2-1500-1030 Benefits (HR)	15,112.61	27,000.00	27,810.00	810	3.00%
01-2-1500-1040 WCB (HR)	1,061.60	1,485.00	1,530.00	45	3.03%
01-2-1500-3030 Training & Development (HR)	3,581.70		5,000.00	5,000	
01-2-1500-4425 Software and Software Licensing (HR)			30,000.00	30,000	
01-2-1500-4600 Labour Relations (HR)	10,251.25	200,000.00	200,000.00		
01-2-1500-4605 Recruitment (HR)	59,296.08	100,000.00	103,000.00	3,000	3.00%
01-2-1500-5010 Advertising Services (HR)	19,762.97	65,000.00	66,950.00	1,950	3.00%
01-2-1500-5020 Consulting Services (HR)	10,778.98	15,000.00	30,000.00	15,000	100.00%
01-2-1500-5030 Legal Services (HR)	12,839.99	50,000.00	51,500.00	1,500	3.00%
Total 2-1500 HR	187,345.06	553,485.00	613,640.00	60,155	10.87%
2-1800 Communications					
01-2-1800-1010 Wages - Full Time (COM)	157,866.48	177,721.00	257,034.00	79,313	44.63%
01-2-1800-1030 Benefits (COM)	39,926.10	53,317.00	77,110.00	23,793	44.63%
01-2-1800-1040 WCB (COM)	3,218.58	3,377.00	5,398.00	2,021	59.85%
01-2-1800-3010 Travel (COM)			3,100.00	3,100	
01-2-1800-3016 Mileage (COM)	1,081.33	2,000.00	4,600.00	2,600	130.00%
01-2-1800-3020 Meals - Communications	414.29	700.00	3,250.00	2,550	364.29%
01-2-1800-3030 Training & Development (COM)	5,480.37	5,000.00	29,300.00	24,300	486.00%
01-2-1800-3050 Memberships (COM)	1,155.67	600.00	3,410.00	2,810	468.33%
01-2-1800-3100 Contract for services (COM)	51,005.97	63,618.00	141,502.00	77,884	122.42%
01-2-1800-4425 Software and Software Licensing (COM)	1,013.71		78,926.00	78,926	
01-2-1800-4435 Website Mnt. & Upgrades (COM)	19,717.01	21,000.00	39,922.00	18,922	90.10%
01-2-1800-5010 Advertising Services (COM)	41,933.59	48,280.00	49,616.00	1,336	2.77%
01-2-1800-5012 Board specific mailouts, ads, etc. (COM)	890.00	18,000.00	18,540.00	540	3.00%
01-2-1800-5013 Corporate Displays (COM)		10,000.00	20,000.00	10,000	100.00%
01-2-1800-5014 Corporate Promotional Items (COM)		5,000.00	9,000.00	4,000	80.00%
01-2-1800-5017 Regional Promotion/Marketing (COM)	15,355.34	10,000.00	39,995.00	29,995	299.95%
01-2-1800-5020 Consulting Services (COM)		110,000.00		(110,000)	(100.00%)
01-2-1800-5120 Supplies - Office (COM)	26.18	500.00	700.00	200	40.00%
Total 2-1800 Communications	339,084.62	529,113.00	781,403.00	252,290	47.68%
2-1850 OHS					
01-2-1850-1010 Wages - Full Time (OHS)	101,155.21	100,700.00	110,811.00	10,111	10.04%
01-2-1850-1030 Benefits (OHS)	22,591.88	30,300.00	33,243.00	2,943	9.71%
01-2-1850-1040 WCB (OHS)	2,104.12	2,014.00	2,327.00	313	15.54%
01-2-1850-3010 Travel (OHS)	1,395.73				
01-2-1850-3016 Mileage (OHS)	13,419.05	8,000.00	8,000.00		
01-2-1850-3020 Meals (OHS)	4,261.98	2,500.00	3,500.00	1,000	40.00%
01-2-1850-3030 Training & Development (OHS)	695.00	16,250.00	13,000.00	(3,250)	(20.00%)



General Operating Fund

100 Administrative

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
01-2-1850-3040 Conferences & Seminars (OHS)	175.00		1,500.00	1,500	
01-2-1850-3060 Meetings (OHS)		700.00	500.00	(200)	(28.57%)
01-2-1850-3100 Contract for Services (OHS)	983.85		9,000.00	9,000	
01-2-1850-5020 Consulting (OHS)	15,214.26	20,500.00	23,500.00	3,000	14.63%
01-2-1850-5115 Supplies (OHS)	8,702.40	300.00	10,000.00	9,700	3,233.33%
Total 2-1850 OHS	170,698.48	181,264.00	215,381.00	34,117	18.82%
2-2010 Buick Creek					
01-2-2010-6025 Contractor/Transport/Haul-BCTS					
Total 2-2010 Buick Creek					
2-2307 Unit#8 - Colorado (White 2019)					
01-2-2307-6210 Fuel-Unit #8					
Total 2-2307 Unit#8 - Colorado (White 2019)					
2-2481 Unit #32 2021 Colorado					
01-2-2481-6210 Fuel-Unit#32					
Total 2-2481 Unit #32 2021 Colorado					
2-2484 Unit #33 - 2021 Colorado					
01-2-2484-6210 Fuel-Unit#33					
Total 2-2484 Unit #33 - 2021 Colorado					
2-3400 Development Services Projects					
01-2-3400-3412 Regional Growth Strategy					
Total 2-3400 Development Services Projects					
2-8100 Transfers to Reserve					
01-2-8100-8110 Capital Reserve	1,706,631.00	1,706,631.00	3,155,816.00	1,449,185	84.91%
01-2-8100-8115 Operating Maintenance Reserve					
01-2-8100-8120 Operating Reserve	351,849.00	120,082.00		(120,082)	(100.00%)
01-2-8100-8150 Interest on reserves	111,427.17				
Total 2-8100 Transfers to Reserve	2,169,907.17	1,826,713.00	3,155,816.00	1,329,103	72.76%
TOTAL EXPENDITURES	7,015,177.80	8,210,183.00	10,195,466.00	1,985,283	24.18%
OPERATING SURPLUS/DEFICIT	(3,678,793.48)				
CAPITAL REVENUES					
7-0010 Requisition					
01-7-0010-0015 Requisition	(859,158.00)	(859,158.00)	(414,809.00)	444,349	(51.72%)
Total 7-0010 Requisition	(859,158.00)	(859,158.00)	(414,809.00)	444,349	(51.72%)
7-0020 Surplus/Deficit					
01-7-0020-0020 Surplus/Deficit	(1,253,432.00)	(1,253,432.00)	(1,518,180.00)	(264,748)	21.12%
Total 7-0020 Surplus/Deficit	(1,253,432.00)	(1,253,432.00)	(1,518,180.00)	(264,748)	21.12%
7-0120 Transfer from Reserves					
01-7-0140-0146 Covid Reserve		(120,847.00)		120,847	(100.00%)
Total 7-0120 Transfer from Reserves		(120,847.00)		120,847	(100.00%)
7-0140 Transfers from Reserve					
01-7-0140-0141 Capital Reserve	(99,500.00)	(385,676.00)	(286,176.00)	99,500	(25.80%)
Total 7-0140 Transfers from Reserve	(99,500.00)	(385,676.00)	(286,176.00)	99,500	(25.80%)



General Operating Fund

100 Administrative

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
TOTAL CAPITAL REVENUES	(2,212,090.00)	(2,619,113.00)	(2,219,165.00)	399,948	(15.27%)
CAPITAL EXPENDITURES					
8-8500 Capital Expenditures					
01-8-8500-8501 Furniture, Fixtures, Equipment	124,859.85	225,000.00	209,380.00	(15,620)	(6.94%)
01-8-8500-8503 Infrastructure					
01-8-8500-8505 Buildings	460,867.34	891,215.00	1,688,950.00	797,735	89.51%
01-8-8500-8506 Land		1,163,880.00	10,000.00	(1,153,880)	(99.14%)
01-8-8500-8508 IT Infrastructure	108,182.65	339,018.00	310,835.00	(28,183)	(8.31%)
Total 8-8500 Capital Expenditures	693,909.84	2,619,113.00	2,219,165.00	(399,948)	(15.27%)
TOTAL CAPITAL EXPENDITURES	693,909.84	2,619,113.00	2,219,165.00	(399,948)	(15.27%)
CAPITAL SURPLUS/DEFICIT	(1,518,180.16)				
SUMMARY					
OPERATING AND CAPITAL REQUISITION					
01-1-0010-0015 Requisition	(4,422,802.00)	(4,422,802.00)	(4,972,790.00)	(549,988)	12.44%
01-7-0010-0015 Requisition	(859,158.00)	(859,158.00)	(414,809.00)	444,349	(51.72%)
Total OPERATING AND CAPITAL REQUISITION	(5,281,960.00)	(5,281,960.00)	(5,387,599.00)	(105,639)	2.00%
TOTAL BUDGET	7,709,087.64	10,829,296.00	12,414,631.00	1,585,335	14.64%

Peace River Regional District - 2025 Tax Rate Sheet

**EXHIBIT 100
Administration**

Basis of Apportionment: Converted Hospital Assessments - Land & Improvements

Tax Rate or Other Limitations: None
LGA 238

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	131,207	0.1302	100,792,443	2.44%	-	131,207
Dawson Creek	367,641	0.1302	282,419,294	6.82%	-	367,641
Hudson's Hope	67,072	0.1302	51,523,994	1.24%	-	67,072
Fort St. John	779,718	0.1302	598,974,046	14.47%	-	779,718
Taylor	61,031	0.1302	46,883,346	1.13%	-	61,031
Pouce Coupe	17,038	0.1302	13,088,294	0.32%	-	17,038
Chetwynd	91,854	0.1302	70,561,533	1.70%	-	91,854
Area B	1,699,355	0.1302	1,305,433,254	31.54%	-	1,699,355
Area C	358,903	0.1302	275,706,972	6.66%	-	358,903
Area D	968,687	0.1302	744,138,592	17.98%	-	968,687
Area E	845,094	0.1302	649,195,892	15.69%	-	845,094
<i>See Area E Jurisdiction Split Below</i>						

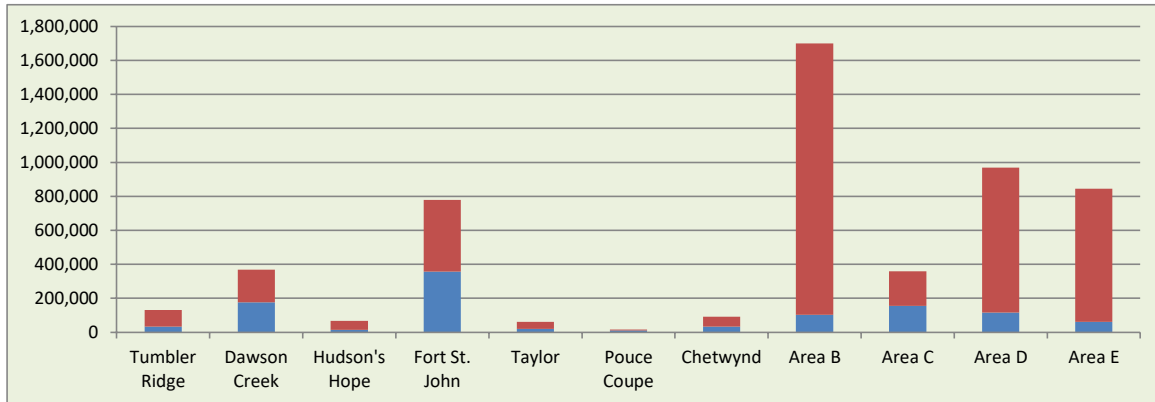
Total	5,387,599	0.1302	4,138,717,660	100.00%	-	5,387,599
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Area E - Jurisdiction 759	833,724	640,461,343	98.65%	-	833,724
Area E - Jurisdiction 760	11,370	8,734,549	1.35%	-	11,370
	845,094	649,195,892	100%	-	845,094

Municipal Requisition:	1,515,560	1,515,560
Electoral Area Requisition:	3,872,039	3,872,039
Total Requisition:	5,387,599	5,387,599

	2025	2024	Change \$	Change %
Total Operating Budget \$	10,195,466	8,210,183	\$ 1,985,283	24.18%
Total Capital Budget \$	2,219,165	2,619,113	\$ (399,948)	-15.27%
Total Budget \$	12,414,631	10,829,296	\$ 1,585,335	14.64%
Total	5,387,599	5,281,960	\$ 105,639	2.00%
Total Assessment	4,138,717,660	3,885,014,556	\$ 253,703,104	6.53%
Tax Rate	0.1302	0.1360	-0.0058	-4.26%
Estimated tax on \$250,000 total assessment **	\$ 32.55	\$ 34.00	-\$ 1.45	-4.26%
Operating Maint Reserve at Nov 30				
Financial Services Operating at Nov 30 \$	-	\$ 130,173		
Human Resources Operating at Nov 30 \$	-	\$ 518,917		
Information System Reserve at Nov 30 \$	-	-		
Information Tech Reserve at Nov 30 \$	-	\$ 450,376		
Feasibility Reserve at Nov 30 \$	-	\$ 327,942		
Growing Communities Fund Reserve at Nov 30		\$ 2,341,297		
Building Reserve at Nov 30 \$	-	\$ 2,044,127		
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