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**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 08, 2020**

SUBJECT **Bylaw No. 4354: 2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 1, 2020**

ISSUE SUMMARY

The 2020–2024 Financial Plan was adopted on March 18, 2020. Amendments to the Plan are required to authorize revised operating expenditures.

BACKGROUND

The Capital Regional District (CRD) Board approved the 2020–2024 Financial Plan (Bylaw No. 4349) on March 18, 2020. Amendments are required in accordance with Section 374(2) of the *Local Government Act* (LGA), which states that the financial plan may be amended at any time by bylaw to incorporate changes in budget, for certainty. As new information becomes available and pursuant with Section 374 of the LGA, the CRD Board may further revise the financial plan.

The following proposed amendments affect only year 2020 in the 5-year 2020-2024 Financial Plan.

SERVICE	DESCRIPTION	APPROVED	AMENDED	CHANGE	FUNDING
1.025	Corporate Emergency	\$286,217	\$1,165,097	\$878,880	EMBC Claim/Reserve
1.372	Electoral Area Emergency Program	\$586,703	\$664,823	\$78,120	EMBC Claim/Requisition

The proposed Financial Plan amendment Bylaw No. 4354 is attached as Appendix A.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4354, “2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 1, 2020” be introduced and read a first, second, and third time; and
2. That Bylaw No. 4354 be adopted.

Alternative 2

That Bylaw No. 4354 be deferred pending further analysis by CRD staff.

IMPLICATIONS

On March 17, 2020, the Provincial Health Officer declared the COVID-19 pandemic as a public health emergency. The Minister of Public Safety and Solicitor General issued a Provincial State of Emergency to coordinate a response among local authorities. On March 18, 2020, Emergency Management BC issued an event task number (Appendix B) confirming funding will be available

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to the CRD for eligible emergency response expenditures as outlined in the Compensation and Disaster Financial Assistance Regulation. The Financial Assistance Guidelines included in Appendix C outline the application of this regulation.

The Emergency Operations Center (EOC) provides support, coordination and planning for the CRD's response and business continuity during this event. The activities of the EOC are described in Appendix D and form the basis of the financial plan amendment.

Financial Implications

The Financial Plan Bylaw No. 4349, 2020–2024 Financial Plan Bylaw, approved on March 18, 2020 does not include expenditure authority for EOC operating activities as defined in Appendix D. The expenses for both corporate and local service emergency efforts will be amended to include additional expenses for labour, vehicle rentals, supplies, meeting expenses and office supplies. These estimates are based on current information with a forecasted EOC operation through August 2020. Material changes to underlying assumptions will be incorporated into future financial plan amendments if required.

Funding

1.025 Corporate Emergency

The Corporate Emergency budget resides within the Legislative & General Government Service and is cost apportioned regionally on the basis of converted assessments. All eligible emergency response expenditures will be claimed through the Provincial EMBC event task number while the balance will be funded from the Legislative & General Government operating reserve. These reserve funds have been allocated to various corporate projects which will be deferred in the plan.

1.372 Electoral Area Emergency

The Electoral Area Emergency Program is a jointly funded service between the three Electoral Areas, and is cost apportioned on the basis of converted assessments. All eligible emergency response expenditures will be claimed from the Provincial EMBC event task number while the balance will be funded from future requisition.

CONCLUSION

In compliance with the *Local Government Act*, the proposed amending Bylaw No. 4354 authorizes the changes required to the 2020 to 2024 Financial Plan Bylaw No. 4349, which the CRD Board approved on March 18, 2020.

RECOMMENDATION

1. That Bylaw No. 4354, “2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 1, 2020” be introduced and read a first, second, and third time; and
2. That Bylaw No. 4354 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
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ATTACHMENT(S)

- Appendix A: Bylaw No. 4354, including Schedule A
- Appendix B: Pandemic Response Task Eligibility CRD
- Appendix C: Financial Assistance Guide
- Appendix D: CRD Corporate EOC COVID-19 Assumptions
- Appendix E: EOC COVID-19 Org Chart
- Appendix F: EOC COVID-19 Standby Org Chart