

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Corporate Emergency

COMMITTEE REVIEW

OCTOBER 2023

Service: 1.025 Corporate Emergency

Committee: Planning, Transportation & Protective Services

DEFINITION:

Planning and coordination for disasters or emergencies.

SERVICE DESCRIPTION:

Coordinate and administer the Corporate Emergency Plan in accordance with the *Emergency Program Act* as a local authority and regional service provider and ensure integration with the three Electoral Area Emergency Plans to provide business continuity and CRD divisional coordination in the case of an emergency.

PARTICIPATION:

All municipalities and electoral areas and the Songhees and Tsawout Bands.

MAXIMUM LEVY:

N/A

COMMITTEE:

Planning, Transportation & Protective Services

FUNDING:

Requisition

Change in Budget 2023 to 2024
Service: 1.025

Total Expenditure

Comments

2023 Budget

406,282

Change in Salaries:

Base salary and benefit change

1,687

Inclusive of estimated collective agreement changes

Total Change in Salaries

1,687

Other Changes:

Safe Restart Grant carried forward into 2023

(71,842)

One-time Safe Restart Grant carried into 2023 for EM software and allowance 2020 EOC declined claim

Standard Overhead Allocation

(2,829)

Decrease in 2023 operating costs due to one-time surplus carryover in 2022

Building Occupancy Allocation

1,984

Increase primarily related to HQ building reserve contribution

Software License

2,980

Increase primarily related to new software Public Emergency Alert Service

Other Costs

4,688

Expenses such as travel, insurance, payment to 3rd parties, etc.

Total Other Changes

(65,019)

2024 Budget

342,950

Summary of % Expense Change

2024 Base salary and benefit change

0.4%

2022 surplus carryover to 2023

-17.7%

Balance of change

1.7%

% expense change from 2023:

-15.6%

% Requisition change from 2023 (if applicable):

3.0%

Requisition funding is 68.8% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is a an estimated one-time favourable minor variance of \$870 (0.4%) mainly due to lower general repairs and maintenance expenses. This variance will be transferred into the Equipment Replacement Fund, which has an expected year end balance of \$59,309 before this transfer.

1.025 - Corporate Emergency

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries and Wages	105,326	105,326	107,013	-	-	107,013	205,852	210,790	215,840	221,010
Allocations	178,363	178,363	180,567	-	-	180,567	184,910	189,396	194,005	198,625
Supplies	2,800	2,500	2,900	-	-	2,900	12,960	3,020	3,080	3,140
Licences and Fees	22,544	22,544	8,230	-	-	8,230	8,390	8,560	8,730	8,900
Other Operating Expenses	97,249	96,679	44,240	-	-	44,240	75,140	76,050	76,990	77,950
TOTAL OPERATING COSTS	406,282	405,412	342,950	-	-	342,950	487,252	487,816	498,645	509,625
*Percentage Increase over prior year			-15.6%			-15.6%	42.1%	0.1%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	870	-	-	-	-	-	-	-	-
TOTAL COSTS	406,282	406,282	342,950	-	-	342,950	487,252	487,816	498,645	509,625
Internal Recoveries	(105,326)	(105,326)	(107,013)	-	-	(107,013)	(109,580)	(112,210)	(114,900)	(117,650)
OPERATING COSTS LESS INTERNAL RECOVERIES	300,956	300,956	235,937	-	-	235,937	377,672	375,606	383,745	391,975
Balance c/fwd from 2022 to 2023	(71,842)	(71,842)	-	-	-	-	-	-	-	-
NET COSTS	229,114	229,114	235,937	-	-	235,937	377,672	375,606	383,745	391,975
*Percentage increase over prior year (Core Budget)			3.0%			3.0%	60.1%	-0.5%	2.2%	2.1%
AUTHORIZED POSITIONS										
Salaried FTE	1	1	1			1	2	2	2	2

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.025 Corporate Emergency	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
--------------------	--------------------------------------	--	-------------	-------------	-------------	-------------	-------------	--------------

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$8,000	\$6,000	\$7,000	\$0	\$5,000	\$26,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$8,000	\$6,000	\$7,000	\$0	\$5,000	\$26,000
------------	----------------	----------------	----------------	------------	----------------	-----------------

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$8,000	\$6,000	\$7,000	\$0	\$5,000	\$26,000	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$0	\$8,000	\$6,000	\$7,000	\$0	\$5,000	\$26,000
------------	----------------	----------------	----------------	------------	----------------	-----------------

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

1.025

Service Name:

Corporate Emergency

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
17-01	Replacement	EOC Laptop	EOC Equipment	\$ 22,000	E	ERF	\$ -	\$ 6,000	\$ 6,000	\$ 5,000	\$ -	\$ 5,000	\$ 22,000
24-01	Replacement	Surface Pro	EOC Equipment	\$ 2,000	E	ERF	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 4,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 24,000				\$ 8,000	\$ 6,000	\$ 7,000	\$ -	\$ 5,000	\$ 26,000

Reserve Schedule

Reserve Fund: 1.025 Corporate Emergency - Equipment Replacement Fund

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"
- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.
- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.
- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.
- ERF Group: CRPEMERGE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101978	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		65,309	59,309	51,309	45,309	38,309	38,309
Transfer from Op Budget		-	-	-	-	-	-
Expenditures		(6,000)	(8,000)	(6,000)	(7,000)	-	(5,000)
Interest Income		-					
Ending Balance \$		59,309	51,309	45,309	38,309	38,309	33,309

Assumptions/Background:

Maintain balance sufficient to meet lifecycle replacement needs and emergency needs.