

# **CAPITAL REGIONAL DISTRICT**

## **2026 BUDGET**

### **Corporate Emergency**

#### **COMMITTEE REVIEW**

**Service:** 1.025 Corporate Emergency

**Committee:** Planning and 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.

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning and Protective Services

**FUNDING:**

Requisition

**Change in Budget 2025 to 2026**  
**Service: 1.025 Corporate Emergency**

**Total Expenditure**

**Comments**

**2025 Budget**

**572,266**

**Change in Salaries:**

Step change/paygrade change	26,775
Total Change in Salaries	26,775

**Other Changes:**

Standard Overhead Allocation	33,031	Increase in 2025 operating costs
Building Occupancy Allocation	14,688	
Contract for services (2025)	(50,555)	2025 One time contract for services for EDMA review (\$40,000 carried over to 2026)
Contract for services (2026)	40,000	2026 One time contract for services for EDMA review (\$40,000 carried over from 2025)
Supplies	(10,000)	2025 One time office costs associated with new ongoing FTEs
Software	14,795	Alertable emergency notification system
Other Costs	3,685	
Total Other Changes	45,644	

**2026 Budget**

**644,685**

**Summary of % Expense Change**

Step/paygrade change	4.7%
Reduction in one-time contract for services	-1.8%
2025 one-time supplies	-1.7%
OH & Building Occupancy allocations	8.3%
Software costs	2.6%
Balance of change	0.6%
% expense increase from 2025:	<b>12.7%</b>

% Requisition change from 2025 (if applicable):

**21.8%**

Requisition funding is 77.5% of service revenue

**Overall 2025 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a an estimated one-time favourable variance of \$30,185 (5.3%) largely due to the deferral of EDMA contract for services expenses (\$40,000), partially offset by increase in software costs for the new Alertable notification system (\$14,800). This variance will be carried forward to 2026 to partially offset increased service costs.*

**1.025 - Corporate Emergency**

**OPERATING COSTS**

	2025 BOARD BUDGET	2025 ESTIMATED ACTUAL
Salaries and Wages	217,113	218,209
Contracts and Consulting Services	80,555	40,000
Allocations	199,338	199,338
Supplies	12,520	15,871
Licences and Fees	8,480	22,000
Other Operating Expenses	54,260	94,663

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

Internal Recoveries	(103,805)	(103,805)
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**OPERATING COSTS LESS INTERNAL RECOVERIES**

Estimated Balance c/fwd from 2025 to 2026	-	30,185
Balance c/fwd from 2024 to 2025	(64,159)	(64,159)
Grant Revenue	-	(48,000)

**NET COSTS**

\*Percentage increase over prior year

**AUTHORIZED POSITIONS**

Salaried FTE	2	2
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**BUDGET REQUEST**

2026 CORE BUDGET	2026 ONGOING	2026 ONE-TIME	2026 TOTAL
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243,888	-	-	243,888
30,000	-	40,000	70,000
245,988	-	3,604	249,592
2,570	-	-	2,570
23,275	-	-	23,275
55,360	-	-	55,360

**TOTAL OPERATING COSTS**

5.0% 7.6% 12.7%

(121,944)	-	-	(121,944)
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**OPERATING COSTS LESS INTERNAL RECOVERIES**

-	-	(30,185)	(30,185)
-	-	-	-
-	-	-	-

**NET COSTS**

18.5% 3.3% 21.8%

2			2
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**FUTURE PROJECTIONS**

2027	2028	2029	2030
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250,940	258,200	264,360	270,680
30,000	30,000	30,000	30,000
252,024	258,260	263,204	268,260
2,620	2,670	2,720	2,770
54,240	24,720	25,210	25,710
56,502	57,665	58,839	60,046

**TOTAL OPERATING COSTS**

0.3% -2.3% 2.0% 2.0%

(125,470)	(129,100)	(132,180)	(135,340)
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**OPERATING COSTS LESS INTERNAL RECOVERIES**

-	-	-	-
-	-	-	-
-	-	-	-

**NET COSTS**

5.7% -3.5% 1.9% 1.9%

2	2	2	2
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**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030**

<b>Service No.</b>	<b>1.025 Corporate Emergency</b>	<b>Carry Forward from 2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$7,000	\$0	\$5,000	\$0	\$0	\$0	\$12,000
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

<b>\$0</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>
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**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	\$7,000	\$0	\$5,000	\$0	\$0	\$0	\$12,000
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

<b>\$0</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>
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## Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p><b>L</b> - Land  <b>S</b> - Engineering Structure  <b>B</b> - Buildings  <b>V</b> - Vehicles  <b>E</b> - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p><b>Study</b> - Expenditure for feasibility and business case report.  <b>New</b> - Expenditure for new asset only  <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  <b>Replacement</b> - Expenditure replaces an existing asset</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p><b>Debt</b> - Debenture Debt (new debt only)  <b>ERF</b> - Equipment Replacement Fund  <b>Grant</b> - Grants (Federal, Provincial)  <b>Cap</b> - Capital Funds on Hand  <b>Other</b> - Donations / Third Party Funding  <b>Res</b> - Reserve Fund  <b>WU</b> - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

## 2026 - 2030

Service Name:	Corporate Emergency
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[illegible]

Service:1.025Corporate Emergency

Project Number	17-01	Capital Project Title	EOC Laptop	Capital Project Description	EOC Equipment
Project Rationale					

Project Number	24-01	Capital Project Title	Surface Pro	Capital Project Description	EOC Equipment
Project Rationale					



## 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				
		2025	2026	2027	2028	2029	2030
Beginning Balance		52,373	38,373	31,373	31,373	26,373	26,373
Transfer from Op Budget		-	-	-	-	-	-
Expenditures		(14,000)	(7,000)	-	(5,000)	-	-
Interest Income		-					
Ending Balance \$		38,373	31,373	31,373	26,373	26,373	26,373

### Assumptions/Background:

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