

205 – Emergency Planning

The role of the Emergency Planning function is to operate regional emergency management organization for the CVRD, City of Duncan, Town of Ladysmith, Town of Lake Cowichan, District of North Cowichan and supporting First Nations. Expenditure categories include: operations, staffing, FireSmart and emergency programs (Regional Emergency Operations Centre, Emergency Support Services, Neighbourhood and Emergency Preparedness Programs, etc.). The function is funded primarily through tax requisition, sale of services and provincial grants.

205 - EMERGENCY PLANNING TOTAL REQUISITION 1,247,220

STATUTORY LIMITATION: NONE

BASIS OF APPORTIONMENT: ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

PARTICIPATING AREAS:	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE	PRIOR YEAR ADJ	TOTAL
CITY OF DUNCAN	172,559,431	56,332	55	56,387
DISTRICT OF NORTH COWICHAN	1,279,183,120	417,589	125	417,714
TOWN OF LADYSMITH	329,750,086	107,647	101	107,748
TOWN OF LAKE COWICHAN	115,730,899	37,780	25	37,806
			-	
ELECTORAL AREA A	242,467,902	79,154	(71)	79,082
ELECTORAL AREA B	453,844,098	148,157	42	148,200
ELECTORAL AREA C	238,632,673	77,902	63	77,964
ELECTORAL AREA D	155,767,581	50,850	40	50,890
ELECTORAL AREA E	193,803,695	63,267	(80)	63,188
ELECTORAL AREA F	144,826,196	47,278	15	47,293
ELECTORAL AREA G	156,203,444	50,993	45	51,037
ELECTORAL AREA H	154,797,016	50,533	(96)	50,438
ELECTORAL AREA I	182,994,663	59,739	(265)	59,473
TOTAL	3,820,560,804	1,247,220	(0)	1,247,220

RESIDENTIAL TAX RATE: 0.0326 COST PER \$100,000 HOUSEHOLD
(PER \$1000 OF NET TAXABLE VALUE) 3.26

COWICHAN VALLEY REGIONAL DISTRICT

2024-2028 FINANCIAL EXPENDITURE PROGRAM

Service: Emergency Planning

Function: 205

TOTAL EXPENDITURE	2023	2024	2025	2026	2027	2028
Operational Costs	\$2,957,365	\$2,344,932	\$1,284,409	\$1,329,363	\$1,375,891	\$1,424,047
Long Term Debt						
Short Term Debt	27,229	23,438				
Capital	317,043	93,110				
Transfer to Capital Reserve	5,000	5,000				
TOTAL APPLICATION OF FUNDS	\$3,306,637	\$2,466,480	\$1,284,409	\$1,329,363	\$1,375,891	\$1,424,047
SOURCES OF FUNDS						
Requisition/Parcel Tax	1,194,594	1,247,220	1,250,254	1,294,013	1,339,303	1,386,179
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve	136,443					
Other	1,844,250	1,159,110	34,155	35,350	36,588	37,868
Debt Proceeds						
Surplus/(Deficit)	131,350	60,150				
TOTAL SOURCE OF FUNDS	\$3,306,637	\$2,466,480	\$1,284,409	\$1,329,363	\$1,375,891	\$1,424,047

2023 Debt Short Term with Principal & Interest

<u>Borrowed</u>	<u>Amount</u>	<u>Maturity</u>	<u>P & I</u>
SPU	\$23,438	2024	\$23,438
Total			<u><u>\$23,438</u></u>

Cowichan Valley Regional District
Budget Report by Cost Center



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Function Type : Selective

		GENERAL REVENUE FUND 205 - EMERGENCY PLANNING			
		2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDG	2024 APPROVED BUD
OPERATING REV					
2000 GRANTS					
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-116	-116	0	0
01-1-2000-2101	PROVINCIAL GRANTS IN LIEU	-1,372	-1,558	0	0
01-1-2000-2121	PROVINCIAL CONDITIONAL	-48,543	-841,668	-1,571,250	-1,033,000
Total GRANTS		-50,031	-843,343	-1,571,250	-1,033,000
4200 SALE OF SERVICES - PROTECTIVE					
01-1-4200-0000	SALE OF SERVICES - PROTEC	-38,903	-36,232	-33,000	-33,000
Total SALE OF SERVICES - PRO		-38,903	-36,232	-33,000	-33,000
4433 RECOVERY OF COSTS					
01-1-4433-0000	GENERAL	-18,288	1,317	0	0
01-1-4433-2117	EMBC	0	4,752	0	0
Total RECOVERY OF COSTS		-18,288	6,069	0	0
7571 REQUISITION					
01-1-7571-0000	REQUISITION	-867,890	-1,209,858	-1,194,594	-1,247,220
Total REQUISITION		-867,890	-1,209,858	-1,194,594	-1,247,220
9110 SURPLUS/DEFICIT - CURRENT YEAR					
01-1-9110-0000	SURPLUS/DEFICIT	-60,500	-94,000	-131,350	-60,150
Total SURPLUS/DEFICIT - CURR		-60,500	-94,000	-131,350	-60,150
9120 TRANSFER FROM OPERATING RESERVE					
01-1-9120-0000	TSF FROM OPERATING RESEF	0	0	-59,400	0
Total TRANSFER FROM OPERAT		0	0	-59,400	0
Total OPERATING REV		-1,035,612	-2,177,364	-2,989,594	-2,373,370
OPERATING EXP					
1220 FINANCE EXPENDITURES					
01-2-1220-1204	WAGES - HOURLY	0	-162	0	0
01-2-1220-1400	BENEFITS	0	-1	0	0
Total FINANCE EXPENDITURES		0	-163	0	0
1221 FIRE SERVICES					
01-2-1221-1101	SALARIES/FULL TIME REGULA	0	0	123,896	155,839
01-2-1221-1400	BENEFITS	0	0	38,407	48,310
01-2-1221-2110	CONFERENCES & SEMINARS	0	0	1,600	1,600
01-2-1221-2111	TRAVEL	0	0	2,000	2,000
01-2-1221-2121	POSTAGE	0	0	120	120
01-2-1221-2131	TELEPHONE	0	0	900	900



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GENERAL REVENUE FUND					
205 - EMERGENCY PLANNING					
		2021	2022	2023	2024
		ACTUAL	ACTUAL	AMENDED BUDG	APPROVED BUD
01-2-1221-2320	LEGAL SERVICES	0	0	500	500
01-2-1221-2340	TRAINING & DEVELOPMENT	0	0	2,000	2,000
01-2-1221-2395	MEMBERSHIPS	0	0	2,400	2,400
01-2-1221-2475	MISCELLANEOUS EQUIPMENT	0	0	1,000	1,000
01-2-1221-2532	COMPUTER SOFTWARE UPGR	0	0	1,500	1,500
01-2-1221-4100	ALLOC - GENERAL GOVERNME	0	0	15,534	18,247
01-2-1221-4525	ALLOC - GM STRATEGIC SERV	0	0	25,855	26,870
01-2-1221-4560	ALLOC - LIABILITY INSURANCE	0	0	9,275	9,739
01-2-1221-5110	SUNDRY EXPENSES	0	0	500	500
01-2-1221-5121	MEETING EXPENSES	0	0	750	750
01-2-1221-5915	SUPPLIES & RENTAL - PHOTO	0	0	150	150
01-2-1221-5920	SUPPLIES - OFFICE	0	0	500	500
Total FIRE SERVICES		0	0	226,887	272,925
1222 EMERGENCY PLANNING					
01-2-1222-1101	SALARIES/FULL TIME REGULA	458,572	579,307	627,598	497,121
01-2-1222-1204	WAGES - HOURLY	19,960	55,499	70,000	99,330
01-2-1222-1400	BENEFITS	120,136	114,631	105,275	92,107
01-2-1222-2110	CONFERENCES & SEMINARS	0	4,784	8,400	8,400
01-2-1222-2111	TRAVEL	1,777	7,895	19,400	19,400
01-2-1222-2121	POSTAGE	309	122	580	580
01-2-1222-2131	TELEPHONE	7,392	11,571	8,400	13,800
01-2-1222-2142	FIRE SERVICES	10,030	8,179	617,400	319,600
01-2-1222-2210	ADVERTISING	2,570	6,098	6,000	11,000
01-2-1222-2230	SUBSCRIPTIONS	989	3,919	2,100	2,100
01-2-1222-2320	LEGAL SERVICES	2,662	3,967	3,500	3,500
01-2-1222-2330	CONSULTANTS	2,346	132,066	87,200	35,000
01-2-1222-2338	CONTRACT FOR SERVICE	2,460	171,958	196,000	202,000
01-2-1222-2340	TRAINING & DEVELOPMENT	3,234	2,041	10,000	10,000
01-2-1222-2370	INSURANCE - PROPERTY	1,095	1,552	1,630	1,712
01-2-1222-2395	MEMBERSHIPS	1,827	565	800	800
01-2-1222-2475	MISCELLANEOUS EQUIPMENT	7,433	116,129	5,000	6,000
01-2-1222-2480	MINOR CAPITAL	511	44,987	28,083	15,000
01-2-1222-2532	COMPUTER SOFTWARE UPGR	24,372	6,290	7,500	12,000
01-2-1222-2617	RENTALS	3,012	270	1,200	6,000
01-2-1222-4100	ALLOC - GENERAL GOVERNME	74,096	65,537	93,204	90,096
01-2-1222-4520	ALLOC - GM REC & CULTURE	34,898	0	0	0
01-2-1222-4525	ALLOC - GM STRATEGIC SERV	0	72,692	38,783	40,305
01-2-1222-4560	ALLOC - LIABILITY INSURANCE	14,022	14,723	6,184	4,870
01-2-1222-4585	ALLOC - BUILDING COSTS	57,938	58,601	0	0
01-2-1222-5110	SUNDRY EXPENSES	272	620	1,000	1,000
01-2-1222-5121	MEETING EXPENSES	27	1,512	500	500



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		GENERAL REVENUE FUND 205 - EMERGENCY PLANNING			
		2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDG	2024 APPROVED BUD
01-2-1222-5915	SUPPLIES & RENTAL - PHOTO	1,400	1,363	850	850
01-2-1222-5920	SUPPLIES - OFFICE	2,576	1,691	1,500	1,500
01-2-1222-7550	LICENCES & FEES	6,798	4,510	6,000	6,000
01-2-1222-9910	CONTINGENCY	0	0	2,804	3,568
Total EMERGENCY PLANNING		862,713	1,493,081	1,956,891	1,504,139
1223 SPRINKLER PROTECTION UNIT					
01-2-1223-2373	INSURANCE/AUTOMOTIVE EQ	251	309	470	470
01-2-1223-2412	REPAIRS & MAINT.- OTHER	5,352	1,417	2,500	2,500
01-2-1223-2610	RENTALS - BUILDING	3,324	3,309	6,610	6,960
01-2-1223-5310	FUEL & LUBRICANTS	0	0	500	500
01-2-1223-5923	SUPPLIES	42	1,580	2,000	2,000
Total SPRINKLER PROTECTION		8,968	6,615	12,080	12,430
1225 FORD F350 (NC9113)					
01-2-1225-2373	INSURANCE/AUTOMOTIVE EQ	448	375	650	725
01-2-1225-2466	R & M - FIRE VEHICLES	2,719	3,249	2,000	2,000
01-2-1225-5310	FUEL & LUBRICANTS	1,925	2,148	3,000	3,000
Total FORD F350 (NC9113)		5,092	5,772	5,650	5,725
1226 NEW PS TRUCK					
01-2-1226-2373	INSURANCE/AUTOMOTIVE EQ	985	0	0	0
01-2-1226-2466	R & M - FIRE VEHICLES	937	0	0	0
01-2-1226-5310	FUEL & LUBRICANTS	3,139	0	0	0
Total NEW PS TRUCK		5,062	0	0	0
1227 EMERGENCY MANAGEMENT OPERATIONS					
01-2-1227-1101	SALARIES/FULL TIME REGULA	0	0	231,307	239,403
01-2-1227-1400	BENEFITS	0	0	71,705	74,215
01-2-1227-2330	CONSULTANTS	0	71,127	0	0
01-2-1227-4596	EMERGENCY SUPPORT SERV	0	0	7,050	14,100
01-2-1227-5121	MEETING EXPENSES	0	0	500	500
01-2-1227-5920	SUPPLIES - OFFICE	0	2,470	10,500	4,300
Total EMERGENCY MANAGEME		0	73,597	321,062	332,518
1228 EM VEHICLE #1					
01-2-1228-2373	INSURANCE/AUTOMOTIVE EQ	0	528	1,300	1,500
01-2-1228-2466	R & M - FIRE VEHICLES	0	863	1,500	1,500
01-2-1228-5310	FUELS & LUBRICANTS	0	118	3,000	3,000
Total EM VEHICLE #1		0	1,508	5,800	6,000
1235 EM VEHICLE #2					
01-2-1235-2373	INSURANCE/AUTOMOTIVE EQ	0	0	650	1,400

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Function Type : Selective

		GENERAL REVENUE FUND 205 - EMERGENCY PLANNING			
		2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDG	2024 APPROVED BUD
01-2-1235-2466	R & M - FIRE VEHICLES	0	0	750	1,500
01-2-1235-5310	FUELS & LUBRICANTS	0	0	1,500	3,000
Total EM VEHICLE #2		0	0	2,900	5,900
1239 2023 COMMAND TRAILER					
01-2-1239-2373	INSURANCE/AUTOMOTIVE EQUIPMENT	0	0	0	300
01-2-1239-2466	R & M - FIRE VEHICLES	0	0	0	1,700
01-2-1239-5310	FUEL & LUBRICANTS	0	0	0	500
Total 2023 COMMAND TRAILER		0	0	0	2,500
4053 GENERATOR/TRAILER (45677K)					
01-2-4053-2373	INSURANCE/AUTOMOTIVE EQUIPMENT	0	0	0	100
01-2-4053-2466	R & M - FIRE VEHICLES	0	0	0	750
Total GENERATOR/TRAILER (45677K)		0	0	0	850
4054 GENERATOR/TRAILER (45679K)					
01-2-4054-2373	INSURANCE/AUTOMOTIVE EQUIPMENT	0	0	0	100
01-2-4054-2466	R & M - FIRE VEHICLES	0	0	0	750
Total GENERATOR/TRAILER (45679K)		0	0	0	850
4055 MOBILE ESS TRAILER 2 (1602)					
01-2-4055-2373	INSURANCE/AUTOMOTIVE EQUIPMENT	0	0	1,000	300
01-2-4055-2466	R & M - FIRE VEHICLES	0	90	1,000	1,700
Total MOBILE ESS TRAILER 2 (1602)		0	90	2,000	2,000
4057 MOBILE ESS TRAILER (09519C)					
01-2-4057-2373	INSURANCE/AUTOMOBILE EQUIPMENT	0	0	1,000	300
01-2-4057-2466	R & M - FIRE VEHICLES	0	1,620	1,000	1,700
Total MOBILE ESS TRAILER (09519C)		0	1,620	2,000	2,000
4059 05 ESCAPE 389 CLB					
01-2-4059-2373	INSURANCE/AUTOMOTIVE EQUIPMENT	591	-46	0	0
01-2-4059-2466	R & M - FIRE VEHICLES	457	125	0	0
01-2-4059-5310	FUEL & LUBRICANTS	305	0	0	0
Total 05 ESCAPE 389 CLB		1,353	79	0	0
4060 EMERGENCY MANAGEMENT COMMITTEE					
01-2-4060-0000	EMERGENCY MANAGEMENT COMMITTEE	0	0	500	2,500
Total EMERGENCY MANAGEMENT COMMITTEE		0	0	500	2,500
4065 PUBLIC INFORMATION					
01-2-4065-0000	PUBLIC INFORMATION	3,147	242	4,500	12,800
Total PUBLIC INFORMATION		3,147	242	4,500	12,800



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		GENERAL REVENUE FUND 205 - EMERGENCY PLANNING			
		2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDG	2024 APPROVED BUD
4070 EMERGENCY SUPPORT SERVICES					
01-2-4070-0000	EMERGENCY SUPPORT SERV	50,905	81,650	170,000	63,750
	Total EMERGENCY SUPPORT SI	50,905	81,650	170,000	63,750
4076 COWICHAN SAR					
01-2-4076-2125	CELLULAR PHONES - RENTAL	2,022	1,511	2,400	2,400
01-2-4076-2256	OPERATING COSTS	0	779	0	0
01-2-4076-2340	TRAINING & DEVELOPMENT	0	0	3,000	3,000
01-2-4076-2384	MISC. EQUIPMENT	0	1,114	500	500
01-2-4076-2610	ALLOC - OPS EXP - SAR	15,000	15,000	15,000	37,445
	Total COWICHAN SAR	17,022	18,404	20,900	43,345
4077 LADYSMITH SAR					
01-2-4077-2125	CELLULAR PHONES - RENTAL	1,987	2,823	2,400	2,400
01-2-4077-2340	TRAINING & DEVELOPMENT	1,220	2,687	3,000	3,000
01-2-4077-2373	INSURANCE/AUTOMOTIVE EQI	45	46	1,000	1,000
01-2-4077-2384	MISC. EQUIPMENT	0	441	500	500
01-2-4077-2470	PURCHASED REPAIRS - VEHIC	0	0	1,000	1,000
01-2-4077-5310	FUEL & LUBRICANTS	0	0	500	500
	Total LADYSMITH SAR	3,252	5,997	8,400	8,400
4080 PUBLIC EDUCATION					
01-2-4080-0000	LOCAL EMERG RESP-NEIGHBO	0	40	1,000	241,000
01-2-4080-2006	PUBLIC EDUCATION	5,980	17,207	290,750	12,500
	Total PUBLIC EDUCATION	5,980	17,246	291,750	253,500
4085 COMMUNICATIONS					
01-2-4085-0000	COMMUNICATIONS	38,083	6,055	20,000	20,000
	Total COMMUNICATIONS	38,083	6,055	20,000	20,000
4090 EMERGENCY OPERATIONS CENTRE					
01-2-4090-0000	EMERGENCY OPERATIONS CE	3,636	50,886	158,500	130,000
	Total EMERGENCY OPERATION:	3,636	50,886	158,500	130,000
4105 PROJECT EXPENDITURES					
01-2-4105-1164	ECC MANAGEMENT TEAM	0	0	4,500	1,500
	Total PROJECT EXPENDITURES	0	0	4,500	1,500
8115 SHORT TERM DEBT					
01-2-8115-8215	INTEREST	807	870	350	465
01-2-8115-8216	PRINCIPAL	26,421	26,359	26,879	22,973
	Total SHORT TERM DEBT	27,229	27,229	27,229	23,438



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GENERAL REVENUE FUND 205 - EMERGENCY PLANNING				
	2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDG	2024 APPROVED BUD
8241 TRANSFER TO CAPITAL RESERVE				
01-2-8241-0000 TSF TO CAPITAL RESERVE	5,000	5,000	5,000	5,000
Total TRANSFER TO CAPITAL RE	5,000	5,000	5,000	5,000
9900 INTERNAL RECOVERIES				
01-2-9900-4209 ALLOC - 911	-35,362	-31,669	-57,485	-65,775
01-2-9900-4211 ALLOC - FIRE DEPT	-128,771	-175,721	-226,887	-272,925
Total INTERNAL RECOVERIES	-164,133	-207,390	-284,372	-338,700
Total OPERATING EXP	873,310	1,587,519	2,962,177	2,373,370
CAPITAL REV				
2000 GRANTS				
01-7-2000-2121 PROVINCIAL CONDITIONAL	0	-22,081	-240,000	-93,110
Total GRANTS	0	-22,081	-240,000	-93,110
9120 TRANSFER FROM OPERATING RESERVE				
01-7-9120-0000 TRANSFER FROM OPERATING	0	-42,957	-77,043	0
Total TRANSFER FROM OPERAT	0	-42,957	-77,043	0
Total CAPITAL REV	0	-65,037	-317,043	-93,110
CAPITAL EXP				
8221 TRANSFER/GENERAL CAPITAL				
01-8-8221-6126 VEHICLES & MACHINERY	0	65,037	344,460	93,110
Total TRANSFER/GENERAL CAP	0	65,037	344,460	93,110
Total CAPITAL EXP	0	65,037	344,460	93,110
Surplus/Deficit	-162,302	-589,844	0	0



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	2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDG	2024 APPROVED BUD
Summary Total Revenues	0	0	0	0
Summary Total Expenses	0	0	0	0
Summary Surplus/Deficit	-162,302	-589,844	0	0

2024 Year over Year Comparative Analysis

Function: Select Function From List

Requisition Change		2023 Requisition \$1,194,594	Proposed 2024 Requisition \$1,236,405	Requisition \$ Increase (Decrease) 41,811	Requisition % Increase (Decrease) 3.50%
A)	Core Budget				
		2023 \$ Budget	2024 \$ Budget	Requisition \$ Increase (Decrease)	Requisition % Increase (Decrease)
Explanation of increase/decrease:				0	0.00%
				0	0.00%
	Increase in wages, salaries, benefits	980,158	1,086,303	106,145	8.89%
	Increase in fleet mgmt (fuel, insurance, storage rental)	31,630	44,255	12,625	1.06%
	Increase in allocations	188,835	190,127	1,292	0.11%
	Increase in contracts / service agreements	66,000	90,000	24,000	2.01%
	Increase in support costs (supplies, legal support, software)	36,030	57,012	20,982	1.76%
	Decrease in short term debt	27,229	23,438	(3,791)	(0.32%)
	Decrease in emergency communications (program reduction)	20,000	10,000	(10,000)	(0.84%)
	Increase in internal recoveries	-284,372	-338,700	(54,328)	(4.55%)
	Decrease in public education (program reduction)	12,500	2,500	(10,000)	(0.84%)
	Decrease in Search & Rescue (defund program)	29,300	0	(29,300)	(2.45%)
	Decrease in Emergency Support Services (program reduction)	18,800	4,250	(14,550)	(1.22%)
	Decrease in contingency	2,804	1,540	(1,264)	(0.11%)
				0	0.00%
				0	0.00%
				0	0.00%
	Subtotal	<u>1,128,914</u>	<u>1,170,725</u>	<u>41,811</u>	<u>3.50%</u>
B)	Prior Year One-time items				
				0	0.00%
				0	0.00%
				0	0.00%
				0	0.00%
				0	0.00%
				0	0.00%
	Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Max Draft 2024 Budget				41,811	3.50%
C)	Other items to maintain service level				
				0	0.00%
				0	0.00%
				0	0.00%
				0	0.00%
				0	0.00%

		Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Draft 2024 Budget					41,811	3.50%
D) Supplemental Items						
1)	Capital	-		0	0.00%	
	Debt	-		0	0.00%	
	Reserves	-		0	0.00%	
	Gas Tax	-		0	0.00%	
	Other	-		0	0.00%	
	Operating	-	7,700	7,700	0.64%	
2)	Operating	-		0	0.00%	
	Reserves	-	45,000	45,000	3.77%	
	Other	-		0	0.00%	
		Subtotal	<u>-</u>	<u>52,700</u>	<u>52,700</u>	<u>4.41%</u>
Max 2024 Requisition change if Supplemental & Other Items are Approved					94,511	7.91%
Notes:						
1) The Operating Reserve balance at December 31, 2022 is \$991876 with \$136433 committed in 2023 - uncommitted balance is \$855433.						
2) The Capital Reserve balance at December 31, 2022 is \$146131 with \$5000 committed in 2023 - uncommitted balance is \$141131.						