

**ENERGY SAFETY CANADA**

01-Jul-23 Date Prepared

Funding Period: From Jan 1, 2024 to Dec 31, 2024

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET			\$ Variance	% Variance
	2022 (12 months)	2023 YTD (6 months)	2022	2023	2024	2024 Budget vs 2023 Budget	2024 Budget vs 2023 Budget
<b>Revenue:</b>							
WorkSafeBC HSA Operations Funding	557,000	310,000	557,000	620,000	670,000	50,000	8%
Interest Revenue					0	0	-
Revenue (linked to variable costs)					13,000	13,000	-
Other Revenue - Classroom Rental	360	1,080	750	1,000	1,000	0	0%
					0	0	-
<b>Total Revenue</b>	<b>557,360</b>	<b>311,080</b>	<b>557,750</b>	<b>621,000</b>	<b>684,000</b>	<b>63,000</b>	<b>10%</b>
<b>Compensation Expense:</b>							
Salaries	268,254	131,865	231,085	275,520	295,000	19,480	7%
Benefits	57,649	33,452	41,610	60,480	81,000	20,520	34%
Consultants & Contractors	7,301	6,282	11,000	10,000	25,500	15,500	155%
<b>Other Expense:</b>							
Accounting & Legal Fees	0	0	0	0	0	0	-
Advertising & Sponsorships	7,575	3,288	8,500	16,000	25,000	9,000	56%
Board Expenses	108	0	3,000	3,000	1,200	-1,800	-60%
Building Maintenance & Repairs	17,381	7,479	19,420	23,000	19,550	-3,450	-15%
Telecommunications & Freight	7,870	2,878	10,500	8,000	8,240	240	3%
Conference Registration and Meeting Expenses	2,836	508	19,000	11,500	12,300	800	7%
Furniture & Equipment	20,157	178	3,000	3,000	2,000	-1,000	-33%
Office Supplies	4,810	2,838	8,000	4,000	5,500	1,500	38%
Property Taxes & General Insurance	0	0	3,000	1,000	500	-500	-50%
Publications & materials	0	0	4,000	4,000	1,000	-3,000	-75%
Rent - Office	114,481	66,264	130,000	134,000	138,000	4,000	3%
Technology	25,964	2,951	30,160	40,000	32,000	-8,000	-20%
Training - Staff	1,195	831	5,000	3,000	2,500	-500	-17%
Travel	11,221	17,992	28,975	23,000	33,210	10,210	44%
Miscellaneous	182	847	1,500	1,500	1,500	0	0%
<b>Total Expenses</b>	<b>546,984</b>	<b>277,653</b>	<b>557,750</b>	<b>621,000</b>	<b>684,000</b>	<b>63,000</b>	<b>10%</b>
<b>Revenue less Expenses</b>	<b>10,376</b>	<b>33,427</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>

Note: Any significant expense account (>\$50,000) included in 2024 budget and any significant variances (>20%) should be explained in Section 5 below.

<b>Section 2: RESERVE FUND - HSA OPERATIONS</b>			<b>2022</b>	<b>2023</b>	<b>2024</b>
Opening Balance			139,250	139,250	139,250
Drawdown (-)					
Add Surplus Retained in Reserve Fund					
Additional Funds Requested					
Ending Balance			<b>139,250</b>	<b>139,250</b>	<b>139,250</b>

Describe the reason(s) for any drawdown of HSA Reserve Fund in the current year  
n/a

<b>Section 3: COMPENSATION - HSA OPERATIONS</b>	<b>ACTUAL</b>		<b>HSA OPERATIONS BUDGET</b>		
	<b>2022</b>	<b>2023</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<i>List the top ten highest compensated positions, including consultants (who are contracted on an ongoing basis), in the following annual compensation categories:</i>					
1. Number of positions with compensation \$1–\$39,999					
2. Number of positions with compensation \$40,000–\$79,999	1 BC	1 BC	1 BC	1 BC	1 BC
3. Number of positions with compensation \$80,000–\$119,999	.05 AB	0.05 AB	1 BC .05 AB	.10 AB	0
4. Number of positions with compensation \$120,000–\$159,999	1 BC .55 AB	1 BC .45 AB	.55 AB	1 BC .40 AB	1 BC .35 AB
5. Number of positions with compensation \$160,000–\$199,999		.05 AB	.01 AB	.05 AB	0.20 AB
6. Number of positions with compensation \$200,000–\$249,999	.01 AB	.01 AB	.01 AB	.01 AB	.01 AB
7. Number of positions with compensation \$250,000–\$299,999					
8. Number of positions with compensation \$300,000–\$349,999					
9. Number of positions with compensation \$350,000 and over					

**Section 4: EXPENSE ALLOCATION - HSA OPERATIONS**

*a) Describe the method or formula used in the 2024 budget to allocate common expenses and/or overhead expenses shared between HSA operations and COR administration or shared between the organization's head office and HSA operations (e.g., based on staffing FTE or square footage of office)*

The COR department is administered out of the Calgary head office with Calgary-based staff, and does not occupy any physical space within the HSA facility in Fort St. John. All expenses identified above are related to HSA operations only.

*b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2024 budget in Section 1.*

N/A

*c) Has the expense allocation method used in the 2024 budget changed from previous year? If it has changed, explain why.*

N/A

<b>Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES</b>
<i>a) Provide an explanation for the funding increase over the 2023 funding amount, if applicable.</i>
Budget increase is required as the cost of goods and services increases, to ensure we can continue to provide adequate support to our stakeholders. We anticipate growth in industry, driven in part to construction of the LNG plant in Kitimat nearing completion. We have budgeted for more travel and advertising to continue increasing our presence throughout BC.
<i>b) Provide an explanation for any funding increase over the 2024 funding forecast amount included in rates setting, if applicable.</i>
N/A
<i>c) Any significant expense account (&gt;\$50,000) included in the 2024 budget , excluding salaries, should be explained here.</i>
The lease for the facility that houses this HSA is on a fixed contract at market rates. The facility includes enough space to run training courses, workshops and meetings, host visiting staff, instructors and consultants, and have student computers available for workers taking our online courses.
<i>d) Any significant expense account variance (&gt;20%), including salaries, between 2023 budget and 2024 funding request should be explained here.</i>
Benefits: It is anticipated benefits costs will continue to grow exponentially due to increased utilization. Consultants: two initiatives rely heavily on outside consultants/contractors in 2024. Advertising: Increased to allow for regular marketing as well as a focused campaign around mental health. Board expenses - reduced per historical average. Furniture and equipment: no major upgrades anticipated. Office supplies: to allow for increased costs and activity. Property taxes/Insurance: this line item is for adjustments only, and has not been accessed for several years. Publications: Reduced due to historical average. Travel: To allow for increased outreach throughout BC.
<b>Section 6: APPROVAL</b>

Approved by Organization Board Chair:

Steve Reynish

(signature)

Steve Reynish

(name)

Date Approved:

9/30/2023 | 2:11:53 PM MDT

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Funding Period: From Jan 1, 2024 to Dec 31, 2024

HSA BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories					Total
		Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
<b>Revenue:</b>							
WorkSafeBC HSA Operations Funding	670,000						670,000
Interest Revenue	-						-
Revenue (linked to variable costs)		-	-	-	-	13,000	13,000
Other Revenue - Classroom Rental	1,000						1,000
Other Revenue (list individually)	-						-
Other Revenue (list individually)	-						-
Other Revenue (list individually)	-						-
Other Revenue (list individually)	-						-
Other Revenue (list individually)	-						-
Other Revenue (list individually)	-						-
Other Revenue (list individually)	-						-
<b>Total Revenue</b>	<b>671,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,000</b>	<b>684,000</b>
<b>Compensation Expense:</b>							
Salaries	295,000						295,000
Benefits	81,000						81,000
Consultants & Contractors	-	9,000	-	1,500	-	15,000	25,500
<b>Subtotal</b>	<b>376,000</b>	<b>9,000</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>15,000</b>	<b>401,500</b>
<b>Other Expense:</b>							
Accounting & Legal Fees	-						-
Advertising & Sponsorships	12,000	-	-	10,000	-	3,000	25,000
Board Expenses	1,200						1,200
Building Maintenance & Repairs	19,550						19,550
Telecommunications & Freight	8,240						8,240
Conference Registration and Meeting Expenses	5,500	1,200	-	-	-	5,600	12,300
Furniture & Equipment	2,000						2,000
Office Supplies	5,500						5,500
Property Taxes & General Insurance	500						500
Publications & materials	500	-	-	-	-	500	1,000
Rent - Office	138,000						138,000
Technology	32,000	-	-	-	-	-	32,000
Training - Staff	2,500						2,500
Travel	10,000	6,000	-	7,500	-	9,710	33,210
Miscellaneous	1,500						1,500
<b>Subtotal</b>	<b>238,990</b>	<b>7,200</b>	<b>-</b>	<b>17,500</b>	<b>-</b>	<b>18,810</b>	<b>282,500</b>
<b>Total Expenses</b>	<b>614,990</b>	<b>16,200</b>	<b>-</b>	<b>19,000</b>	<b>-</b>	<b>33,810</b>	<b>684,000</b>
<b>Revenue less Expenses</b>	<b>56,010</b>	<b>(16,200)</b>	<b>-</b>	<b>(19,000)</b>	<b>-</b>	<b>(20,810)</b>	<b>-</b>

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*Fixed costs include salaries, rent, and expenses such as accounting and legal fees which are approximately the same year over year and are not optional. Fixed costs are often referred to as overhead costs and do not generally fluctuate directly with activities. You may find it helpful to provide monthly breakdown to determine annual totals, it is optional. You must enter the annual totals in column titled "Total."*

**Fixed Costs Budget Worksheet**

**Funding Period: From Jan 1, 2024 to Dec 31, 2024**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Revenue:</b>													
WorkSafeBC HSA Operations Funding *													670,000
Interest Revenue													-
Other Revenue - Classroom Rental													1,000
<b>Total Revenue</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>671,000</b>
<b>Compensation Expense</b>													
Salaries													295,000
Benefits													81,000
Consultants & Contractors													-
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>376,000</b>
<b>Other Expense:</b>													
Accounting & Legal Fees													-
Advertising and Sponsorship													12,000
Board Expenses													1,200
Building Maintenance & Repairs													19,550
Telecommunications & Freight													8,240
Conference Registration & Meeting Expenses													5,500
Furniture & Equipment													2,000
Office Supplies													5,500
Property Taxes & General Insurance													500
Publications & materials													500
Rent - Office													138,000
Technology													32,000
Training - Staff													2,500
Travel													10,000
Miscellaneous													1,500
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>238,990</b>
<b>Total Expenses</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>614,990</b>

\* Note: This is the total funding amount requested from WorkSafeBC to cover both fixed and variable costs.

684,000

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*Use this worksheet to describe activities that would vary from year to year and that would not be covered by the fixed costs of your association. For example, a training program run by a salaried staff member at the HSA's usual operating location would not be included here. But activities that require additional rental spaces, materials to be created, or consultants to be hired should be included. Include the reference number of the corresponding work plan item in the first column (column A). If more rows are required, please click on the "2" symbol on the top left corner of the screen to unhide additional rows.*

**Activities / Initiatives Budget (Variable Costs) Worksheet**

**Funding Period: From Jan 1, 2024 to Dec 31, 2024**

Workplan Item Ref #	Activity	Activity Category	Description / Objective	Revenue	Expense Category						Net
					Consultants / Contractors	Conference Registration and Meeting Expenses	Publications / Materials	Advertising & Sponsorships	Technology	Travel	
2.1	Conference	Conference / Convention / Meeting	One-day in-person conference	13,000	13,000	5,000	500	3,000		7,710	(16,210)
3.1	Employer Support Program	Marketing / Outreach	1:1 meetings with employers in the energy industry, to share information, resources and support.			-	-	-	-	5,000	(5,000)
1.2	Safety Practitioner Meetings	Conference / Convention / Meeting	2 workshops on topical health and safety issues, facilitated by subject matter experts		2,000	600		-		2,000	(4,600)
2.2	Risk Management Education	Training	Series of 4 back to basics workshops that will focus on improving hazard recognition and control		9,000	1,200				6,000	(16,200)
1.1	Mental Health Awareness	Marketing / Outreach	Marketing campaign targeted to workers in the energy industry. Outreach at work camps.		1,500			10,000		2,500	(14,000)
<b>Total</b>				<b>13,000</b>	<b>25,500</b>	<b>6,800</b>	<b>500</b>	<b>13,000</b>	<b>-</b>	<b>23,210</b>	<b>(56,010)</b>

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HSA BUDGET - STAFFING COUNT	2022						2023						2024					
	ACTUAL FTE						BUDGET FTE						BUDGET FTE					
FTE = Full Time Equivalent	HSA	COR	IRI	Other	Corporate	Total FTE	HSA	COR	IRI	Other	Corporate	Total FTE	HSA	COR	IRI	Other	Corporate	Total FTE
<b>STAFF POSITIONS</b>																		
<b>Position</b>																		
Fort St. John Regional Manager	1					1.00	1					1.00	1.00					1.00
Fort St. John Administrator	1					1.00	1					1.00	1.00					1.00
Calgary - Executive	0.01					0.01	0.01					0.01	0.01					0.01
Calgary - Manager	0.05					0.05	0.05					0.05	0.05					0.05
Calgary - Manager	0.05					0.05	0.05					0.05	0.05					0.05
Calgary - Manager	0.05					0.05	0.05					0.05	0.05					0.05
Calgary - Manager	0.05					0.05	0.05					0.05	0.05					0.05
Calgary - Manager	0.05					0.05	0.05					0.05	0.05					0.05
Calgary - Manager	0.05					0.05	0					0.00	0.00					0.00
Calgary - Program Manager	0.3					0.30	0.3					0.30	0.30					0.30
<b>Total FTE - Staff</b>	<b>2.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.61</b>	<b>2.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.56</b>	<b>2.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.56</b>
<b>CONSULTANTS/CONTRACTORS ***</b>	<b>HSA</b>	<b>COR</b>	<b>IRI</b>	<b>Other</b>	<b>Corporate</b>	<b>Total FTE</b>	<b>HSA</b>	<b>COR</b>	<b>IRI</b>	<b>Other</b>	<b>Corporate</b>	<b>Total FTE</b>	<b>HSA</b>	<b>COR</b>	<b>IRI</b>	<b>Other</b>	<b>Corporate</b>	<b>Total FTE</b>
<b>Position</b>																		
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
<b>Total FTE - Consultants</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>