

**DATE:** November 19, 2020**FILE:** 1700-02/271**TO:** Chair and Directors  
Electoral Areas Services Committee**FROM:** Russell Dyson  
Chief Administrative OfficerSupported by Russell Dyson  
Chief Administrative Officer*R. Dyson***RE: 2020 - 2024 Financial Plan – Emergency Program Service, Function 271  
Budget Amendment****Purpose**

The purpose of this staff report is to present a financial plan amendment for an unscheduled capital expenditure relating to the purchase and installation of a 20 foot sea-can container to store regional flood mitigation sandbag inventory and an Emergency Management BC (EMBC) provincial emergency sandbag filler machine at the Oyster River Fire Hall.

**Recommendation from the Chief Administrative Officer:**

THAT the 2020-2024 financial plan and capital expenditure program for the Electoral Areas Emergency Program Service, function 271 be amended by increasing capital expenditures in 2020 by \$8,000 to accommodate the purchase and installation of a sea-can container to be located at the Oyster River Fire Hall;

AND FURTHER THAT the purchase and installation costs be funded by a transfer of \$4,000 (50%) from the future expenditures reserves for the service with the remaining 50% by way of a contribution from the Strathcona Regional District as per contribution agreement.

**Executive Summary**

Due to severe flooding in 2014 and the historical flood risks identified for both the Strathcona Regional District (SRD) Electoral Area D and Comox Valley Regional District (CVRD) Electoral Area C near the Oyster River, Emergency Management BC (EMBC) approached both Regional Districts' Emergency Programs and offered the opportunity to stage one of their provincial sandbag filler machines in this area. For convenience it was initially staged in the yard of a trucking and aggregate firm near the Oyster River.

In September of this year EMBC contacted both the SRD and CVRD Emergency Programs to inform them that to allow this resource to remain staged in the area it would need to be relocated to Local Government owned and/or controlled lands prior to the end of the year, and be in a secure and sheltered enclosure. Realizing the value of this resource, the Emergency Programs have worked collaboratively to achieve the requirements set by EMBC.

A number of location and storage options were explored and it was determined that the best and most fiscally responsible solution was to purchase a sea-can container for the sandbag filler and have it stored on the grounds of the CVRD Oyster River Fire Hall. This location would best serve both regional districts.

The SRD Emergency Program has agreed to contribute 50% of the overall costs for the purchase and installation of the sea-can container with the CVRD providing the remaining 50% from 271 reserves. Total costs are not to exceed \$8,000.

**Financial Factors**

As at December 31, 2019 the balance in the future expenditure reserve (271) was \$23,883. With a budgeted contribution in 2020 of \$3,116 already made, the resulting balance in the reserve at the end of 2020 after this expenditure is estimated to be \$22,999. Future contributions to and expenditures from the reserve will be considered during the 2021 – 2025 financial planning process to ensure an appropriate fund balance is maintained.

Prepared by:

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Concurrence:

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