07-Sep-21 Date Prepared

Funding Period: From Jan 1, 2022 to Dec 31, 2022

Section 1(a): TARGET - COR ACTIVITIES	АСТ	UAL	TARGET		COR ADMINISTRA	ATION TARGETS		# Variance (b-a)	% Variance (b/a)
	2020 (12 months)	2021 YTD (6 months)	2021 Target (a)	Year 1 2021	Year 2 2022 (b)	Year 3 2023	Total for 3 Years	2022 Target vs 2021 Target	2022 Target vs 2021 Target
a) Number of New COR Registrations	272	153	250	250	270	270	790	20	8%
b) Number of New OHS Certifications	288	120	300	300	300	300	900	0	0%
c) Number of WorkSafeBC Initiated Verification Audits	14	0	20	20	20	20	60	0	0%
d) Number of Certifying Partner Initiated QA Audits	252	95	350	350	400	400	1,150	50	14%
e) Number of External Auditors Trained for the First Time (Initial)	2	2	3	3	3	3	9	0	0%
f) Number of External Auditors Recertified			20	20	20	20	60	0	0%
g) Number of Internal Auditors Trained for the First Time (Initial) - Large Employers	14	26	24	24	24	24	72	0	0%
h) Number of Internal Auditors Recertified - Large Employers			35	35	36	36	107	1	3%
i) Number of Internal Auditors Trained for the First Time (Initial) - Small Employers	352		335	335	330	330	995	-5	-1%
j) Number of Internal Auditors Recertified - Small Employers			250	250	250	250	750	0	0%
k) Certification Failed or Not Granted				NA	NA	NA			

BC Forest Safety Council				Funding Per	iod: From Jan	1, 2022 to De	ec 31, 2022		
Section 1(b): BUDGET - COR ADMINISTRATION	АСТ	UAL	BUDGET	C	OR ADMINISTRA	TION BUDGET		\$ Variance (b-a)	% Variance (b/a)
	2020 (12 months)	2021 YTD (6 months)	2021 Target (a)	Year 1 2021	Year 2 2022 (b)	Year 3 2023	Total for 3 Years	2022 Budget vs 2021 Budget	2022 Budget vs 2021 Budget
Revenue:									
WorkSafeBC COR Operations Funding	1,994,235	914,083	2,215,151	2,215,151	2,215,151	2,215,151	6,645,453	0	0%
Interest Revenue	10,861	0	, ,	4,623	0	0	4,623	-4,623	-
Other Revenue (list individually)	66	0		0	0	0	0	0	-
				0	0	0	0	0	-
Total Revenue	2,005,162	914,083	2,219,774	2,219,774	2,215,151	2,215,151	6,650,076	-4,623	0%
	, ,	<u> </u>	, , ,	, ,	, ,		, ,	,	
Compensation Expense:									
Salaries	1,236,899	532,507	1,295,480	1,295,480	1,050,000	1,076,250	3,421,730	-245,480	-19%
Benefits	185,491	72,039	184,085	184,085	152,336	160,000	496,421	-31,749	-17%
Consultants & Contractors	186,886	909	338,617	338,617	260,000	216,924	815,541	-78,617	-23%
Other Expense:									
Accounting & Legal Fees	13,624	0	7,705	7,705	0	0	7,705	-7,705	-
Advertising & Sponsorships	3,767	0	5,394	5,394	0	0	5,394	-5,394	-
Board Expenses	10,117	0	18,870	18,870	0	0	18,870	-18,870	-
Building Maintenance & Repairs	17,023	0	20,342	20,342	0	0	20,342	-20,342	-
Telecommunications & Freight	29,230	5,217	27,126	27,126	11,600	11,600	50,326	-15,526	-57%
Conference Registration and Meeting Expenses	9,675	670	22,229	22,229	1,500	1,500	25,229	-20,729	-93%
Furniture & Equipment		0	0	0	0	0	0	0	-
Office Supplies	6,911	378	15,291	15,291	8,000	8,000	31,291	-7,291	-48%
Property Taxes & General Insurance	6,671	0	6,935	6,935	0	0	6,935	-6,935	-
Publications & materials	14,921	0	11,261	11,261	0	0	11,261	-11,261	-
Rent - Office	46,622	0	47,922	47,922	0	0	47,922	-47,922	1
Technology	185,737	62,986	55,874	55,874	33,200	33,200	122,274	-22,674	-41%
Training - Staff	3,505	659	15,236	15,236	6,000	6,000	27,236	-9,236	-61%
Travel	37,144	8,001	133,346	133,346	156,677	156,677	446,700	23,331	17%
Miscellaneous	10,939	230,717	14,061	14,061	535,838	545,000	1,094,899	521,777	3711%
Total Expenses	2,005,162	914,083	2,219,774	2,219,774	2,215,151	2,215,151	6,650,076	-4,623	0%
Revenue less Expenses	-0	0	0	0	0	0	0	0	-

Note: Any significant expense account (>\$50,000) included in 2022 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - COR		2020	2021	2022
Opening Balance				
Drawdown (-)				
Add Surplus Retained in Reserve Fund				
Additional Funds Requested				
Ending Balance		-	-	-

Describe the reason(s) for any drawdown of COR Reserve Fund in the current year

Section 3: COMPENSATION	ACT	ΓUAL	COR AD	MINISTRATION I	BUDGET
	2020	2021	Year 1 2021	Year 2 2022	Year 3 2023
List the top ten highest compensated positions, including consultants					
(who are contracted on an ongoing basis), in the following annual					
compensation categories:					
1. Number of positions with compensation					
\$1–\$39,999					
2. Number of positions with compensation \$40,000–\$79,999	2	2	2	2	2
3. Number of positions with compensation \$80,000–\$119,999	8	8	8	8	8
4. Number of positions with compensation \$120,000–\$159,999					
5. Number of positions with compensation \$160,000-\$199,999					
6. Number of positions with compensation \$200,000–\$249,999					
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 - COR
a) Describe the method or formula used in the 2022 budget to allocate common expenses and/or overhead expenses shared between COR operations and COR administration or shared between the organization's head office and COR operations (e.g., based on staffing FTE or square footage of office)
The Council overhead allocation is allocated to lines of business in proportion to compensation costs. Compensation includes staff salaries and benefits, and consultants' fees. Compensation costs do not include fees and expenses paid to contractors involved in instruction and evaluation. The Council's COR funding includes 80% SAFE Companies total expenses (excluding Council overhead allocation) and 100% of COR administration total cost centre, including Council overhead allocation.
b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2022 budget in Section 1.
Rent for both offices; IT infrastructure costs (land line, cable, etc); all Xerox costs except for Transportation Safety dept.; payroll costs for CEO, CFO, Corporate Secretary / Senior Administrative Assistant, Receptionist, Accounting Assistant, IT Coordinator, Communications Specialist; all administrative expenses, including legal, audit, insurance, etc.
c) Has the expense allocation method used in the 2022 budget changed from previous year? If it has changed, explain why.
No

Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOU	NTS, SIGNIFICANT VARIANCES, AND FUNDING IN	CREASES		
a) Provide an explanation for any funding increase over the	2021 funding amount, if applicable.			
N/A				
b) Provide an explanation for any funding increase over the	2022 funding forecast amount included in rates set	ting, if applicable.		
N/A				
c) Any significant expense account (>\$50,000) included in th	ne 2022 hudget excluding salaries should be explo	ined here		
In discussion with Mary Lam, BCFSC and WSBC have agreed			and going forward the items includ	ed in overhead allocation will no
be reflected in each line item but will be reflected in the Mi				
d) Any significant expense account variance (>20%), includin	ng salaries, between 2021 budget and 2022 funding	request should be explained here.		
Consultants and Contractors is lower based on the cost of w				e supplies reflect the move to
more digital work. Travel is expected to be higher as it was	budgeted lower due to restrictions in 2021. All other	ner items are related to the OH Alloca	ition reporting change.	
Section 6: APPROVAL				
Approved by Organization Board Chair:	thelan	(signature) Dave	Lehane	(name)
	·			
Date Approved:	October 1, 2021			

07-Sep-21 Date Prepared

Funding Period: From Jan 1, 2022 to Dec 31, 2022

				Activity C	ategories			
COR BUDGET ALLOCATION	Overhead (Fixed Costs)	Auditor Training	Marketing / Outreach	Program Development	Desktop QA	Auditor QA	Employer Audit QA (WIVA)	2022 Budget Total
Revenue:								
WorkSafeBC COR Operations Funding	2,215,151							2,215,151
Interest Revenue	-							-
Other Revenue	-	-	-	-	-	-	-	-
	-							-
Total Revenue	2,215,151	-	-	-	-	-	-	2,215,151
Compensation Expense:								
Salaries	1,050,000							1,050,000
Benefits	152,336							152,336
Consultants & Contractors	-	-	-	140,000	-	10,000	110,000	260,000
Subtotal	1,202,336	-	-	140,000	-	10,000	110,000	1,462,336
Other Expense:								
Accounting & Legal Fees	-							-
Advertising & Sponsorships	-	-	=	-	-	-	-	-
Board Expenses	-							-
Building Maintenance & Repairs	-							-
Telecommunications & Freight	11,600							11,600
Conference Registration and Meeting Expenses	1,500	-	-	-	-	-	-	1,500
Furniture & Equipment	-							-
Office Supplies	8,000							8,000
Property Taxes & General Insurance	-							-
Publications & materials	-	-	-	-	-	-	-	-
Rent - Office	-							-
Technology	33,200	-	-	-	-	-	-	33,200
Training - Staff	6,000							6,000
Travel	3,720	-	62,957	-	-	90,000	-	156,677
Miscellaneous	535,838							535,838
Subtotal	599,858	-	62,957	-	-	90,000	-	752,815
Total Expenses	1,802,194	-	62,957	140,000	-	100,000	110,000	2,215,151
Revenue less Expenses	412,957	-	(62,957)	(140,000)	-	(100,000)	(110,000)	-

BC Forest Safety Council

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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 total in column titled "Total."

Fixed Costs Budget Worksheet			Fund	ing Period:	: From Jan	1, 2022 to	Dec 31, 2	2022					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue:													
WorkSafeBC COR Administration Funding *													2,215,151
Interest Revenue													-
Other Revenue													-
													-
Total Revenue	-	-	-	-	-	-	-	-	-	-	-	-	2,215,151
Compensation Expense													
Salaries													1,050,000
Benefits													152,336
Consultants & Contractors													0
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	1,202,336
Other Expense:													
Accounting & Legal Fees													-
Advertising and Sponsorship													-
Board Expenses													-
Building Maintenance & Repairs													-
Telecommunications & Freight													11,600
Conference Registration & Meeting Expenses													1,500
Furniture & Equipment													-
Office Supplies													8,000
Property Taxes & General Insurance													-
Publications & materials													-
Rent - Office													-
Technology													33,200
Training - Staff													6,000
Travel													3,720
Miscellaneous													535,838
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	599,858
Total Expenses	-	-	-	-	-	-	-	-	-	-	-	-	1,802,194

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

2,215,151

BC Forest Safety Coun	ncil
	07-Sep-21 Date Prepared

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 (i.e., 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.

Funding Period: From Jan 1, 2022 to Dec 31, 2022 **Expense Category** Activities / Initiatives Budget (Variable Costs) Worksheet Conference Advertising & Consultants / Publications / Workplan Registration and **Description / Objective** Activity **Activity Category** Revenue Technology Travel Net Item Ref # Contractors Meeting Materials **Sponsorships** Expenses SAFECo COR Audit forms Program Development 70,000 (70,000)project 30,000 SAFECo training upgrades. Program Development (30,000)Build and implement a 20,000 Program Development (20,000)dashboard for audit analytics BASE Audit QA enhancements | Program Development 20,000 (20,000)Employer Audit QA WIVAs 110,000 (110,000)(WIVA) Auditor QA Auditor QA 10,000 (10,000)Marketing / Outreach 62,957 (62,957)verification audits 90,000 Auditor QA (90,000)Please Choose One: Please Choose One: Total 260,000 152,957 (412,957)

07-Sep-21 Date Prepared

STAFF POSITIONS Position CEO CFO Communications Specialist IT Co-ordinator Receptionist/Document Control Administrator Corporate Secretary Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
FTE = Full Time Equivalent STAFF POSITIONS Position CEO CFO Communications Specialist IT Co-ordinator Receptionist/Document Control Administrator Corporate Secretary Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training Manager, Training Manager, Training and Program Development
Position CEO CFO Communications Specialist IT Co-ordinator Receptionist/Document Control Administrator Corporate Secretary Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
CEO CFO Communications Specialist IT Co-ordinator Receptionist/Document Control Administrator Corporate Secretary Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
CFO Communications Specialist IT Co-ordinator Receptionist/Document Control Administrator Corporate Secretary Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
Communications Specialist IT Co-ordinator Receptionist/Document Control Administrator Corporate Secretary Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
IT Co-ordinator Receptionist/Document Control Administrator Corporate Secretary Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
Receptionist/Document Control Administrator Corporate Secretary Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
Corporate Secretary Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
Accounting/IT Assistant Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
Audit Administrator Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
Director, SAFE Companies Director, Transportation Safety Falling Safety Advisor Manager, Training
Director, Transportation Safety Falling Safety Advisor Manager, Training
Falling Safety Advisor Manager, Training
Manager, Training
Manager, Training and Program Development
Program Coordinators
Registrar & Database Coordinator
SAFE Companies Administrator
Safety Advisors
Senior Safety Audit Advisor
Training & Program Development Administrator
Transportation Safety Program Assistant
Transportation Safety Program Coordinator
Safety Advocates Advisor
Director, Programs & Training
Senior Safety Advisor, Manufacturing
Admin/Communications Assistant (New)
Junior IT Assistant (New)
Total FTE - Staff

	2020							
ACTUAL FTE								
HSA	COR	Sawmill	Pellet	IRI	Total FTE			
0.57	0.38	0.05	0.01		1.00			
0.57	0.38	0.05	0.01		1.00			
0.57	0.38	0.05	0.01		1.00			
0.57	0.38	0.05	0.01		1.00			
0.57	0.38	0.05	0.01		1.00			
0.57	0.38	0.05	0.01		1.00			
0.57	0.38	0.05	0.01		1.00			
	1.00				1.00			
0.20	0.60	0.10	0.10		1.00			
1.00					1.00			
2.00					2.00			
1.00					1.00			
1.00					1.00			
1.90	0.10				2.00			
	1.00				1.00			
	2.00				2.00			
	5.00				5.00			
0.25	1.75				2.00			
2.80	0.20				3.00			
1.00					1.00			
1.00					1.00			
1.00					1.00			
1.00					1.00			
		1.00			1.00			
18.11	14.31	1.45	0.14	0.00	34.00			

HSA	COR	IRI	IRI	IRI	Total FTE
0.30					0.30
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
0.30	0.00	0.00	0.00	0.00	0.30

	2021								
	BUDGET FTE								
HSA	COR	Sawmill	Pellet	IRI	Total FTE				
0.55	0.39	0.05	0.02		1.00				
0.55	0.39	0.05	0.02		1.00				
0.55	0.39	0.05	0.02		1.00				
0.55	0.39	0.05	0.02		1.00				
0.55	0.39	0.05	0.02		1.00				
0.55	0.39	0.05	0.02		1.00				
0.55	0.39	0.05	0.02		1.00				
	1.00				1.00				
0.20	0.60	0.10	0.10		1.00				
1.00					1.00				
2.00					2.00				
1.00					1.00				
1.00					1.00				
1.90	0.10				2.00				
	1.00				1.00				
	2.00				2.00				
	6.00				6.00				
0.25	1.75				2.00				
2.80	0.20				3.00				
1.00					1.00				
1.00					1.00				
					0.00				
1.00					1.00				
		0.70	0.30		1.00				
	0.50	0.25	0.25		1.00				
16.97	15.85	1.40	0.78	0.00	35.00				

HSA	COR	IRI	IRI	IRI	Total FTE
					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

Funding Period: From Jan 1, 2022 to Dec 31, 2022

2022	
BUDGET	

FTE								
HSA	COR	Sawmill	Pellet	IRI	Total FTE			
0.55	0.37	0.05	0.02		1.00			
0.55	0.37	0.05	0.02		1.00			
0.55	0.37	0.05	0.02		1.00			
0.55	0.37	0.05	0.02		1.00			
0.55	0.37	0.05	0.02		1.00			
0.55	0.37	0.05	0.02		1.00			
0.55	0.37	0.05	0.02		1.00			
	1.00				1.00			
0.20	0.60	0.10	0.10		1.00			
1.00					1.00			
2.00					2.00			
1.00					1.00			
1.00					1.00			
1.90	0.10				2.00			
	1.00				1.00			
	2.00				2.00			
	6.00				6.00			
0.25	1.75				2.00			
2.80	0.20				3.00			
1.00					1.00			
1.00					1.00			
					0.00			
1.00					1.00			
		0.70	0.30		1.00			
	0.50	0.25	0.25		1.00			
0.55	0.37	0.05	0.02		1.00			
17.55	16.14	1.48	0.83	0.00	36.00			

COR	IRI	IRI	IRI	Total FTE
				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

EXAMPLE - STAFF POSITIONS - FTE's	
Position	
Manager - HSA (full time)	
Manager - HSA/ COR (full time) *	
Admin Support - COR/ IRI (full time)	
Admin Support - HSA/IRI (part time) **	
T	otal FTE - Sta

Total FTE - Consultants

CONSULTANTS/CONTRACTORS ***

Position Ombudsman

EXAMPLE - CONSULTANTS/CONTRACTORS - FTE's
Position
HSA - Trainer (1 @ 40 hours per week)
HSA-Trainer for course A (1 @ 20 hours per week)
COR - Audit Trainers (4 @ 20 hours per week)
HSA/IRI Trainer (1 @40 hrs per week)
Total FTF - Consultants

HSA	COR	IRI	IRI	IRI	Total FTE
1.00					1.00
0.75	0.25				1.00
	0.75	0.25			1.00
0.30		0.20			0.50
2.05	1.00	0.45	0.00	0.00	3.50

HSA	COR	IRI	IRI	IRI	Total FTE
1.00					1.00
0.50					0.50
	2.00				2.00
0.75		0.25			1.00
2.25	2.00	0.25	0.00	0.00	4.50

How to count FTE for staff:

This is a headcount of staff and a cost allocation of their time spent on each program.

* Eg: a full-time manager who spends 75% of time on HSA and 25% on COR, enter as HSA 0.75 FTE and COR 0.25 FTE count. See example

** Eg: a part-time staff who works half time and spends 60% on HSA and 40% on IRI, then enter HSA 0.3 FTE and IRI 0.2 FTE. See example to the left.

Legend of acronyms:

HSA - Health and Safety Association Operations

COR - COR Program Administration

IRI - Injury Reduction Initiative (not HSA or COR)

FTE - Full time equivalent

*** Consultants/contractors - List of consultants/contractors who work significant hours in operations and on a continuous basis.

How to count FTE for consultants/contracts:

If consultants are paid by the hour, use the same standard hours per work week as the full-time staff in your FTE calculation.

E.g., a consultant hired for 40 hours per week (same as full time staff hours) for the full year for HSA, enter the consultant as 1 HSA FTE. See example to the left.

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