	Date Prepared			Funding P	Period: From Jar	ec 31, 2023			
Section 1(a): TARGET - COR ACTIVITIES	ACT	UAL	TARGET		COR ADMINISTR	ATION TARGETS		# Variance (b-a)	% Variance (b/a)
	2021 (12 months)	2022 YTD (6 months)	2022 Target (a)	Year 1 2021	Year 2 2022	Year 3 2023 (b)	Total for 3 Years	2023 Target vs 2022 Target	2023 Target vs 2022 Target
a) Number of New COR Registrations	26	7	38	38	38	38	114	0	0%
b) Number of New OHS Certifications	26	7	38	38	38	38	114	0	0%
c) Number of WorkSafeBC Initiated Verification Audits	5	2	10	10	10	10	30	0	0%
d) Number of Certifying Partner Initiated QA Audits	3	6	6	6	6	6	18	0	0%
e) Number of External Auditors Trained for the First Time (Initial)	4	8	10	36	10	10	56	0	0%
f) Number of External Auditors Recertified	14	5	15	15	15	15	45	0	0%
g) Number of Internal Auditors Trained for the First Time (Initial) - Large Employers	7	7	5	100	5	5	110	0	0%
h) Number of Internal Auditors Recertified - Large Employers	12	17	66	66	66	66	198	0	0%
i) Number of Internal Auditors Trained for the First Time (Initial) - Small Employers	20	27	50	335	50	50	435	0	0%
j) Number of Internal Auditors Recertified - Small Employers	36	21	50	450	50	50	550	0	0%
Provide explanations for the variances between 2022 and 2023 target	ts in each of the	COR Activities	listed above		-1				
a)									
b)									
c)									
d) e)									
f)									
g)									
h)									
i)									
j)									
k)									

Energy Safety Canada				Funding Pe	<mark>riod: From Jan</mark>	<mark>1, 2023 to De</mark>	c 31, 2023		
Section 1(b): BUDGET - COR ADMINISTRATION	ACT	UAL	BUDGET	С		ATION BUDGET		\$ Variance (b-a)	% Variance (b/a)
	2021 (12 months)	2022 YTD (6 months)	2022 Budget (a)	Year 1 2021	Year 2 2022	Year 3 2023 (b)	Total for 3 Years	2023 Budget vs 2022 Budget	2023 Budget vs 2022 Budget
Revenue:									
WorkSafeBC COR Operations Funding	469,952	234,976	469,952	469,952	469,952	573,438	1,513,342	103,486	22%
Interest Revenue	, ,	,	,	,	0	0	0	0	-
Other Revenue (list individually)					0	0	0	0	-
					0	0	0	0	-
Total Revenue	469,952	234,976	469,952	469,952	469,952	573,438	1,513,342	103,486	22%
Compensation Expense:									
Salaries	268,900	121,644	268,900	268,900	268,900	340,194	877,994	71,294	27%
Benefits	48,960	29,316	48,960	48,960	48,960	74,337	172,257	25,377	52%
Consultants & Contractors	41,335	12,170	41,335	41,335	41,335	47,000	129,670	5,665	14%
Other Expense:									
Accounting & Legal Fees	1,000	500	1,000	1,000	1,000	1,000	3,000	0	0%
Advertising & Sponsorships			0		0	0	0	0	-
Board Expenses			0		0	0	0	0	-
Building Maintenance & Repairs	3,838	1,919	,	3,838	3,838	3,838	11,514	0	0%
Telecommunications & Freight	150		150	150	150	0	300	-150	-100%
Conference Registration and Meeting Expenses	500	50	500	500	500	500	1,500	0	0%
Furniture & Equipment					0	0	0	0	-
Office Supplies	200		200	200	200	0	400	-200	-100%
Property Taxes & General Insurance					0	0	0	0	-
Publications & materials	9,069	20	,	9,069	9,069	9,069	27,207	0	0%
Rent - Office	20,000	10,000	,	20,000	20,000	20,000	60,000	0	0%
Technology	75,000	15,917	75,000	75,000	75,000	75,000	225,000	0	0%
Training - Staff			0		0	0	0	0	-
Travel	1,000		1,000	1,000	1,000	2,500	4,500	1,500	150%
Miscellaneous			0		0	0	0	0	-
Total Expenses	469,952	191,536	469,952	469,952	469,952	573,438	1,513,342	103,486	22%
Revenue less Expenses	0	43,440	0	0	0	0	0	0	-

Note: Any significant expense account (>\$50,000) included in 2023 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - COR		2021	2022	2023
Opening Balance		154,457	154,457	117,488
Drawdown (-)				
Add Surplus Retained in Reserve Fund				
Additional Funds Requested				
Ending Balance		154,457	154,457	117,488

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

Section 3: COMPENSATION	ACT	TUAL	COR AD	MINISTRATION	BUDGET
	2021	2022	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	0.2	0.2	0.2	0.2	0.2
3. Number of positions with compensation \$80,000-\$119,999	1.25	1.25	1.25	1.25	1.25
4. Number of positions with compensation \$120,000-\$159,999	0.4	0.4	0.4	0.4	0.4
5. Number of positions with compensation \$160,000-\$199,999	0.05	0.05	0.05	0.05	0.05
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					

Describe the method or formula used in the 2023 budget to allocate common expenses and/or overhead expenses shared between COR operations and COR administration or shared between the organization and GOR administration and the star administration or shared between the organization of the star administration of the	office and COR operations (e.g., based on staffing FTE or square footage of office) allocated 20% of all common expenses per FTE. The IT Support Costs, Building & Services and Rent-Office are allocated based on FTE. the expenses and amounts that have been allocated according to method described in (a) and included in the 2023 budget in Section 1. penses have been allocated using the method described in (a) to be a provide the expense allocated using the method described in (a) and included in the 2023 budget in Section 1. penses have been allocated using the method described in (a) to be a provide the expense allocated using the method described in (a) and included in the 2023 budget in Section 1. penses have been allocated using the method described in (a) to be a provide the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	a 4: EXPENSE ALLOCATION - COR
List the expenses and amounts that have been allocated according to method described in (a) and included in the 2023 budget in Section 1. expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	t the expenses and amounts that have been allocated according to method described in (a) and included in the 2023 budget in Section 1. penses have been allocated using the method described in (a s the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	
expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	penses have been allocated using the method described in (a	located 20% of all common expenses per FTE. The IT Support Costs, Building & Services and Rent-Office are allocated based on FTE.
expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	penses have been allocated using the method described in (a	
expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	penses have been allocated using the method described in (a	
expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	penses have been allocated using the method described in (a	
expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	penses have been allocated using the method described in (a	
expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	penses have been allocated using the method described in (a	
expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	penses have been allocated using the method described in (a	
expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	penses have been allocated using the method described in (a	
expenses have been allocated using the method described in (a Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	penses have been allocated using the method described in (a	the superses and amounts that have been allocated according to method described in (a) and included in the 2022 hudget in Section 1
Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	s the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.	
		enses have been allocated using the method described in (a
changes have been made	langes have been made	he expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.
		nges have been made

a) Provide an explanation for any funding increase over	the 2022 funding amount, if applicable.		
Consultants & Contractors - in the last 2 years for WIVA	dded the equivalent to 1 FTE to support work on the WS 's we have struggled to stay in budget. We have increas e much of a travel budget. In 2023, we are hoping to ret		S.
	the 2023 funding forecast amount included in rates sett	ing, if applicable.	
See Note about Salaries/Benefits above.			
c) Any significant expense account (>\$50,000) included	in the 2023 budget , excluding salaries, should be explain	ed here.	
n/a			
d) Any significant expense account variance (>20%), inc	luding salaries, between 2022 budget and 2023 funding i	request should be explained here.	
n/a			
Section 6: APPROVAL			
Approved by Organization Board Chair:	Steve Reynish	(signature) Steve Reynish	(name)
Date Approved:	12/1/2022   12:09:17 PM MST		
2023 COR Budget	Tab: 1_COR E	Budget	Page 5 of 9

00-Jan-00	Date Prepared		Funding	Period: From Jan	1, 2023 to Dec			
				Activity C	ategories			
COR BUDGET ALLOCATION	Overhead (Fixed Costs)	Auditor Training	Marketing / Outreach	Program Development	Desktop QA	Auditor QA	Employer Audit QA (WIVA)	2023 Budget Total
Revenue:								
WorkSafeBC COR Operations Funding	573,438							573,438
Interest Revenue	-							-
Other Revenue	-	-	-	-	-	-	-	-
	-							-
Total Revenue	573,438	-	-	-	-	-	-	573,438
Compensation Expense:								
Salaries	340,194							340,194
Benefits	74,337							74,337
Consultants & Contractors	7,000	-	-	-	-	-	40,000	47,000
Subtotal	421,531	-	-	-	-	-	40,000	461,531
Other Expense:								
Accounting & Legal Fees	1,000							1,000
Advertising & Sponsorships	-	-	-	-	-	-	-	-
Board Expenses	-							-
Building Maintenance & Repairs	3,838							3,838
Telecommunications & Freight	-							-
Conference Registration and Meeting Expenses	500	-	-	-	-	-	-	500
Furniture & Equipment	-							-
Office Supplies	-							-
Property Taxes & General Insurance	-							-
Publications & materials	-	-	9,069	-	-	-	-	9,069
Rent - Office	20,000							20,000
Technology	75,000	-	-	-	-	-	-	75,000
Training - Staff	-							-
Travel	-	-	-	1,000	-	-	1,500	2,500
Miscellaneous	-							-
Subtotal	100,338	-	9,069	1,000	-	-	1,500	111,907
Total Expenses	521,869	-	9,069	1,000	-	-	41,500	573,438
Revenue less Expenses	51,569	-	(9,069)	(1,000)	-	-	(41,500)	-

00-Jan-00 Date Prepared

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			Fundi	ing Period:	From Jan	1, 2023 to	Dec 31, 2	023					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	g Sep	Oct	Nov	Dec	Total
Revenue:													
WorkSafeBC COR Administration Funding *	286,719					286,719							573,438
Interest Revenue													-
Other Revenue													-
													-
Total Revenue	286,719	-	-	-	-	286,719	-	-	-	-	-	-	573,438
Compensation Expense													
Salaries	28,350	28,350	28,350	28,350	28,350	28,350	28,349	28,349	28,349	28,349	28,349	28,349	340,194
Benefits	6,195	6,195	6,195	6,195	6,195	6,195	6,195	6,195	6,195	6,194	6,194	6,194	74,337
Consultants & Contractors	583	583	583	583	583	583	583	583	584	584	584	584	7,000
Subtotal	35,128	35,128	35,128	35,128	35,128	35,128	35,127	35,127	35,128	35,127	35,127	35,127	421,531
Other Evenence													
Other Expense: Accounting & Legal Fees												1.000	1 000
Advertising and Sponsorship												1,000	1,000
Board Expenses													-
Building Maintenance & Repairs												3,838	-
Telecommunications & Freight												5,050	3,838
Conference Registration & Meeting Expenses					500								- 500
Furniture & Equipment					500								-
Office Supplies													_
Property Taxes & General Insurance													_
Publications & materials													_
Rent - Office	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,666	1,666	1,666	1,666	20,000
Technology	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000
Training - Staff							,						-
Travel													-
Miscellaneous													-
Subtotal	7,917	7,917	7,917	7,917	8,417	7,917	7,917	7,917	7,916	7,916	7,916	12,754	100,338
Total Expenses	43,045	43,045	43,045	43,045	43,545	43,045	43,044	43,044	43,044	43,043	43,043	47,881	521,869

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

573,438

00-Jan-00 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		n 1, 2023 to Dec	31, 2023		
	Activities / Initiatives Budge	t (Variable Costs) Workshe	et			1	Expense	Category			
Workplan Item Ref #	Activity	Activity Category	Description / Objective	Revenue	Consultants / Contractors	Conference Registration and Meeting Expenses	Publications / Materials	Advertising & Sponsorships	Technology	Travel	Net
	WIVA / OSAR	Employer Audit QA (WIVA)	Conduct 10		40,000					1,500	(41,500)
	Conduct 4 Info sessions / Workshops	Program Development	Conduct 4							1,000	(1,000)
3	Annual Marketing Plan	Marketing / Outreach	Implement annual marketing plan				9,069				(9,069)
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
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	·	-	•								
	Total			-	40,000	-	9,069	-	-	2,500	(51,569)

00-Jan-00	Date Prepare	ed											Fun	ding Period	: From Jan	1, 2023 to	Dec 31, 2	.023
COR BUDGET - STAFFING COUNT			2021	L					20	22			2023					
FTE = Full Time Equivalent			ACTU/ FTE				BUDGET FTE						BUDGET FTE					
STAFF POSITIONS	HSA	COR	IRI	IRI	IRI	Total FTE	HSA	COR	IRI	IRI	IRI	Total FTE	HSA	HSA COR IRI			IRI	Total FTE
Position																		
BC COR 11 FTE's - 20%						0.00						0.00						0.00
						0.00						0.00						0.00
Calgary Sr. Manager						0.00		0.05				0.05		0.05				0.05
Calgary Manager						0.00		0.2				0.20		0.2				0.20
Calgary Audit Specialist						0.00		0.2				0.20		0.4				0.40
Calgary Coordinator						0.00		0.2				0.20		0.2				0.20
Calgary Program Administrators						0.00		0.4				0.40		0.4				0.40
Calgary Quality Assurance Staff						0.00		0.8				0.80		1.8				1.80
Calgary Program Manager						0.00		0.4				0.40		0.2				0.20
						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
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
						0.00						0.00						0.00
Total FTE - Staff	0.00	0.00	0.00	0.00	0.00		0.00	2.25	0.00	0.00	0.00		0.00	3.25	0.00	0.00	0.00	
CONSULTANTS/CONTRACTORS ***	HSA	COR	IRI	IRI	IRI	Total FTE	HSA	COR	IRI	IRI	IRI	Total FTE	HSA	COR	IRI	IRI	IRI	Total FTE
		con						con				Total I E	115/					
Position																		
						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
						0.00						0.00						0.00
Total FTE - Consultants	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	HSA	COR	IRI	IRI	IRI	Total FTE
Position						
Manager - HSA (full time)	1.00					1.00
Manager - HSA/ COR (full time) *	0.75	0.25				1.00
Admin Support - COR/ IRI (full time)		0.75	0.25			1.00
Admin Support - HSA/IRI (part time) **	0.30		0.20			0.50
Total FTE - Staff	2.05	1.00	0.45	0.00	0.00	3.50
EXAMPLE - CONSULTANTS/CONTRACTORS - FTE's	HSA	COR	IRI	IRI	IRI	Total FTE
	HSA	COR	IRI	IRI	IRI	Total FTE
EXAMPLE - CONSULTANTS/CONTRACTORS - FTE's Position	HSA 1.00	COR	IRI	IRI	IRI	Total FTE 1.00
EXAMPLE - CONSULTANTS/CONTRACTORS - FTE's		COR	IRI	IRI	IRI	
EXAMPLE - CONSULTANTS/CONTRACTORS - FTE's Position HSA - Trainer (1 @ 40 hours per week)	1.00	<b>COR</b>	IRI	IRI	IRI	1.00
EXAMPLE - CONSULTANTS/CONTRACTORS - FTE's Position HSA - Trainer (1 @ 40 hours per week) HSA-Trainer for course A (1 @ 20 hours per week)	1.00		IRI 0.25	IRI	IRI	1.00 0.50

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 to he left.

\*\* 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 he 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.