



Regional Board Report

TO: Regional Board

FROM: Brian Reardon
Chief Administrative Officer

DATE: January 29, 2018

SUBJECT: North Westside Services and Community Issues Review – Final Costs

Voting Entitlement: All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To provide information on actual costs associated with the North Westside Services and Community Issues Review.

Executive Summary:

On December 12th, 2016 the Regional Board approved a resolution supporting a governance study for the North Westside Fire Protection Area. At that meeting the following resolution was approved:

“THAT should the Board support a governance study for the North Westside Fire Protection Service Area the following conditions be met:

- 1. all staff time, unforeseen consulting fees, and associated costs of the governance study will be tracked and allocated to Electoral Area Administration for Central Okanagan West;*
- 2. the study scope, objectives and terms of reference to receive Board approval.”*

Staff has tracked all staff time, unforeseen consulting fees and associated costs of the study and has summarized them on the attachment to this report. This information was previously circulated at the January 22nd, 2018 Regional Board Meeting.

We wish to clarify/confirm the time the CAO spent writing reports and corresponding/liasing with the consultant and the Province regarding this matter has been applied to the Administrative Overhead charge included in the 2017 budget for 008 – Electoral Area Administration Westside.

RECOMMENDATION:

THAT the Board receive the January 29, 2018 “Final Costs” report from the Chief Administrative Officer for information.

Respectfully Submitted:

Attachment(s): 008 – Electoral Area Administration Westside Budget Report

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2017 North Westside Study Costs:

Grant Received			\$ (20,000.00)
Salaries:			
Director of Financial Service	\$	1,373.75	
Communications Officer		448.71	
Executive Assistant Corporate Services		143.07	
Administration Assistant		57.92	
Student		125.62	
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Total Salaries		<u>2,274.69</u>	\$ 2,274.69
Overtime			
Manager of Corporate Services		407.61	
Executive Assistance Corporate Services		80.48	
Director of Parks Services		726.84	
Manager of Environmental Services		602.61	
Total Overtime		<u>1,817.54</u>	1,817.54
Payroll Overhead (all staff above)		1,038.18	
Envelopes and Postage for 1940 properties		7,679.31	
Costs excluding Contract Services		<u>7,679.31</u>	\$ 12,809.72
Contract Services (RFP Ad & Eco Plan Services)		<u>20,833.33</u>	
Total Study Costs including Contract			<u>33,643.05</u>
Net costs funded as part of 2017 service budget through taxation, prior year surplus & grant in lieu of taxes.			<u>\$ 13,643.05</u>

Regional District of Central Okanagan
Budget Report by Cost Center



GL5260

Date : Jan 19, 2018

Page : 1

Time : 4:15 pm

Account Code : ??-?-0009-???

To : ??-?-9998-???

Function Type : Selective

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GENERAL REVENUE FUND
008 - ELECTORAL AREA WESTSIDE

		2016	2016	2017	2017
		Actual Value	Budget Value	Actual Value	Budget Value
REVENUES					
01-1-2100-015	GRANTS IN LIEU OF TAXES	-1,118	0	-1,375	0
01-1-7100-506	MISCELLANEOUS GRANT	0	0	-20,000	-20,000
01-1-7570-653	TAX REQ - CEN OK WEST	-8,898	-8,898	-29,714	-29,714
01-1-9110-099	PREVIOUS YEARS SURPLUS-	-2,374	-2,374	-5,159	-5,159
01-1-9210-705	FROM OPERATING RESERVE I	0	0	0	-2,555
01-1-9210-719	ADMINISTRATION OVERHEAD	1,006	1,006	5,030	5,030
Total REVENUES		-11,384	-10,266	-51,218	-52,398
EXPENSES					
01-2-1100-111	SALARIES - FULL TIME	0	0	2,275	11,928
01-2-1100-113	SALARIES-OVERTIME	0	0	1,818	0
01-2-1100-132	BOARD MEMBERS RENUMERA	3,070	4,080	2,969	4,000
01-2-1100-140	PAYROLL OVERHEAD	228	350	1,258	3,372
01-2-1100-203	BOARD MEMBER'S TRAVEL	2,290	4,000	1,987	4,000
01-2-1100-211	TELEPHONE	501	1,000	621	750
01-2-1100-216	INSURANCE	0	0	348	348
01-2-1100-251	OFFICE SUPPLIES	0	700	267	500
01-2-1100-299	CONTINGENCIES	0	0	7,679	7,500
01-2-1100-485	CONTRACT SERVICES	0	0	20,833	20,000
01-2-1910-216	INSURANCE	136	136	0	0
Total EXPENSES		6,225	10,266	40,055	52,398
Surplus/Deficit		-5,159	0	-11,163	0