



Date: 18/06/2019

AGENDA ITEM SUMMARY

To: Chair and Directors, Cariboo Regional District Board

And To: John MacLean, Chief Administrative Officer

From: Kevin Erickson, Chief Financial Officer

Date of Meeting: Policy Committee_Jun26_2019

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Short Summary:

Revision to Administration Charges Policy for the Allocation of Building Expenses

Voting:

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Memorandum:

The current version of the Administration Charges Policy, Policy No. 03-12C-18(2) states that all clearly identifiable costs shall be charged directly to the function or capital project involved, including:

Building Expenses, for the three administrative offices, excluding rent where applicable, comprised of telephone, internet, hydro, gas, water, sewer, building maintenance, computer maintenance, equipment rental/repairs, maintenance and janitorial costs, will be allocated to various functions on *the basis of square footage* as follows:

- | | |
|---------------------------|-----|
| - Library Network | 10% |
| - Planning | 5% |
| - Building Inspection | 6% |
| - Bylaw Enforcement | 3% |
| - Environmental Services | 10% |
| - Protective Services | 2% |
| - EA Administration | 32% |
| - Administrative Services | 32% |

In July the new EOC/Protective Services area will be ready for occupation by Protective Service staff which will add an additional 2700 square feet of space to total work area. Based on this addition of floor space, new percentages for the allocation of Administration Charges are calculated as:

		<u>Current</u>		<u>Revised</u>		<u>Revised</u>	
						<u>Percentages</u>	
	Square Feet	13,390.00		16,090.00			
	Library Network	1,339.00	10.00%	1,339.00	8.32%	8%	
	Planning	669.50	5.00%	819.50	5.09%	5%	
	Building Inspection	803.40	6.00%	803.40	4.99%	5%	
	Bylaw Enforcement	401.70	3.00%	401.70	2.50%	2%	
	Environmental Services	1,339.00	10.00%	1,339.00	8.32%	8%	
	Protective Services	267.80	2.00%	2,700.00	16.78%	2%	
	Emergency Planning	0.00	0.00%			15%	
	EA Administration	4,284.80	32.00%	4,343.70	27.00%	27%	
	Administration	4,284.80	32.00%	4,343.70	27.00%	27%	
					100.00%	100.00%	

Attachments:

CRD Admin Charges Policy No. 03-12C-18(2)

Calculation of Current Floor Space Percentages and Adjustment for New Addition

Financial Implications:

The addition of the new EOC and Protective Services area represents a significant addition of available work space to the CRD Building. The addition will result in an increase to the amount of costs allocated to Emergency Planning and a minor increase to Protective Services.

Policy Implications:

When the new Protective Services work area comes on line, the current apportionment percentages in the Administration Charges Policy will not be consistent with the actual square footage used. Therefore, the policy requires amending to reflect the addition of new space to be occupied by Protective Services and Emergency Planning.

Alignment with Strategic Plan:

- ☐ Ensuring Sufficient and Sustainable Funding
- ☐ Building on our Relationships
- ☐ Providing Cost Effective High Quality Services
- ☐ Focusing on Being Well Governed

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CAO Comments:

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Options:

- 1) Endorse recommendation
- 2) Receipt and other action
- 3) Defer

Recommendation:

That the agenda item summary from Kevin Erickson, Chief Financial Officer, dated June 18, 2019, regarding the revision of the Administration Charges Policy for the allocation of building expenses, be received. Further, that the CRD Administration Charges Policy No. 03-12C-18(2) be revised to reflect the addition of new space, at the Williams Lake CRD office, to be occupied by Protective Services and Emergency Planning, as proposed.