



Date: 10/07/2019

AGENDA ITEM SUMMARY

To: Chair and Directors, Cariboo Regional District Board

And To: John MacLean, Chief Administrative Officer

From: Alice Johnston, Manager of Corporate Services/Deputy CAO

Date of Meeting: Cariboo Regional District Board_Jul19_2019

File: 340-50

Short Summary:

Policy Committee Recommendation – Changes to Administration Charges Policy

Voting:

Corporate Vote - Unweighted

Memorandum:

At its last meeting, the Policy Committee reviewed a proposed revision to the Administration Charges Policy for the allocation of building expenses in light of the new EOC/Protective Services office space at the Williams Lake CRD office. The Committee resolved:

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. Further, that the allocation be reviewed in January 2020.

Attached is the policy in the new format, and updated allocation for the Board's convenience.

Attachments:

- 1) Administration Charges Policy
- 2) New allocation

Financial Implications:

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Policy Implications:

This is an amendment to an existing policy, based on the recommendation of the Policy Committee.

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) Deferral.

Recommendation:

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated July 10, 2019, regarding a recommendation from the Policy Committee, be received. Further, that the Administration Charges Policy be endorsed as attached and be reviewed in January 2020.