



Date: 21/04/2022

To: Chair and Directors, Cariboo Regional District Board

And To: John MacLean, Chief Administrative Officer

From: Kevin Erickson, Chief Financial Officer

Date of Meeting: Cariboo Regional District Board_Apr29_2022

File: 340-50

Short Summary:

AIS – Revision to Administration Charges Policy for the Allocation of Building Expenses

Voting:

Corporate Vote - Weighted

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:

In July 2019 as the EOC area was about to come into use, the square footage allocation was amended by resolution 2019-7-25 to reflect the percentages below.

- Library Network 8%
- Planning 5%
- Building Inspection 5%
- Bylaw Enforcement 2%
- Environmental Services 8%
- Protective Services 2%
- Emergency Planning 15%
- Electoral Area Administration 27%
- Administrative Services 27%

Due to expansion of the Emergency Planning Department in 2022, a reorganization of the office occurred early in the new year. While slight, the relocation of personnel did result in changes of

allocated square footage for some departments. As such the revised square footage percentages are now:

		<u>Pre EOC</u>		<u>Current</u>	<u>Percentage</u>		<u>New</u>	<u>Revised</u>
	<u>Square Feet</u>						<u>Allocation</u>	<u>Percentages</u>
		13,390.00		16,090.00				
Library Network		1,339.00	10.00%	1,339.00	8.32%	8%	1,339.00	8%
Planning		669.50	5.00%	819.50	5.09%	5%	939.50	6%
Building Inspection		803.40	6.00%	803.40	4.99%	5%	403.40	3%
Bylaw Enforcement		401.70	3.00%	401.70	2.50%	2%	401.70	2%
Environmental Services		1,339.00	10.00%	1,339.00	8.32%	8%	1,339.00	8%
Protective Services		267.80	2.00%	2,700.00	16.78%	2%	480.00	3%
Emergency Planning		0.00	0.00%			15%	2,460.00	15%
EA Administration		4,284.80	32.00%	4,343.70	27.00%	27%	4,363.70	27%
Administration		4,284.80	32.00%	4,343.70	27.00%	27%	4,363.70	27%
		13390		16090	100.00%	100.00%	16090	100.00%

Attachments:

[Click here to enter text.](#)

Financial Implications:

There is no impact to the actual expenses being allocated. However, some services will see a change in the amount allocated to them. The changes are not significant enough to impact budgets in a material way. As the first quarter of operations has passed, the allocation of Building Expenses will require processing soon. To avoid further delay the revision is being brought to the Board rather than to the Policy Committee as would normally be the case.

Policy Implications:

[Click here to enter text.](#)

Alignment with Strategic Plan:

- ☐ **Communication:** Facilitate communication strategies throughout the entire Cariboo Regional District that meet the needs of residents, community stakeholders, and other levels of government.
- ☐ **Planning:** Intentionally plan services and activities of the CRD to prepare for future needs of residents and community stakeholders.
- ☐ **Economic Sustainability:** Foster an environment to ensure the economic sustainability of CRD communities and the region.
- ☒ **Governance:** Ensure that CRD governance policy and practices are intentional, transparent, and respectful.

[Click here to enter text.](#)

CAO Comments:

Click here to enter text.

Options:

- 1) Receipt and endorse the recommendation.
- 2) Receipt.

Recommendation:

That the Agenda Item Summary from Kevin Erickson, Chief Financial Officer, dated April 21, 2022, regarding the Allocation of Building Expenses be received. Further that the Board endorse the recommendation to amend the Administration policy regarding the square footage percentages used for allocating Building Expenses to reflect those calculated as the office layout now exists.