



**REGIONAL
DISTRICT
NORTH
OKANAGAN**

REPORT

File No.: 1830-2017

TO: Regional Board
FROM: Manager, Financial Services
DATE: June 6, 2018
SUBJECT: 2017 Statement of Financial Information

RECOMMENDATION:

That the 2017 Statement of Financial Information be approved.

SUMMARY:

The Financial Information Act (FIA) is provincial legislation that requires local governments to prepare the following statements and schedules of financial information annually:

1. statement of assets and liabilities;
2. an operational statement;
3. a schedule of debts;
4. a schedule of guarantee and indemnity agreements;
5. a schedule showing the total amount of remuneration and the total amount of expenses paid to or on behalf of each member of the Board;
6. a schedule showing remuneration and expenses paid to or on behalf of each employee that exceeds \$75,000;
7. a schedule showing the payments for each supplier of goods or services that exceeds \$25,000.

DISCUSSION:

The requirements of the Financial Information Act filing are addressed in two stages. The first three requirements are met by the annual audited financial statements. The annual financial statements were approved by the Board at the meeting on May 2, 2018.

The Financial Information Act and Section 168 of the Community Charter stipulates that at least once a year a report is prepared showing remuneration and expenses for each member of the Board along with any contracts with board members or former board members, along with a general description of their nature.

The remaining four requirements under the Financial Information Act, which must be met by June 30th, are covered by the schedules included as attachments to this report.

The remuneration amounts disclosed in the SOFI report for employees incorporate a number of inclusions such as salary and wages; including overtime pay, statutory holiday pay, payouts of accrued vacation and sick time along with any taxable benefits.

Following is a year over year comparison of the changes in salary.

	Number of Employees			Total Remuneration		
	2017	2016	Change	2017	2016	Change
Employees >\$75,000	32	30	2	3,321,140.64	3,003,931.11	317,209.53
Employees <\$75,000	75	74	1	2,674,996.85	2,472,530.58	202,466.27
Volunteer Fire Fighters	101	94	7	891,478.15	351,847.27	539,630.88
	208	198	10	6,887,615.64	5,828,308.96	1,059,306.68

In 2017, the Regional District ratified a new five year agreement with non-union staff. The agreement provided for a 1.7% wage increase, effective January 1, 2016. Retroactive salary adjustments were made totaling approximately \$147,500. In addition, the water treatment operators belong to the CUPE union, pursuant to the CUPE agreement, staff within this group received a 2% increase effective April 1, 2017.

The other major impact to salaries in 2017, was the provincial call for assistance to the wildfire state of emergency. Two of the Regional District's fire departments responded to the call for assistance. Remuneration to firefighters for these events was approximately \$507,000.

The FIA specifically states expenses include travel expenses, memberships, tuition, relocation and registration fees paid directly to an employee or to a third party on behalf of the employee and has not been included in "remuneration". Expenses are not limited to expenses that are generally perceived as perquisites, or bestowing personal benefits and may include expenditures required for employees to perform their job functions, and excludes benefits of a general nature applicable to all employees such as medical, dental, counselling, insurance and similar plans.

The attached supplementary information was included in the context of the audit, but provides additional detailed information that is required for public disclosure. Approval of the schedules by the Board concludes the legislated requirements.

LEGAL/STATUTORY AUTHORITY:

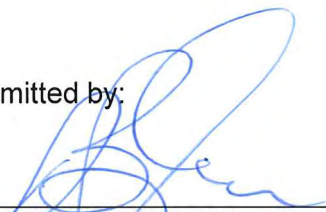
- The Financial Information Act requires annual financial statements to be prepared along with schedules. The statement must be approved by the Board and the Financial Officer.
- Financial Information Regulation sets out the detailed requirements as well as reporting thresholds of the schedules to accompany the financial statements.
- Local Government Act – Section 377 – sets out requirements for Regional Districts to follow certain financial reporting sections of the Community Charter.
- Community Charter – Section 168 sets out the requirement to report on Board remuneration, expenses and contracts.

ATTACHMENTS:

- Schedule 1 – Statement of Financial Information Approval
- Schedule 2 – Schedule of Guarantee and Indemnity Agreements
- Schedule 3 – Schedule of Directors and Alternate Directors Remuneration and Expenses

Schedule 4 – Schedule of Employee Remuneration & Expenses
Schedule 5 – Schedule of Severance Agreements
Schedule 6 – Schedule of Payments Made for the Provision of Goods or Services

Submitted by:



Rose Bronswyk Kassa
Manager Financial Services

Endorsed by:



Stephen Banmen
GM Finance

Approved for Inclusion:



David Sewell
Chief Administrative Officer

**SCHEDULE 1
REGIONAL DISTRICT OF NORTH OKANAGAN**

Statement of Financial Information Approval

(as per BC 371/93 of the Financial Information Regulation, Schedule 1, section 9)

2017


Regional District of North Okanagan Financial Statements for Year Ended December 31, 2017 includes:

- a) a statement of assets and liabilities;
- b) an operational statement;
- c) a schedule of debts; and
- d) a management report.

Regional District of North Okanagan Statement of Financial Information for the Year Ended December 31, 2017 includes the above and the following schedules:

- a) schedule of guarantee and indemnity agreements;
- b) schedule of remuneration and expenses paid on behalf of each board member;
- c) schedule of remuneration and expenses paid on behalf of each employee earning more than \$75,000; and
- d) schedule of payments made for goods and services for each supplier paid more than \$25,000.

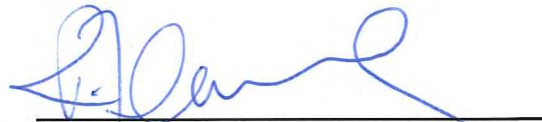
The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.



Stephen Banmen
General Manager, Finance

May 10/18

Date



Bob Fleming
Board Chair

June 7, 2018

Date

SCHEDULE 2
REGIONAL DISTRICT OF NORTH OKANAGAN

Schedule of Guarantee and Indemnity Agreements

(as per BC 371/93 of the Financial Information Act)

2017

The Regional District of North Okanagan has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation during the year ended December 31, 2017.

**SCHEDULE 3
REGIONAL DISTRICT OF NORTH OKANAGAN**

Schedule of Board of Directors and Alternate Directors Remuneration and Expenses

(as per Section 377 of the Local Government Act and as per BC Reg 371/93 of the Financial Information Act)

2017

Board Members	Position	Area	Remuneration	Expenses
ACTON, Kevin	Director	Village of Lumby	\$ 11,963.99	\$ 479.54
ANDERSON, Scott	Alt. Director	City of Vernon	459.00	34.32
BROWN, Janice	Director	Township of Spallumcheen	11,810.99	812.70
CAMERON, Hank	Director	Electoral Area "E"	22,787.97	7,962.63
CASE, Brad	Alt. Director	City of Enderby	459.00	80.76
CUNNINGHAM, Juliette	Vice-Chair	City of Vernon	16,705.98	454.31
DELISLE, Denis	Alt. Director	Electoral Area "F"	612.00	195.25
DIRK, Doug	Director	District of Coldstream	15,355.98	447.22
FAIRBAIRN, Patrick	Director	Electoral Area "D"	23,822.97	12,305.60
FLEMING, Robert	Chair	Electoral Area "B"	42,821.96	6,359.03
FOWLER, Shirley	Director	City of Armstrong	11,045.99	666.32
FRASER, Christine	Alt. Director	Township of Spallumcheen	153.00	20.19
GARLICK, James	Alt. Director	District of Coldstream	3,060.00	-
HALVORSON, Herman	Director	Electoral Area "F"	23,262.98	9,097.11
LORD, Catherine	Director	City of Vernon	12,627.99	232.22
MACNABB, Michael	Director	Electoral Area "C"	25,414.98	8,492.21
MCCUNE, Gregory	Director/Alt. Director	City of Enderby	10,378.99	767.22
MUND, Akbal	Director	City of Vernon	13,799.99	386.13
NAHAL, Dalvir Kaur	Alt. Director	City of Vernon	306.00	-
OSTAFICHUK, Robert	Alt. Director	Village of Lumby	1,224.00	-
PIEPER, Chris	Alt. Director	City of Armstrong	459.00	30.29
QUIRING, Brian	Director	City of Vernon	10,586.99	95.91
SCHREINER, Brian	Director	City of Enderby	514.00	40.38
SPIERS, Robert	Alt. Director	City of Vernon	3,672.00	-
Total			\$ 263,305.75	\$ 48,959.34

Director Brian Quiring through his company MQN Architects had architectural contracts with the Regional District for the White Valley Community Stage predesign, Vernon & District Performing Arts Centre lobby renovations, Vernon Community Arts Centre washroom renovation predesign and the RDNO boardroom renovation.

SCHEDULE 4
REGIONAL DISTRICT OF NORTH OKANAGAN

Schedule of Employee Remuneration & Expenses

(as per BC Reg 371/93 of the Financial Information Act)

2017

Employee Name	Position	Taxable Remuneration	Expenses
ARMSTRONG, Elaine	Payroll Coordinator	\$ 76,963.81	\$ 472.43
BANMEN, Stephen	General Manager, Finance	133,267.22	4,059.42
BRONSWYK KASSA, Rosemary	Manager, Financial Services	101,700.54	3,885.08
CLARK, Renee	Manager, Water Quality	96,088.79	2,634.38
CRICK, Alastair	Protective Services Manager	85,704.09	2,388.57
DANALLANKO, Dale	Manager, RDF Operations	103,782.25	1,568.23
de PFYFFER, James	Manager, Small Utilities	104,149.31	2,090.75
DUNSDON, Jennifer	Water Supply and Treatment Operator	82,012.47	375.33
EDWARDS, Alexander	Project Manager	100,582.79	1,438.90
FRIESEN, John	Bylaw Enforcement Officer	90,056.82	3,229.22
GARDNER, David	Chief Building Inspector	102,206.36	11,010.59
GIBSON, Don	Senior Water Supply and Treatment Operator	96,838.65	1,418.83
HARTWIG, Corey	Electrical / Instrumentation Technician	89,750.99	1,287.34
HEIDT, Dustin	Chief Water Supply and Treatment Operator	113,725.54	274.88
JUNIPER, Paddy	Deputy Corporate Officer	92,959.55	6,276.36
KOHNERT, Nicole	Manager, Regional Engineering Services	115,742.37	4,455.06
LAY, Paul	Distribution Operator / Mechanic	87,529.03	381.31
LIZOGUBOFF, Victor	Systems Analyst	95,960.59	1,649.49
LORD, John	Manager, Water Distribution	118,565.59	746.67
MARCOLIN, Zee	General Manager, Utilities	129,438.58	2,197.74
MAZZOTTA, Christopher	Manager, Information Tech. & Emergency Operations	119,658.20	840.18
McTAGGART, Dale	General Manager, Engineering (retired)	79,367.24	421.10
MELLOTT, Leah	General Manager, EA Services	137,202.26	5,244.91
NELSON, Tannis	Manager, Community Services	92,267.99	6,538.96
PEDE, Gary	Systems Analyst	88,568.62	3,268.58
PINKOSKI, Keith	Manager, Parks	101,386.28	5,838.46
ROSS, Gordon	Water Supply and Treatment Operator	84,793.86	1,373.62
ROUTLEY, Greg	Deputy Planning Manager	102,242.79	788.14
SEWELL, David	Chief Administrative Officer	192,828.07	6,502.26
SKOBALSKI, Marnie	Planner 2	86,297.27	942.31
SKUBLEN, Dwayne	Building Inspector	86,336.73	10,466.10
SMAILES, Rob	General Manager, Planning & Building	133,165.99	4,186.28
SUBTOTAL		\$ 3,321,140.64	98,251.48
Employees Under \$75,000		3,566,780.95	117,293.08
Employer portion of CPP and EI premiums			281,694.00
TOTAL		\$ 6,887,921.59	\$ 497,238.56

Any differences between this schedule and the financial statements are attributable to payroll overhead, benefits and timing. Remuneration is reported based on the year it is paid pursuant to Canada Revenue Agency regulations, whereas it is accounted for in the financial statements based on the year it is earned.

SCHEDULE 5
REGIONAL DISTRICT OF NORTH OKANAGAN

Schedule of Severance Agreements

(as per BC 371/93 of the Financial Information Act)

2017

There was one (1) severance agreement made between the Regional District of North Okanagan and its non-unionized employees during the year ended December 31, 2017.

This agreement represents 2 months of compensation.*

*Compensation means salary and benefits normally paid under regular remuneration.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8).

SCHEDULE 6
REGIONAL DISTRICT OF NORTH OKANAGAN

Schedule 5 - Schedule of Payments Made for the Provision of Goods or Services

(as per BC Reg 371/93 of the Financial Information Act)

2017

Suppliers over \$25,000	Total
0938541 BC LTD. DBA OKANAGAN FENCE SUPPLIES	48,356.10
1 & 2 ELECTRIC	90,645.99
620241 BC LTD.	78,212.60
ABERDEEN ELECTRIC	333,818.87
ACRES ENTERPRISES LTD.	448,946.73
AECOM CANADA LTD.	65,428.57
AGAT LABORATORIES	42,210.74
ALEX GRZYBOWSKI & ASSOCIATES LTD.	117,411.40
ANDREW SHERET LTD.	653,439.48
ARC RIDGE LTD.	40,980.33
ASSOCIATED ENVIRONMENTAL CONSULTANTS INC.	29,523.57
ASTRO TURF WEST DISTRIBUTORS LTD.	289,327.04
B.C. HYDRO & POWER AUTHORITY	1,294,494.05
B.C. TRANSIT	726,839.00
B.X.-SWAN LAKE VOL.FIRE DEPT.	29,087.82
BANNISTER CHEVROLET INC.	78,058.52
BDO CANADA LLP	25,660.75
BLACK PRESS GROUP LTD.	72,206.32
C & A CONTRACTING	51,775.81
C.G.L. CONTRACTING LTD.	224,377.61
CAPRI INSURANCE	246,189.00
CARO ANALYTICAL SERVICES	120,786.83
CDW CANADA INC.	109,499.01
CHERRYVILLE RINK SOCIETY	60,494.43
CITY OF ENDERBY	870,218.31
COLDSTREAM DISTRICT OF	2,088,567.38
COLUMBIA SHUSWAP REG. DISTRICT	70,413.00
COPCAN CIVIL LTD.	526,369.25
CORBETT OFFICE EQUIPMENT	28,207.04
CORIX CONTROL SOLUTIONS LIMITED PARTNERSHIP	30,654.40
DAN'S BOBCAT SERVICES	89,436.82
DAVIDSON PRINGLE LLP IN TRUST	803,591.10
E.B. HORSMAN & SON LTD.	58,280.92
ECOPLAN INTERNATIONAL INC	58,590.00
ESRI CANADA LIMITED	60,256.00
FORTISBC - NATURAL GAS	48,566.40
FRASER BURREARD DIVING LTD.	293,189.82
FRASER VALLEY REGIONAL DISTRICT	40,290.00
FULTON & COMPANY LLP	60,995.00
GENTECH ENGINEERING INC.	159,519.34
GHD LIMITED	33,274.34
GUILLEVIN INTERNATIONAL INC.	55,574.67
HACH SALES & SERVICE CANADA LTD.	27,526.39
HANDY GUYS HOME RENOVATION & REPAIR INC.	40,693.00
HARRISON INDUSTRIAL CONTRACTING LTD.	73,873.70
INNOVATION LIGHTING	36,046.53
INSURANCE CORPORATION OF BRITISH COLUMBIA	34,494.00
INTERCITY RECYCLE LTD.	115,441.15
INTERIOR FREIGHT & BOTTLE DEPOT LTD.	32,041.40
iTBUEPRINT SOLUTIONS INC.	85,338.46
ITRON CANADA INC.	149,645.73

Suppliers over \$25,000	Total
JSA SPORT ARCHITECTURE INC.	39,691.25
K-9 SYSTEMS CONTROL	175,833.05
KEMIRA WATER SOLUTIONS CANADA INC. MI MUNICIPAL	321,182.91
KERR WOOD LEIDAL ASSOCIATES LTD.	153,702.89
L.B. CHAPMAN CONSTRUCTION LTD.	62,990.79
LAINING ROOFING (Vernon) Ltd.	376,353.09
LEAVERITE DRILLING & BLASTING LTD.	130,551.02
LEKO PRE CAST LTD.	37,698.78
LUMBY & DISTRICT CHAMBER OF COMMERCE	25,754.00
LUMBY VILLAGE OF	698,291.53
MANULIFE FINANCIAL	323,596.26
MEARL'S MACHINE WORKS LTD.	99,722.95
MINISTER OF FINANCE	117,036.95
MONAGHAN ENGINEERING & CONSULTING LTD.	83,842.74
MOUNTAINSIDE EARTHWORKS LTD.	1,290,745.47
MOYER BRAD	26,107.20
MUNICIPAL INSURANCE ASSOCIATION OF B.C.	97,122.25
MUNICIPAL PENSION PLAN	930,518.23
MURDY MCALLISTER IN TRUST	50,000.00
NORTHWEST HYDRAULIC CONSULTANTS LTD.	84,874.87
OK EXCAVATING	62,005.07
OKANAGAN BASIN WATER BOARD	644,834.00
OKANAGAN KOOTENAY STERILE INSECT RELEASE PROGRAM	457,003.78
OKANAGAN REGIONAL LIBRARY	717,319.00
ONSITE ENGINEERING LTD.	83,354.54
OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD.	403,661.64
PASSIVE REMEDIATION SYSTEMS	37,082.85
PAUL DICK LOGGING LTD	61,960.61
POSTILL NIXON EARTHWORKS	856,974.59
Q ONE SHOW TECHNOLOGIES INC	43,149.56
R-355 ENTERPRISES LTD.	124,934.57
RAMTECH ENVIRONMENTAL PRODUCTS	33,881.02
RECEIVER GENERAL FOR CANADA	1,586,805.58
REGIONAL DISTRICT OF CENTRAL OKANAGAN	108,712.26
REVOLUTION ENVIRONMENTAL SOLUTIONS LP	77,534.73
S.S.G. HOLDINGS LTD	1,527,693.47
SAWCHUK DEVELOPMENT CO. LTD.	85,554.17
SIVAN ENTERPRISES	155,251.74
SUNCOR ENERGY PRODUCTS PARTNERSHIP	37,344.12
SUPER SAVE DISPOSAL INC.	90,247.26
TELUS	73,912.80
TELUS MOBILITY	43,465.01
TEMPEST DEVELOPMENT GROUP	46,736.35
TETRA TECH CANADA INC.	59,384.27
THE GROUND GUYS LANDSCAPE MANAGEMENT	61,435.84
UNIVAR CANADA LTD.	150,485.65
URBAN SYSTEMS LTD.	163,779.63
VADIM COMPUTER MGMT. GROUP LTD.	29,133.09
VERNON & DIST. ASSOC. FOR COMMUNITY LIVING	54,308.75
VERNON & DISTRICT PERFORMING ARTS CENTRE	287,671.76
VERNON CITY OF	19,499,464.05
VERNON DODGE JEEP	33,000.00
W.E. MADDOX B.C.L.S.	51,361.80
WASTE CONNECTIONS OF CANADA	127,113.24
WASTE MANAGEMENT OF CANADA CORP.	48,790.39
WATERHOUSE ENVIRONMENTAL SERVICES CORP.	144,267.81
WESTERN WATER ASSOCIATES LTD	26,891.90
WILDSTONE CONSTRUCTION & ENGINEERING	422,937.34
WORKSAFEBC	61,739.12
WSP CANADA INC.	25,409.07
XCG CONSULTANTS LTD.	114,435.27

Suppliers over \$25,000	Total
YOUNG ANDERSON	170,103.64
Total Paid to Suppliers over \$25,000	45,265,612.29
Total Paid to Suppliers under \$25,000	2,509,288.75
Total Paid to Suppliers	47,774,901.04
Payments to suppliers for grants exceeding \$25,000	
BOYS' & GIRLS' CLUB of VERNON	104,250.00
CHERRYVILLE COMMUNITY CLUB	36,000.00
FOOD ACTION SOCIETY OF NORTH OKANAGAN	31,420.00
GREATER VERNON MUSEUM & ARCHIVES	239,200.00
LITERACY AND YOUTH INITIATIVES SOCIETY OF	66,000.00
OKANAGAN FILM COMMISSION	35,000.00
VERNON PICKLEBALL ASSOCIATION	169,505.00
VERNON PUBLIC ART GALLERY	185,200.00
VERNON SCIENCE AND DISCOVERY SOCIETY	32,500.00
ARTS COUNCIL OF NORTH OKANAGAN	147,500.00
Total of all grants exceeding \$25,000	\$ 1,046,575.00
TOTAL ALL Suppliers	\$ 48,821,476.04

Any differences between this schedule and the financial statements are related to the following. First, this schedule is prepared on a cash basis of accounting versus the accrual basis used to prepare the financial statements. Also, the schedule includes the full GST paid to the suppliers, while the financial statements are net of the GST rebate.

Prepared under the Financial Information Regulation, Schedule 1, Section 7 and the Financial Information Act, Section 2.