

STAFF REPORT

TO: Board of Directors
FROM: Finance Department
SUBJECT: 2018 Statement of Financial Information

File No: 1830.2018
Date: May 8, 2019

RECOMMENDATION:

That the 2018 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. a 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 financial statements. The annual financial statements were submitted to the Audit Committee on April 24, 2019 and are scheduled for the May 8, 2019 board meeting.

The Financial Information Act and Section 168 of the Community Charter stipulate that at least once a year a report is prepared showing remuneration and expenses for each board member along with any contracts with board members or former board members, including 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 attached to this report.

The remuneration amounts disclosed in the Statement of Financial Information (SOFI) report for employees (Schedule 4) includes salaries and wages, overtime pay, statutory holiday pay, payouts of vacation and sick time, as well as taxable benefits.

The following table is a year over year comparison of the changes in overall employee salary.

	Number of Employees			Total Remuneration		
	2018	2017	Change	2018	2017	Change
Employees > \$75,000	34	32	2	3,554,244.36	3,321,140.64	233,103.72
Employees < \$75,000	75	75	0	2,814,328.60	2,674,996.85	139,331.75
Volunteer Fire Fighters	86	101	-15	443,599.13	891,478.15	(447,879.02)
	195	208	-13	6,812,172.09	6,887,615.64	(75,443.55)

The current agreement with the Regional District's non-union staff included a 1.7% wage increase effective January 1, 2018. In addition, the current collective agreement with the Regional District's union staff included a 2% wage increase effective April 1, 2018.

The decrease in the number of volunteer fire fighters and lower remuneration is directly related to fewer provincial emergency wildfire callouts in 2018 relative to 2017. Firefighter wages related to wildfire response is fully recovered from the Province and totaled \$113,000 in 2018, representing a reduction of \$394,000 from the \$507,000 attributed to wildfires in 2017. The fire departments bolster their firefighter ranks from other local fire departments as part of the wildfire response.

The FIA specifically states expenses include travel, memberships, tuition, relocation and registration fees paid directly to an employee or to a third party on behalf of the employee. These expenses are shown separately for the Board of Directors and employees, and are not included in remuneration. Expenses are not limited to expenses that are generally perceived as perquisites, or bestowing personal benefits. The expenses include expenditures required for employees to perform their job functions, such as mileage reimbursements, and exclude 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 year end audit, but provides additional detailed information that is required for public disclosure. Approval of the schedules by the Board concludes the legislated requirements.

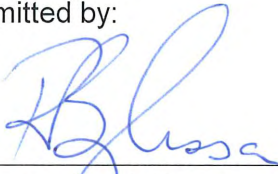
LEGAL/STATUTORY AUTHORITY:

- The Financial Information Act requires annual financial statements to be prepared along with schedules. The Statement of Financial Information 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 that are applicable to municipalities.
- Community Charter – Section 168 sets out the requirement to report on board remuneration, expenses and contracts.

SCHEDULES:

- 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
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Submitted by:



Rose Bronswyk Kassa
Manager, Financial Services

Reviewed and Endorsed by:



Stephen Banmen
General Manager, 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)

2018


Regional District of North Okanagan Financial Statements for year ended December 31, 2018 include:

- 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, 2018 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 of the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.



Stephen Banmen, MBA
General Manager, Finance

April 29/19

Date



Kevin Acton
Board Chair

May 8, 2019

Date

SCHEDULE 2
REGIONAL DISTRICT OF NORTH OKANAGAN

Schedule of Guarantee and Indemnity Agreements

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

2018

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, 2018.

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)

2018

Board Member	Position	Area	Remuneration	Expenses
ACTON, Kevin	Director/Chair	Village of Lumby	\$ 15,072.80	\$ 961.36
BROWN, Janice	Director	Township of Spallumcheen	9,250.20	520.59
CAMERON, Hank	Director	Electoral Area "E"	26,787.00	9,329.76
CUMMING, Victor	Director	City of Vernon	2,173.80	79.71
CUNNINGHAM, Juliette	Vice-Chair	City of Vernon	13,795.60	446.22
DELISLE, Denis	Alt. Director/Director	Electoral Area "F"	3,594.20	952.19
DIRK, Doug	Director	District of Coldstream	13,036.20	387.66
FAIRBAIRN, Patrick	Director	Electoral Area "D"	25,381.00	13,217.47
FEHR, Kelly	Alt. Director	City of Vernon	468.00	5.14
FLEMING, Robert	Chair/Director	Electoral Area "B"	41,775.20	5,362.20
FOWLER, Shirley	Director	City of Armstrong	11,424.00	674.30
FRASER, Christine	Alt. Director/Director	Township of Spallumcheen	2,641.80	189.79
GARES, Kari	Alt. Director	City of Vernon	312.00	5.14
GARLICK, James	Alt. Director/Director	District of Coldstream	4,513.80	-
HACKETT, Dwayne	Alt. Director	Electoral Area "D"	156.00	30.86
HALVORSON, Herman	Director/Alt. Director	Electoral Area "F"	19,973.80	7,517.39
HOYTE, Ruth	Alt. Director	District of Coldstream	780.00	25.71
LEMAIRE, Christine	Alt. Director	Township of Spallumcheen	156.00	-
LIPPERT, Wayne	Alt. Director	Electoral Area "C"	156.00	7.71
LORD, Catherine	Director	City of Vernon	11,008.20	183.84
MACNABB, Michael	Director	Electoral Area "C"	20,769.80	2,817.47
MCCUNE, Gregory	Alt. Director	City of Enderby	621.00	152.76
MUND, Akbal	Director	City of Vernon	13,948.00	398.52
NAHAL, Dalvir Kaur	Alt. Director/Director	City of Vernon	2,017.80	64.30
OSTAFICHUK, Robert	Alt. Director	Village of Lumby	1,248.00	37.54
PIEPER, Chris	Alt. Director	City of Armstrong	312.00	-
QUIRING, Brian	Director	City of Vernon	11,571.00	507.44
SCHREINER, Brian	Director	City of Enderby	11,268.00	959.99
SHATZKO, Amanda	Director	Electoral Area "C"	4,312.80	603.46
SKINNER, Leith (Frank)	Alt. Director	Electoral Area "C"	936.00	77.14
SPIERS, Robert	Alt. Director	City of Vernon	2,964.00	-
Total			\$ 272,424.00	\$ 45,515.66

Director Brian Quiring through his company MQN Architects had architectural contracts with the Regional District for the Vernon & District Performing Arts Stucco Remediation, Pat Duke Arena Upgrades 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)

2018

Employee	Position	Taxable Remuneration	Expenses
BANMEN, Stephen	General Manager, Finance	132,899.04	3,392.50
BRONSWYK KASSA, Rosemary	Manager, Financial Services	101,835.10	2,507.43
CLARK, Renee	Manager, Water Quality	94,783.23	3,761.17
CRICK, Alastair	Manager, Protective Services	91,978.30	2,243.57
DANALLANKO, Dale	Manager, DDF Operations	103,921.76	832.34
de PFYFFER, James	Manager, Small Utilities	103,774.06	117.22
EDWARDS, Alexander	Project Manager	101,385.10	566.61
FOX, Michael	General Manager, Community Services	128,132.13	2,913.66
FRANK, Laura	Regional Planning Project Manager	92,589.29	3,043.29
FRIESEN, John	Bylaw Enforcement Officer	85,695.11	4,442.32
GARDNER, David	Chief Building Inspector	101,871.47	12,121.52
GIBSON, Don	Senior Water Supply & Treatment Operator	94,953.77	527.89
HARTWIG, Corey	Electrical / Instrumentation Technician	96,414.44	699.00
HEIDT, Dustin	Chief Water Supply & Treatment Operator	108,598.01	863.62
JUNIPER, Paddy	Corporate Officer	102,942.65	2,556.07
KOHNERT, Nicole	Manager, Regional Engineering Services	115,089.75	2,509.66
LAY, Paul	Distribution Operator / Mechanic	87,124.09	142.86
LIZOGUBOFF, Victor	Systems Analyst	90,361.23	57.08
LORD, John	Manager, Water Distribution	119,139.71	380.00
MARCOLIN, Zee	General Manager, Utilities	134,546.64	6,830.65
MAZZOTTA, Christopher	Manager, IT & Emergency Operations	119,850.76	1,172.50
MELLOTT, Leah	General Manager, Electoral Area Administration	137,905.24	4,900.98
MYKYTUK, Becky	Water Supply & Treatment Operator II	88,384.51	946.48
NELSON, Tannis	Manager, Community Services	92,154.34	6,202.02
PEDE, Gary	Systems Analyst (SCADA)	82,752.15	546.43
PINKOSKI, Keith	Manager, Parks	101,352.87	6,743.10
ROSS, Gordon	Water Supply & Treatment Operator II	82,270.69	1,378.86
ROUTLEY, Greg	Deputy Planning Manager	101,517.10	1,391.19
SCHEPERS, Aaron	Electrical / Instrumentation Technician	77,413.86	803.98
SEWELL, David	Chief Administrative Officer	197,292.65	10,121.29
SKOBALSKI, Marnie	Planner II	85,556.94	1,722.73
SKUBLEN, Dwayne	Building Inspector III	85,556.94	11,601.33
SMAILES, Rob	General Manager, Planning & Building	133,324.94	3,105.54
STEVENS, Jennifer	Water Supply & Treatment Operator II	80,876.49	358.59
	SUBTOTAL	\$ 3,554,244.36	101,144.89
	Employees Under \$75,000	3,257,927.73	106,092.61
	Employer portion of CPP and EI premiums	-	304,487.54
	TOTAL	\$ 6,812,172.09	\$ 511,725.04

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)

2018

There was no severance agreement during the year ended December 31, 2018.

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)

2018

Suppliers over \$25,000	Total
0938541 BC LTD. DBA OKANAGAN FENCE SUPPLIES	175,522.55
1 & 2 ELECTRIC	87,118.45
1030716 BC LTD.	101,885.22
ABERDEEN ELECTRIC	354,159.63
ABERDEEN MACHINE (1997) LTD.	25,787.63
ACRES ENTERPRISES LTD.	59,449.64
AECOM CANADA LTD.	50,172.32
ALLIANCE COMMUNICATIONS	27,837.61
ANDREW SHERET LTD.	417,361.37
B.C. HYDRO & POWER AUTHORITY	1,391,092.68
B.C. TRANSIT	645,945.04
BAIRD BROS. LTD.	28,469.08
BANNISTER CHEVROLET INC.	93,947.45
BLACK PRESS GROUP LTD.	91,927.63
BRY-MAC MECHANICAL LTD.	127,933.90
BX SWAN LAKE FIRE DEPT	28,409.59
C.G.L. CONTRACTING LTD.	186,445.90
CABIN FORESTRY SERVICES LTD	145,741.39
CAPRICMW INSURANCE	259,609.00
CARO ANALYTICAL SERVICES	127,281.87
CASE FURNITURE	111,774.00
CDW CANADA INC.	163,707.84
CHERRYVILLE COMMUNITY CLUB	33,886.59
CHRISTIE LITES SALES	167,555.14
CHRISTY & ASSOCIATES PLANNING CONSULTANTS LTD.	40,096.89
CIMCO REFRIGERATION	176,213.21
COLDSTREAM DISTRICT OF	492,335.05
COLUMBIA SHUSWAP REG. DISTRICT	104,710.63
COMMUNITY FUTURES NORTH OKANAGAN	50,000.00
COOK DONALD A.	39,774.30
COPCAN CIVIL LTD.	231,763.60
CORBETT OFFICE EQUIPMENT	111,281.54
CORIX CONTROL SOLUTIONS LIMITED PARTNERSHIP	96,966.72
DAN'S BOBCAT SERVICES	106,622.25
DAVIDSON PRINGLE LLP	43,705.69
DIAMOND and SCHMITT ARCHITECTS INCORPORATED	77,522.57
E.B. HORSMAN & SON LTD.	80,076.75
ENDERBY CITY OF	847,695.33

Suppliers over \$25,000**Total**

ESRI CANADA LIMITED	60,256.00
FLETCHER PAINE ASSOCIATES LTD.	26,317.38
FORTISBC - NATURAL GAS	39,596.62
FOUR J'S CONSTRUCTION	61,326.81
FRANK'S CLEANING SERVICE	29,508.34
FRASER VALLEY REGIONAL DISTRICT	39,375.00
FULTON & COMPANY LLP	90,502.21
FULTON & COMPANY LLP IN TRUST	117,800.00
GAWNE Kevin M.	27,013.29
GENTECH ENGINEERING INC.	42,184.20
GFL ENVIRONMENTAL INC	1,606,615.38
GHD LIMITED	55,313.58
GOLDER ASSOCIATES LTD.	203,834.53
GUILLEVIN INTERNATIONAL INC.	96,231.71
HACH SALES & SERVICE CANADA LTD.	29,716.46
INSURANCE CORPORATION OF BRITISH COLUMBIA	42,377.00
INTERCITY RECYCLE LTD.	118,973.10
INTERIOR DAMS INC.	41,040.29
INTERIOR FREIGHT & BOTTLE DEPOT LTD.	41,873.65
ITRON GLOBAL BUSINESS SERVICES	56,894.64
JORDAIR COMPRESSORS INC.	41,823.55
JS FERGUSON	913,678.13
K-9 SYSTEMS CONTROL	173,473.45
KEMIRA WATER SOLUTIONS CANADA INC.	327,726.10
KERR WOOD LEIDAL ASSOCIATES LTD.	142,614.26
LUMBY & DISTRICT CHAMBER OF COMMERCE	30,000.00
LUMBY VILLAGE OF	619,497.43
MANULIFE FINANCIAL	376,775.44
MEARL'S MACHINE WORKS LTD.	55,301.52
MINISTER OF FINANCE & CORPORATE RELATIONS	132,854.90
MONAGHAN ENGINEERING & CONSULTING LTD.	62,756.16
MOUNTAIN SIDE EARTHWORKS LTD.	741,147.85
MQN ARCHITECTS LTD.	53,743.91
MUD BAY DRILLING CO. LTD.	77,480.50
MUNICIPAL INSURANCE ASSOCIATION OF B.C.	97,977.27
MUNICIPAL PENSION PLAN	1,036,371.60
NORTHWEST HYDRAULIC CONSULTANTS LTD.	26,304.39
OK EXCAVATING	179,523.67
OKANAGAN BASIN WATER BOARD	629,040.88
OKANAGAN KOOTENAY STERILE INSECT RELEASE PROGRAM	458,007.86
OKANAGAN REGIONAL LIBRARY	727,941.80
ONSITE ENGINEERING LTD.	32,586.94
OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD.	359,656.39
PASSIVE REMEDIATION SYSTEMS	35,250.78
PAUL DICK LOGGING LTD	44,706.73
POSTILL NIXON EARTHWORKS	340,253.26
QUAD MECHANICAL LTD.	25,088.91
R-355 ENTERPRISES LTD.	461,254.01

Suppliers over \$25,000	Total
RAMTECH ENVIRONMENTAL PRODUCTS	46,470.79
RECEIVER GENERAL FOR CANADA	1,576,150.59
REGIONAL DISTRICT OF CENTRAL OKANAGAN	118,917.52
REVOLUTION ENVIRONMENTAL SOLUTIONS LP	71,272.82
ROCKY MOUNTAIN PHOENIX	25,186.47
RUSSELL N. SHORTT	25,227.50
S.S.G. HOLDINGS LTD	646,785.72
SAWCHUK DEVELOPMENT CO. LTD.	317,073.13
SPECIAL T CLEANING (2012) LTD.	25,179.00
SPEEDPRO SIGNS	32,293.43
STANTEC CONSULTING LTD.	25,200.00
STERLING FLEET OUTFITTERS	27,279.06
STEWART McDANNOLD STUART	36,458.67
SUNCOR ENERGY PRODUCTS PARTNERSHIP	48,720.65
SUPER SAVE DISPOSAL INC.	77,079.97
TEALE'S WATER UTILITY SERVICES LTD.	171,326.44
TELUS	78,548.21
TELUS MOBILITY	44,026.39
TEMPEST DEVELOPMENT GROUP	72,753.80
TETRA TECH CANADA INC.	68,958.83
THE GROUND GUYS LANDSCAPE MANAGEMENT	66,216.21
TONI PAUL'S CONTRACTING	52,085.71
TURN-KEY CONTROLS	86,012.55
UNIVAR CANADA LTD.	150,163.38
URBAN SYSTEMS LTD.	643,237.23
VADIM COMPUTER MGMT. GROUP LTD.	28,109.76
VERNON & DIST. ASSOC. FOR COMMUNITY LIVING	42,033.95
VERNON & DISTRICT PERFORMING ARTS CENTRE	306,013.78
VERNON CITY OF	4,888,943.98
VERNON ON SITE FENCING LTD	33,392.01
VERNON PAVING LTD.	26,323.76
W.E. MADDOX B.C.L.S.	34,148.10
WASP MANUFACTURING LTD.	25,075.06
WASTE CONNECTIONS OF CANADA	127,680.58
WASTE MANAGEMENT OF CANADA CORP.	53,833.84
WATERHOUSE ENVIRONMENTAL SERVICES CORP.	195,678.82
WAYSIDE	25,815.95
WESTRIDGE QUARRIES	151,062.33
WHITEVALE BACKHOE SERVICE	58,625.35
WILDSTONE CONSTRUCTION & ENGINEERING	4,010,859.33
WORKSAFEBC	56,899.25
XCG CONSULTANTS LTD.	42,236.96
YUCWMENLUCWU ("CARETAKERS OF THE LAND") 2007 LLP	48,000.00
Total Paid to Suppliers over \$25,000	33,118,730.81
Total Paid to Suppliers under \$25,000	2,859,915.26
Total Paid to Suppliers	35,978,646.07

Suppliers over \$25,000**Total****Payments to suppliers for grants exceeding \$25,000**

ARTS COUNCIL OF NORTH OKANAGAN	136,680.00
CAETANI CULTURAL SOCIETY	30,000.00
GREATER VERNON MUSEUM & ARCHIVES	241,600.00
LUMBY CURLING CLUB	38,750.00
MONASHEE ARTS COUNCIL	27,250.00
OKANAGAN BOYS & GIRLS CLUB	173,237.00
OKANAGAN FILM COMMISSION	33,000.00
VERNON PICKLEBALL ASSOCIATION	150,000.00
VERNON PUBLIC ART GALLERY	198,900.00
VERNON SCIENCE AND DISCOVERY SOCIETY	32,500.00
Total of all grants exceeding \$25,000	1,061,917.00
TOTAL ALL Suppliers	37,040,563.07

Any differences between this schedule and the financials 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.