



Regional Board Report

TO: Regional Board

FROM: Marilyn Rilkoff
Director of Financial Services

DATE: June 19, 2018

SUBJECT: 2017 Statement of Financial Information (SOFI) Disclosures

Voting Entitlement: *All Directors – Unweighted Corporate Vote – Simple Majority - LGA 208.1*

Purpose: To comply with legislative requirements under the *Financial Information Act* and its regulations the Statement of Financial Information Disclosures are presented.

Executive Summary:

The 2017 Statement of Financial Information (SOFI) schedules are submitted for approval as required under the *Financial Information Act* and its regulations. The Audited 2017 Financial Statements were previously approved by the Board on May 10, 2018 and are posted on the RDCO's website and are also available at the RDCO Office at 1450 KLO Road.

In 2017, the RDCO had over \$5m of extraordinary expenditures for Flood and Fire responses which were reimbursed by Emergency Management BC.

RECOMMENDATION:

THAT the Board approve the 2017 Schedules required under the *Financial Information Act* and its regulations including:

- Schedule of Board Remuneration
- Schedule of Employee Remuneration
- Schedule of Payments to Suppliers
- Statement of Severance Agreements
- Schedule of Guarantee and Indemnity Agreements

Respectfully Submitted:

Marilyn Rilkoff
Director of Financial Services

Approved for Board's Consideration

Brian Reardon, CAO

Implications of Recommendation:

Strategic Plan & Financial: The 2017 – 2021 Financial Plan, Department Initiatives and Program Plans were approved in March 2017, with amendments throughout the year. Expenditures were made in accordance with the Financial Plan.

Legal/Statutory Authority:

- Expenditures were approved in the 2017 – 2021 Financial Plan Bylaw and Amendment Bylaws.
- Local Government Act
- Community Charter
- Financial Information Act
- Financial Information Regulation

Background:

These Schedules form part of the Statement of Financial Information Package that is submitted to the Ministry of Community, Sport and Cultural Development under the *Financial Information Act*.

Remuneration Comparative Information from 2016 to 2017:

| <u>Year</u> | <u># of Board Members & Alternates</u> | <u>Total Board Remuneration</u> | <u># of Employees Exceeding \$75,000 Remuneration</u> | <u>Total Remuneration for Employees Exceeding \$75,000</u> | <u>Total Remuneration – All Employees</u> |
|-------------------|--|---------------------------------|---|--|---|
| 2017 | 18 | \$233,194 | 32 | \$3,395,606 | \$8,572,222 |
| 2016 | 19 | \$224,325 | 30 | \$3,163,316 | \$8,386,096 |
| Difference | -1 | *\$8,869 | ** +2 | **\$ 232,290 | **\$186,126 |

Notes:

* **Board remuneration:** Increase is mostly due to a \$5k payment timing swing for one director's remuneration. (2016 was \$12,899 vs. \$17,922 in 2017 – regular annual amount for 2017 should be \$15,579).

** **Employee remuneration:** Includes \$160,433 relating to emergency responses for floods and fires, which was reimbursed by Emergency Management BC. The number of employees exceeding \$75,000 increased by 2, or 6.7%. Even with extensive overtime for emergency responses, overall remuneration for all employees increased by \$186,126, or 2.2%. If the emergency overtime is removed, the increase is less than 1% at 0.3% or \$25,693 (\$186,126-\$160,433).

Amounts over \$25,000 paid to suppliers for goods and services totaled \$17,987,687 in 2017, vs. \$11,480,953 in 2016. In 2017, due to floods and fires, there was an additional extraordinary \$5 million of expenditures made, that was reimbursed by Emergency Management BC. There was also significant spending on capital projects for water systems and the wastewater treatment plant.

The Ministry deadline requires that this information be made public by June 30, 2018.

Financial Considerations:

- Compliance with legislative requirements under the *Financial Information Act*.
- Part of Financial Control System

External Implications: None

Alternative Recommendation: None

Considerations not applicable to this report:

- General
- Organizational
- Policy

Attachment(s):

- Schedule of Board Remuneration
- Schedule of Employee Remuneration
- Schedule of Payments to Suppliers
- Reconciliations
- Approvals
- Statement of Severance Agreements
- Schedule of Guarantee and Indemnity Agreements

REGIONAL DISTRICT OF CENTRAL OKANAGAN

SCHEDULE OF REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH BOARD MEMBER FOR THE YEAR 2017

ELECTED OFFICIALS (BOARD)

| 1. NAME | POSITION | REMUNERATION | EXPENSES |
|------------------------------------|--------------|----------------|---------------|
| * Baker, James | Board Member | 17,922 | 689 |
| Basran, Colin | Board Member | 15,579 | - |
| Bartyik, Mark | Alternate | 1,185 | - |
| Carson, Wayne | Board Member | 22,720 | 14,013 |
| Dehart, Maxine | Board Member | 15,579 | - |
| De Jong, Richard | Alternate | 15,579 | - |
| Findlater, Doug | Board Member | 15,969 | 620 |
| Fortin, Cindy | Board Member | 16,294 | 981 |
| Gambell, Penelope | Alternate | 155 | - |
| Given, Gail | Chair | 40,554 | 2,464 |
| Gray, Tracy | Board Member | 15,579 | - |
| Hanson, Patricia | Board Member | 21,810 | 9,904 |
| Hodge, Charlie | Alternate | 2,441 | - |
| Ophus, Duane | Board Member | 335 | - |
| Sieben, Brad | Board Member | 15,579 | - |
| Singh, Mohini | Alternate | 245 | - |
| Stack, Luke | Board Member | 15,579 | - |
| Zanon, Carol | Alternate | 90 | - |
| Total for Elected Officials | | 233,194 | 28,671 |

* Some 2016 remuneration not paid until 2017.

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SCHEDULE OF REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE FOR THE YEAR 2017

OTHER EMPLOYEES

EMPLOYEES EXCEEDING \$75,000 IN REMUNERATION

| NAME | POSITION | EOC | | TOTAL REMUNERATION | EXPENSES |
|-------------------------------------|--|----------------------|---------------------------------------|-----------------------|----------------|
| | | RDCO REMUNERATION | Remuneration Reimbursed by EMBC | | |
| Ackerman, Bradley | Manager of Parks & Resource Operations | 99,788 | 12,605 | 112,394 | 480 |
| Andrews, Rob | Manager of Facilities & Fleet | 99,048 | - | 99,048 | - |
| Beloin, Gregory | Assistant Water & Waste Water Process Technologist | 75,180 | 403 | 75,584 | 456 |
| Brennan, Andrew | Purchasing Manager | 105,532 | 13,617 | 119,149 | 2,455 |
| Bruneau, Richard | Manager of Information Services | 113,894 | - | 113,894 | 1,267 |
| Darlington, Wayne | Manager of Parks Planning, Capital Projects & Visitor Services | 99,928 | 371 | 100,299 | 942 |
| Drouin, Mary Jane | Manager of Corporate Services | 116,634 | - | 116,634 | 895 |
| Evans, Garry | Public Works Utility Operator | 86,380 | 1,017 | 87,397 | 2,102 |
| Fralick, Ronald | Manager of Development Services | 116,332 | 3,432 | 119,764 | 1,312 |
| Griffiths, Corie | Director of Economic Development Commission | 138,729 | - | 138,729 | 10,162 |
| Guiltenane, Gerard | Crime Stoppers Coordinator | 75,136 | - | 75,136 | 810 |
| Hanson, Murray | Parks Senior Operator/Construction & Park Facility Supervisor | 79,429 | 533 | 79,962 | 605 |
| Harrison, Janelle | Financial Analyst | 76,018 | 574 | 76,592 | 3,259 |
| Henderson, Andrea | Manager of Human Resources | 113,527 | 4,776 | 118,303 | 419 |
| Kopp, Murray | Director of Parks Services | 139,664 | 140 | 139,804 | 3,451 |
| Kornelson, James | Electrical/Instrumentation Technician | 90,540 | 675 | 91,215 | 2,153 |
| Lambrecht, Angela | Water & Wastewater Process Technologist | 82,771 | 1,407 | 84,178 | 527 |
| Mallory, Krista | Business Development Coordinator | 75,259 | - | 75,259 | 1,765 |
| Mazda, Bryan | Treatment Plant Operator Level III | 85,475 | 1,997 | 87,472 | 3,876 |
| Meersma, Peter | Public Works Utility Operator | 80,337 | 1,563 | 81,900 | 3,581 |
| Merenick, Diane | Chief Bylaw Enforcement Officer | 90,136 | - | 90,136 | 1,250 |
| Orlando, David | GIS Analyst | 70,822 | 4,469 | 75,292 | 140 |
| Pharis, Daniela | Senior Accounting Coordinator/System Analyst | 84,733 | 628 | 85,360 | - |
| Reardon, Brian | Chief Administrative Officer | 192,480 | 29,586 | 222,066 | 3,776 |
| Rilkoff, Marilyn | Director of Financial Services/Deputy CAO | 168,277 | 24,841 | 193,118 | 3,296 |
| Rotheisler, Peter | Manager of Environmental Services | 114,727 | - | 114,727 | 2,756 |
| Sauter, Donna | Accounting Analyst | 78,853 | 891 | 79,744 | 3,287 |
| Smith, Bruce | Communications/Intergovernmental Affairs Officer | 96,617 | 12,118 | 108,735 | - |
| Teschner, Carol | Financial Manager | 108,900 | 6,439 | 115,339 | 3,788 |
| Trottier, Kevin | Senior Utility Operator | 105,358 | 3,892 | 109,250 | 2,515 |
| Walsh, Christene | Manager of Police & Community Support Services | 113,084 | - | 113,084 | 1,919 |
| Wyman, Michael | Supervisor of Utilities Services | 95,193 | 848 | 96,040 | 4,940 |
| *Employees over \$75,000 | | 3,268,782 | 126,823 | 3,395,606 | 68,184 |
| Other Employee Salaries Paid | | 5,143,006 | 33,610 | 5,176,616 | 155,423 |
| Total Employee Salaries Paid | | 8,411,788 | 160,433 | 8,572,222 | 223,607 |

**

Notes:

*32 staff over \$75k in 2017 vs 30 staff in 2016

**Due to extraordinary Flood and Fire events, staff worked overtime, primarily in the Emergency Operations Centre to respond to emergency situations. Emergency Mangement BC reimbursed these costs.

REGIONAL DISTRICT OF CENTRAL OKANAGAN

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SCHEDULE OF REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE FOR THE YEAR 2017

3. RECONCILIATION OF EMPLOYEE REMUNERATION

| | |
|---------------------------|------------------|
| Elected Officials | 233,194 |
| Employees | 8,572,222 |
| Total Remuneration | 8,805,416 |

Reconciling Items

| | |
|--|-------------------|
| Municipal Pension Plan | 697,014 |
| Receiver General | 420,440 |
| Great West Life Assurance | 278,986 |
| Workers Compensation | 221,643 |
| Medical Services Plan | 155,725 |
| Miscellaneous - Year End Accrual change, Other Adj. & Payroll Benefits | (88,201) |
| Total | 10,491,023 |

Total per Statement of Revenue and Expenditures **10,491,023**

Variance **0**

Prepared pursuant to the Financial Information Regulation, Schedule 1, Section 6(2), (3), (4), (5), and (6).

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SCHEDULE OF PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES - 2017

1. List of suppliers who received payments exceeding \$25,000

| | |
|--|------------|
| 1564877 ALBERTA LTD. | 343,575 |
| 1808667 ALBERTA LTD | 53,007 |
| 5POINT OPERATIONS INC | 261,073 |
| A.R. MOWER & SUPPLY LTD | 31,774 |
| ACRES ENTERPRISES LTD | 1,384,830 |
| AECOM CANADA LTD. | 82,801 |
| AGUA CONSULTING INC. | 37,893 |
| ALLAN BROOK NATURE CENTRE SOCIETY | 35,000 |
| APEX SAND & GRAVEL | 526,372 |
| AQUA-BILITY PROJECTS LTD | 227,620 |
| ASAHI CONTRACTING LTD | 32,151 |
| BACHELDER CONSTRUCTION | 26,933 |
| BC HYDRO | 477,737 |
| BDO CANADA LLP | 38,781 |
| BELL MOBILITY INC. | 73,411 |
| BIOMAXX WASTEWATER SOLUTIONS INC. | 57,123 |
| BLACK MOUNTAIN IRRIGATION DISTRICT | 87,073 |
| BLACK PRESS GROUP LTD. | 43,270 |
| BRINKMAN & ASSOCIATES REFORESTATION LTD | 204,330 |
| BURTON MARINE PILE DRIVING INC. | 297,056 |
| CABIN FORESTRY SERVICES LTD. | 138,530 |
| CAPRI INSURANCE - CL | 366,239 |
| CARO ANALYTICAL SERVICES | 39,890 |
| CASTLE FUELS (2008) INC. | 32,377 |
| CDW CANADA INC | 68,944 |
| CITY OF KELOWNA | 1,169,079 |
| CITY OF VERNON | 79,855 |
| CITY OF WEST KELOWNA | 122,806 |
| COMMUNITY RECREATIONAL INITIATIVES SOCIETY | 35,000 |
| COWBOY FORESTRY LTD | 44,153 |
| CR DIRECT CONTRACTING SERVICES | 144,690 |
| DAVIES WILDFIRE MANAGEMENT INC. | 406,455 |
| DELL CANADA INC. | 67,763 |
| DFC AUTO LTD | 69,111 |
| DIGG'N 4 U CONTRACTING LTD | 39,059 |
| DISTRICT OF LAKE COUNTRY | 375,608 |
| DMD HOLDINGS | 332,843 |
| DOBSON ENGINEERING LTD. | 68,696 |
| DOMINION GOVLAW LLP | 25,949 |
| DUKA ENVIRONMENTAL SERVICES LTD | 145,198 |
| DUSTYN BAULKHAM CONSULTING INC. | 33,075 |
| E-COMM EMERGENCY COMMUNICATIONS FOR | 1,015,329 |
| ECOPLAN INTERNATIONAL INC. | 46,549 |
| ECOSCAPE ENVIRONMENTAL CONSULTANTS LTD | 81,409 |
| ESRI CANADA LTD | 50,453 |
| EVOQUA WATER TECHNOLOGIES LTD | 35,473 |
| EXQUISITE LAWN & LANDSCAPING LTD | 28,245 |
| FEDERATION OF CANADIAN MUNICIPALITIES | 29,725 |
| FIREWEED CAMPS LTD. | 111,458 |
| FORTIS BC - NATURAL GAS | 77,507 |
| FORTISBC - ELECTRICITY | 146,617 |
| FP TELESET - FRANCO-TYP-POSTALIA CANADA | 38,054 |
| FRANK COWAN COMPANY LIMITED | 68,769 |
| FRED SURRIDGE LTD. | 42,139 |
| GLOBAL PAYMENTS | 60,170 |
| GREEN LEAF ENTERPRISES LTD | 26,130 |
| GREENSTEP SOLUTIONS INC. | 42,314 |
| GUILLEVIN INTERNATIONAL CIE/CO | 73,313 |
| HAMMER HOMES CORP. | 159,122 |
| HERO SECURITY COMPANY LTD | 33,455 |
| INTERIOR PORTABLE RENTALS LTD | 72,604 |
| Sub Total | 10,365,960 |

REGIONAL DISTRICT OF CENTRAL OKANAGAN

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SCHEDULE OF PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES - 2017

| | |
|--|-------------------|
| JAMES TRUCK AND TRAILER REPAIR | 29,989 |
| JEFF PRO FLUID SOLUTIONS | 132,220 |
| KAIZEN HOLDINGS LTD. | 163,480 |
| KATIM ENTERPRISES LTD | 172,866 |
| KELOWNA INFINITI NISSAN | 34,461 |
| KIMCO CONTROLS LTD | 133,823 |
| KON KAST PRODUCTS (2005) LTD. | 27,334 |
| KRB CONSTRUCTION AND RENOVATIONS | 149,247 |
| LORWAL GOLF & TURF SOLUTIONS INC. | 26,672 |
| MATICHUK HOLDINGS LTD (DBA THE BATTERY DOCTORS) | 210,014 |
| METRO MOTORS LTD. | 40,074 |
| MIKE VAIL TRUCKING LTD | 673,816 |
| MOTION INDUSTRIES CANADA | 58,643 |
| MR MOTORS LP (dba MAPLE RIDGE CHRYSLER) | 60,562 |
| MUNICIPAL MEDIA INC | 29,847 |
| NOR-VAL RENTALS LTD. | 36,650 |
| O.K. ENVIRONMENTAL WASTE SYSTEMS LTD. | 605,711 |
| OMEGA COMMUNICATIONS LTD | 81,799 |
| ORCHARD FORD SALES LTD | 91,202 |
| PARATUS GENERAL CONTRACTING & PROJECT | 131,040 |
| PETRO-CANADA SUPERPASS | 124,141 |
| PLANET CLEAN KELOWNA | 32,492 |
| PRICE'S ALARM SYSTEMS LTD | 39,384 |
| PROFESSIONAL DIVING TECHNOLOGIES | 494,916 |
| R&L CONSTRUCTION LTD | 53,872 |
| R-355 ENTERPRISES LTD | 1,214,287 |
| RAMTECH ENVIRONMENTAL PRODUCTS | 38,058 |
| REDLINE BOBCAT SERVICES LTD | 170,381 |
| RICOH CANADA INC. | 48,032 |
| RONIN HR INC. | 36,052 |
| RUSKIN CONSTRUCTION | 211,691 |
| SCHOOL DISTRICT NO. 23 (CENTRAL OKANAGAN) | 37,266 |
| SIERRA LANDSCAPING LTD | 211,248 |
| SILVER SPRINGS CONCRETE SERVICES | 45,336 |
| SOCIOLOGICA TECHNOLOGY LTD. | 33,348 |
| SPARTAN CONTROLS LTD | 60,062 |
| SPECIALTY OVERLOAD SERVICES LTD | 89,709 |
| SU CASA SUSTAINABLE LANDSCAPING LTD. | 27,574 |
| SUCK IT UP ENVIRONMENTAL LTD | 123,950 |
| TELUS COMMUNICATIONS (B.C.) INC. | 84,436 |
| TELUS COMMUNICATIONS INC C/O TELUS SERVICES INC. | 79,188 |
| THE BC CORPS OF COMMISSIONAIRES | 62,922 |
| THE DISTRICT OF PEACHLAND | 24,819 |
| TOMAU HOLDINGS LTD | 46,419 |
| TOTAL POWER LIMITED | 29,588 |
| TRACEY FREDRICKSON | 85,867 |
| TRONSON LOGGING LTD | 78,027 |
| UNIQUE ENGINEERING & INSTALLATION INC. | 27,641 |
| UNITED RENTAL | 116,811 |
| UNITED RENTALS OF CANADA INC | 113,401 |
| URBAN SYSTEMS LTD | 266,971 |
| VADIM COMPUTER MANAGEMENT GROUP LTD. | 66,487 |
| VALID CONTRACTING | 44,562 |
| VINCENT DREW | 84,000 |
| W.K. CONTRACTING LTD | 112,651 |
| WASTE MANAGEMENT OF CANADA CORP | 138,849 |
| WATERHOUSE ENVIRONMENTAL SERVICES | 107,997 |
| WESCO DISTRIBUTION-CANADA LP | 43,059 |
| YOUNG ANDERSON BARRISTERS & SOLICITORS | 26,784 |
| TOTAL | 17,987,687 |

REGIONAL DISTRICT OF CENTRAL OKANAGAN

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SCHEDULE OF PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES - 2017

| | | | |
|----------|--|--------------|-------------------|
| 2 | Consolidated total paid to suppliers who received aggregate payment of \$25,000 or less | | 2,922,456 |
| 3 | Total of payments to suppliers for grants and contributions exceeding \$25,000 | | |
| | Grants exceeding \$25,000: | | |
| | B.C. SPCA | 92,000 | |
| | Central Okanagan Community Gardens Society | 27,171 | |
| | Friends of Fintry | 39,000 | |
| | Okanagan Film Commission | 153,000 | |
| | Consolidated total of grants exceeding \$25,000 | | 311,171 |
| | Contributions exceeding \$25,000: | | |
| | City of West Kelowna | 44,606 | |
| | District of Lake Country | 55,000 | |
| | Okanagan Basin Water Board | 2,102,847 | |
| | Okanagan-Kootenay Sterile Insect Release Board | 1,496,796 | |
| | Okanagan Regional Library District | 304,637 | |
| | Consolidated total of contributions exceeding \$25,000 | | 4,003,886 |
| | Consolidated total of all grants and contributions exceeding \$25,000 | | 4,315,057 |
| 4 | Reconciliation | | |
| | Total per Statement of Revenue and Expenditures | | |
| | Expenditure by Object from Financial Statements | 62,859,550 | |
| | Wages & Benefits | (10,491,023) | |
| | Board Expenses | (28,671) | |
| | Employee Expenses | (223,607) | |
| | Amortization | (3,742,393) | |
| | Fiscal Services | (27,169,412) | |
| | Other Items (landfill liability, insurance reserve, etc.) | 247,972 | |
| | Net for reconciliation | | 21,452,416 |
| | Total of payments exceeding \$25,000 (Note: both capital & operating) | | 17,987,687 |
| | Total of payments \$25,000 or less | | 3,024,805 |
| | Total of grants and contributions exceeding \$25,000 | | 4,315,057 |
| | Reconciling items: | | |
| | 2016 payables | | (3,263,571) |
| | 2017 payables | | 5,449,530 |
| | 2016 prepaids | | 412,518 |
| | 2017 prepaids | | (410,071) |
| | Capital Purchases | | (5,930,147) |
| | Variance made up of capital items in refunds, government remittances and other items that do not get expensed. | | (133,392) |
| | Total | | 21,452,416 |
| | Total per Statement of Revenue and Expenditures | | 21,452,416 |
| | Variance | | 0 |

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
STATEMENTS OF FINANCIAL INFORMATION**

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APPROVAL

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.

Marilyn Rilkoﬀ, CPA CMA
Director of Financial Services
19-Jun-18

on behalf of the RDCO Board
Gail Given,
RDCO Board Chair
25-Jun-18

Prepared pursuant to the Financial Information Regulation, Schedule 1, Section 9

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
STATEMENTS OF FINANCIAL INFORMATION**

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STATEMENT OF SEVERANCE AGREEMENTS MADE DURING THE FISCAL YEAR 2017

There were no severance agreements made between the Regional District of Central Okanagan and its non-unionized employees during fiscal year 2017.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7).

Prepared pursuant to the Financial Information Regulation, Schedule 1, subsection 6(8)

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
STATEMENTS OF FINANCIAL INFORMATION**

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SCHEDULE OF GUARANTEES AND INDEMNITIES AT DECEMBER 31, 2017

The Regional District of Central Okanagan has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Prepared pursuant to the Financial Information Regulation, Schedule 1, Section 5