

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** January 06, 2022

**RE:** Early Budget Approval for Specific Items

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### **Administrative Recommendation**

THAT the following early approval requests as contained in the January 6, 2022 Administrative Report be approved.

### **Business Plan Objective:**

To increase organizational efficiencies and anticipating that going out early for bids will result in lower prices.

### **Background:**

It is not uncommon for Local Governments to grant early approvals for hiring of staff, purchasing items or to start construction of a project before the budget is adopted. Early approvals should only be requested if the purchase of the item is required before adoption, or the early approval will result in efficiencies and/or the anticipation of the bid for the project would be lower with an early bid process.

### **Submitted for Early Approval:**

#### **1. Hiring of Building and Bylaw Enforcement Officer**

This position was presented as a Program Change at the November 5<sup>th</sup> budget workshop (FTE 9) and was approved at that time. The Board has taken an active interest in strong bylaw enforcement over the past three years and, while activity has picked up, the backlog of enforcement increased. The new Manager of Building and Bylaw was promoted from within the department and is currently juggling between the manager position and his previous duties. Bylaw is taking up a disproportionate amount of his time and an early approval would help ensure that the department keeps up with performance expectations.

#### **2. Capital Project – Area “F” Meadow Valley Aquifer Assessment**

Known water shortage issues and development pressure on the Meadow Valley Aquifer is causing concern over the ability of the aquifer to provide sufficient water to the community. A capacity assessment will help make this determination and provide the direction for any capital planning or bylaw changes that may be necessary. The earlier assessment will benefit Meadow Valley. This capital request is on page 41 of Schedule “E” and is funded from reserves in the amount of \$101,736.

### **3. Okanagan Falls Sewer Master Plan**

The objective of this plan is:

- develop a sewer model to analyze flows and capacity.
- help preparation of the capital upgrades and replacement plan.
- preparation of the financial plan that will include determination of sustainable reserves
- review of the user rate and allocation to different users
- review of the design standards for the sewer system components
- analysis of development cost charges that could be implemented for the system components

These are the anticipated components of this master plan that will be initiated with the approval of this request. An early approval will allow for a completion of the plan in 2022. This capital request is on page 20 of Schedule "E" and is funded from gas tax funds in the amount of \$152,603.

### **4. North Naramata Watermain**

A section of watermain on North Naramata road is requiring replacement based on the water needs of the Grace Estates Development. The developer is responsible for completing the watermain upgrades for an identified stretch of main up to the end of their property line. Past their property line and to the top of Lanedcom Road is not part of the developer's requirements however, this section of pipe is in need of replacement as it is an old AC pipe from 1958. The RDOS is working with the developer to cost effectively complete the upgrades at the same time using the same consultant and contractor to complete the continuous stretch of upgrade. This replacement would cost the RDOS more if not partnering with the developer. Early approval will allow the RDOS work with the developer and save both funds. This project is on page 24 of Schedule "E" and is funded from reserves in the amount of \$254,339.

### **5. Hiring of Finance Department Accountant**

A long term accounting employee retired November 30<sup>th</sup>. This is a .5 FTE position and with her experience she was able to perform timely, accurate work as required. To acquire a designated professional part-time employee will be very difficult in this labour market and will result in work not being done on a timely basis as we are losing experience and expertise. The job requires a full time position and early approval will allow for this to occur in time for involvement in the audit.

### **6. Keremeos Fire Purchase of Capital Equipment**

The Keremeos Fire Department is requesting early approval for the following capital purchases.

- Electrical work
- Hearing protection
- Communications system upgrades
- Rear compartment shelving for engine 152
- Bush bumper and winch canopy and emergency lights and siren

The objective of the early approval is to have the above in place before fire season. Theses

capital requests are on page 2 of Schedule "E" and are included under a general heading classified as capital expenditures which has a budget of \$70,911.

**Options:**

**THAT** the approval of early approval requests be denied.

**Respectfully submitted:**

*Jim Zaffino, Finance Manager*

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