

**DATE:** August 20, 2020

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** Kris Dalio, Director of Finance

**SUBJECT:** 2019 Statements of Financial Information (SOFI)

**ATTACHMENT(S):** 2019 Public Bodies Report

**RECOMMENDATION(S):**

That Council APPROVES the 2019 Public Bodies Report attached to the report dated August 20, 2020 from the Director of Finance titled “2019 Statements of Financial Information (SOFI)”.

**PURPOSE:**

The Financial Information Act requires every local government in British Columbia to submit Statements of Financial Information (SOFI) to the Ministry of Municipal Affairs and Housing by June 30<sup>th</sup> of each year. This year, due to COVID-19, the deadline was extended to August 31<sup>st</sup>, 2020.

As well, the Community Charter of the Province of British Columbia requires under section 168 (1) that a report be prepared for Council listing separately the following for each Council member:

- (a) the total amount of remuneration paid to the Council member for discharge of the duties of office, including any amount specified as an expense allowance;
- (b) the total amount of expense payments for the Council member made to the Council member as reimbursement for expenses incurred by the Council member or as an allowance that is not reported under paragraph (a);
- (c) the total amount of any benefits, including insurance policies and policies for medical or dental services, provided to the Council member or the member’s dependents;
- (d) any contracts reported under section 107 [*disclosure of contracts with council members and former council members*], including a general description of their nature.

**POLICY/REGULATORY ANALYSIS:**

Under the Financial Information Regulations of SOFI, Municipal Councils must approve the financial information submitted to the Ministry.

Attached and recommended for Council approval is the following information:

- (a) List of remuneration in excess of \$75,000 and expenses paid to or on behalf of those employees plus consolidated total of all remuneration and expenses paid to or on behalf of employees during the fiscal year;
- (b) List of remuneration and expenses paid to or on behalf of elected officials;
- (c) List of the total amount paid to each supplier of goods and services during the fiscal year in excess of \$25,000 plus consolidated total of all payments made to suppliers for goods and services during the fiscal year;

- (d) List of grants paid during the year in excess of \$25,000 plus consolidated total of all grant payments during the fiscal year;
- (e) Other statements and reconciliations as required by regulations.

#### **OTHER CONSIDERATIONS:**

Administration provides additional information about employee remuneration and expenses paid beyond what the legislation requires. Remuneration is further broken down into base pay, overtime payout, vacation payout and all other compensation.

A brief definition of each column in the employee remuneration section of the Statements of Financial Information and examples of the types of expenses that make up those balances are as follows:

#### **Base Pay**

Includes the compensation agreed upon for time worked as per collective agreements or exempt conditions of employment, including acting pay when an employee temporarily takes on the duties of a higher paid position during the incumbent's absence. It also includes taxable benefits, such as MSP (MSP will no longer apply as of the 2020 calendar year) and other medical and dental premiums paid for the employee by the City. Lastly, taxable vehicle allowances to reimburse employees who provide their own vehicle for high kilometre business use, are included.

Salary/wage increases for 2019, by each employee group, were as follows:

- Canadian Union of Public Employees (CUPE) Locals #399 and #1048 – 1.50%
- International Association of Firefighters (IAFF) – 2.50%
- Exempt Staff – 1.75%

#### **Overtime Payout**

Overtime payouts in 2019 were largely a result of snow removal, utilities work and capital projects. Capital project overtime work involved projects such as WorkSafeBC mandated hazard assessments on 29 civic facilities and utilities overtime was mostly for after-hours emergency callouts related to water and sewer services.

This category also includes any payouts of banked overtime, such as when employees leave the organization, which may include banked overtime hours from previous years. It also includes standby pay as defined in the Collective Agreement between the City of Prince George and CUPE Locals #399 and #1048. All banked overtime is paid out upon an employee's departure from the organization in accordance with the CUPE and IAFF collective agreements and exempt staff conditions of employment.

Total overtime paid out in 2019 was \$1.495 million compared to \$2.322 million in 2018. The 36% decrease was due to wildfire evacuation support not being required in 2019. (Wildfire evacuation support was a significant City of Prince George function in 2017 and a lesser, but still significant, function in 2018.)

#### **Vacation Payout**

Includes banked vacation that was paid out to the employee during the calendar year instead of being taken as time off. It may include banked vacation from prior years. Exempt employees must use at least 15 days of vacation leave in the year in which it is earned before the balance can be paid out. Also, as with overtime payouts, when employees leave the organization, all banked vacation time is paid out upon their departure.

### **All Other Compensation**

Includes other collective agreement and compensation adjustments to employees. Examples include:

- Afternoon, evening, and first aid shift premiums
- Sick gratuity payouts as per the Collective Agreement between the City of Prince George and IAFF Local #1372
- Sick bank payouts upon retirement. These are paid out at the rates identified in the Collective Agreement between the City of Prince George and CUPE Locals #399 and #1048

### **Expenses**

Examples include:

- Non-taxable per kilometre vehicle usage reimbursements
- Training and travel expenses
- Professional membership dues and conference registrations
- Clothing, uniforms and boot allowances

### **Number of Employees and Estimated Full-time Equivalents (FTEs)**

The total number of employees is listed at 1,014 for the City of Prince George and the Prince George Public Library (the Library is included in the Statements of Financial Information because its payroll is processed by the City's Payroll Division). This number includes casual and limited duration employees. The 2019 full-time equivalent number of employees is estimated to be 729 as indicated in the chart below.

<b>Organization</b>	<b>Total Number of Employees</b>	<b>Estimated Full-time Equivalents (FTEs)</b>
City of Prince George	940	687
Prince George Public Library	74	42
<b>TOTAL</b>	<b>1,014</b>	<b>729</b>

#### **SUMMARY AND CONCLUSION:**

The attached 2019 Public Bodies Report has been prepared in accordance with the Financial Information Act and Financial Information Regulations and will be submitted to the Province as required to meet reporting requirements.

#### **RESPECTFULLY SUBMITTED:**

Kris Dalio, Director of Finance

#### **APPROVED:**

Kathleen Soltis, City Manager

Meeting Date: 2020/08/31