

Administration Report December 2009

Financial

- I met with the auditor on December 9, 2009 to discuss the changes in the audit and financial statements for 2009. The introduction of the Public Service Accounting Board (PSAB) standards to improvement district financial reporting will change how assets of the district are shown. Therefore the financial statements assets will be reported by departments.
- Due to the change in bylaw deregulation (Circular 08-24) it is **recommended** that all contingency dollars be moved to reserve funds for all operations. This will provide a clearer picture of monies that can be used for renewal and replacement and capital projects.
- The current interest rate for term deposits is approximately 2% per annum and since we are paying 5% per annum on the mortgage for the school it is **recommended** that reserve funds of \$75,000 be put toward the mortgage to reduce interest charges. **This is a savings of \$2,250 dollars for one year.**
- Budget report for 2010 is being revised to provide a more detailed report for each area of service including building and street lighting.

Workload and Staffing Review

- Administrative, Fire Rescue and Public Works Operations have been reviewed.
- Job descriptions are in the process of being revised.
- It is noted that administrative time is provided by the administrator, assistant administration staff, the public works superintendent and the fire chief.
- Administration expense provided by the PW Superintendent and the Fire Chief for the public works and fire rescue services are budgeted and expenses under general operations. Administrative support provided for Public Works, Fire Rescue and Street Lighting by the administrative staff is expensed to each service and is shown under administration for that service.
- Due to the change in legislation and regulation consideration must be given to establish adequate fire rescue personnel to meet operational and reporting requirements. Detailed review of the fire rescue services is underway with comparative information from other departments.
- Staffing levels in all other departments are adequate to deal with the regular service requirements of the district. However it is noted when unusual circumstances occur additional staffing time dollars as well as additional operational dollars has been necessary. This is reflective of the additional costs expended in the last quarter of 2009 of \$5,000.

Land Title Issues

- Correspondence has been received which states that the covenant has been removed from the Fire Hall property on McLeod Road.
- Consideration could be given to offering the property for sale. There is a letter of agreement on file since 2001 where Kensington will be afforded first right of refusal on the property.
- Property was assessed at \$210,000 in 2009. Market review is suggested.

Respectfully submitted,
Brenda Fisher, Administrator
December 10, 2009