

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, MAY 13, 2014

7:10 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5 **Harold Robinson**, re House Location.
- 6-22 **Cory Vanderhorst, MNP**, re Audited Financial Statements.

MINUTES

- 23-30 Minutes of the Regular Committee of the Whole meeting held Tuesday, April 8, 2014.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 31-33 **Ken P. Gurr, Gabriola Island Chamber of Commerce**, re Follow-up to March 11 Delegation Request for Action – Descanso Bay Wharf Usage Conditions.
- 34-35 **Darin Guenette, BC Ferry Services Inc.** re Descanso Bay.
- 36 **M. Robertson**, re Potential Major Change to the OCP of Qualicum Beach involving the UCB/RGS.
- 37-38 **Eoin Finn**, re Follow-up to April 22 Presentation – Support for Ban on LNG Tanker Traffic.
- 39-42 **Gabriola Community Bus Committee**, re Request for Community Works Funding Submitted to Howard Houle, Area 'B' Director.
- 43-47 **Correspondence, April 2014**, re Proposed Incinerator at Duke Point.
- 48-49 **Correspondence, April 2014**, re Island Corridor Foundation.

FINANCE

Draft 2013 Financial Statements and Audit Report – *to be distributed with Addendum.*

- 50-59 Operating Results for the Period Ending March 31, 2014.
- 60-93 Amendments to Policy No. A2.16 Purchasing Card Policy.
- 94-97 Bylaw 1623.02 – Authorize the Use of Development Cost Charge Funds.

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

- 98-99 2014 Local Government Elections – Appointment of Chief Election Officer and Deputy Chief Election Officer.

HUMAN RESOURCES

- 100-102 Regional District of Nanaimo Employee Benefits Plan.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Regional Landfill Environmental Monitoring Services Contract – *To be distributed with Addendum.*

Review of Draft Landfill Criteria – *To be distributed with Addendum.*

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

- 103-104 Reduction of Sewer Development Cost Charges for the Proposed Nanaimo Affordable Housing Society Development at 1597 Boundary Crescent in Nanaimo.

WATER AND UTILITY

- 105-107 Memorandum of Understanding – Regional District of Nanaimo / City of Parksville Water Supply Agreement – Nanoose Water Connection.
- 108-109 Community Works Funds – Hawthorne Rise Sanitary Sewer.

STANDING COMMITTEE, SELECT COMMITTEE, AND COMMISSION

Liquid Waste Advisory Committee

110-113 Minutes of the Liquid Waste Advisory Committee Meeting held Friday, January 10, 2014 (for information).

Electoral Area 'H' Parks and Open Space Advisory Committee

114-116 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting held Wednesday, April 2, 2014 (for information).

Lighthouse Community Centre Society – Funding for Maintenance Project

1. *That staff be directed to review potential funding sources to accommodate capital and maintenance projects requests for the Lighthouse Community Centre.*
2. *That staff review and make recommendations to reallocate funding in the 2014 Electoral Area 'H' Community Parks budget and Five Year Financial Plan to provide funding assistance to Lighthouse Community Centre Society for capital and maintenance projects at the Lighthouse Community Centre.*

Electoral Area 'A' Parks, Recreation, and Culture Commission

117-119 Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission Meeting held Wednesday, April 16, 2014 (for information).

Grant Approvals

That the Electoral Area 'A' Grant-In-Aid application from the Cedar 4H Club be approved for a total of \$1,500.00 towards the club's expenses for materials.

Skate Park Official Opening Update

That \$500 be allocated from the Electoral Area 'A' Community Parks Budget for the Cedar Skate Park Opening event.

Morden Colliery Tipple Funding

That funding from the Electoral Area 'A' Community Parks Budget be approved of up to \$6,500 to the Friends of Morden Mine Society for the engineering study of the Morden Colliery Tipple if the Province of BC declines to participate in providing funding to the project.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That pursuant to Sections 90 (1)(a) and (e) of the Community Charter the Committee proceed to an In Camera meeting for discussions related to personal information of Board appointees, and land acquisitions.

ADJOURNMENT

Re: House location

From: Marianne or Harold Robinson
Sent: Tuesday, May 06, 2014 2:20 PM
Subject: Re: Delegation

I would like to speak as a delegate at the meeting May.13, regarding our house location. Regards, Harold

Re: Audited Financial Statements.

From: Cory Vanderhorst

Sent: Wednesday, May 07, 2014 3:17 PM

Subject: Re: FW: May 13 - Notice of Special Board Meeting and RDN Meeting Schedule

Here are the documents for the May 13 RDN meeting:

Thanks

Cory

Cory Vanderhorst, CA

ASSURANCE SERVICES

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**REGIONAL DISTRICT OF NANAIMO
AUDIT FINDINGS REPORT**

Year Ending December 31, 2013

For presentation at the Board of Directors Meeting
May 13, 2014



May 13, 2014

Members of the Board of Directors of Regional District of Nanaimo

Dear Members of the Board of Directors:

We are pleased to put forward this report to discuss the results of our audit of the consolidated financial statements of Regional District of Nanaimo ("the Regional District") for the year ended December 31, 2013. In this report, we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Directors.

We have completed our audit of the consolidated financial statements of the Regional District and are prepared to sign our independent auditors' report after the Board of Directors' review and approval of the consolidated financial statements.

Our report will provide an unqualified opinion to the Board of Directors of the Regional District. A draft copy of our proposed independent auditors' report is included as Appendix A to this report.

We would like to express our appreciation for the excellent cooperation we have received from management and employees with whom we worked.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Yours truly,

A handwritten signature in black ink that reads "MNP LLP".

MNP LLP

CV/jvo
encls.

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1. MNP AUDIT PROCESS

As auditors, we report to the Board of Directors on the results of our examination of the Regional District's consolidated financial statements. This report summarizes our audit process and discusses issues that are of relevance to the Board of Directors of the Regional District.

- Our audit was carried out in accordance with Canadian generally accepted auditing standards.
- Our audit procedures included a review of all significant accounting and management reporting systems.
 - Each material year-end balance, key transaction and other event considered significant to the consolidated financial statements was separately examined.
- Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks.
 - This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise.
 - Where possible, reliance was placed on the controls within these systems to reduce the extent of our testing of transactions and year-end balances.
- Our assessment was not, nor was it intended to be, sufficient to conclude on the effectiveness or efficiency of internal controls.



- During the course of our audit, we have:
 - Examined, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
 - Assessed the accounting principles used and significant estimates made by management;
 - Obtained an understanding of the Regional District and its environment, including management's internal controls (regardless of whether we relied on them for the purpose of the audit), sufficient to identify and assess the risks of material misstatement of the consolidated financial statements and to design and perform audit procedures;
 - Reviewed and assessed those accounting systems deemed necessary to support our audit opinion;
 - Evaluated the overall consolidated financial statement presentation;
 - Performed a subsequent events review with management;
 - Reviewed and assessed the status of contingencies, commitments and guarantees;
 - Reviewed and assessed exposure to environmental liabilities.
- We have obtained written representations from management in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:
 - Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements;
 - Not directly related to items that are material to the consolidated financial statements, but are significant, either individually or in the aggregate, to the engagement; and
 - Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

2. SIGNIFICANT AUDIT FINDINGS

As a part of our commitment to providing superior client service we strive to maintain effective two-way communication. To aid the Board of Directors in its role overseeing the financial reporting process, including its review and approval of the consolidated financial statements and reporting thereon to the Board of Directors, we are pleased to provide you with the following significant findings:

AREAS OF AUDIT EMPHASIS

- The following lists the key areas of our audit emphasis for your Regional District:
 - The completeness of grant revenue for capital projects.
 - The completeness of accounts payable for capital projects.
 - The reasonableness of the estimate of the liability for landfill closure and post-closure maintenance costs.
 - The reasonableness of the estimate of the liability for the employee retirement benefits.
 - Detailed information on Areas of Audit Emphasis is included as Appendix B to this report.

FINAL MATERIALITY

- Final materiality used to assess the significance of misstatements or omissions identified during the audit and determine the level of audit testing performed was \$1,000,000.

DIFFICULTIES ENCOUNTERED - NONE

- We have satisfactorily completed our audit procedures for each of the significant account balances and transaction streams. No significant limitations were placed on the scope or timing of our audit.

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL - NONE

- While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention. However, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

IDENTIFIED OR SUSPECTED FRAUD - NONE

- No incidents of fraud, or suspected fraud, came to our attention in the course of our audit.

IDENTIFIED OR SUSPECTED NON-COMPLIANCE WITH LAWS AND REGULATIONS - NONE

- Nothing has come to our attention that would suggest there is non-compliance with laws and regulations that would have a material effect on the financial statements.

MATTERS ARISING IN CONNECTION WITH RELATED PARTIES - NONE

- All related party transactions identified were in the normal course of business.
- During the course of our audit, we selected a sample of expense claims submitted by the Board and Council and by Senior Management of the Regional District of Nanaimo and reviewed those expense claims for approvals and compliance with the related bylaws or policies. We did not find any issues or irregularities to bring to your attention.

GOING CONCERN

- We have not identified any material uncertainties related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

SIGNIFICANT ACCOUNTING POLICIES

- The accounting policies used by the entity are appropriate and have been consistently applied.
- Aside from accounting policy changes for new accounting standards for Government Transfers and Tax Revenue, and the item noted below, no significant changes to accounting policies were noted.

SIGNIFICANT MANAGEMENT ESTIMATES

- The preparation of the consolidated financial statements is subject to significant accounting estimates made by management. All significant management estimates were reviewed for the current period and no material differences were noted.
- The following is a summary of significant management estimates and provisions:
 - Allowance for doubtful accounts –no provision deemed necessary.
 - Provision for legal contingencies – no provision deemed necessary.
 - Amortization period of tangible capital assets – amortized over the estimated useful life of the respective assets.

- Fair value measurement of in-kind additions to tangible capital assets – fair value estimated using BCAA assessed values for land. Total for 2013 was \$0 (2012 - \$1,475,000 for land).
- The unfunded liabilities for landfill closure costs and post-closure monitoring costs represent a significant liability in the Regional District's financial statements. For 2013 the estimate for landfill closure costs was \$6,206,141 (2012 - \$6,252,913), and for post closure maintenance costs was \$3,541,694 (2012 - \$3,827,321) for a total landfill liability of \$9,747,835 (2012 - \$10,080,234). These costs are an estimate, based on factors such as landfill capacity, remaining unused capacity, projected future costs to close and to monitor the site, and an appropriate discount rate used to determine a present value of these future costs. It is important to note that the landfill remaining unused capacity amount used in the calculation is based on the impact of board-approved capital projects as at the reporting date. Projects not yet approved that may further increase capacity and useful life are not factored into the calculation. Changes to the underlying assumptions and estimates or legislative changes in the new term could have a material impact on the provision recognized. We have concluded that the accounting related to the Landfill Closure and Post-Closure Liabilities was appropriate.
- Employee retirement benefits include payouts of accumulated, unused sick leave upon an employee's retirement. As at December 31, 2013, estimated sick leave reserve and management severance reserve was \$1,681,452 (2012 - \$1,573,129). An expense and corresponding liability is recorded now for the estimate of the future costs of these payouts, related to current service by current employees. This liability is an estimate, based on factors such as number of current employees in various age groups, number of recent employees over age 40 who have been employed with the Regional District until retirement, and an appropriate discount rate used to determine a present value of these future costs. Changes to the underlying assumptions and estimates or union contract changes in the new term could have a material impact on the reserve recorded. The estimate also includes assumptions regarding retirement dates, hours worked and sick time. We have concluded that the accounting related to Employee Retirement Benefits was appropriate. In 2013 this estimate was calculated by an Actuary. In 2012 and in prior years it was calculated by management.

MATTERS ARISING FROM MANAGEMENT DISCUSSIONS

- We would like to formally acknowledge the excellent cooperation and assistance we received from the management and staff.
- There were no disagreements with management, significant difficulties or other irregularities encountered during the course of our audit.

DIFFERENCES

- One significant difference was noted by us and discussed with management with respect to the December 31, 2013 consolidated financial statements. This item was corrected.

- A summary of differences, adjusted and unadjusted, is included as Appendix C to this report.

MODIFICATIONS TO THE INDEPENDENT AUDITORS' REPORT

- Our independent auditors' report will provide an unqualified opinion to the Board of Directors.
- An 'other matter' paragraph was included in the independent auditors' report, to highlight that the Gas Tax Revenue Transfer Programs schedule and the General Revenue Fund schedules are unaudited.

INDEPENDENCE

- We confirm to the Board of Directors that we are independent of the Regional District.
- Our letter to the Board of Directors discussing our independence is included as Appendix D in this report.

At our upcoming meeting we would also be pleased to discuss any other issues and/or concerns of the Board of Directors.



APPENDIX A: DRAFT INDEPENDENT AUDITORS' REPORT

To the Members of the Board of the Regional District of Nanaimo:

We have audited the accompanying consolidated financial statements of the Regional District of Nanaimo, which comprise the consolidated statement of financial position as at December 31, 2013 and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Regional District of Nanaimo as at December 31, 2013 and the results of its operations, change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Other Matter

The supplementary information on pages 20 to 30 has been subjected to the auditing procedures applied to the consolidated financial statements and, in our opinion, this supplementary information is presented fairly, in all material respects, in relation to the consolidated financial statements taken as a whole.

The supplementary information on pages 31 to 46 have been presented for purposes of additional analysis and are unaudited. We do not express an opinion on these schedules because our examination did not extend to the detailed information therein.

Nanaimo, British Columbia

[To be signed]

[To be dated]

Chartered Accountants

APPENDIX B: AREAS OF AUDIT EMPHASIS

The completeness of grant revenue for capital projects: We reviewed the funding for significant capital asset additions for 2013, considering whether the projects should be funded by a new grant or whether funding is from existing deferred grant revenue, reserves or other funding sources. We did not note any unrecorded grant revenues.

The completeness of accounts payable for capital projects: In our search for unrecorded liabilities, we reviewed invoice payments made between January 2014 and early April 2014. We did not note any significant unrecorded liabilities.

The reasonableness of the estimate of the liability for landfill closure and post-closure maintenance costs: We reviewed the data and assumptions for the calculation with management in the finance and solid waste departments. We noted that the liability is based on consultants' current data. We did not note any errors in this liability amount other than two issues concerning discount rates. See Appendix C for more information on this.

APPENDIX C: SUMMARY OF DIFFERENCES

SIGNIFICANT ADJUSTED DIFFERENCES

DIFFERENCES NOTED	CONSOLIDATED FINANCIAL STATEMENT ITEMS AFFECTED	INCREASE (DECREASE) TO SURPLUS FOR THE YEAR
Incorrect amounts were recorded from Actuary report on post employment benefits.	Total liabilities increased, payroll expenses increased, surplus for the year and ending accumulated surplus decreased.	\$(217,815)
TOTAL ADJUSTED DIFFERENCES (INCOME EFFECT)		\$(217,815)

SIGNIFICANT UNADJUSTED DIFFERENCES – NONE NOTED

APPENDIX D: AUDITOR INDEPENDENCE LETTER

May 13, 2014

The Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

Dear Members of the Board of Directors:

We have been engaged to audit the consolidated financial statements of Regional District of Nanaimo ("the Regional District") for the year ending December 31, 2013.

CAS 260 Communication With Those Charged With Governance ("the Standard"), requires that we communicate at least annually with you regarding all relationships between the Regional District and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, we are required to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) Economic dependence on a client; and
- (e) Provision of services in addition to the audit engagement.

We are not aware of any relationship between the Regional District and MNP LLP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from January 1, 2013 to May 13, 2014.

Generally Accepted Auditing Standards require that we confirm our independence to the Board of Directors. Accordingly, we hereby confirm that MNP is independent with respect to the Regional District within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of British Columbia as of May 13, 2014.

The total fees charged to the Regional District for audit services relating to the 2013 audit were \$26,400 (with a remaining \$6,600 to be invoiced, for a total of \$33,000). The total fees charged to the Regional District for audit services relating to the 2012 audit were \$32,400, of which \$6,480 was charged in the period from May 13, 2013 to May 13, 2014.

This report is intended solely for the use of the Board of Directors, management and others within the Regional District and should not be used for any other purposes.

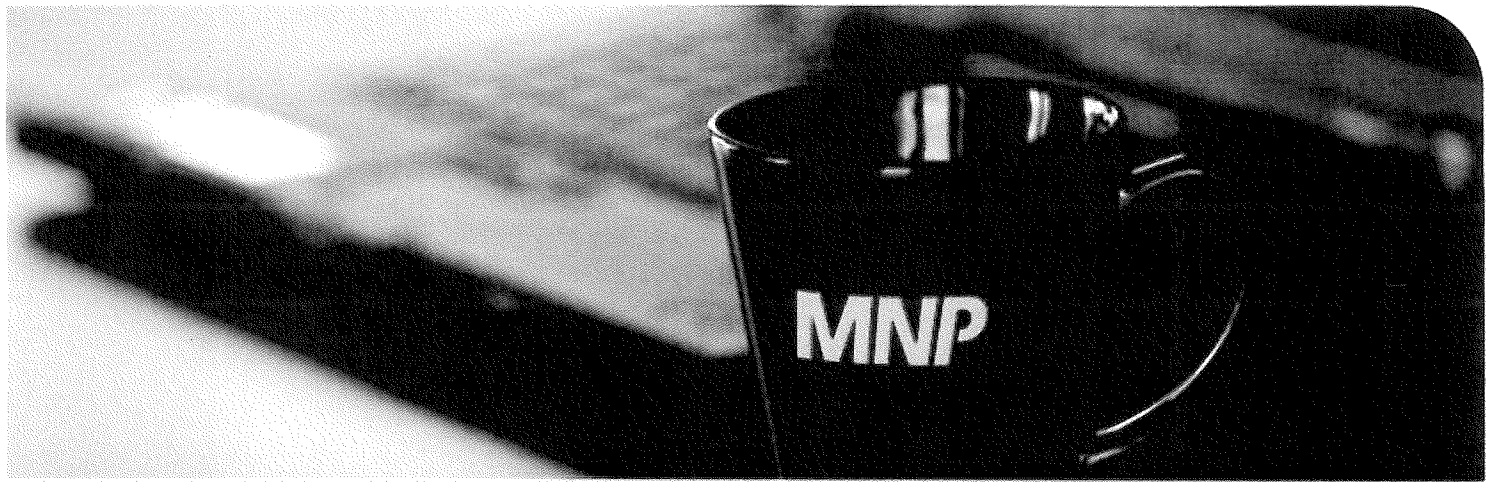
We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Yours truly,

MNP LLP

MNP LLP

CV/jvo



ABOUT MNP

MNP is one of the largest chartered accountancy and business consulting firms in Canada. For more than 65 years, we have proudly served and responded to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a cost-effective approach to doing business and personalized strategies to help you succeed.

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REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY APRIL 8, 2014 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Pearce	A/Gen. Mgr. Transportation & Solid Waste
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Brenda Fowler, Executive Director, People for a Healthy Community, re Funding Request.

Brenda Fowler shared a brief account of the programs offered to the Gabriola community by People for a Healthy Community, and asked the Board for \$18,000 to help fund the Gabriola Guardian Program.

Terry Moore, re Proposals Regarding Island Corridor Foundation.

Terry Moore shared his concerns regarding the Island Corridor Foundation and where the funding will come from to restore the railway to a minimum grade.

LATE DELEGATIONS

MOVED Director Holme, SECONDED Director Fell, that late delegations be permitted to address the Committee.

CARRIED

Dennis Dalla-Vicenza, re Support of the Island Corridor Foundation Railroad and Support for a Non-Confidence Motion.

Dennis Dalla-Vicenza spoke in support of the Island railway and expressed his concerns about the administration of the railway by the Island Corridor Foundation.

Jack Peake, re E&N Railway Corridor, and Island Corridor Foundation.

Jack Peake voiced his concerns regarding the future of the railway.

Michael Addiscott and Megan Olsen, re Support for the Island Corridor Foundation Creating a Trail Corridor on the Current Rail Link.

Michael Addiscott shared his vision of a trail and transportation corridor between Victoria and Courtenay and highlighted the benefits it would bring to Island tourism and the local economy.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held March 11, 2014.

MOVED Director Holme, SECONDED Director Anderson, that the minutes of the regular Committee of the Whole meeting held March 11, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Graham Bruce, Island Corridor Foundation, re Official Notice of Island Corridor Foundation AGM.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Graham Bruce, Island Corridor Foundation, regarding the official notice of the Island Corridor Foundation Annual General Meeting, be received.

CARRIED

Tom Good, re Island Corridor Foundation.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Tom Good regarding the Island Corridor Foundation, be received.

CARRIED

Eoin Finn, re Resolution to Ban Liquid Natural Gas Tanker Traffic.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Eoin Finn regarding a resolution to ban liquid natural gas tanker traffic, be received.

CARRIED

Lisa Storoshenko, Municipal Insurance Association of BC, re MIABC 2013 Annual Report.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Lisa Storoshenko, Municipal Insurance Association of BC, regarding the Municipal Insurance Association of BC 2013 Annual Report, be received.

CARRIED

Allen Langdon, Managing Director, Multi-Material British Columbia, re Collection of Newsprint under MMBC Program.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Allen Langdon, Managing Director, Multi-Material British Columbia, regarding the collection of newsprint under the Multi-Material British Columbia program, be received.

CARRIED

Graham Bruce, Island Corridor Foundation, re ICF-RDN Meeting.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Graham Bruce, Island Corridor Foundation, regarding the Island Corridor Foundation and Regional District of Nanaimo meeting, be received.

CARRIED

BC Chamber of Commerce, re MMBC: Update to Chamber Members.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from the BC Chamber of Commerce, regarding Multi-Material British Columbia update to chamber members, be received.

CARRIED

Peter McCully, The Parksville-Qualicum Beach News, re MMBC.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Peter McCully, The Parksville-Qualicum Beach News, regarding Multi-Material British Columbia, be received.

CARRIED

Christianne Wilhelmson, Georgia Strait Alliance, re Opposition to Waste-to-Energy Incinerator in the Nanaimo region.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Christianne Wilhelmson, Georgia Strait Alliance, regarding opposition to the Waste-to-Energy Incinerator in the Nanaimo region, be received.

CARRIED

Correspondence, March - April 2014, re Waste-to-Energy Incinerator in the Nanaimo region.

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from March - April 2014 regarding the Waste-to-Energy Incinerator in the Nanaimo region, be received.

CARRIED

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

Bylaw No. 1695 – Proposed New Freedom of Information and Protection of Privacy Bylaw.

MOVED Director Brennan, SECONDED Director Lefebvre, that "Regional District of Nanaimo Freedom of Information Bylaw No. 949, 1994", be repealed.

CARRIED

MOVED Director Brennan, SECONDED Director Lefebvre, that "Regional District of Nanaimo Freedom of Information and Protection of Privacy Bylaw No. 1695, 2014", be introduced and read three times.

CARRIED

MOVED Director Brennan, SECONDED Director Lefebvre, that "Regional District of Nanaimo Freedom of Information and Protection of Privacy Bylaw No. 1695, 2014", be adopted.

CARRIED

STRATEGIC & COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Capacity Building to End Homelessness Reserve Fund Funding Request – People for a Healthy Community, Gabriola Guardian Program.

MOVED Director Houle, SECONDED Director Veenhof, that the Regional District of Nanaimo Board allocate \$18,000 from the reserve fund to the People for a Healthy Community to continue the Gabriola Guardian Program that directly supports those at risk of or experiencing homelessness on Gabriola Island.

CARRIED

BUILDING, BYLAW & EMERGENCY PLANNING SERVICES

1583 Juan de Fuca Boulevard, Electoral Area 'G' – Building Bylaw Contraventions.

MOVED Director Holme, SECONDED Director Johnstone, that staff be directed to register a Notice of Bylaw Contravention on the title of the subject property legally described as Lot 47, District Lot 28, Plan 22290, Nanoose District (1583 Juan de Fuca Boulevard), pursuant to Section 57 of the *Community Charter*.

CARRIED

1541 Winchester Road, Electoral Area 'F' – Building Bylaw Contraventions.

MOVED Director Ruttan, SECONDED Director McPherson, that staff be directed to register a Notice of Bylaw Contravention on the title of the North ½ of Lot 84, District Lot 8, Plan 1981, Cameron District (1541 Winchester Road) pursuant to Section 57 of the *Community Charter* and take further enforcement action as may be necessary to ensure the property is in compliance with Regional District of Nanaimo regulations.

CARRIED

6694 Island Highway West — Electoral Area "H" — Unsightly Premises.

This item was withdrawn.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Landfill Engineering Services Contract Award.

MOVED Director Brennan, SECONDED Director Lefebvre, that the Board extend the comprehensive engineering services contract with XCG Consultants Ltd. for the Regional Landfill for a two (2) year term expiring May 2016.

CARRIED

TRANSIT

CNG Fueling Station Regionally Significant Gas Tax.

MOVED Director Brennan, SECONDED Director Johnstone, that the Board authorize staff to advise the Union of British Columbia Municipalities that \$750,000 of the approved Regionally Significant Program funding under the Gas Tax Agreement be provided directly to BC Transit for the compressed natural gas fueling station towards the Regional District of Nanaimo's cost share of the project.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Greater Nanaimo Pollution Control Centre – Marine Outfall (Land Section) and Primary Effluent Line Replacement Project Construction Award.

MOVED Director Brennan, SECONDED Director Bestwick, that the Board award the construction contract for the Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Project to Knappett Industries for a value of \$2,129,099.

CARRIED

MOVED Director Brennan, SECONDED Director Bestwick, that the Board award the engineering services contract for the Greater Nanaimo Pollution Control Center Marine Outfall (Land Section) and Primary Effluent Line Replacement Projects to AECOM for \$240,000.

CARRIED

MOVED Director Brennan, SECONDED Director Bestwick, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1699, 2014", be introduced and read three times.

CARRIED

MOVED Director Brennan, SECONDED Director Bestwick, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1699, 2014", be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE, AND COMMISSION MINUTES & RECOMMENDATIONS

Electoral Area 'B' Parks and Open Space Advisory Committee.

Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, March 4, 2014.

MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, March 4, 2014, be received for information.

CARRIED

Electoral Area 'G' Parks and Open Space Advisory Committee.

Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Monday, March 10, 2014.

MOVED Director Holme, SECONDED Director Brennan, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Monday, March 10, 2014, be received for information.

CARRIED

Dashwood Hall Upgrades Update.

MOVED Director Holme, SECONDED Director Ruttan, that staff be directed to look at financing alternatives and project scheduling, including the possibility of financing the entire Dashwood Hall project at once.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Peter McCully, The Parksville-Qualicum Beach News, regarding MMBC.

MOVED Director Veenhof, SECONDED Director Young, that Regional District of Nanaimo staff be directed to write a letter for signature by the Chair that asks the Premier to have the Minister of Environment delay the implementation of Multi-Material BC and bring together business, municipal, and environmental leaders to develop a plan that works both economically and environmentally for British Columbia.

CARRIED

NEW BUSINESS

Director Greves left the meeting at 8:15 pm citing a possible conflict of interest with the next agenda item.

Island Corridor Foundation.

Whereas, due to the serious, ongoing deterioration of the rail line, lack of realistic capital funding dollars, the inability to negotiate an agreement with VIA Rail, and lack of information on how current taxpayers' dollars and Island Corridor Foundation revenues are being spent on necessary repairs to the rail infrastructure, the Regional District of Nanaimo Board has lost confidence in the existing administrative function of the Island Corridor Foundation (ICF);

Therefore be it resolved:

MOVED Director Lefebvre, SECONDED Director Willie, that in order to resolve this situation, the Regional District of Nanaimo proposes a meeting of all First Nations and Regional Districts be convened to discuss the future of the Island Corridor Foundation.

MOVED Director Ruttan, SECONDED Director Brennan, that this motion be referred to the May 27, 2014 regular meeting of the Board for consideration at that time.

DEFEATED

The vote was taken on the main motion.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that such meeting should coincide with the 2014 Association of Vancouver Island and Coastal Communities Conference, if possible, to seek input and advice as to how to proceed towards a successful rehabilitation of the aforementioned rail corridor infrastructure.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that the Regional District of Nanaimo affirm its support of a task force of experienced individuals to be convened, subsequent to the discussions with the First Nations and Regional Districts, to assist in reinvigorating the Island Corridor Foundation.

MOVED Director Brennan, SECONDED Director Ruttan, that this motion be tabled until after the meeting with the First Nations and the Regional Districts.

DEFEATED

The vote was taken on the main motion.

CARRIED

Appointments to Nanoose Bay Parks and Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director Young, that the Regional District of Nanaimo receive the resignation of George Jarvis from the Nanoose Bay Parks and Open Space Advisory Committee and appoint Frank Van Eynde to serve on the Committee for the remainder of the term expiring on December 31, 2014.

CARRIED

MOVED Director Holme, SECONDED Director Young, that pursuant to Section 90 (1)(i) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to solicitor-client privilege.

CARRIED

TIME: 9:07 PM

ADJOURNMENT

MOVED Director Holme, SECONDED Director Bestwick, that this meeting terminate.

CARRIED

TIME: 9:16 PM

CHAIRPERSON

CORPORATE OFFICER



Gabriola Island Chamber of Commerce/Visitor Centre
PO Box 249/ #5 - 377 Berry Point Road
Gabriola Island, BC, V0R 1X0

DATE: April 21, 2014
(sent via e-mail)

RE: Follow-up to March 11th Delegation Request for Action from Gabriola Chamber of Commerce – Descanso Bay Wharf Usage Conditions

Dear Chairman Stanhope & Director Houle:

On behalf of the Gabriola Island Chamber of Commerce, and the delegation of supportive organizations that signed on to our request for action, I am writing to request a written reply from the RDN. At the March 11, 2014 Committee as Whole meeting, Area B Director Houle mentioned several objections to our request verbally; however, we would like an official reply as we requested an action from the RDN Board.

After consulting with our Chamber Board and other directors from our delegation of supporters, we ask the RDN to cite the bylaws, policies or regulations that Director Houle described as reasons why he would not support our proposed Change of Use denoted on page 2 of our document submitted to the Committee as Whole.

To clarify, we seek an official response to the following objections and reasons we noted in Director Houle’s verbal reply to our delegation:

1) A referendum would be required to add an additional restricted use.

Our understanding is that the Local Government Act sets out parameters to guide regional governments against the over or under use of referenda as a democratic tool. Since our request does not in any way change the existing Bylaw; does not require a tax requisition; does not prevent the current designated usage – a referendum to add usage would be a misuse of this tool, cost taxpayers money and set a precedent for the RDN that would not be productive. However, if this position is maintained and allowed under the Director’s sole discretion and control, then we request a clear answer about the process, legal wording, and timeline for ensuring this is added to the November 2014 election ballot.

2) Zoning for parking and waiting rooms.

As we understand it, these are land-use designations that fall outside of the RDN’s jurisdiction. If not, please cite the RDN regulations. But to the point, there is already properly zoned, well-established public pay parking available within 100-200 metres of the RDN wharf. The Gertie bus stop at Descanso Bay has a marked waiting room outside of the Skol Pub. The Skol is a chamber member and understands the business benefits of providing this amenity. No government requirements or rules were necessary here and a zoning amendment was not required by the Islands Trust.

3) The Area B Director cited concerns for unrestricted access, and fears that the public would abuse the wharf or patrons from the Skol might come to harm.

This is unfounded. Our delegation is not requesting wide-open, unlocked access; we have clearly stated that usage by water taxi as we propose is for licensed, restricted (i.e. gated, locked and regulated) access to the wharf. A simple terms and conditions of use for charter water taxi operators is all that is needed, and bar patrons have many easier access points to go swimming.

4) The Area B director said no water taxi operator has come forward to the RDN seeking to establish a water taxi service to Gabriola.

As we stressed in our presentation and documentation, our role and goal is for the RDN to be proactive and establish the policy and business conditions for such a designated use. Frankly, our marine transportation contacts have stressed there is little motivation for them to invest time and effort approaching the RDN for such a small venture with low profit potential. Our delegation is trying to create a more business-friendly pathway through the bureaucracy or nothing will ever happen. At the March 11th RDN meeting Director Ruttan alluded to this as well, citing the difficulty in maintaining a ferry operator for Newcastle and Protection Islands, and that adding Gabriola as a charter service route may afford some economies of scale to a water taxi service provider. An additional use would also create an extra business incentive for a contractor that provides emergency service – current agreement expires at the end of 2014.

5) The Area B director cited there is the Green Wharf where such a service could be established.

The Director knows very well that this locale (and Degnen Bay wharf) is obviously impractical and access is difficult and far from the Village, with no parking, pedestrian and transit connection points to be useful to Gabriolans for a pedestrian water taxi.

6) The Area B director cited that a water taxi would be in conflict with BC ferries.

Again, this is something to be set-out by the RDN or a delegated transportation organization in a “conditions of use” policy. The intent is not to duplicate BCF service, but be a good neighbour and complement and offer niche service during times when the ferry is not operating (i.e. afternoon service gaps) and for charters of pedestrian groups to-from Nanaimo. It is clear from BCF that more service reductions and rate increases are coming in 2016 and beyond; proactive policy by the RDN creates an option for the travelling public: a plan B as we have stressed is needed.

7) The Area B director said the current dock would require upgrades such as a wider float.

Should this not have been addressed for emergency use with EMTs and stretchers and water taxi usage when the Nanaimo ferry wharf was damaged? That would already mean the dock is not in compliance. If there is a regulatory requirement for water taxi usage to widen the float, a preliminary estimate from a wharf float construction company we contacted is under \$5,000 and well within the budgeted maintenance and upkeep resources already allocated.

7) The Area B director has requested to see community support for adding this designated use to the Descanso Bay Wharf.

The Chamber and other Boards of Directors that all approved and supported our delegation to the RDN include: Gabriola Ratepayers' Association, Gabriola Transportation Association, Gabriola Arts Council, Gabriola Island Futures, Gabriola Historical & Museum Society; these Directors represent a total of over 1,000 members collectively. Our proposal was brought forward after much deliberation and discussion and years of interaction with the BCF-Gabriola Ferry Advisory Group among others. We find it difficult to understand that Director Houle believes that this is not an indication of community support for adding an additional restricted use to the Wharf as we propose. However, if our Director requests more indicators of public support, we hereby request the following information:

a) Will he undertake gathering feedback to our proposal as we provided by including this in his newsletter and media correspondence to canvas support directly as our elected representative?

b) If he would like to see "letters" as he mentioned as an indication of public support beyond our delegation, how many letters would that require? We assume e-mail is acceptable as this is the primary method of communication in our world.

c) If a petition is required, what wording and format is legally required by the RDN and how many signatures of voters would he need to provide a level of confident direction?

Thank you Mr. Chairman and Director Houle for your attention to these details. We cannot stress enough that our delegation is merely seeking the conditions for usage for restricted water taxi access. We believe it is a very important matter of public transportation policy and service to this region. Our community and our tourism-based island economy depend on marine transportation links. This is one small but important policy direction that the RDN can help our community achieve versus other alternatives and future uncertainties with BC Ferries. We await your reply which can be sent via email or paper mail (to the address on our masthead).

Yours sincerely,



Ken P. Gurr
President,
Gabriola Island Chamber of Commerce
Kenpgurr@telus.net 250-247-7510

From: "Guenette, Darin" <Darin.Guenette@bcferries.com>

Date: April 10, 2014 at 9:39:24 AM PDT

To: "howard.houle@rdn.bc.ca" <howard.houle@rdn.bc.ca>

Cc: "MacDonald, John" <John.Macdonald@bcferries.com>

Subject: RE: decanso bay

Hello Howard,

The email you sent to John was shared with me, and I have been able to reach out to the relevant terminal/vessel operations reps for insight on possible commercial usage of the emergency dock at Descanso Bay.

A summary:

- since the emergency enter/exit area is right in front of the ramp used for regular ferry service, it would be difficult to safely/properly control traffic and avoid conflicts
- if the water taxi were in dock and the ferry were to be approaching/departing, the wash created by the ferry would significantly affect the water taxi (stability, etc); wash could damage the vessel or break lines.
- any logs/debris in the vicinity of the dock may be pushed into the water taxi by the ferry...causing potential damage or difficulties
- with a Northwest exposure, the ferry experiences noticeable effects in stronger weather conditions...and a much smaller water taxi would most likely not be able to handle these conditions when they happen
- the sailing conditions in the Northumberland Strait provide for very choppy and challenging conditions during strong, prevailing SE winds (and even more difficult when NW winds happen). It is suggested that running a smaller vessel like a water taxi across there in any conditions other than near ideal would be untenable or dangerous.
- parking at Descanso is already limited and a worry for Gabriola residents, and putting another service into there could increase the concerns/pressure on roadways.

These are some of the insights from the experienced crew of the vessel and terminal folks, and therefore BC Ferries cannot support the idea of seeing a regular water taxi service operate out of a dock meant for rare, emergency use only.

I hope this helps.

Regards,

Darin Guenette

Manager, Public Affairs

British Columbia Ferry Services Inc.

The Atrium

Suite 500, 1321 Blanshard St., Victoria, BC V8W 0B7

T: 1-877-978-2385 (toll free) or 250-978-2385 C: 250-213-9253 F: 250-978-1119

darin.guenette@bcferries.com

bcferries.com | Facebook | Twitter

Notice:

This message, including any attachments, is confidential and may contain information that is privileged or exempt from disclosure. It is intended only for the person to whom it is

addressed unless expressly authorized otherwise by the sender. If you are not an authorized recipient, please notify the sender immediately and permanently destroy all copies of this message and any attachments.

----- Original Message -----

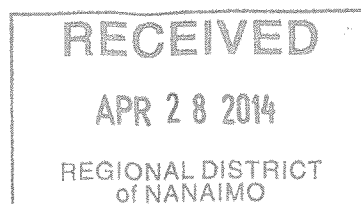
From: Houle, Howard [<mailto:Howard.Houle@rdn.bc.ca>]
Sent: Tuesday, April 08, 2014 03:43 PM Pacific Standard Time
To: MacDonald, John
Cc: MacKay, Captain Lewis
Subject: decanso bay

Hi John

I am the RDN director for Gabriola, I have been asked a question had you may be able to answer. What would BC ferries position be on having commercial water taxi use of the emergence dock at Gabriola's Descanso bay. I understand there may be some concern about traffic around the ferry.

Howard Houle
Director area B
RDN

234 Elm Ave,
Qualicum Beach, B.C,
V9K 1J9



14 April, 2014

Regional District of Nanaimo,
6300 Hammond Bay Road,
Nanaimo, B.C. V9T 6N2

Attn: The Board and Chair of the RDN

Sirs:


I am writing to you all directly regarding the potential major change to the OCP of Qualicum Beach involving the UCB/RGS.

The residents of Qualicum Beach, spent 2 years compiling the OCP, and now are having a major amendment, being proposed by just three councillors being put through in haste with little clarification or information of why they want to by-pass the RDN by calling it a "minor" amendment. We like having checks and balances, thereby, we feel that the RDN should be involved and adjudicate this accordingly.

Please, give this due consideration and ensure that the guidelines are followed. We can have an OCP review set up in which we, as residents, can participate in a democratic manner.

Thank you,

Yours truly,


(Mrs) M. Robertson

Ban LNG Tankers from Howe Sound & Georgia/Haro Straits

May 2, 2014

Regional District of Nanaimo,
6500 Hammond Bay Road,
Nanaimo, BC

To: CAO Paul Thorkelsson and Nanaimo Regional Board

In follow up to my recent presentation regarding the potential LNG Supertanker traffic should the proposal for a floating LNG plant be approved for the Woodfibre site in Howe Sound, I am asking you and the Directors to consider the attached draft letter.

The purpose is to inform the appropriate federal, provincial and local governments that the resolution supported in 2008 and passed by the UBCM in 2008 (please reference UBCM text below) to ban LNG tanker traffic in the Georgia/Haro Straits is still in effect. The only thing that has changed is that the LNG Supertankers will come from Woodfibre in Howe Sound, where we are focusing our efforts, rather than Westpac in Texada. The result, however, is the same: LNG Supertankers in the Georgia/Haro Straits.

It is important that the decision makers at both levels of government understand local governments along the shipping route still feel the same. The request for a ban on LNG Supertankers in your waters still stands and is supported no matter where the tankers come from.

Please change the letter as you deem appropriate and send to the Premier of BC, the Prime Minister of Canada and copy to the Provincial and Federal Ministers of Environment.

Thank you, CAO Thorkelsson and the members of the Nanaimo Regional Board for welcoming my presentation. I enjoyed being in Nanaimo again and meeting with you. Working together with all the Regional Districts and community groups I hope we will be as successful as you were in the past.

Best regards
Eoin Finn, BSc, PhD, MBA, CMC
Phone: 604-715-7991
Email: efinn@shaw.ca
Biography: <http://members.shaw.ca/efinn/ejfcv.html>

UBCM Resolution (2008)

*WHEREAS the waters of Georgia and Malaspina Straits provide a vital habitat for diverse bird and fish species, a corridor for commercial and recreational marine traffic and an attraction for upland settlement; AND WHEREAS WestPac LNG is soliciting interest to build an LNG import facility and associated 600MW gas-fired electricity generating plant on Texada Island, which will involve the passage of a significant number of LNG tankers in the Georgia Strait, which will interfere with existing marine traffic, put at risk these ecologically important and sensitive inland waters, and negatively impact upland development along this route: **THEREFORE BE IT RESOLVED that the UBCM urge the federal government to ban the passage of LNG tankers in the waters of the Malaspina, Georgia, Juan de Fuca and Haro Straits, and Boundary Pass.***

Ban LNG Tankers from Howe Sound & Georgia/Haro Straits

May , 2014

The Right Honourable Prime Minister Stephen Harper,
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

The Honourable Christy Clark
Premier of British Columbia
Box 9041, Station PROV GOVT
Victoria, BC

Cc: Federal Minister of Environment
Provincial Minister of Environment

Re: The prospect of LNG Supertanker traffic in the Howe Sound and Georgia, Juan de Fuca and Haro Strait waters should the Woodfibre Natural Gas Ltd. Proposal for a floating LNG plant at the Woodfibre location in Howe Sound be approved.

In 2008, the Nanaimo Regional District adopted a resolution in support of the implementation of a federal government ban on the passage of LNG tankers in the waters of the Malaspina, Georgia, Juan de Fuca and Haro Straits. This resolution, subsequently passed by the Union of BC Municipalities and other Vancouver Island and mainland communities impacted by the WestPac LNG proposal of the day, is still in effect. The only change is that the LNG Supertankers will be coming from Howe Sound rather than Texada. The result, however, is the same: LNG Supertankers in the Georgia, Juan de Fuca and Haro Straits waters.

We supported a ban then and support it now so please accept this letter as a reaffirmation of our support for a ban on LNG tanker traffic through our waters. LNG Supertankers navigating the busy waters of Howe Sound and the Georgia/Haro Straits will, as stated in the UBCM resolution, *“interfere with existing marine traffic, put at risk these ecologically important and sensitive inland waters and negatively impact upland development along the route.”*

Though incidents are rare in the industry, rare things occur somewhere and when they do, the result is catastrophic if LNG is involved. Our waters are visited by millions of tourists from around the world and are a sanctuary for marine life that we all have a responsibility to protect.

Please consider our request to ban LNG Supertanker traffic in our waters.

Sincerely,

A Community Bus for Gabriola Island

Request for Community Works Funding submitted to Howard Houle, Area B Director,
Regional District of Nanaimo

Gabriola Community Bus Committee¹

Date: April, 2014

Introduction

In June 2013 we requested and received \$30,000 from Area B's Community Works Fund to cover the purchase of two used buses for the purpose of establishing a community bus service on Gabriola. In December 2013 we requested and received an additional \$27,000 to cover the purchase of an additional bus, bus shelters, signs and waste vegetable oil processing equipment. The GERTIE bus system has been operating since June 2013 and ridership as of April 2014 was averaging about 6 riders per hour.

Due to a requirement to get a license under the Passenger Transportation Act (PTA), from which we were originally exempt, we have recently incurred an additional capital cost of \$8,500. These extra costs relate to the requirements for seating in the Sprinters as a licensed bus service under the PTA. In 2013 we had installed Thomas bus seats in the Sprinters to bring our seating capacity up to 13 passengers and this was approved under the National Safety Code. However, under the PTA the vehicles needed seats that were either originally installed seats or seats approved and installed by a Commercial Vehicle Inspector qualified to sign off on changes to the manufacturer's original installation. To install the extra seats in a manner consistent with the PTA we had to order special seats plus have them installed by Ennerdale Engineering. The cost was \$8,500.

¹ The Gabriola Community Bus Committee is an official division of Island Futures, a registered non-profit society.

Proposal

Therefore, we are requesting the following additional capital funding:

8 additional seats (4 per bus) with 3-point seat belts, made for Sprinter vehicles, and delivered to Gabriola.	\$3,700
Installation of seats in 2 Sprinters and inspection by Ennerdale Engineering in Chemainus including PTA and federal inspection for buses.	\$4,800
Total	\$8,500

Conclusions

We believe that GERTIE, the community-operated bus service on Gabriola Island, has demonstrated a successful eleven months of operation and that this additional request will ensure continued capacity to operate safely and in line with the Passenger Transportation Act. We have attached the Inspection forms related to the installation and approval of the additional seats.



Ministry of Transportation
and Infrastructure
Commercial Vehicle
Inspection Report

**FINAL INSPECTION
CONFIRMATION NUMBER**
9482196

EN
46955
EN46955

DECAL EXPIRY DATE
30 SEP 2014

INSPECTION RESULT: Pass
INSPECTION TYPE: Complete
REASON FOR INSPECTION: Other
COLLISION REPAIR FACILITY:

WORK ORDER #
INSPECTION START DATE 24 MAR 2014 09:00
INSPECTION COMPLETE DATE 25 MAR 2014 15:00

REASON NOTE: Converted to 14 seats

TECHNICIAN NAME: **PHONE #:**

INSPECTOR'S NUMBER: M06729
INSPECTOR'S NAME: SAVILLE-PECK, DAVID OLIVE
LICENCE EXPIRY DATE: 30-SEP-2015
FACILITY NUMBER: S4362
FACILITY NAME: ENNERDALE ENGINEERING
INSPECTION CLASS: 4 - Bus

OWNER/LESSEE: Island Futures Society
ADDRESS: 110 McConvey Road
CITY: Gabriola Island **PROV:** BC **POSTAL CODE:** V0R1X1
REGISTRATION #: 03525739 **VEH. JURISDICTION:** BC **PLATE:** ET0789
YEAR: 2006 **MAKE:** DODGE **MODEL:** SPNTR
BODY STYLE: LIMO **VIN:** WD8BD744165892651
ODOMETER: 359777 KM **FUEL TYPE:** Gasoline
UNIT/FLEET #: **BRAKE TYPE:** Hydraulic

"F" Failed "R" Repaired Same Day "P" Passed "PC" Passed With Caution "O" Out Of Service "NA" Not Applicable

	F	R	P	PC	O	NA		F	R	P	PC	O	NA			
Section 1 - Power Train							Pressure Fuel									
							Liquid Propane Gas									
							Compressed Natural Gas									
Section 2 - Suspension							Pressure Fuel Inspector's Name & Number									
Section 3 - Hydraulic Brakes							Air Brake Chamber Type, Size and Push Rod Stroke Measurement (mm)									
							Axe #	1	2	3	4	5	6	7	8	9
							Type:									
							Size:									
Section 3A - Air Brakes							Stack:									
							Left:									
							Right:									
							Comments:									
Section 4 - Steering							Air Brake Camshaft Rotation Measurement (degrees)									
							Axe #	1	2	3	4	5	6	7	8	9
							Left:									
							Right:									
							Comments:									
Section 5 - Instruments, Auxiliary Equipment							Brake Lining/Pad Measurement (mm)									
							Axe #	1	2	3	4	5	6	7	8	9
							Type:	Pad	Pad							
							Left:	10	9							
							Right:	10	9							
							Comments:									
Section 6 - Lamps							Rotor/Drum Measurement (mm)									
High mounted brake light							Axe #	1	2	3	4	5	6	7	8	9
							Type:	Rotor	Rotor							
							Left:	19	19							
							Right:	19	19							
							Comments:									
Section 7 - Electrical System							Rotor/Drum Measurement (mm)									
							Axe #	1	2	3	4	5	6	7	8	9
							Type:	Rotor	Rotor							
							Left:	19	19							
							Right:	19	19							
							Comments:									
Section 8 - Body & Frame							Rotor/Drum Measurement (mm)									
							Axe #	1	2	3	4	5	6	7	8	9
							Type:	Rotor	Rotor							
							Left:	19	19							
							Right:	19	19							
							Comments:									
Section 9 - Tires & Wheels							Rotor/Drum Measurement (mm)									
2 rear tires replaced							Axe #	1	2	3	4	5	6	7	8	9
							Type:	Rotor	Rotor							
							Left:	19	19							
							Right:	19	19							
							Comments:									
Section 10 - Couplers & Hitches							Rotor/Drum Measurement (mm)									
							Axe #	1	2	3	4	5	6	7	8	9
							Type:	Rotor	Rotor							
							Left:	19	19							
							Right:	19	19							
							Comments:									
Section 11 - Other Vehicle Components							Rotor/Drum Measurement (mm)									
Converted to 14 seats							Axe #	1	2	3	4	5	6	7	8	9
							Type:	Rotor	Rotor							
							Left:	19	19							
							Right:	19	19							
							Comments:									
General Inspection Comments: Converted from 10 seats to 14 seats. 2 rear tires replaced																

Inspector's Name **SAVILLE-PECK, DAVID OLIVER** Signature

The Inspector's signature above is certification that this vehicle has been inspected to the requirements of the Motor Vehicle Act and Regulations.

NOTICE: KEEP THIS VEHICLE INSPECTION REPORT WITH VEHICLE REGISTRATION

The personal information collected on this form is collected under the authority of section 216 of the Motor Vehicle Act and Division 25 of the Motor Vehicle Act Regulations. It is collected for the purpose of processing this vehicle inspection and for generally administering the Vehicle Inspection Program and the National Safety Code (e.g. regulating carriers, authorized inspectors, and designated inspection facilities). If you have any questions about the collection of this information, you may contact the Sr. Manager, NSC/VIP at the Commercial Vehicle Safety Enforcement Branch, by writing to P.O. Box 9250, Stn. Prov. Gov't, Victoria, BC V8W 9J2, by e-mailing to vehicle.inspectors@gov.bc.ca or calling 250-952-0577.

CVSE0014 (100615)



Ministry of Transportation and Infrastructure
Commercial Vehicle Inspection Report

FINAL INSPECTION CONFIRMATION NUMBER
9504132

PLACE DECAL
EN 46956

DECAL EXPIRY DATE
31 OCT 2014

INSPECTION RESULT: Pass
INSPECTION TYPE: Complete
REASON FOR INSPECTION: Other
COLLISION REPAIR FACILITY:

WORK ORDER #
INSPECTION START DATE 02 APR 2014 09:00
INSPECTION COMPLETE DATE 02 APR 2014 13:00

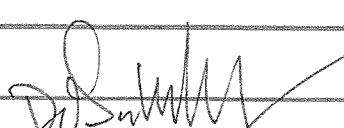
REASON NOTE: Converted to 14 seats

TECHNICIAN NAME: **PHONE #:**

INSPECTOR'S NUMBER: M06729
INSPECTOR'S NAME: SAVILLE-PECK, DAVID OLIVE
LICENCE EXPIRY DATE: 30-SEP-2015
FACILITY NUMBER: S4362
FACILITY NAME: ENNERDALE ENGINEERING
INSPECTION CLASS: 4 - Bus

OWNER/LESSEE: Island Futures Society
ADDRESS: 110 McConvey Road
CITY: Gabriola Island **PROV:** BC **POSTAL CODE:** V0R1X1
REGISTRATION #: 00013155 **VEH. JURISDICTION:** BC **PLATE:** HB1424
YEAR: 2006 **MAKE:** DODGE **MODEL:** SPNTR
BODY STYLE: LIMO **VIN:** WD8BD744765968468
ODOMETER: 375974 KM **FUEL TYPE:** Diesel
UNIT/FLEET #: **BRAKE TYPE:** Hydraulic

"F" Failed "R" Repaired Same Day "P" Passed "PC" Passed With Caution "O" Out Of Service "NA" Not Applicable

	F	R	P	PC	O	NA		F	R	P	PC	O	NA			
Section 1 - Power Train			✓				Pressure Fuel									
							Liquid Propane Gas						✓			
							Compressed Natural Gas						✓			
							Pressure Fuel Inspector's Name & Number									
Section 2 - Suspension Replaced RF shock strut		✓					Air Brake Chamber Type, Size and Push Rod Stroke Measurement (mm)									
							Axle #	1	2	3	4	5	6	7	8	9
							Type:									
							Slack:									
Section 3A - Air Brakes						✓	Left:									
							Right:									
							Comments:									
Section 4 - Steering			✓				Air Brake Camshaft Rotation Measurement (degrees)									
							Axle #	1	2	3	4	5	6	7	8	9
							Left:									
							Right:									
							Comments:									
Section 5 - Instruments, Auxiliary Equipment			✓				Brake Lining/Pad Measurement (mm)									
							Axle #	1	2	3	4	5	6	7	8	9
							Type:	Pad	Pad							
							Left:	11	10							
							Right:	11	10							
							Comments:									
Section 6 - Lamps			✓				Rotor/Drum Measurement (mm)									
							Axle #	1	2	3	4	5	6	7	8	9
							Type:	Rotor	Rotor							
							Left:	21	16							
							Right:	21	14							
							Comments:									
Section 7 - Electrical System			✓				General Inspection Comments:									
							Converted to 14 seats									
Section 8 - Body & Frame Rear door latch repaired		✓														
Section 9 - Tires & Wheels			✓													
Section 10 - Couplers & Hitches					✓											
Section 11 - Other Vehicle Components Headliner repaired. Converted to 14 seats		✓														

Inspector's Name **SAVILLE-PECK, DAVID OLIVER** Signature

The Inspector's signature above is certification that this vehicle has been inspected to the requirements of the Motor Vehicle Act and Regulations.

NOTICE: KEEP THIS VEHICLE INSPECTION REPORT WITH VEHICLE REGISTRATION

The personal information collected on this form is collected under the authority of section 216 of the Motor Vehicle Act and Division 25 of the Motor Vehicle Act Regulations. It is collected for the purpose of processing this vehicle inspection and for generally administering the Vehicle Inspection Program and the National Safety Code (e.g. regulating carriers, authorized inspectors, and designated inspection facilities). If you have any questions about the collection of this information, you may contact the Sr. Manager, NSCVIP at the Commercial Vehicle Safety Enforcement Branch, by writing to P.O. Box 9250, Stn Prov. Gov't, Victoria, BC V8W 9J2, by e-mailing to vehicle.inspections@gov.bc.ca or calling 250-952-0577.

CVSE0014 (100615)

From: Jennifer Wynne Webber
Sent: Monday, April 14, 2014 5:29 PM
To: corpsrv
Subject: Strongly opposed to garbage incinerator!!!

Dear Directors, Regional District of Nanaimo,

As a new resident of the beautiful city of Nanaimo, I admit I am both shocked and horrified to learn that Metro Vancouver has been even considering a plan that would involve exporting their garbage to be incinerated at Duke Point!

I therefore wish you to know that I echo the many other voices now speaking out about this issue and who are applauding a 2013 decision to oppose the potential location of Metro Vancouver's Waste-to-Energy incinerator at Duke Point in Nanaimo.

I am pleased that the directors of the Regional District of Nanaimo have considered the negative impact the annual burning of 370,000 tonnes of lower mainland waste would have on the health and economic well-being of citizens in the RDN, and that you continue to stand firmly in refusing to entertain importing garbage from another regional district (Metro Vancouver) which has a 20% lower diversion rate for municipal waste than the RDN.

I also encourage you to decline any requests for in-camera meetings about this important issue and ensure that any discussions on the part of the RDN regarding incineration remain public and transparent.

Looking forward to your reply,
Jennifer W. Webber Forrest
Nanaimo

From: Anna (Acevedo) Lyman
Sent: Monday, April 14, 2014 12:09 AM
To: corpsrv
Subject: Please stop the incinerator from coming!

Dear Directors,

I applaud the 2013 decision to oppose the potential location of Metro Vancouver's Waste-to-Energy incinerator at Duke Point in Nanaimo. I am pleased that the directors of the Regional District of Nanaimo have considered the negative impact the annual burning of 370,000 tonnes of lower mainland waste would have on the health and economic well-being of citizens in the RDN, and that you continue to stand firmly in refusing to entertain importing garbage from another regional district (Metro Vancouver) which has a 20% lower diversion rate for municipal waste than the RDN.

I also encourage you to decline any requests for in-camera meetings about this important issue and ensure that any discussions on the part of the RDN regarding incineration remain public and transparent.

Thank you in advance,

Anna Lyman

Nanaimo

From: Tamarah [mailto:tamarahney@gmail.com]

Sent: Sunday, April 13, 2014 9:15 PM

To: corpsrv

Subject: Location of Metro Vancouver's Waste-to-Energy incinerator at Duke Point in Nanaimo.

Dear elected council,

I applaud the 2013 decision to oppose the potential location of Metro Vancouver's Waste-to-Energy incinerator at Duke Point in Nanaimo. I am pleased that the directors of the Regional District of Nanaimo have considered the negative impact the annual burning 370,000 tonnes of lower mainland waste would have on the health and economic well-being of citizens in the RDN, and that you continue to stand firmly in refusing to entertain importing garbage from another regional district (Metro Vancouver) which has a 20% lower diversion rate for municipal waste than the RDN.

I also encourage you to decline any requests for in-camera meetings about this important issue and ensure that any discussions on the part of the RDN regarding incineration remain public and transparent.

Looking forward to your reply,

Tamarah Ney

April 13, 2014

From: Luke Stremel
Sent: Sunday, April 13, 2014 9:26 AM
To: corpsrv
Subject: Duke Point Incinerator

April 13, 2014

Greetings RDN directors,

I applaud the 2013 decision to oppose the potential location of Metro Vancouver's Waste-to-Energy incinerator at Duke Point in Nanaimo. I am pleased that the directors of the Regional District of Nanaimo have considered the negative impact the annual burning of 370,000 tonnes of lower mainland waste would have on the health and economic well-being of citizens in the RDN, and that you continue to stand firmly in refusing to entertain importing garbage from another regional district (Metro Vancouver) which has a 20% lower diversion rate for municipal waste than the RDN.

I also encourage you to decline any requests for in-camera meetings about this important issue and ensure that any discussions on the part of the RDN regarding incineration remain public and transparent.

Sincerely,

Luke Stremel

luke.stremel@gmail.com

From: Moira Parkinson
Sent: Thursday, April 10, 2014 3:07 PM
To: corpsrv
Subject: Vote No

I applaud the 2013 decision to oppose the potential location of Metro Vancouver's Waste-to-Energy incinerator at Duke Point in Nanaimo. I am pleased that the directors of the Regional District of Nanaimo have considered the negative impact the annual burning of 370,000 tonnes of lower mainland waste would have on the health and economic well-being of citizens in the RDN, and that you continue to stand firmly in refusing to entertain importing garbage from another regional district (Metro Vancouver) which has a 20% lower diversion rate for municipal waste than the RDN.

I also encourage you to decline any requests for in-camera meetings about this important issue and ensure that any discussions on the part of the RDN regarding incineration remain public and transparent.

Looking forward to your reply,

Moira Parkinson

garden@telus.net

April 10, 2014

From: Tom and Della Staite
Sent: Wednesday, April 16, 2014 10:31 AM
To: corpsrv
Cc: scott.fraser.mla@leg.bc.ca; nanaimo@jameslunneymc.ca; chrisburger@parksville.ca;
mayor@qualicumbeach.com; michelle.stilwell.mla@leg
Subject: ICF -Vancouver Island Rails to Trails FORGET A RAILWAY -- MAKE IT INTO A TRAIL

ICF IS WASTING OUR MONEY !!!!

Use the taxpayers money to convert the existing railway line to a decent trail (like so many other places in the world).

Vancouver Island rail trail - could be a MAJOR tourist attraction and a blessing to all communities it goes thru.

You want the Island people to get and stay active -- well here is a great way to do it !!

Thank You for your time

Tom and Della Staite
959 Terrien Way
Parksville BC
250-248-0603

From: Lynda Nash
Sent: Thursday, April 24, 2014 7:26 PM
To: corpsrv
Subject: Island train

Please put an end to the ridiculous notion of restarting the train. No one rode it before, those who did said it was boring, can't see anything but trees and was noisy due to the whistle blowing at every junction. It was closed down because no one rode it not because the track was awful. Don't waste my money on it let it be turned into a multi use trail.

For the money spent on renewing the track every senior could be given a bus pass for the Greyhound bus. The tourist spin off from a multi use trail would be fantastic.

November is Municipal elections, this should be voted on at that time and then see what the taxpayers want.

Norman and Lynda Nash



RDN REPORT		
CAO APPROVAL		
EAP		
CCW	✓	
MAY 05 2014		
RHD		
BOARD		

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: May 2, 2014

FROM: Laina Fearn
Financial Analyst

FILE:

SUBJECT: Operating Results for the Period Ending March 31, 2014

PURPOSE:

To present a summary of the operating results for the period ending March 31, 2014.

BACKGROUND:

The Regional Board reviews quarterly financial progress statements in order to identify both positive and negative budget trends as they occur. This report provides information on the operating results for the period January 1st to March 31st, 2014.

The year-to-date statements are prepared primarily on a cash paid/received or invoiced basis. Exceptions are property taxes and debt payments, which are recorded or accrued at 1/12 of the annual amount each month and the prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 25% versus budget. Where significant variances have been observed staff have provided comments in the individual sections below.

Attached as appendices to this report are the following:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department

Overall Summary by Division (Appendix 1)

This appendix provides an overview of the year to date results at an organizational level.

Revenues

Total Revenues are at 25% of budget with property tax revenues at the expected 25%. Grant Revenues are at 14% and Other Revenues at 8% (includes transfers from reserves for capital projects) mainly due to timing of large projects which don't begin until budgets are finalized in March. Capital projects use a drawdown accounting approach where revenues are recorded as project expenses are incurred.

Operating revenues are at 19% of the budget as they do not yet reflect the first utility services billings which occur at the end of May.

Expenditures

Overall expenditures are at 15% of budget. Expenditure items noticeably under budget include Community Grants (0%), Professional Fees (5%), Program Costs (7%) and Capital Expenditures (3%). Professional fees and capital expenditures are directly related to the timing of payments for projects and the bulk of community grant funds will be allocated during the summer and fall. Program costs are incurred predominantly in the spring and summer in the Recreation and Parks area (10%) and reflect the Drinking Water/Watershed Protection rebate programs in the Regional & Community Utilities area (4%) which don't proceed until budget approval. Wages & Benefits are at 26%, which is to be expected as 7 of 26 pay periods had been processed at March 31. Further details are provided under results by department below.

Expenditures for Debt Interest (20%) and Debt Principal (8%) are lower than budget at this time because of the timing of debt payments made on behalf of municipalities. Transfers to Reserve (0%) are completed and recorded in August every year.

Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues and expenditures for functions within each organizational division. This listing illustrates at a glance the overall status of an individual service as at March 31 compared to the overall budget for that service.

Corporate Services

The Corporate Services division of Appendix 2 shows year to date total revenues at 23% of budget and expenditures at 18% which is largely related to the Fire Protection and Municipal Debt Transfers service areas.

The timing of transfers to other governments/service providers impact the Public Safety area for D69 E911 (0% expenditures) and Community Justice (0% expenditures). This also impacts Fire Services for French Creek (36% revenue/0% expenditures), Parksville Local (57% revenue/ 0% expenditures), and Wellington (37% revenue/1% expenditures) fire service areas which have service contracts with Parksville, Qualicum and Nanaimo where the contract payments will be transferred to their Fire Departments in August after the tax revenues are received from the province.

As noted above, Municipal Debt Transfers will catch up to the budget during the year as payments made to MFA flow through the RDN.

Strategic & Community Development

The Strategic & Community Development division of Appendix 2 shows year-to-date total revenues at 39% and expenditures at 23%. The service areas showing variances in revenue and expenditures are as follows:

- VIHA Homeless Grants (0% revenue/55% expenditures) is because \$188,000 will be brought in from reserves for these funding initiatives.
- Economic Development South (25% revenue/0% expenditures) and North (26% revenue/1% expenditures) reflect that the transfer of the funds to the Nanaimo Economic Development Corporation will occur in August and the payment of grants for the Northern service began in April.

- EA Community Planning (42% revenue/25% expenditures), Regional Growth Strategy (51% revenue/21% expenditures and Animal Control EA F (56% revenue/24% expenditures) reflect the fact that prior year carry forward revenues have been recorded against which expenses will be incurred later in the year.

Regional and Community Utilities

The Regional and Community Utilities division of Appendix 2 shows year to date total revenues at 21% and expenditures at 9%. The service areas with variances at March 31 are as follows:

- Liquid Waste Management Planning (34% revenues/7% expenditures) reflects unspent program costs pending approval of the liquid waste management plan by the Ministry.
- Southern Community Wastewater (13% revenue/5% expenditures) and Northern Community Wastewater (32% revenue/9% expenditures) are both a result of the timing of capital projects where grant and DCC/Reserve revenues are being accrued as the expenses are incurred. In the South, the outfall replacement project budgeted for \$9 million annually for 2014/2015 is underway and design for the secondary treatment expansion (\$600,000 2014 budget) will begin this year as well. The Northern service includes a number of smaller capital projects totaling \$1.8 million.
- Under the Water Supply service areas, variances are shown in (French Creek (28% revenue/15% expenditures), Whiskey Creek (17% revenue/14% expenditures) Decourcey (57% revenue/9% expenditures), Englishman River (53% revenue/11% expenditures), Nanoose Peninsula (21% revenue/12% expenditures). These reflect the impact of carry forward surpluses for those with higher than expected revenue, and those with lower revenues will catch up when the water billings are completed in May and September. Lower than anticipated expenses again relate to the timing of capital projects.
- The Nanoose Bay Bulk Water (22% revenue/5% expenditures) budget includes transfers to the Englishman River Joint Venture capital work for \$682,000 funded by DCC's and reserves, which have not been completed.
- Predominant differences in the sewer area arise from Hawthorne Rise Debt (3% revenue/2% expenditures), Englishman River Stormwater (73% revenue/5% expenditures) and Cedar Estates Stormwater (61% revenue/6% expenditures). These are due mainly to timing differences in recording these revenues and expenses.

Recreation and Parks Services

The Recreation and Parks division of Appendix 2 shows year-to-date total revenues at 31% and expenditures at 17%. The service areas with larger variances at March 31 are as follows:

- Regional Parks (32% revenue/12% expenditures) and all of the Community Parks Service areas have capital work where the timing is impacting revenues and expenditures as well. Area C – East Wellington (47% revenue/13% expenditures), Area E (24% revenue/13% expenditures) and Area F (27% revenue/10% expenditures) have capital projects underway such as Blueback Park development and Meadowood Park playground/sport court funded by both grants and reserve transfers.
- Gabriola Island Recreation is at 39% for expenditures because of the timing impact on expenditures where the transfer of funds to the Gabriola Recreation Society is done in two installments (January 1st & June 1st) during the year.

- Southern Community Recreation is at 0% for expenditures because the transfers of funds to the City of Nanaimo for these services will be completed in August.
- Community Works Fund Projects (3% revenue/3% expenditures) reflects the drawdown approach to these grants where revenues are brought in as expenses are incurred. Projects in this category include Extension Miners Bridge, Gabriola Village Trail, Morden Colliery Bridge Update, Wembley Rd Trail and Jingle Pot Rd Trail.

Transportation and Solid Waste Services

The Transportation and Solid Waste division of Appendix 2 shows year-to-date total revenues at 25% and expenditures at 18%. The service areas with variances at March 31 are as follows:

- Gabriola Island Emergency Wharf (70% revenue/1% expenditures) is due to the timing differences in recording these revenues and expenses such as the transfer to reserve expense which will occur in August.
- Solid Waste Management (27% revenue/14% expenditures) reflects lower than anticipated expenditures primarily due to timing of large projects such as the North Berm Phase 2 projects and the LFG Collection System Expansion project. Operating revenue is at 21% which is consistent with prior years (2013 = 22%) for this period.
- Solid Waste Collection and Recycling is at 11% of its revenue budget vs. 18% of expenses because the annual utility billing is primarily completed in May each year.


SUMMARY:

The attached appendices reflect the operating activities of the Regional District recorded up to March 31, 2014. Appendix 1 summarizes the overall results across the organization. To date 25% of budgeted revenues and 15% of budgeted expenditures have been recorded. Grants (14%) and other revenues (8%) are below the benchmark for seasonal and other timing reasons noted above.


Expenditures across all services are lower overall (15%) due to the summer time commencement for many capital projects (3%) which also impacts professional fees (5%). Across all services, wages and benefits are in line with expectations at 26% of the budget.

RECOMMENDATION:

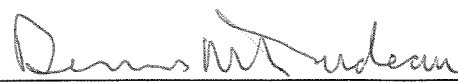
That the summary report of financial results from operations to March 31, 2014 be received for information.



Report Writer



Director of Finance Concurrence

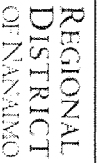

A/_____
C.A.O. Concurrence

GENERAL REVENUE FUND
As of March 31, 2014

	CORPORATE			DEVELOPMENT			REGIONAL & COMM UTILITIES		
	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var
REVENUES									
TAX REQUISITION	1,786,057	7,144,226	25%	633,201	2,532,803	25%	3,401,150	13,608,945	25%
GRANTS	74,178	149,090	50%	(34,983)	30,135	(116%)	149,146	3,000,985	5%
OPERATING REVENUE	8,566	22,283	38%	275,024	1,135,581	24%	103,145	1,680,293	6%
OTHER REVENUE	1,470,563	12,195,389	12%	65,411	508,141	13%	298,282	11,875,441	3%
PRIOR YEARS SURPLUS (DEFICI	1,584,001	1,584,001	100%	1,184,742	1,184,742	100%	2,975,142	2,975,144	100%
TOTAL REVENUES	4,923,365	21,094,989	23%	2,123,395	5,391,402	39%	6,926,865	33,140,808	21%
EXPENSES									
OFFICE OPERATING	40,332	264,349	15%	94,565	416,443	23%	203,031	809,466	25%
COMMUNITY GRANTS	0	529,498	0%	0	0	0%	0	0	0%
LEGISLATIVE	105,919	490,785	22%	0	0	0%	0	0	0%
PROFESSIONAL FEES	19,112	362,860	5%	11,902	213,435	6%	29,167	1,234,743	2%
BUILDING - OPER & MAINT	240,139	490,228	49%	16,935	71,213	24%	195,541	1,158,001	17%
VEH & EQUIP - OPER & MAINT	152,012	392,639	39%	42,530	87,624	49%	149,925	1,005,879	15%
OTHER OPERATING COSTS	164,100	1,077,110	15%	169,903	724,207	23%	623,521	3,875,114	16%
WAGES & BENEFITS	977,576	3,642,678	27%	629,785	2,385,758	26%	1,105,646	4,195,111	26%
PROGRAM COSTS	454	1,000	45%	2,560	169,273	2%	5,528	156,050	4%
CAPITAL EXPENDITURES	9,562	2,016,725	0%	1,711	77,975	2%	320,715	16,123,553	2%
DEBT - FINANCING - INTEREST	678,448	3,449,558	20%	0	0	0%	68,621	303,050	23%
DEBT - FINANCING - PRINCIPAL	143,546	2,658,711	5%	0	0	0%	54,241	275,735	20%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%
TRSF TO RESERVE FUND	299	585,228	0%	3,643	140,490	3%	0	2,680,712	0%
TRSF TO OTHER GOVT/AGENCIE	1,046,223	4,311,823	24%	112,000	366,300	31%	0	0	0%
TOTAL EXPENDITURES	3,577,722	20,273,192	18%	1,085,534	4,652,718	23%	2,755,936	31,817,414	9%
OPERATING SURPLUS (DEFICIT)	1,345,643	821,797		1,037,861	738,684		4,170,929	1,323,394	

GENERAL REVENUE FUND
As of March 31, 2014

	RECREATION & PARKS SERVICES			TRANSPORTATION & SOLID WASTE			TOTAL REVENUE FUND		
	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var	Actual 2014	Budget 2014	% Var
REVENUES									
TAX REQUISITION	2,462,161	9,848,646	25%	2,269,329	9,077,317	25%	10,551,898	42,211,937	25%
GRANTS	119,626	875,157	14%	1,426,735	8,021,894	18%	1,734,702	12,077,261	14%
OPERATING REVENUE	434,507	1,416,215	31%	3,234,005	16,971,837	19%	4,055,247	21,226,209	19%
OTHER REVENUE	22,701	450,133	5%	327,385	3,455,040	9%	2,184,342	28,484,144	8%
PRIOR YEARS SURPLUS (DEFICIT)	1,209,489	1,209,488	100%	2,963,016	2,963,015	100%	9,916,390	9,916,390	100%
TOTAL REVENUES	4,248,484	13,799,639	31%	10,220,470	40,489,103	25%	28,442,579	113,915,941	25%
EXPENSES									
OFFICE OPERATING	132,520	553,449	24%	502,854	2,065,110	24%	973,302	4,108,817	24%
COMMUNITY GRANTS	0	0	0%	0	0	0%	0	529,498	0%
LEGISLATIVE	0	1,600	0%	0	0	0%	105,919	492,385	22%
PROFESSIONAL FEES	25,431	200,900	13%	69,991	853,083	8%	155,603	2,865,021	5%
BUILDING - OPER & MAINT	118,617	804,193	15%	123,146	529,225	23%	694,378	3,052,860	23%
VEH & EQUIP - OPER & MAINT	27,606	215,985	13%	1,060,665	6,171,863	17%	1,432,738	7,873,990	18%
OTHER OPERATING COSTS	120,073	888,078	14%	1,523,160	9,143,719	17%	2,600,757	15,708,228	17%
WAGES & BENEFITS	1,087,895	4,165,247	26%	3,542,303	14,170,526	25%	7,343,205	28,559,320	26%
PROGRAM COSTS	41,333	419,581	10%	0	0	0%	49,875	745,904	7%
CAPITAL EXPENDITURES	293,362	1,899,079	15%	12,196	4,842,122	0%	637,546	24,959,454	3%
DEBT - FINANCING - INTEREST	163,227	708,993	23%	0	0	0%	910,296	4,461,601	20%
DEBT - FINANCING - PRINCIPAL	120,754	1,128,135	11%	0	0	0%	318,541	4,062,581	8%
CONTINGENCY	0	35,000	0%	0	276,831	0%	0	311,831	0%
TRSF TO RESERVE FUND	0	780,776	0%	0	898,070	0%	3,942	5,085,276	0%
TRSF TO OTHER GOVT/AGENCIES	81,913	1,587,241	5%	0	0	0%	1,240,136	6,265,364	20%
TOTAL EXPENDITURES	2,212,731	13,388,257	17%	6,834,315	38,950,549	18%	16,466,238	109,082,130	15%
OPERATING SURPLUS (DEFICIT)	2,035,753	411,382		3,386,155	1,538,554		11,976,341	4,833,811	



SUMMARY OF OPERATING RESULTS
For period ending March 31, 2014

	Revenues		Variance	Expenditures		Variance	Surplus	
	2014 Actuals	2014 Budget		2014 Actuals	2014 Budget		2014 Actuals	2014 Budget
CORPORATE SERVICES								
Administration	2,267,043	6,759,101	34%	1,364,557	6,302,088	22%	902,486	457,013
Electoral Area Administration	343,967	813,802	42%	155,072	709,270	22%	188,895	104,532
Public Safety								
D68 E911	33,405	133,257	25%	24,000	131,762	18%	9,405	1,495
D69 E911	195,961	636,747	31%	1,406	572,797	0%	194,555	63,950
Community Justice	30,000	119,335	25%	0	119,300	0%	30,000	35
Fire Protection								
Fire - Meadowood	34,844	139,360	25%	34,839	139,360	25%	5	0
Fire - Nanaimo River	4,454	17,801	25%	404	17,795	2%	4,050	6
Fire - Coombs Hilliers	91,028	791,837	11%	132,499	791,837	17%	(41,471)	0
Fire - Errington	102,047	480,372	21%	130,470	480,372	27%	(28,423)	0
Fire - French Creek	172,869	485,556	36%	131	428,701	0%	172,738	56,855
Fire - Nanoose Bay	295,662	1,120,120	26%	51,152	1,072,490	5%	244,510	47,630
Fire - Wellington	26,956	72,856	37%	492	61,183	1%	26,464	11,673
Fire - Cassidy Waterloo	67,449	211,340	32%	75,932	211,340	36%	(8,483)	0
Fire - Dashwood	119,976	646,234	19%	200,165	646,234	31%	(80,189)	0
Fire - Extension	78,517	185,988	42%	13,700	185,988	7%	64,817	0
Fire - Parksville Local	96,294	168,365	57%	131	89,758	0%	96,163	78,607
Fire - Bow Horn Bay	75,512	749,994	10%	125,278	749,994	17%	(49,766)	0
Regional Library	483,952	2,793,282	17%	864,062	2,793,282	31%	(380,110)	0
Feasibility Studies	32,038	30,000	107%	32,038	30,000	107%	0	0
Municipal Debt Transfers	366,019	4,718,141	8%	366,019	4,718,141	8%	0	0
House Numbering	5,375	21,500	25%	5,375	21,500	25%	0	0
TOTAL	4,923,368	21,094,988	23%	3,577,722	20,273,192	18%	1,345,646	821,796
STRATEGIC & COMMUNITY DEVELOPMENT								
EA Community Planning	792,879	1,895,246	42%	408,276	1,663,476	25%	384,603	231,770
Economic Development South	38,000	152,000	25%	0	152,000	0%	38,000	0
Economic Development North	13,167	50,623	26%	570	50,623	1%	12,597	0
VHIA Homelessness Grants	0	188,000	0%	103,000	188,000	55%	(103,000)	0
Regional Growth Strategy	353,302	687,312	51%	107,734	522,295	21%	245,568	165,017
Emergency Planning	79,892	398,297	20%	63,581	376,096	17%	16,311	22,201
D68 Search & Rescue	10,898	41,577	26%	6,000	41,300	15%	4,898	277

SUMMARY OF OPERATING RESULTS
For period ending March 31, 2014

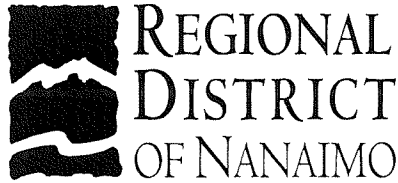
	Revenues		Variance	Expenditures		Variance	Surplus		
	2014 Actuals	2014 Budget		2014 Actuals	2014 Budget		2014 Actuals	2014 Budget	
Building Inspection	671,682	1,406,062	48%	274,670	1,123,245	24%	397,012	282,817	
Bylaw Enforcement	65,651	245,222	27%	65,656	245,222	27%	(5)	0	
Animal Control EA, B, C, LANITZ	23,136	71,782	32%	16,194	66,906	24%	6,942	4,876	
Animal Control E, G & H	27,457	94,257	29%	21,897	89,956	24%	5,560	4,301	
Animal Control EA F	18,847	33,375	56%	4,677	19,876	24%	14,170	13,499	
Unslightly Premises	8,239	63,424	13%	2,172	58,161	4%	6,067	5,263	
Hazardous Properties	4,023	19,585	21%	1,849	17,526	11%	2,174	2,059	
Noise Control	16,222	44,640	36%	9,259	38,035	24%	6,963	6,605	
TOTAL	2,123,395	5,391,402	39%	1,085,535	4,652,717	23%	1,037,860	738,685	
REGIONAL & COMMUNITY UTILITIES									
RCU - Administration	96,529	356,104	27%	96,533	356,104	27%	(4)	0	
Wastewater Management									
Liquid Waste Management Planning	246,530	730,970	34%	41,827	604,361	7%	204,703	126,609	
Wastewater Southern Community	2,152,159	16,701,370	13%	905,406	16,558,783	5%	1,246,753	142,587	
Wastewater Northern Community	1,772,344	5,565,463	32%	499,299	5,282,934	9%	1,273,045	282,529	
Wastewater Duke Point	187,546	361,568	52%	46,749	293,605	16%	140,797	67,963	
Water Supply									
Water - Surfside	21,690	41,905	52%	6,836	28,803	24%	14,854	13,102	
Water - French Creek	53,821	191,450	28%	25,356	169,367	15%	28,465	22,083	
Water - Whiskey Creek	22,742	133,691	17%	16,837	119,857	14%	5,905	13,834	
Water - Decourcy	8,927	15,653	57%	952	11,044	9%	7,975	4,609	
Water - San Pareil	41,276	193,775	21%	38,934	184,165	21%	2,342	9,610	
Water - Driftwood	1,811	5,460	33%	1,364	5,460	25%	447	0	
Water - Englishman River	97,702	183,175	53%	15,764	141,516	11%	81,938	41,659	
Water - Melrose Place	11,189	32,351	35%	4,739	31,288	15%	6,450	1,063	
Water - Nanoose Peninsula	506,947	2,398,112	21%	264,119	2,294,728	12%	242,828	103,384	
Water - Bulk Water Nanoose Bay	345,491	1,606,905	22%	74,253	1,480,160	5%	271,238	126,745	
Water - Bulk Water French Creek	32,773	94,885	35%	16,975	85,889	20%	15,798	8,996	
Water - San Pareil Fire	160,474	1,057,200	15%	172,655	1,057,200	16%	(12,181)	0	
Drinking Water/Watershed Protection	305,788	665,328	46%	92,469	568,656	16%	213,319	96,672	
Streetlighting	60,974	120,451	51%	14,292	98,034	15%	46,682	22,417	

SUMMARY OF OPERATING RESULTS
For period ending March 31, 2014

	Revenues		Variance	Expenditures		Variance	Surplus	
	2014 Actuals	2014 Budget		2014 Actuals	2014 Budget		2014 Actuals	2014 Budget
Sewer Collection								
Sewer - French Creek	143,132	929,823	15%	218,620	924,228	24%	(75,488)	5,595
7551 / 2851 Sewer/fairwinds / Wastewater Nanoose	437,941	943,918	46%	87,114	787,418	11%	350,827	156,500
Sewer - Pacific Shores	36,654	81,697	45%	14,303	68,466	21%	22,351	13,231
Sewer - Surfside	9,662	29,046	33%	4,189	27,929	15%	5,473	1,117
Sewer - Cedar	70,030	192,028	36%	36,397	163,163	22%	33,633	28,865
Sewer - Barclay	72,561	224,976	32%	46,349	201,449	23%	26,212	23,527
Sewer - Hawthorne Rise Debt	6,520	258,833	3%	4,395	258,833	2%	2,125	0
Englishman River Stormwater	9,605	13,220	73%	338	6,350	5%	9,267	6,870
Cedar Estates Stormwater	5,506	9,050	61%	306	5,225	6%	5,200	3,825
Pump & Haul	0	2,400	0%	31	2,400	1%	(31)	0
Community Works Fund Projects - Regional & Community Utiliti	8,541	0	0%	8,541	0	0%	0	0
TOTAL	6,926,865	33,140,807	21%	2,755,942	31,817,415	9%	4,170,923	1,323,392
PARKS & RECREATION SERVICES								
Regional Parks	856,915	2,678,581	32%	316,929	2,639,786	12%	539,986	38,795
Community Parks								
Community Parks - Area A	176,291	331,352	53%	145,862	315,791	46%	30,429	15,561
Community Parks - Area B	112,499	247,296	45%	35,916	213,724	17%	76,583	33,572
Community Parks - Area C (Extension)	40,194	83,558	48%	11,091	57,610	19%	29,103	25,948
Community Parks - Area C (East Wellington)	47,801	102,482	47%	11,631	87,160	13%	36,170	15,322
Community Parks - Area E	45,960	190,341	24%	22,480	176,816	13%	23,480	13,525
Community Parks - Area F	73,422	270,660	27%	25,599	257,661	10%	47,823	12,999
Community Parks - Area G	60,283	184,766	33%	25,355	174,256	15%	34,928	10,510
Community Parks - Area H	58,007	153,097	38%	22,789	143,866	16%	35,218	9,231
Area A Recreation & Culture	80,663	213,690	38%	8,237	190,553	4%	72,426	23,137
Northern Community Recreation	442,939	1,587,602	28%	281,156	1,570,258	18%	161,783	17,344
Oceanside Place	836,350	2,614,837	32%	684,352	2,562,225	27%	151,998	52,612
Ravensong Aquatic Centre	1,084,608	3,351,596	33%	564,158	3,208,771	18%	520,450	142,825
Gabriola Island Recreation	28,337	100,216	28%	39,353	100,217	39%	(11,016)	(1)
Southern Community Recreation & Culture	289,223	1,157,314	25%	2,835	1,157,314	0%	286,388	0
Community Works Fund Projects - Parks & Recreation Services	14,991	532,250	3%	14,991	532,250	3%	0	0
TOTAL	4,248,483	13,799,638	31%	2,212,734	13,388,258	17%	2,035,749	411,380

SUMMARY OF OPERATING RESULTS
For period ending March 31, 2014

	Revenues		Variance	Expenditures		Variance	Surplus	
	2014 Actuals	2014 Budget		2014 Actuals	2014 Budget		2014 Actuals	2014 Budget
TRANSPORTATION & SOLID WASTE SERVICES								
Transit								
Transit Southern Community	6,138,245	23,628,122	26%	4,233,628	22,901,153	18%	1,904,617	726,969
Transit Northern Community	781,292	2,036,214	38%	425,557	1,792,011	24%	355,735	244,203
Gabriola Island Emergency Wharf	9,902	14,165	70%	128	9,150	1%	9,774	5,015
Transit - EA H (Capital Levy)	3,125	12,500	25%	3,125	12,500	25%	0	0
Solid Waste								
Solid Waste Management	2,790,608	10,472,279	27%	1,429,097	10,001,427	14%	1,361,511	470,852
Solid Waste Collection & Recycling	497,297	4,325,823	11%	742,779	4,234,308	18%	(245,482)	91,515
TOTAL	10,220,469	40,489,103	25%	6,834,314	38,950,549	18%	3,386,155	1,538,554
TOTAL ALL SERVICES	28,442,580	113,915,938	25%	16,466,247	109,082,131	15%	11,976,333	4,833,807



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	
APR 3 0 2014		
RHD		
BOARD		

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: April 1, 2014

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Amendments to Policy No. A2.16 Purchasing Card Policy

PURPOSE:

To consider amendments to Policy No. A2.16 Purchasing Card Policy.

BACKGROUND:

Policy No. A2.16 Purchasing Card Policy was first introduced August 10, 2004 and then amended February 1, 2006. The proposed amended Purchasing Card Policy is now 12 pages in length and is attached as Appendix A. The former Policy No. A2.16 Purchasing Card Policy (revised February 1, 2006) was 18 pages in length and is attached as Appendix B.

The significant changes between the two policies are as follows:

- The new policy is proposed to allow the CAO instead of the Board to approve any amendments in accordance with Bylaw No. 1661 Officers Appointment and Delegation Bylaw.
- The new policy increases the default monthly spending limits from \$500 and \$1,000 to \$1,000 and \$1,500 as the amounts have been unchanged since 2004 and staff regularly need increases for items such as travel.
- The new policy has been updated for changes in staff and to reflect the sale of the CIBC cards to US Bank.
- The new policy wording has been amended in an effort to make it easier to understand.

ALTERNATIVES:

1. Consider amendments to Policy No. A2.16 Purchasing Card Policy.
2. Not consider amendments and provide staff with further direction.

FINANCIAL IMPLICATIONS:

There are no added financial costs to the RDN resulting from the amendments to this policy. Purchasing cards have been beneficial to the RDN because of ease of use, lower transaction costs, for example reducing the need to use petty cash and not needing to issue as many travel advances. All purchasing

policy guidelines still apply to purchasing card transactions per section 2.1 of the policy and staff are required to sign an agreement to accept the purchasing card.

STRATEGIC PLAN IMPLICATIONS:

The amendment to Policy No. A2-16 is supported by the 2013-2015 Board Strategic Plan value of showing fiscal restraint from the perspective of delivering services as efficiently as possible.

SUMMARY/CONCLUSIONS:

Policy No. A2.16 Purchasing Card Policy was first introduced August 10, 2004 and then amended February 1, 2006.


The proposed amendments include the following significant changes:

- The new policy is proposed to allow the CAO instead of the Board to approve any amendments in accordance with Bylaw No. 1661 Officers Appointment and Delegation Bylaw.
- The new policy increases the default monthly spending limits from \$500 and \$1,000 to \$1,000 and \$1,500 as the amounts have been unchanged since 2004 and staff regularly need increases for items such as travel.
- The new policy has been updated for changes in staff and to reflect the sale of the CIBC cards to US Bank.
- The new policy wording has been amended in an effort to make it easier to understand.

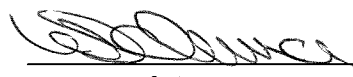
The amendment is supported by the 2013-2015 Board Strategic Plan.

RECOMMENDATION:


That the Board approve the amendments to "Policy No. A2.16 Purchasing Card Policy" as presented.



Report Writer



Director of Finance



A/ C.A.O. Concurrence

APPENDIX A

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT: Purchasing Cards	POLICY NO: A2.16
	CROSS REF.: A2.9, A2.5, A2.12
EFFECTIVE DATE: August 10, 2004	APPROVED BY: CAO
REVISION DATE: February 1, 2006 April 1, 2014	PAGE: 1 of 14

PURPOSE

To manage and administer the use of purchasing credit cards for Regional District of Nanaimo (RDN) business.

DEFINITION

Purchasing Card – a purchasing card is a credit card issued in the name of the Regional District of Nanaimo and a named employee to be used for making operational purchases related to the employee’s job duties.

POLICY

Section (1) – Purchasing Card Responsibilities

- 1.1 Purchasing Policy A2.9 is the guiding document for all employees who make purchases for the Regional District in the course of their employment.
- 1.2 The Manager of Accounting Services, or their designate, will administer the purchasing card program including managing the application process, card distribution, merchant category code restrictions and training staff in the proper use of a purchasing card.
- 1.3 Departmental Managers are responsible for recommending which employees should be issued a purchasing card and, in consultation with the Manager of Accounting Services, will recommend a purchasing card credit limit for each employee.
- 1.4 Cardholders are responsible for safeguarding the purchasing card, using it for approved purchases only, and retaining the receipts necessary to reconcile their monthly statement.
- 1.5 Site Coordinators may be designated by the department at their option. The Site Coordinator will be responsible for ensuring that all Cardholder accounts are reconciled.

Section (2) – Authorizations

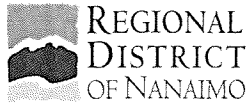
- 2.1 Purchases made using a purchasing card must adhere to all relevant Regional District purchasing policies (A2.4, A2.5, A2.9, A2.11, A2.13, A2.14, A5.1, A5.4) The only exception is that payment for travel arrangements do not require price quotations as outlined in Purchasing Policy No. A2.9.

Section (3) – Application for a card

- 3.1 An employee and his/her manager must sign an Agreement to Accept a Purchasing Card (see page 11) and an Application form (see page 12) in order to initiate receiving a purchasing card.
- 3.2 All employees authorized to use a purchasing card for airline travel purchases must be approved by the Chief Administrative Officer or the Director of Finance.
- 3.3 Purchasing cards will be forwarded to the Manager of Accounting Services who will distribute them to employees. Employees will sign the Agreement to Accept a Purchasing Card, and when they are issued their card, will sign the card in the presence of the Manager of Accounting Services or their designate.
- 3.4 Where it is impractical for an employee to attend at the Administration office to receive their purchasing card, the Manager of Accounting Services may designate an alternative departmental Supervisor, Superintendent or Manager to distribute the card and to witness the employee's signature.

Section (4) – Program Manual

- 4.1 Employees will be issued a copy of the Purchasing Card Program Manual as attached to this policy and are responsible for making themselves familiar with its contents.



PURCHASING CARD PROGRAM MANUAL

What Is It?

- A purchasing card is a credit card with special features initiated by the Regional District.
- The purchasing card helps reduce the use of petty cash and the necessity of issuing numerous cheques to small suppliers.
- Each Cardholder is responsible for reconciling their individual statement.
- A single monthly payment is made to the credit card company for all purchases made by purchasing cards issued to Regional District employees.

Where Can The Purchasing Card Be Used?

- The purchasing card may be used at any business that accepts Visa.
- In general the purchasing card should allow employees greater flexibility in making “one-off” purchases, which means that employees will not have to respond to credit applications for new vendors, thereby reducing the number of small cheques issued by the Regional District to infrequent vendors.
- Smaller purchases made with the purchasing card, even where a Standing Purchase Order is in place, are acceptable.
- By using the purchasing card for smaller purchases, paperwork handling is lower for the Regional District, because we pay one monthly bill instead of several.
- Purchasing cards can be used to pay invoices in US dollars if the vendor accepts Visa payments.

How Do I Get My Card?

- Your Supervisor or Manager will contact the purchasing card plan administrator, the Manager of Accounting Services, regarding the application process. Samples of the application forms can be found on pages 11 and 12 of this manual. These forms will be provided to the employee by the Plan Administrator for signatures prior to you obtaining your card.
- You will be expected to read and understand the Purchasing Card Manual which explains the roles and responsibilities of each member of the purchasing card team.
- You will need to know the correct procedures to follow to reconcile your purchases, where the card can and cannot be used, and other procedural matters.

Purchasing Card Program Manual

Table of Contents

PAGE	
5	Plan Administrator Responsibilities
5	Cardholder Responsibilities
6	Site Coordinator Responsibilities
6	Agreement to Accept the Purchasing Card
6	Employee Purchasing Card Application Form
6	Receiving, Activating and Security of your Purchasing Card
7	Making Purchases
7	The Purchasing Card Transaction Log
7	Month End Procedures
8	If Your Records Don't Agree With Your Statement
8	Spending Controls <ul style="list-style-type: none"> • Cardholder Monthly Spending Limit • Cardholder Single Transaction Limit • Merchant Category Code (MCC) Restrictions
9	• Travel Use
9	Examples of What the Purchasing Card May Not Be Used For
9	Lost or Stolen Cards
10	Purchasing Card Manual Summary
	Forms
11	Agreement to Accept the Purchasing Card
12	US Bank Purchasing Card Employee Card Application
13	Purchasing Card Transaction Log
14	Purchasing Cardholder Dispute Form

Purchasing Card Program Manual

Plan Administrator Responsibilities

The Plan Administrator, currently the Manager of Accounting Services, is responsible for the overall purchasing card administration, including:

- Establishing and maintaining communication with Regional District employees who are holders of purchasing cards with regard to updates and changes to the purchasing card program;
- Developing and providing guidelines and/or training to employees;
- Receiving new card requests, processing paperwork, and obtaining appropriate signatures and authorizations;
- Maintaining records of account information;
- Setting up new account information and updating records with the credit card company as required.
- Assisting in normal card usage procedures and with problem resolution;
- Serving as the primary contact for Cardholders and as liaison between Cardholders and the credit card company;
- Canceling purchasing cards immediately upon employee severance;
- Responsible for audit program compliance and receipt retention;
- Determining Cardholder removal;
- Notifying appropriate managers of non-compliance issues and assisting them to ensure correct purchasing card usage;
- Identifying future Purchasing Card Program applications and enhancements;
- Working with Cardholders to identify appropriate suppliers.

Cardholder Responsibilities

- Understanding and signing the Agreement to Accept a Purchasing Card and an Individual Cardholder Application Form and forwarding these documents to the Plan Administrator;
- Participating in training procedures and maintaining awareness of responsibilities as updated from time to time;
- Adhering to all relevant Regional District purchasing policies (A2.4, A2.5, A2.9, A2.11, A2.13, A2.14, A5.1, A5.4);
- Maintaining card security to prevent unauthorized charges. Acknowledging that intentional misuse of the card may result in disciplinary action up to and including dismissal;
- Obtaining and retaining an **itemized sales receipt that details what was purchased and what taxes were paid** and a Visa transaction receipt at the point of purchase and verifying them for accuracy;
- Keeping a monthly transaction log of card purchases;
- Reconciling receipts and the transaction log to the monthly Cardholder statement on a timely basis;
- Following up directly with the credit card company on disputed items (contact telephone number is on the back of the card) and ensuring that the Plan Administrator is aware of these items;
- Reporting lost or stolen cards immediately by contacting both the credit card company and the Plan Administrator;
 - Notify the Plan Administrator of any name, telephone, address or department changes.

Site Coordinator Responsibilities

If applicable, the Site Coordinator is the person in your service area who organizes and reconciles the purchasing card statements each month and forwards them to the Finance Department. The Cardholders will provide the Site Coordinator with their transaction logs and receipts. The month end instructions for both Cardholders and Site Coordinators can be found on Page 7 of this manual.

It is recommended that an alternate person be trained in your service area to perform these duties for back-up purposes.

Agreement to Accept the Purchasing Card

The Agreement to Accept the Purchasing Card (see Page 11) identifies all issues of concern to both the Regional District and the Employee and outlines the use and obligations for having and using the purchasing card. This agreement is also intended to ensure that the Cardholder is familiar with the key issues related to the use of the purchasing card.

Employee Purchasing Card Application Form

The Employee Purchasing Card Application Form (see page 12) is a document to be completed by the Plan Administrator and provided to the employee and General Manager or Manager for the following procedures:

1. The employee must provide a password (for consistency we request that you use your Personal Health Care Card number), and their signature.
2. The employee's Manager or General Manager will provide their signature authorizing the employee to receive a purchasing card.
3. For those employees who are to be authorized to purchase airline tickets the CAO's or Director of Finance's signature will be required.

Receiving, Activating and Security of Your Purchasing Card

Purchasing cards will be received and distributed by the Plan Administrator. When you receive your new purchasing card, and before you use it, you must:

1. **ACTIVATE** your card in accordance with the instructions provided. As part of the process, you will call 1-866-686-2209 and will be prompted to use your 16 digit unique account reference number (account reference number) and select a Personal Identification Number (PIN). Please keep your account reference number in a safe and secure place – should you forget your PIN, you will need this account reference number to reset it.
2. **SIGN** your card on the back panel.
3. Always keep it in a **SECURE** place. Although the card is issued in your name, it is the property of the Regional District and is only to be used for Regional District purchases as defined in our purchasing policy and in this manual. **The card is not to be used for personal use.**

Making Purchases

Purchases may be made in person, by mail or by phone.

An itemized sales receipt (that details what was purchased and what taxes were paid) as well as the credit card transaction receipt must be obtained for all purchases made. Employees are responsible for obtaining the required receipts before the purchasing card monthly statement is received and for ensuring that the receipts are attached to the approved monthly statement with the purchasing card transaction log.

The Purchasing Card Transaction Log

The purchasing card transaction log (see sample on Page 11) is easy to use. The best approach is to record each purchase as you make it by filling in the date, vendor name, description and amount on the transaction log. By filling it in as you go, you or the Site Coordinator will be able to process your monthly statement quickly when it is received. The transaction log is the record against which you or your Site Coordinator will reconcile your monthly statement.

Attach both the itemized receipt and the credit card transaction receipt for each purchase that has been made during the month. Both receipts provide the documentation necessary for internal and external audits.

Month End Procedures

It is each Cardholder's and Site Coordinator's responsibility to give priority attention to the reconciliation and coding of their monthly statement. The actual payment of the central invoice will be made by Accounts Payable. The established cut off date for the billing cycle will be the 5th day of each month. Cardholder statements will be forwarded to you in paper form on or around the 16th of the month. Once you receive your purchasing card statement the procedure is:

1. Sort invoices in the same order as the bill print-out.
2. Ensure that the account coding for each purchase is completed on the transaction log. Be sure to mark whether GST and PST are (A) applicable or (N) not applicable in the columns provided. Sign the completed transaction log on the line provided for The Cardholder to sign.
3. Staple together the receipts behind the transaction log, with the statement on top.
4. Retain and set aside any receipts not yet billed. Start a new transaction log for these transactions which will be carried over to the next month.
5. Stamp the statement with the accounts payable approval stamp. Enter the total amount of the statement in the appropriate box of the approval stamp – you do not need to do any further account coding on the statement itself. Have the approval stamp authorized by initialing yourself and forwarding to the person in your department who has authority to approve invoices up to their designated dollar limit.
6. Forward the processed statements back to the Finance Department in a timely manner.
7. Cardholders will need to coordinate these activities with the Site Coordinator as applicable.

If Your Records Don't Agree With Your Statement

You are responsible for the transactions listed on your statement. If an audit is conducted on your account, receipts and/or proof that the transaction occurred must be available. If an error is discovered, you are responsible to show that the error or dispute resolution process has been invoked.

- Your first recourse in all disputes is to contact the supplier to try to resolve the error. If the supplier agrees that an error has been made, they will credit your account. Highlight the transaction in question on your transaction log as a reminder that the item is still pending a resolution.
- If the supplier does not agree that an error has been made, contact the Purchasing Card Customer Service Representative using the 800 number on the back of your purchasing card. State that you would like to dispute a charge on your card. You may be asked to submit the information in writing so they can research the disputed item. If so, provide the written request to the Customer Service Representative. The amount of the next invoice will be reduced by the amount of the disputed item until the item in question is resolved. A Purchasing Cardholder Dispute Form is attached (Page 14). Please copy for your use as required.

Any charge you wish to dispute must be identified in writing within 60 days of the statement date. Disputes will be researched and resolved by the Credit Card Company within 90 days.

Spending Controls

The following controls will be electronically encoded onto your purchasing card:

Cardholder Monthly Spending Limit

The default monthly spending limit is either \$1,000 or \$1,500 per month. This limit is the maximum dollar amount authorized for a Cardholder within a 30-day billing cycle. Spending limits for each Regional District Cardholder will be set by your General Manager or Manager. The limit is replenished automatically the day following the billing cycle date.

Cardholder Single Transaction Limit

The default single transaction limit is either \$1,000 or \$1,500 Canadian including taxes, currency exchange and delivery charges processed at the time the purchase is made.

A single transaction is defined as one or more items purchased **at the same time** from the same vendor. If a Cardholder uses a purchasing card to purchase item(s) exceeding their card limit the request for authorization will be declined. Splitting the invoice into two or more payments to circumvent the purchase limit is a misuse of the purchasing card and may result in cancellation of the card.

Merchant Category Code (MCC) Restrictions

When a merchant signs up to accept a credit card they are assigned a Merchant Category Code (MCC). This identifies the type of business they perform.

The purchasing card program allows restrictions to be placed on cards to exclude their use at certain types of merchants. Most Cardholders will not be able to use their cards for the following purchases:

- Airlines charges;
- Financial Services (includes cash advances and travelers cheques);
- Liquor.

When using the purchasing card, the authorization request is transmitted electronically to the US Bank. The bank verifies the Cardholder account and determines if the purchase is within spending control limits. An approval, decline or referral is transmitted back to the supplier's bank and on to the supplier at the point of purchase thereby accepting or declining the purchase.

Travel Use

All purchasing cards can be used for hotel and ferry charges. Supervisors, Senior Secretaries, Managers and others with specific authorization can use their purchasing cards to make airline reservations. Each Cardholder who is authorized for airline reservation expenses must have their purchasing card application approved by the CAO or the Director of Finance.

Examples of What the Purchasing Card May Not Be Used For

- Any item exceeding the purchasing card limit in value **or** multiple transactions to circumvent the single transaction limit;
- Any product or service normally considered to be inappropriate use of Regional District funds;
- Computer Software except when authorized by Information Services department;
- Computer repairs unless authorized by Information Services department;
- Cash advances;
- Maintenance contracts i.e. landscaping, janitorial or equipment;
- Wages of any kind including honorariums or term instructors;
- Purchase of hazardous materials which would not normally be transported in a staff vehicle – i.e. bulk chemicals;
- Purchases from Grand & Toy;
- Extended rentals or leases.
- Purchase of Safety Footwear

To obtain an amendment to a Cardholder's monthly spending limit, single transaction limit, or the merchant category code restrictions, contact the Plan Administrator. The Plan Administrator and the appropriate Manager will determine whether the amendment is appropriate in the circumstances.

Lost or Stolen Cards

The purchasing card is Regional District property and should be secured just as you would secure your personal credit cards.

- If your card is lost or stolen, immediately contact Customer Service at the US Bank at **1-800-588-8065**. Then notify your plan administrator by telephone or email.
- Upon receipt of your call further use of the card will be electronically blocked. ***Prompt action in these circumstances can reduce the Regional District's liability for fraudulent charges.***

Purchasing Card Manual Summary

You are responsible for the security of your purchasing card and the transactions made with the card. The card is issued in your name and it will be assumed that any purchases made with the card will have been made by you. We ask you to maintain your purchasing card transaction log accurately and always obtain an itemized bill of sale as well as the credit card transaction receipt for all purchases made. Non-compliance of the guidelines established for this program will result in severe consequences which may include termination of employment.

Purchasing cards will be received and distributed by the Plan Administrator. When you receive your purchasing card, activate it and sign the back of the card. Always keep it in a secure place. Although the card is issued in your name, it is the property of the Regional District and is only to be used for Regional District purchases as defined in our purchasing policy and in this manual. **The card is not to be used for personal use.**

Your comments on this program are invited. Contact the Finance Department at:

Wendy Idema, Director of Finance	widema@rdn.bc.ca	250.390.4111
Tiffany Moore, Manager of Accounting	tmoore@rdn.bc.ca	250.390.4111



Agreement To Accept Purchasing Card

The Purchasing Card represents the Regional District's trust in you. You are empowered as a responsible agent to safeguard Regional District assets. Your signature below is verification that you have read the Purchasing Card manual and agree to comply with the Purchasing Card guidelines as set out therein, as well as the following responsibilities:

1. I understand the Purchasing Card is for Regional District approved purchases only, and I agree not to charge purchases outside the parameters described in the Purchasing Card manual or any Purchasing Policy established by the Regional District from time to time.
2. Improper use of this card can be considered misappropriation of Regional District funds. This will result in disciplinary action, up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify the credit card company and the Plan Administrator by telephone. I will confirm the telephone call with a written notice sent by mail or facsimile to both the credit card company and the Plan Administrator.
4. I agree to surrender the card immediately upon severance of employment.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the Regional District. The credit card company cannot accept any moneys from me directly, therefore any personal charges billed to the Regional District could be considered misappropriation of Regional District funds.
7. As the Card is Regional District property, I understand that I may be periodically required to comply with internal control procedures designed to protect Regional District assets. This may include being asked to produce the card to validate its existence and account number. I agree to obtain and forward to accounting original receipts for every purchase as per the Purchasing Card Manual and Accounting Policies of the Regional District.
8. I will receive a monthly statement, which will report all activity during the statement period. I will resolve any discrepancies by either contacting the supplier or the credit card company.
9. I understand the Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials and supplies for the Regional District. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

By signing below, you, the cardholder, are confirming that you have read the above, that you understand the above, and that you are in agreement with the above. Variances to limits set out below require Manager or General Manager authorization. Travel use requires CAO or Director of Finance authorization.

Signature of Cardholder: X	Signature of Manager or General Manager: X
Print Name:	Print Name:
Authorized single transaction limit: \$	Authorized monthly transaction limit: \$
Travel Use Required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes →	CAO or Director of Finance Signature: X
Card Number:	Card received by: X



VISA PURCHASING CARD
Employee Card Application

CANADIAN/CANADIEN

CARTE VISA APPROVISIONNEMENT
Demande de carte d'employé

REQUEST TYPE / TYPE DE DEMANDE

Please check one / Cocher un SVP

- Issue Plastic / Emettre une carte
- Do Not Issue Plastics / Ne pas émettre de carte

Please check one / Cocher un SVP

- English/Anglais
- Français/Franç

Account Number (For Bank Use Only)
Numéro de compte (Réserve à la Banque)

4 7 1 5 1 6

Pin (for Bank Use Only/Réserve à la Banque)

0 0 0 0 0 0

Additional Comments/Instructions/Notes/directives additionnelles

Complete ALL information fields below unless indicated otherwise
Fournir TOUS les renseignements demandés ci-dessous, sauf indication contraire

EMPLOYEE INFORMATION / DONNEES SUR L'EMPLOYÉ

First Name / Prénom

[Grid for First Name]

Last Name / Nom

[Grid for Last Name]

Birthdate (MM-DD-YYYY)

Date de naissance (MM-JJ-AAAA)

[Grid for Birthdate]

Not to exceed 19 characters in length/Ne doit pas excéder 19 caractères

Embossing / Embossage

[Grid for Embossing]

Not to exceed 19 characters in length/Ne doit pas excéder 19 caractères

Business Address / Adresse Professionnelle

[Grid for Business Address]

Business Address / Adresse Professionnelle

[Grid for Business Address]

City / Ville

[Grid for City]

Province

[Grid for Province]

Postal Code/Code postal

[Grid for Postal Code]

Home Phone / Tél. au domicile

[Grid for Home Phone]

Employee No. / No de l'employé

[Grid for Employee No.]

Business Phone / Tél. au bureau

[Grid for Business Phone]

Password / Mot de passe

[Grid for Password]

Monthly Credit Limit
Limite de crédit mensuelle

[Grid for Monthly Credit Limit]

Single Transaction Limit
Limite par opération

[Grid for Single Transaction Limit]

Cash Advance %
% avance de fonds

[Grid for Cash Advance %]

Accounting Code / Code comptable

[Grid for Accounting Code]

UNIT INFORMATION / DONNEES SUR L'UNITE

Corporate Billing Information

Company Number Bank Assigned

Numéro d'entreprise attribué par la Banque

[Grid for Company Number]

Division (Numeric)

Division (numérique)

[Grid for Division]

Department (Numeric)

Service (numérique)

[Grid for Department]

TBR and DERVIS Reporting

Unit (Numeric)

Unité (numérique)

[Grid for Unit 1]

Unit (Numeric)

Unité (numérique)

[Grid for Unit 2]

Unit (Numeric)

Unité (numérique)

[Grid for Unit 3]

Unit (Numeric)

Unité (numérique)

[Grid for Unit 4]

Unit (Numeric)

Unité (numérique)

[Grid for Unit 5]

Unit (Numeric)

Unité (numérique)

[Grid for Unit 6]

COMPANY AUTHORIZATION / AUTORISATION DE L'ENTREPRISE

Employee Signature

Signature de l'employé(e)

Date

Approving Manager's Signature

Signature du directeur autorisé (e)

Date

Plan Administrator Signature

Signature de l'administrateur du programme

Date



PURCHASING CARD TRANSACTION LOG

Name: _____

Invoice Number: _____
(use the last 4 digits of card + MMM + YY – example: 1234Jan13)

Date dd/mm/yy	Vendor Name	Description	Total Including Taxes	G/L Code	Amount Before Taxes	GST (A/N)	PST (A/N)	OBO (Finance Only)

TOTAL		Total Amount Before Taxes:	
--------------	--	-------------------------------	--

Cardholder Signature

Entered by:

Please staple receipts behind log sheet, with VISA bill on top, and forward to Finance Department by the end of the month.



Purchasing Cardholder Dispute Form

US Bank Commercial Card Program

Date:	
Company:	Regional District of Nanaimo
Cardholder Name:	
Cardholder Account #	
Company Address:	6300 Hammond Bay Rd., Nanaimo, B.C. V9T 6N2
Cardholder Phone No:	

Type of Dispute *Check One:*

<input type="checkbox"/>	Credit Not Posted (attach credit slip)
<input type="checkbox"/>	Duplicate Posting
<input type="checkbox"/>	Erroneous Amount (attach sales receipt)
<input type="checkbox"/>	Photo Request / Unrecognized Charge

Merchant Name	Amount
_____	\$ _____

Comments

Fax Completed Form To: US Bank Commercial Card Centre Fax 1-800-588-8065
Regional District Attention: T. Moore Fax (250)-390-6572

Attach copies of any relevant documents as noted above to your fax(s)

OLD POLICY APPENDIX B

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Purchasing Cards</i>	POLICY NO:	A2.16
		CROSS REF.:	<i>A2.9, A2.5, A2.12</i>
EFFECTIVE DATE:	August 10, 2004	APPROVED BY:	Board
REVISION DATE:	February 1, 2006	PAGE:	1 of 18

PURPOSE

To establish control over the administration and use of purchasing credit cards for making purchases.

DEFINITION

Purchasing Card – a purchasing card is a credit card issued in the name of the Regional District of Nanaimo and a named employee which may be used for making operational purchases commensurate with the employee's job duties.

POLICY

Section (1) – Purchasing Card Responsibilities

- 1.1 Purchasing Policy A2.9 is the guiding document for all employees who make purchases for the Regional District in the course of their employment.
- 1.2 The Manager of Financial Services or their designate from time to time, shall administer the purchasing card program including managing the application process, card distribution, MCC code restrictions and train staff in the proper use of a purchasing card.
- 1.3 Departmental Managers are responsible for recommending which employees should be issued a purchasing card and in consultation with the Manager of Financial Services shall recommend a purchasing card credit limit for each employee.
- 1.4 Cardholders are responsible for safeguarding the purchasing card, using it for approved purchases only, retaining the receipts necessary to reconcile their monthly statement and may enter monthly purchasing data into the software provided from time to time.
- 1.5 Site Coordinators may be designated by the department at their option. The Site Coordinator will be responsible for ensuring that all cardholder accounts are reconciled monthly and the data entered into the software provided from time to time.

Section (2)- Authorizations

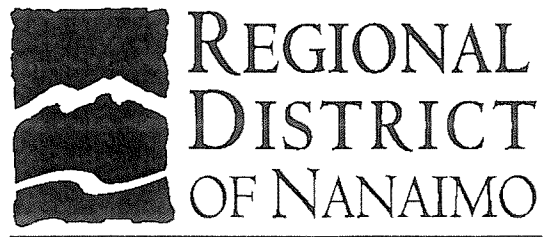
- 2.1 Purchases made using a purchasing card or credit card may be made without issuing a purchase order up to the authorized limit of the card. With the exception of payment for travel arrangements, purchases using a purchasing or credit card shall be made following the standards for obtaining price quotations outlined in Purchasing Policy A2.9.

Section (3) – Application for a card

- 3.1 An employee must sign an Agreement to Accept a Purchasing Card and a Cardholder Application form in order to initiate receiving a purchasing card.
- 3.2 The Agreement to Accept a Purchasing Card must be authorized by the employee's Departmental Manager, General Manager and Chief Administrative Officer as required.
- 3.3 All employees authorized to use a purchasing card for travel purposes must be approved by the Chief Administrative Officer.
- 3.4 Purchasing cards will be forwarded to the Manager of Financial Services, who will distribute them to employees – employees shall sign the Agreement to Accept a Purchasing card where applicable when they are issued their card and shall sign the card in the presence of the Manager Financial Services.
- 3.5 Where it is impractical for an employee to attend at the Administration office to receive their purchasing card, the Manager of Financial Services may designate an alternative departmental Supervisor or Manager to distribute the card and to witness the employee's signature.

Section (4) – Program Manual

- 4.1 Employees shall be issued a copy of the Purchasing Card Program Manual as attached to this policy and are responsible for making themselves conversant with its contents.



Purchasing Card Program Manual

What Is It?

A purchasing card is a **CIBC Visa card** with special features initiated by the Regional District. It helps reduce the use of petty cash and the necessity of issuing numerous cheques to small suppliers. Each cardholder becomes responsible for reconciling their individual statement, however a single monthly payment is made to CIBC Visa for all purchases made using the cards issued to our employees.

Where Can The Purchasing Card Be Used?

The purchasing card may be used at any business that accepts Visa. Employees are encouraged to make purchases from Visa registered vendors – this will reduce the amount and use of petty cash. In general the purchasing card should allow employees greater flexibility in making “one-of” purchases (that means not having to respond to credit applications for new vendors) and reduce the number of small cheques issued by the Regional District to infrequent vendors.

The purchasing card may be used in place of a Standing Purchase Order. If the purchase is less than your card limit, a purchasing card may be used and no purchase order is required. Purchasing cards currently have limits of either \$500 or \$1,000, so a single purchase of \$500 or \$1,000 will not necessarily be the best payment alternative. However, smaller purchases made with the purchasing card, even where a Standing Purchase Order is in place are acceptable. By using the purchasing card for smaller purchases, paperwork handling is lower for both the vendor – who doesn’t have to manage us and issue invoices - as well as for the Regional District, because we pay one bill instead of several.

How Do I Get My Card?

Your Supervisor would evaluate your need and recommend to your Departmental Manager whether you should be issued a card. Your Supervisor or Manager would then contact the card program administrators – Manager of Financial Services or Senior Accountant for the application forms. You will be expected to read and understand the **Purchasing Card Manual** which explains the roles and responsibilities of each member of the Purchasing Card team. You will need to know the correct procedures to follow to reconcile your purchases, where the card can and cannot be used and other procedural matters. The **application forms** for a purchasing card are found at the end of this manual. This must be completed and sent to Finance to obtain your card.

Remember, you are committing Regional District funds each time you use this card and you are personally responsible for accounting for these expenditures. Some of the exceptions programmed into the cards include making airline reservations, purchasing liquor or using the card at any sort of bank machine. All employees will be able to register themselves for conferences, make hotel reservations, pay for meals while on approved travel and pay for ferry fares. Only employees with travel authorized on their cards (Senior Secretary, Supervisors, Managers, General Managers, CAO, with approved exceptions) may make airline reservations with a purchasing card. Group travel expenditures are recommended to be made using a Supervisor, Senior Secretary or Manager’s card as a control measure.

Your comments on this program are invited. Contact the Finance Department at anytime to offer suggestions, criticism and kudos. We are:

Nancy Avery	navery@rdn.bc.ca	(250) 390-4111
Wayne Thexton	wthexton@rdn.bc.ca	(250) 390-4111

REGIONAL DISTRICT OF NANAIMO

Purchasing Card Program Manual

MANUAL

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FORMS

(forms are also available on the local intranet)

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- 14 **Transaction Log form**
- 15 **Cardholder Dispute Form**

REGIONAL DISTRICT OF NANAIMO

Purchasing Card Program

Purchasing Card Manual

The Purchasing Card Team

Plan Administrator

The Plan Administrator is the person responsible for overall Purchasing Card administration. At this point in time the Plan Administrator is Nancy Avery, Manager Financial Services.

The Plan Administrator in consultation with the Departmental Manager will determine whether a cardholder should be removed from the program.

Plan Administrator Duties	
•	Establish and maintain Regional District-wide communication.
•	Develop and distribute program literature and materials.
•	Develop and provide cardholder training.
•	Review new account information records upon receipt. Verify information and other relevant data. Resolve any discrepancies before proceeding.
•	Maintain file copies of each new account information record received.
•	Forward the new account information record to the CIBC for processing.
•	Assist in normal card usage procedures.
•	Serve as primary contact for cardholders and liaison between cardholders and the CIBC.
•	Assist in problem resolution.
•	Cancel cards immediately upon employee severance.
•	Audit program compliance and receipt retention. Determine cardholder removal.
•	Notify appropriate managers of non-compliance issues and assist them to ensure correct card usage.
•	Identify future Purchasing Card Program applications/enhancements.
•	Work with cardholders to identify appropriate suppliers.

Cardholders

Cardholders are Regional District employees who are issued Purchasing Cards. Departmental General Managers and Managers will decide who will be issued a purchasing card. Supervisors may recommend employees for the purchasing card program to their Departmental Managers. Cardholders will compile receipts and reconcile their monthly statements and may code invoices through the Statement Billing File (SBF) software. Each individual cardholder is fully responsible for the safekeeping and proper use of any card issued to them. In this regard a Purchasing Card is no different than your own personal credit card.

Cardholder Duties	
•	Understand, complete and sign Agreement to Accept a Purchasing Card and an Individual Cardholder Application Form for each card requested and forward to the Plan Administrator.
•	Participate in training procedures and maintain awareness of responsibilities as updated from time to time
•	Adhere to all relevant Regional District purchasing policies (A2.4, A2.5, A2.9, A2.11, A2.13, A2.14, A5.1, A5.4)
•	Maintain card security to prevent unauthorized charges. Use only for purchases in accordance with Regional District policies. Acknowledge that intentional misuse of the Card may result in disciplinary action up to and including dismissal.
•	Obtain an itemized sales receipt and a Visa transaction receipt at the point of purchase and verify it for accuracy. Retain receipts and charge slips, and keep a monthly transaction log of card purchases.
•	Reconcile receipts and monthly transaction log to the monthly cardholder statement. Enter account codes and comments into SBF Billing software if applicable (or see Site Coordinator duties)
•	Turn in purchase transaction logs and receipts on or before the 14th of each month to Site Coordinator or Finance department as applicable. (See Site Coordinator duties.)
•	Follow up directly with CIBC on disputed items. Ensure Site Coordinator and Plan Administrator are aware of these items.
•	Report lost or stolen cards immediately by contacting both CIBC and the Plan Administrator.
•	Notify the Plan Administrator of name, telephone, address or department changes.

Site Coordinator

If applicable the Site Coordinator will be the person in your area to whom you will turn in your transaction log and receipts each month.

Site Coordinator Duties

The Site Coordinator is responsible for ensuring that cardholders in their area turn in their transaction logs and receipts each month. This person will use the SBF accounting software to input account codes and descriptions for each purchase. They will ensure that statements are authorized for payment and will forward the completed documents to the Finance Department.

Month end instructions for both Cardholders/Site Coordinators are found near the end of the manual.

Making Purchases

Purchases may be made in person, by mail or by phone. Employees are encouraged to make purchases by phone and to have items delivered as much as possible to reduce out of office travel time. An itemized bill of sale as well as the credit card receipt must be obtained for all purchases. Employees are responsible for obtaining the required receipts before the monthly statement is received and ensuring the receipts are attached to the approved monthly statement.

Basic Procedures	
1.	When shopping in person, the cardholder presents merchandise and the Purchasing Card to the supplier.
2.	When shopping by phone or mail, request the vendor to include both an itemized sales receipt and the Visa transaction receipt with the shipped goods. Ask the supplier to put your name, department and building delivery location on the packing slip. <u>Advise suppliers that full billing cannot occur until full shipment is made, i.e. ask the supplier to bill any backordered goods separately.</u> Cardholders must take precautions to avoid the risk of unauthorized use of the Card number. Only established, reliable suppliers should be given the Card number by phone. The Card number should not be quoted in hearing distance of another person or in a public place.
3.	The supplier processes the card information through an electronic terminal (or manual imprinter) to obtain authorization
4.	The authorization request is transmitted electronically to the CIBC. The bank verifies the cardholder account and determines if the purchase is within spending control limits. An approval, decline or referral is transmitted back to the supplier's bank and on to the supplier at the point of purchase.
5.	When an approval code is received, the cardholder verifies the sales total and if purchasing in person, signs the sales draft. The cardholder then receives the merchandise, the card and one copy of the completed sales draft and an itemized receipt. Be sure to get an itemized receipt!
6.	Log the purchase on the Purchasing Card envelope log (copy in the appendix). A supply of envelopes is available from your Site Coordinator. Use this envelope to store receipts that are logged on the face of the envelope and to assist you with completing the billing software spreadsheet.
7.	Cardholder software will be made available to your Site Coordinator or yourself as appropriate for entering card purchases into a specifically formatted Excel spreadsheet (SBF Management Tool).

The Purchasing Card Transaction Log

The Purchasing Card transaction log (see attached sample form) is simple and easy to use. It consists of a small 9 x 12 envelope with a pre-printed spreadsheet on it for recording receipts as you use the card. The best approach is to carry the envelope with you, record each purchase as you make it and put the receipt in the envelope.

By filling it in as you go, you or the Site Coordinator will be able to complete your electronic cardholder statement file quickly when it is received. The transaction log is the record against which you or your Site Coordinator will reconcile your Monthly Statement.

You must always obtain a sales receipt **and** a Visa transaction receipt when using the Purchasing Card. Sales receipts itemize the merchandise purchased and are **additional** to the Visa transaction receipt. Both receipts provide the documentation necessary for internal and external audit.

Reconciliation and Payment

The established cut off date for the billing cycle will be the 4th day of each month. The payment date has been established as the 14th of the month. Cardholders must ensure that transactions are entered into the billing management software and that the transaction logs and statements are forwarded to the Finance department by the 14th of each month. Cardholders will need to coordinate these activities with the Site Coordinator as applicable.

It is each Cardholder's and Site Coordinator's responsibility to give priority attention to the reconciliation and coding of their monthly statement. Actual payment of a central invoice will be made by Accounts Payable.

How the Program Works

Spending Controls

Spending controls may be revised or customized to particular needs. Variances to the following controls will need Plan Administrator approval. In most cases, however, the following controls will be electronically encoded onto your purchasing card.

Cardholder Monthly Spending Limit

The default limit is either \$500 or \$1,000 per month. The same limits apply to daily transactions.

This limit is the maximum dollar amount authorized for a cardholder within a 30-day billing cycle. Spending limits for each Regional District cardholder will be set by your General Manager or Manager. The limit is replenished automatically the day following the billing cycle date.

To obtain an adjustment to a cardholder's monthly credit limit, a Departmental Manager should advise the Plan Administrator in writing (emails are acceptable).

Cardholder Single-Transaction Limit

The default single transaction limit, daily and monthly limit is either \$500 or \$1,000 Canadian including taxes, currency exchange and delivery charges processed at the time the purchase is made. A single transaction is defined as one or more items purchased **at the same time** from the same vendor. If a cardholder uses a purchase card to purchase item(s) exceeding their card limit the request for authorization will be declined. **Splitting the invoice into two or more payments to circumvent the purchase limit is a misuse of the purchasing card and may result in cancellation of the card.**

Transaction limits may be amended by contacting the Plan Administrator, who will determine whether the amendment is appropriate in the circumstances.

Card use will be monitored through reports obtained from the bank's card administration program.

Merchant Category Code (MCC) Restrictions

When a merchant signs up to accept a credit card they are assigned a Merchant Category Code (MCC). This identifies the type of business they perform. The purchasing card program allows restrictions to be placed on cards to exclude their use at certain types of merchants. Most cardholders will not be able to use their cards for the following:

1. Airlines
2. Financial Services (includes cash advances & travelers cheques)
3. Hotels & Motels
4. Liquor Stores

Exceptions to these restrictions will be coordinated between the Departmental General Manager, Manager and the Plan Administrator.

Examples Where the Purchasing Card May Be Used

- Items costing less than the cardholder limit
- Subscriptions, seminars, books, video tapes
- Miscellaneous Department supplies ie., stationery, coffee supplies, first aid supplies, art supplies, recreation program supplies
- Small equipment purchases and repairs if not covered by a maintenance contract (refer to RDN Policy A2.5 for further definition of operating assets versus capital assets)
- Janitorial or landscaping services provided on non-contract basis
- Short term equipment or vehicle rentals
- Motor fuel for Regional District vehicles (not otherwise covered by a vehicle fuel card)
- Automotive repairs
- Computer repairs authorized by Information Services department
- Computer Hardware, Computer Software authorized by Information Services department

Examples Where the Purchasing Card May Not Be Used

- Any item exceeding the purchasing card limit in value or multiple transactions to circumvent the single transaction limit
- Capital items as defined in RDN Policy A2.5
- Any product, or service normally considered to be inappropriate use of Regional District funds
- Computer Software except when authorized by Information Services department
- Computer repairs unless authorized by Information Services department
- Travel, meals or entertainment except as authorized to an individual user
- Cash advances
- Automotive repairs
- Maintenance contracts ie. landscaping, janitorial or equipment
- Wages of any kind including honorariums or term instructors
- Purchase of Hazardous Materials which would not normally be transported in a staff vehicle – ie. bulk chemicals
- Purchases from Grand & Toy
- Extended rentals or leases

Travel Use

Travel use means being able to use your card for airline and hotel reservations. Supervisors, Senior Secretaries and Managers are authorized to make airline and hotel reservations. Each cardholder who is authorized for these types of expenses shall have their cardholder application approved by the CAO.

All cardholders will be able to use their cards for traveling on BC Ferries.

Shipments To Regional District

When placing an order with your purchasing card that is to be shipped to the Regional District tell the supplier to put **your name** on the receipt/invoice and to address it to **your name** in care of your Regional District address. All shipments are to come to the appropriate Regional District location, not to a home address.

To Obtain a Purchasing Card

Your signature on the enclosed **Agreement to Accept a Purchasing Card** and the **Individual Cardholder Application Form** indicates that you understand the intent of the Purchasing Card Program and agree to adhere to these guidelines. Activate the card as per instructions that come with the card. You may begin using the Purchasing Card immediately upon receipt.

Agreement to Accept the Purchasing Card

The **Agreement to Accept the Purchasing Card** identifies all issues of concern to both the Regional District and a Cardholder and outlines the use and obligations for having and using the Purchasing Card. It is also intended to ensure the cardholder is very familiar with the key issues related to the use of the Purchasing Card.

Individual Cardholder Application Form

The **Individual Cardholder Application Form** is a document that requests the following information:

Customer Information

- Cardholder name - maximum 19 characters
- Company Name (as shown)
- Company Address (as shown)
- Phone/fax Numbers (your department number)
- E-mail address
- Date of Birth, SIN number (leave blank – not required)
- Mother's maiden name (may be required as resource information for lost or stolen cards)
- English or French (as shown)

Reporting Information

- Monthly credit limit (leave default \$1,000)
- Single transaction limit (leave default \$1,000)
- Maximum number of daily /monthly transactions (leave blank)
- Merchant Category Code Restrictions (leave blank)
- Reporting Unit Name/Number (leave blank)
- Cost center/Employee ID Number (leave blank)

Authorization

- Employee signature, initialed by Manager or General Manager

The **Individual Cardholder Application Form** and **Agreement To Accept The Purchasing Card** is to be completed by the employee and by their Manager or General Manager and CAO as the case may be.

Billing/Invoicing

At the inception of the program cardholder statements will be forwarded to you in paper form. Statements will be forwarded to you on or about the first week of the month and should be given priority attention. Statements should be reviewed, confirmed, approved and returned to the Finance department by the 14th of the month.

Each cardholder is responsible for reviewing their statement, ensuring that all receipts are accounted for and for completing the account coding for each purchase on the receipt envelope/forms provided. Your statement should be stamped with the accounts payable approval stamp and be initialed by yourself and the person in your department who has authority to approve invoices up to their designated dollar limit. Enter the total amount of the statement in the appropriate box of the approval stamp – you do not need to do any further account coding on the statement itself. Staple the statement to the envelope/reporting form (include all receipts) and forward it to Accounts Payable.

An alternative electronic method of recording transactions will be available at a later date. On the day following the cycle date (4th of each month), a Statement Billing File (SBF) which includes detailed individual cardholder statements will be generated by the Finance Department Accounts Payable clerk. Site Coordinators and/or Cardholders will receive an electronic statement by e-mail. The Site Coordinator or Cardholder will enter account codes and split transactions where necessary in the billing file. Once the transaction entry is complete, print a copy of your statement, attach the purchasing card transaction log and all receipts, stamp the statement with the RDN invoice approval stamp, and have the appropriate signatures entered. (You do not need to do any “coding” in the approval to pay stamp – just complete the authorizing initial sections). Forward the package to Finance.

If Your Records Don't Agree With Your Statement

You are responsible for the transactions listed on your statement. If an audit is conducted on your account, receipts and/or proof that the transaction occurred must be available. If an error is discovered, you are responsible to show that the error or dispute resolution process has been invoked.

- Your first recourse in all disputes is to contact the supplier to try to resolve the error. If the supplier agrees that an error has been made, they will credit your account. Highlight the transaction in question on your transaction log as a reminder that the item is still pending a resolution.
- If the supplier does not agree that an error has been made, contact the Customer Service Representative using the 800 number on the back of your Purchasing Card. State that you would like to dispute a charge on your card. You will be asked to submit the information in writing to the CIBC so they can research the disputed item. Fax the written request to the Customer Service Representative. The amount of the next invoice will be reduced by the amount of the disputed item until the item in question is resolved. A cardholder dispute form is attached; please copy for your use as required.
- Any charge you wish to dispute must be identified in writing within 60 days of the statement date. Disputes will be researched and resolved by the CIBC within 90 days.

Lost or Stolen Cards

The Purchasing Card is Regional District property and should be secured just as you would secure your personal credit cards. If your card is lost or has been stolen, notify the Plan Administrator, **and** contact Customer Service at the CIBC immediately! The number to call is **1-800-652-3888**. You must then forward written confirmation of cancellation, via mail or fax (1-888-999-9359) to CIBC with a copy to the Plan Administrator. Upon receipt of your call, further use of the card will be electronically blocked. Prompt action in these circumstances can reduce the Regional District's liability for fraudulent charges.

Suppliers Who Do Not Accept The Card

Anyone from whom you currently purchase goods or services should be considered a potential supplier for the Purchasing Card Program - even if they don't accept Purchasing Cards today. The program is not restricted to retail merchants - service providers can be set up to accept Purchasing Cards. If a regular supplier will not accept payment by way of a purchasing card please contact the Plan Administrator who will attempt to persuade the supplier of the benefits of becoming a card merchant.

Additional General Information

Remember you are committing Regional District funds each time you use the Purchasing Card. This is a responsibility that cannot be taken lightly.

All Purchasing Cards are issued at the request of your Manager or General Manager. Purchasing Card usage will be monitored and may be audited and/or rescinded at any time. The name embossed on the card is the only person entitled to use the Purchase Card.

You are responsible for the security of your Purchasing Card and the transactions made with the card. The card is issued in your name and it will be assumed that any purchases made with the card will have been made by you. Non-compliance of the guidelines established for this program will result in severe consequences, which may include termination of employment.

Purchasing cards will be available for pickup from the Plan Administrator. When you receive your Purchasing Card, sign the back of the card and always keep it in a secure place. Although the card is issued in your name, it is the property of the Regional District and is only to be used for Regional District purchases as defined in our purchasing policy and in this manual. **The card is not to be used for personal use.**

Cardholder/Site Coordinator Month End Procedures

As a Purchasing Card Site Coordinator or Cardholder you will need to perform a few routine duties each month. Your prompt attention to these duties will be of great assistance to ensure this program works smoothly. We recommend that you plan to train an alternate person that can perform these duties when you are on holiday. Please involve the Plan Administrator with this task.

The SBF (Statement Billing File) Management Tool software will be installed in the All Services/Purchasing Card folder.. You will receive the necessary training to ensure you are completely comfortable with using the software tool.

Monthly Duties

On the 5th to 6th of the month, or as soon as possible thereafter gather up the purchasing car transaction logs and receipts from the cardholders for whom you are responsible to enter the transaction data . On receipt of the electronic statement files for these cardholders:

- verify and reconcile the transaction log and receipts to the electronic statement file; retain and set aside any receipts not yet billed for next month's bill . If necessary, start a new transaction log envelope for transactions which will be carried over to the next month and/or send this new envelope to the cardholder.
- adjust taxes to agree with invoice(s) Note: Sales taxes on Purchasing Card transactions are recorded as (I) (included) or N(not included).
- sort invoices in the same order as the bill print-out, staple or clip them together and seal them in the transaction log envelope.
- print out each card holder's statement and have it authorized.
- send authorized statement and transaction log envelope to Finance.
- send an e-mail to the Accounts Payable clerk informing of completion of this task for the month.
- please complete this task no later than the 14th day of each month.

Purchasing Card Manual Summary

The program is designed to be simple and easy to use. The Purchasing Card is providing you the tools needed to make small dollar purchases more easily and quickly. We also need to maintain appropriate controls to ensure the ongoing success of the Purchasing Card Program. Your cooperation and assistance to help make this work is required and appreciated.

The Regional District expects you to exercise good judgment and act responsibly when using your card. The card issued in your name, and all activity will be assumed to have been incurred by you. We ask you to maintain your Purchasing Card transaction log accurately and always obtain receipts. As a publicly funded institution we are required to be able to demonstrate responsible use of public funds. This program will be audited by our external auditor and monitored by the Finance Department in much the same manner as any other Regional District transaction.

Your feedback regarding the program is helpful! You are participating in the leading edge of institutional purchasing activities. If you have any issues you need to share or suggestions for improvements, please call us.

Handy Numbers To Know

Plan Administrator	(250) 390-4111
CIBC: lost/stolen cards	1-800-652-3888 tel 1-888-999-9359 fax purcard@cibc.com email
CIBC Customer Service	1-800-652-3888 tel 1-888-999-9359 fax purcard@cibc.com email

Purchasing Card Quiz

1. You are on travel and need to pay for hotel accommodations. Can you use the card?
2. You want to purchase a computer monitor for \$999. Can you use the Purchasing Card?
3. The amount on your receipt does not match the amount on your Monthly Statement. What should you do?
4. You pick up supplies at Staples. Do you need a receipt?
5. Can you pay for gasoline for your car using the purchasing card?
6. Your manager asks you to reserve a meeting room at a hotel. Can you use the card?
7. You were double-billed on your Monthly Reconciliation Statement. Who do you contact?
8. The goods you ordered were the wrong colour. How do you handle this situation?
9. You need to purchase a strong cleaning agent that is considered a hazardous substance. Can you use the card?
10. You do not have a receipt and do not recognize an item on your Monthly Reconciliation Statement. Who should you call? What should you do?
11. You need to return something you purchased with the card, what procedure do you follow?

Answers will not be provided to the above questions. If you are confident you know the answers to the above questions you probably have a good understanding of the Purchasing Card Program and its many benefits.

SAMPLE FORMS



Agreement To Accept The Purchasing Card

The Purchasing Card represents the Regional District's trust in you. You are empowered as a responsible agent to safeguard Regional District assets. Your signature below is verification that you have read the Purchasing Card manual and agree to comply with the Purchasing Card guidelines as set out therein, as well as the following responsibilities:

1. I understand the Purchasing Card is for Regional District approved purchases only, and I agree not to charge purchases outside the parameters described in the Purchasing Card manual or any Purchasing Policy established by the Regional District from time to time.
2. Improper use of this card can be considered misappropriation of Regional District funds. This will result in disciplinary action, up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify the CIBC and the Plan Administrator by telephone. I will confirm the telephone call with a written notice sent by mail or facsimile to both the CIBC and the Plan Administrator.
4. I agree to surrender the card immediately upon severance of employment.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the Regional District. The CIBC cannot accept any moneys from me directly, therefore any personal charges billed to the Regional District could be considered misappropriation of Regional District funds.
7. As the Card is Regional District property, I understand that I may be periodically required to comply with internal control procedures designed to protect Regional District assets. This may include being asked to produce the card to validate its existence and account number. I agree to obtain and forward to accounting original receipts for every purchase as per the Purchasing Card Manual and Accounting Policies of the Regional District.
8. I will receive a monthly statement, which will report all activity during the statement period. I will resolve any discrepancies by either contacting the supplier or the CIBC.
9. I understand the Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials and supplies for the Regional District. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

By signing below, you, the cardholder, are confirming that you have read the above, that you understand the above, that you are in agreement with the above. Variances to limits set out below require Manager or General Manager authorization. Travel use requires CAO authorization.

X _____
Signature of Cardholder

X _____
Manager

X _____
Print Name

X _____
General Manager

Authorized single transaction limit: \$

Authorized monthly transaction limit: \$

Card Number

Travel Use Required? Yes ___ No ___

X _____
CAO signature

Card received by: _____

SAMPLE FORMS

CIBC PURCHASING CARD
INDIVIDUAL CARDHOLDER APPLICATION FORM

FORM P8

Company ID Number **1491**

Customer Information If any information is missing or illegible, the form will be returned to the company Card Coordinator for completion. There will be a delay in processing application form(s).

Cardholder Name (maximum 19 characters)		
Company Name (maximum 19 characters)		
Regl Distr Nanaimo		
Company Address		
6300 Hammond Bay Rd.		
City	Province	Postal Code
Nanaimo	British Columbia	V9T6N2
Departmental Telephone Number	Departmental Fax Number	Email Address
Mother's Maiden Name (for security purposes)		
Monthly Credit Limit		
\$1,000		
Language Indicator	<input checked="" type="checkbox"/> English	<input type="checkbox"/> French

Reporting Information

Single Purchase Limit		
\$1,000		
Maximum Number of Daily Transactions (if applicable)	Maximum Number of Monthly Transactions(if applicable)	
Merchant Category Code Restriction (per attached)	<input type="checkbox"/> Inclusion <input type="checkbox"/> No MCC Restriction	<input type="checkbox"/> Exclusion <input checked="" type="checkbox"/> Co. Default
Reporting Unit Name		
Report Unit Number		
Cost Center Number of Employee (if applicable)(Max 22 characters)		
Employee ID Number (if applicable) (max 21 characters)		

Authorization (Mandatory)

Cardholder Name		Telephone Number
Date	Signature	
Company Card Coordinator Name		Telephone Number
Date	Signature	



PURCHASING CARD TRANSACTION LOG

Name: _____

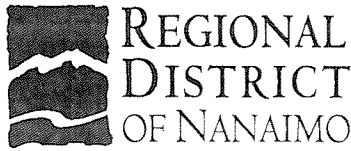
Invoice Number (Finance to complete)=
(M)onth + last 4 digits of card _____

Date dd/mm/yy	Vendor Name	Description	Total Purchase Amount	G/L Code	Split Amount	G S T (I/N)	P S T (I/N)
Total				Total Split Amt			

Cardholder Signature _____	Entered by: _____
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Forward Log and All Receipts to Site Coordinator or Finance Department by the 5th of each month

SAMPLE FORMS



PURCHASING CARDHOLDER DISPUTE FORM
CIBC Commercial Card Program

Date: _____

Company	Regl Distr Nanaimo
Cardholder Name:	
Cardholder Account #	
Company Address:	6300 Hammond Bay Rd., Nanaimo, B.C. V9T 6N2
Cardholder Phone No:	

Type of Dispute *Check One:*

<input type="checkbox"/>	Credit Not Posted (attach credit slip)
<input type="checkbox"/>	Duplicate Posting
<input type="checkbox"/>	Erroneous Amount (attach sales receipt)
<input type="checkbox"/>	Photo Request / Unrecognized Charge

Merchant Name	Amount
_____	\$ _____

Comments

Fax Completed Form To: CIBC Commercial Card Centre and Regional District attention: N. Avery
Fax # 1-888-999-9359 Fax (250)-390-4163

attach copies of any relevant documents as /above to your fax(s)



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
MAY 05 2014	
RHD	
BOARD	

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: April 29, 2014

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Bylaw No. 1623.02 – Authorize use of Development Cost Charge Funds

PURPOSE:

To introduce Bylaw No 1623.02 authorizing expenditures from the Southern Community Sewer Service Area Development Cost Charge (DCC) Reserve Funds.

BACKGROUND:

Section 935(5) of the *Local Government Act* requires that expenditures from Development Cost Charge Reserves be authorized by bylaw. The Digester 3 Construction project at the Greater Nanaimo Pollution Control Centre received approval to proceed in 2011 and the attached bylaw completes the statutory approval process.

On May 24, 2011, the RDN Board approved the construction contract for the GNPCC Digester 3 Project. The total cost estimate for completion of this project was \$10,377,155. This project budget included a \$350,000 contingency allowance representing approximately 3.5% of the total construction cost. Projects of this size typical carry a 10% or \$1,000,000 contingency. The GNPCC Digester 3 Project is now complete with a final cost of \$10,530,000; which is \$152,843 over the cost estimate provided to the RDN Board May 2011.

The table provides an illustration of budget changes that occurred during the GNPCC 3 Digester Project;

Description of Change	Cost
Project Contingency	\$ (350,000.00)
Additional Course of Construction Insurance	\$ 31,500.00
Building Permit Fees	\$ 12,500.00
Pumps, Covers, Water and Gas Bills, Fencing, Programing	\$ 297,643.00
Non Recoverable Portion of HST	\$ 161,200.00
Amount over May 2011 Cost estimate	\$ 152,843.00

The GNPCC Digester 3 Project was a very complex project because the digester had to be tied in to the existing building. Additional information about items that created a budget variance is as follows:

- Water and gas above normal consumption levels were required for testing and commissioning
- New permanent fencing was required because the project opened up additional access to the site that needed to be remediated and secured to prevent unauthorized entry on a permanent basis.
- Programming for Historian software was added to improve performance reporting for the system.
- The project was originally budgeted for when we were in the PST regime and when we had no knowledge that the HST would be implemented. There was a \$161,200 impact from the non-recoverable portion of HST which had to be paid on the project.

In summary, the contingency on the GNPCC Digester 3 Project was set at a small percentage of the total construction cost because the project at tendering stage came in at higher than expected and the smaller contingency was used to try to keep the budget and cost lower. Overall, the contingency would have been adequate except for the implementation of HST.

Bylaw No. 1623.02 amends the authorized amount to be released from the Southern Community Wastewater DCC Reserve Fund to \$10,530,000.

ALTERNATIVES:

1. Approve Bylaw 1623.02 as presented.
2. Do not approve Bylaw 1623.02 and provide alternate direction.

FINANCIAL IMPLICATIONS:

Alternative 1

The above noted capital projects and use of DCC funds were approved by the Board in 2011. The use of development cost charges for these projects is in accordance with the background information used to calculate the current DCC rates. Staff recommend approving the bylaw as presented. Bylaw No. 1623.02 will complete the statutory requirement to approve the use of DCC's by bylaw.

SUMMARY/CONCLUSIONS:

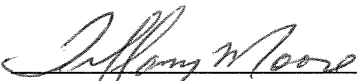
Section 935(5) of the *Local Government Act* requires that expenditures from Development Cost Charge Reserves be authorized by bylaw. On May 24, 2011, the RDN Board approved the construction contract for the GNPCC Digester 3 Project with a total cost estimate for completion of \$10,377,155. The GNPCC Digester 3 Project is now complete with a final cost of \$10,530,000; which is \$152,843 over the cost estimate provided to the RDN Board May 2011.

In summary, the contingency on the GNPCC Digester Project 3 was set at a small percentage of the total construction cost because the project at tendering stage came in at higher than expected and the smaller contingency was used to try to keep the budget and cost lower. Overall, the contingency would have been adequate except for the implementation of HST.


Amendment Bylaw No. 1623.02 for the Greater Nanaimo Pollution Control Centre Digester 3 project completes the statutory approvals for the DCCs for this project.

RECOMMENDATIONS:

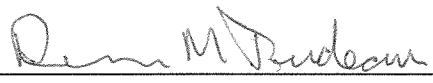
1. That “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.02, 2014” be introduced and read three times.
2. That “Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.02, 2014” be adopted.



Report Writer



Director of Finance



A/C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1623.02

**A BYLAW TO AMEND THE SOUTHERN COMMUNITY SEWER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND EXPENDITURE BYLAW NO. 1623**

WHEREAS The Board of the Regional District of Nanaimo adopted the "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1623, 2011" to provide for the use of Development Cost Charge Reserve Funds for the construction of a third digester at the Greater Nanaimo Pollution Control Centre;

AND WHEREAS the Board subsequently approved in 2012 a budget estimated to be \$10,377,155 for the design and construction of a third digester at the Greater Nanaimo Pollution Control Centre, and the project is an eligible development cost charge project;

AND WHEREAS the project is now complete and actual costs were \$10,530,000.

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Amendment

By deleting Section 1 and replacing it with the following:

The sum of Ten Million, Five Hundred and Thirty Thousand Dollars (\$10,530,000) is hereby appropriated for the purpose of designing and constructing a third digester at the Greater Nanaimo Pollution Control Centre.

2. Citation

This bylaw may be cited as the "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.02, 2014".

Introduced and read three times this __ day of _____, 2014.

Adopted this __ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
MAY 05 2014	
RHD	
BOARD	

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: May 2, 2014

FROM: Jacquie Hill
Manager of Administrative Services

FILE: 4200-20-14

SUBJECT: 2014 Local Government Elections – Appointment of Chief Election Officer and Deputy Chief Election Officer

PURPOSE

To appoint a Chief Election Officer and Deputy Chief Election Officer for the November 15, 2014 local government elections and referendums.

BACKGROUND

In accordance with Section 41 of the *Local Government Act*, the local government must appoint a chief election officer and a deputy chief election officer for the purpose of conducting the November 15, 2014 local government elections. Since 1995, RDN staff have been appointed to these positions to conduct elections rather than contracting externally for these services as is done in some communities. The officer responsible for Corporate Administration (Manager of Administrative Services) and the Deputy (Legislative Coordinator) have been assigned these duties through their job descriptions, however, a formal appointment by the Board is still required.

ALTERNATIVES

1. That Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O’Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer.
2. That the Board contract externally for the services of Chief Election Officer and/or Deputy Chief Election Officer.

FINANCIAL IMPLICATIONS

Under Alternative 1 there are no financial implications.


Under Alternative 2, if the Board were to contract out the positions, the cost would be significant given the scope and complexity of responsibilities of regional district elections. It would be expected to cost up to \$10,000 or more to hire a consultant to act as the Chief Election Officer and would still require the appointment of a staff member as the Deputy Chief Election Officer. Very few local governments contract out these positions due to the specialized knowledge required and the limited number of consultants with the appropriate experience available to do this work.

CONCLUSION

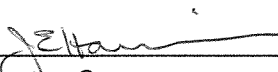
In accordance with Section 41 of the *Local Government Act*, the local government must appoint a chief election officer and a deputy chief election officer for the purpose of conducting the November 15, 2014 local government election. Since 1995, due to the scope and complexity of responsibilities of regional district elections, RDN staff members have been appointed as the Chief Election Officer and Deputy Chief Election Officer to conduct local government elections and referendums. This system has been effective in undertaking RDN elections and staff recommend continuing with this approach.

RECOMMENDATION

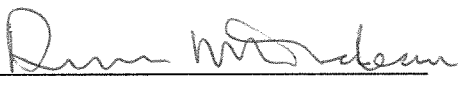
That Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O'Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting the November 15, 2014 local government elections and referendums.



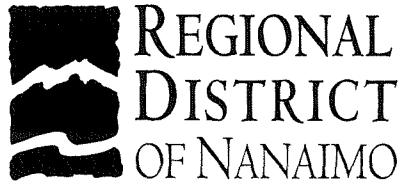
Report Writer



Director Concurrence



A/CAO Concurrence



RDN REPORT	
CAO APPROVAL	
EMP	
COJW	✓
MAY 06 2014	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: May 13, 2014

FROM: Joan Harrison
Director, Corporate Services

FILE:

SUBJECT: Regional District of Nanaimo Employee Benefits Plan

PURPOSE:

To consider consolidating insurance coverage under Pacific Blue Cross (excluding AD&D) by changing insurance carriers for the provision of life insurance and long term disability from Manulife Financial to Pacific Blue Cross, effective July 1, 2014.

BACKGROUND:

Currently the RDN uses three insurance carriers to provide coverage for benefits, Manulife Financial (Manulife) for life insurance and long term disability, AIG Insurance (AIG) for accidental death and dismemberment (AD&D) and Pacific Blue Cross (PBC) for extended health and dental. The RDN partners with the Town of Ladysmith, which has, in the past, helped to ensure lower rates for both parties. Ladysmith has confirmed that they wish to continue to partner with the RDN.

The RDN has an agreement with Morneau Shepell to provide benefits consulting, which includes the preparation of renewal reports relating to the financial operation of the RDN’s benefits program. Due to increasing costs for the provision of benefits, Morneau Shepell also undertook a review of options available for achieving best rates.

The renewal report for continuing with the current carriers indicated an overall increase of 10.5% over last year, an additional \$162,911.04 in premiums. The renewal report provides an explanation for increases for each type of benefit, for example, long term disability rates have increased due to claims experience under the plan and also demographic changes within the employee group; the increase for extended health benefits can be explained partly by claims experience but also by the overall increase in health care costs, including prescription drugs, paramedical costs, aging workforce, etc.

The investigation conducted by Morneau Shepell with regard to other options for coverage, offered significant decreases over the premiums paid last year. These decreases can be achieved by consolidating our complete benefits coverage, excluding AD&D, under either Manulife or PBC. AD&D costs remain unchanged over last year and coverage would continue with AIG. Both Manulife and PBC offered considerable savings should the RDN commit to all benefits being provided by the respective carrier. The proposed rates from both Manulife & PBC are guaranteed for two years.

ALTERNATIVES:

1. To continue with the current carriers and renew with Manulife, AIG and PBC.
2. To consolidate coverage under Manulife (excluding AD&D) by changing insurance carriers for extended benefits and dental coverage to Manulife.
3. To consolidate coverage under PBC (excluding AD&D) by changing insurance carriers for life insurance and long term disability coverage to PBC.

FINANCIAL IMPLICATIONS:

1. Continuing with the current carriers will cost the RDN an additional 10.5% or \$162,911.04 for 2014 to provide the current coverage.
2. Changing insurance carriers for extended health and dental coverage to Manulife will provide an overall reduction in annual premiums for all benefits of 9.2% or 157,386.96.
3. Changing insurance carriers for life insurance and long term disability coverage to PBC will provide an overall reduction in annual premiums for all benefits of 14.3% or \$245,481.84 and, as such will provide the most significant savings to the RDN.

The following table sets out the various rates and demonstrates the level of savings provided by consolidating coverage under one carrier and the highest level of savings by selecting Pacific Blue Cross as the carrier (AD&D coverage has not been included):

	Rate Effective April 1, 2013	Negotiated Rate Effective April 1, 2014	Proposed Rates - Manulife	Proposed Rates - PBC
Monthly total	\$ 129,216.34	\$ 142,792.26	\$ 129,676.68	\$ 122,335.44
Monthly change from 2013		\$ 13,575.92	\$ 460.34	\$ (6,880.90)
Change (%) from 2013		10.5%	0.4%	-5%
Annual change over 2013		\$ 162,911.04	\$ 5,524.08	\$ (82,570.80)
Monthly change from 2014 negotiated			\$ (13,115.58)	\$ (20,456.82)
Change (%) from 2014 negotiated			-9.2%	-14.3%
Annual change over 2014 negotiated			\$ (157,386.96)	\$ (245,481.84)

SUMMARY:

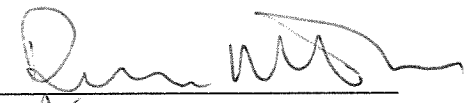
Recognizing the RDN's concerns over rising costs for benefits, Morneau Shepell investigated options for cost savings. Without a change to carriers, renewals costs will increase by 10.5% or \$162,911.04 for 2014. By changing to a single carrier for all benefits, excluding AD&D, significant savings can be realized. Of the options provided in this regard, changing insurance carriers for life insurance and long term disability to PBC so that they provide all coverage, excluding AD&D, achieves the highest level of savings for the RDN. Savings over renewal rates for this year will be 14.3% or \$245,481.84.

RECOMMENDATION:

That the Board authorize staff to consolidate insurance coverage (excluding Accidental Death & Dismemberment) under Pacific Blue Cross by changing insurance carriers for life insurance and long term disability coverage to Pacific Blue Cross, effective July 1, 2014.



Report Writer



A.C.A.O. Concurrence



RDN REPORT	
CAO APPROVAL	
EAP	
CoW	✓
MAY 01 2014	
RHD	
BOARD	

MEMORANDUM

TO: Sean De Pol
Manager of Wastewater Services

DATE: May 1, 2014

FROM: Shelley Norum
Wastewater Coordinator

FILE: 3150-01

SUBJECT: Reduction of Sewer Development Cost Charges for the proposed Nanaimo Affordable Housing Society Development at 1597 Boundary Crescent in Nanaimo

PURPOSE

For the Board to approve a request by Nanaimo Affordable Housing Society (NAHS) for a 50% reduction in Regional District of Nanaimo (RDN) sewer development cost charges (DCCs) for a proposed not-for-profit housing development at 1597 Boundary Crescent, Nanaimo.

BACKGROUND

Development Cost Charge Reduction

The RDN and member municipalities charge DCCs on new development to help cover the capital costs of providing services such as sewer, water, roads and parkland. Local governments may reduce DCCs to incent the development of affordable housing.

Provincial legislation passed in May 2008 requires that DCC reductions are authorized through a bylaw. In August 2010, the RDN adopted Bylaw No. 1577 "A Bylaw to Reduce Sewer Development Cost Charges for Not-For-Profit Rental Housing". Under this bylaw, an eligible development in the Southern Community Sewer Service Area may have the RDN sewer DCCs reduced by 50%.

Regional District of Nanaimo Sewer DCC Reduction

NAHS plans to build a build 41-unit supportive housing apartment with support services at 1597 Boundary Crescent in Nanaimo. The property is owned by the City of Nanaimo and held under a lease by NAHS, a registered not-for-profit society. NAHS is eligible to receive housing subsidies (capital and rent) from the provincial government. Based on this information, the proposed NAHS development meets the criteria for an eligible development, and 50% sewer DCC rate reduction, in accordance with Bylaw No. 1577.

City of Nanaimo DCC Reduction

The City of Nanaimo recently approved a request from NAHS to reduce the City of Nanaimo sewer DCCs by 50% for their proposed development at 1597 Boundary Crescent as it meets the criteria for an "eligible development" in accordance with City of Nanaimo Bylaw No. 7082 "A Bylaw to Reduce Development Cost Charges for Not-For-Profit Rental Housing."

ALTERNATIVES

1. Approve the 50% reduction in RDN sewer DCCs for the proposed NAHS not-for-profit housing development at 1597 Boundary Crescent, Nanaimo.
2. Do not approve the 50% reduction in RDN sewer DCCs for the proposed NAHS not-for-profit housing development at 1597 Boundary Crescent, Nanaimo. (Note: the proposed development meets the requirements stipulated in Bylaw No. 1577 for the 50% rate reduction).

FINANCIAL IMPLICATIONS

A 50% reduction would lower the RDN sewer DCCs for the proposed development from approximately \$37,612 to \$18,806. Exemptions in DCC revenue require that the funding for future capacity comes from elsewhere, typically from increased DCCs in other development categories.

STRATEGIC PLAN IMPLICATIONS

This project is directly aligned with the 2013 – 2015 Board Strategic Plan. Increasing affordable and accessible housing to support all members of a community is *Strategic Goal and Action #3* for the Strategic and Community Development Action Area.


SUMMARY/CONCLUSIONS

The Nanaimo Affordable Housing Society (NAHS) plans to build a build 41-unit supportive housing apartment with support services at 1597 Boundary Crescent in Nanaimo. The City of Nanaimo recently approved a request to reduce City of Nanaimo sewer DCCs for this project by 50% as it meets the criteria for an “eligible development” in accordance with City of Nanaimo Bylaw No. 7082 “*A Bylaw to Reduce Development Cost Charges for Not-For-Profit Rental Housing.*”

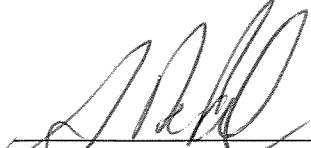
The RDN has Bylaw 1577: “*A Bylaw to Reduce Sewer Development Cost Charges for Not-For-Profit Rental Housing*” to incent the development of affordable housing. Under this bylaw, an eligible development in the Southern Community Sewer Service Area may have the RDN sewer DCCs reduced by 50%. Based on the information provided, the proposed NAHS development is eligible for a reduction in RDN sewer DCCs according to Bylaw No. 1577. A 50% DCC reduction would lower the RDN sewer DCCs for the proposed development from approximately \$37,612 to \$18,806.

RECOMMENDATIONS

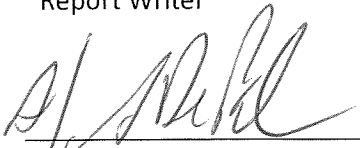
1. That the Board approves the 50% rate reduction for the proposed NAHS development at 1597 Boundary Crescent in Nanaimo.



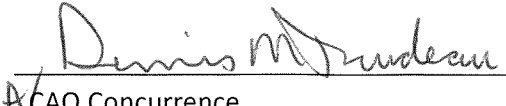
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
MAY 01 2014	
RHD	
BOARD	

MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: April 30, 2014

FROM: Mike Donnelly
Manager of Water & Utility Services

FILE: 5500-22-NB-01

SUBJECT: Memorandum of Understanding - Regional District of Nanaimo / City of Parksville
Water Supply Agreement - Nanoose Water Connection

PURPOSE

To obtain Board approval for the extension of the Memorandum of Understanding (MOU) between the City of Parksville (COP) and the Regional District of Nanaimo (RDN) for the supply of water to the Nanoose Bay Peninsula Water Service Area (NBPWSA).

BACKGROUND

In 2001, the RDN constructed a water supply line along Northwest Bay Road in Nanoose to facilitate the interconnection of RDN water local service areas in Nanoose and to provide for the transmission of Englishman River water to the NBPWSA. This supply line was conceived as part of the original Arrowsmith Water Service (AWS) bulk water system and it was intended that the line be used, as needed, to benefit both the COP and NBPWSA by conveying Englishman River water to the NBPWSA in the summer months and NBPWSA water to the COP in the winter.

The “City of Parksville and Regional District of Nanaimo Water Supply Agreement” was executed in October, 2002 and renewed in 2008 with an expiry date of April 30th 2013. A Memorandum of Understanding (MOU) was developed to bridge the time required by the COP to carry out water distribution modeling on their water system. That agreement expired on April 30th of 2014.

The proposed MOU would be in place until April 30th 2017 or until the Englishman River Water Service is fully operational, whichever comes first. RDN and COP staff have reviewed the proposed MOU and have agreed to bring the document forward to the respective Council and Board. A copy of the MOU is appended as Attachment A.

ALTERNATIVES

1. Approve the Memorandum of Understanding.
2. Provide staff with alternate direction.

FINANCIAL IMPLICATIONS

Costs for the provision of water to the NBPWSA would remain as outlined in the existing agreement. Annual costs for water to the NBPWSA are in the range of \$45,000 to \$50,000 per year depending on demand.

STRATEGIC PLAN IMPLICATIONS

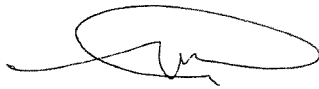
There are no strategic plan implications.

SUMMARY/CONCLUSIONS

The existing MOU between the COP and the RDN for provision of water to the NBPWSA expired on April 30th, 2014. As a result an updated Memorandum of Agreement has been developed by both COP and RDN staff that will allow for the existing terms of the agreement to be extended.

RECOMMENDATIONS

That the Board direct staff to execute the City of Parksville/Regional District of Nanaimo Water Supply Agreement Memorandum of Understanding with the City of Parksville commencing May 1st, 2014 and remaining in effect until April 30th 2017 or until the Englishman River Water Service infrastructure is in place and operational.



Report Writer



General Manager Concurrence



A/ CAO Concurrence

Memorandum of Understanding (MOU)

between

Regional District of Nanaimo and City of Parksville

**WATER SUPPLY AGREEMENT
NANOOSE BAY PENINSULA SURFACE WATER CONNECTION**

Re: Extension of Agreement

Whereas the Regional District of Nanaimo (the "RDN") and the City of Parksville (the "City") entered into a water supply agreement dated May 1st, 2008, for a term of 5 years and extended an additional year by way of a Memorandum of Agreement due to expire on April 30th, 2014; and

Whereas the RDN wishes to enter into a new agreement with the City for water supply and as the City is currently finalizing a review of water distribution modeling to assess the possible impacts of supplying water under the current agreement terms of a new agreement cannot be finalized at this time;

Therefore the RDN and City agree to extend the current agreement until the earlier of April 30, 2017 or the date on which the Englishman River Water Service is operational.

Regional District of Nanaimo

City of Parksville

Date

Date



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
MAY 06 2014	
RHD	
BOARD	

MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: April 30, 2014

FROM: Mike Donnelly
Manager of Water & Utility Services

FILE: 5500-20-HR

SUBJECT: Community Works Funds – Hawthorne Rise Sanitary Sewer

PURPOSE

To bring forward the request for Community Works Funds in support of the recently completed Hawthorne Rise Sanitary Sewer service installation.

BACKGROUND

In June of 2013 Hawthorne Rise residents approved a petition to be included in the French Creek Sanitary Sewer Service area and to borrow up to \$380,000 to complete the project including financing for the capital charges for the project. The Board authorized the borrowing and service area amendment bylaws in July 2013 allowing the project to proceed.

Engineering design and tendering of the project was completed in January 2014 with the Construction awarded in February of 2014. Project costs were updated at that time to reflect lower than estimated costs for construction. The total costs estimated for the project were reduced from \$380,000 to \$250,000 due primarily to competitive bidding for the construction portion of the project.

This project will improve water quality and as such meets the objectives of the Community Works Fund program. The installation of sanitary sewer collection system, replacing septic fields, will significantly reduce the contaminant loading on surface water drainage in the area and on the local ground water aquifer.

As the Community Works funds are intended for projects throughout any given Electoral Area the general approach to funding support is to provide it on a per parcel basis. Applying the this approach results in a proposed contribution of \$4,500

ALTERNATIVES

1. Approve a total of \$4,500 in Community Works Funds from Electoral Area G in support of the Hawthorne Rise Sanitary Sewer installation project.
2. Do not approve the use of Community Works Funds and provide alternate direction.

FINANCIAL IMPLICATIONS

Alternative 1 will result in a total of \$4,500 in Community Works Funds being expended. No additional costs are anticipated as part of this grant funding.

STRATEGIC PLAN IMPLICATIONS

To meet the RDN’s strategic planning goals it is important to deliver a wide range of services at the community at sub-regional, and regional levels to support the implementation of plans including the provision of wastewater collection.

SUSTAINABILITY IMPLICATIONS

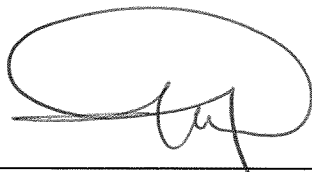
While the removal of groundwater recharge would normally be considered detrimental to aquifer health, given the project will see the possibility of contamination of the aquifer greatly reduced in balance the sustainability of the aquifer is supported.

SUMMARY/CONCLUSIONS

Hawthorne Rise residents petitioned the RDN to be included in the French Creek Sanitary Sewer Service Area. The petition was successful and now nears completion. Residents have also requested financial support for the project utilizing Community Works Funds. The recommendation is to provide that support on a per capita basis and in recognition of the positive impact to groundwater and surface water that this project represents.

RECOMMENDATIONS

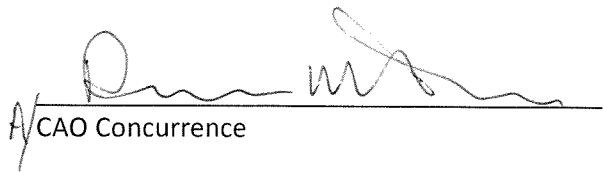
1. That the Board approve a total of \$4,500 in Community Works Funds from Electoral Area G in support of the Hawthorne Rise Sanitary Sewer installation project.



Report Writer



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL LIQUID WASTE ADVISORY COMMITTEE
REGULAR MEETING**

**HELD ON FRIDAY, January 10, 2014
IN THE RDN BOARD CHAMBERS**

Present:

George Holme	Meeting Chair, Director Electoral Area 'E'
George Anderson	Director (City of Nanaimo)
Vaughn Figueira	City of Parksville
Bob Weir	Town of Qualicum Beach
John Elliott	City of Nanaimo
Fred Spears	District of Lantzville
Kirsten White	Ministry of Environment
Baljeet Mann	Ministry of Environment
Glenn Gibson	Island Health
Frank Van Eynde	Public Representative (North)

Also in attendance:

Randy Alexander	General Manager, Regional & Community Utilities, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Shelley Norum	Wastewater Coordinator, RDN
Rebecca Graves	Recording Secretary, RDN

Regrets:

Bill Bestwick	Director (Nanaimo)
James Arnott	Environment Canada
James Wesley	Snuneymuxw First Nation
Blair Nicholson	Business Representative (South)
Christianne Wilhelmson	Environment Representative
Michelle Jones	Business Representative (North)
Brian Dempsey	Director (Lantzville)
Douglas Anderson	Public Representative (South)

CALL TO ORDER

Chairman Holme called the meeting to order at 12:36 pm.

R. Alexander started with opening remarks which including inviting members to provide an opportunity to provide comments with respect to the draft amendment.

MINUTES

MOVED F. Van Eynde, SECONDED G. Anderson, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of November 19, 2013 be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED F. Van Eynde, SECONDED G. Anderson that the Ministry of Environment's letter dated January 9, 2014 re: LWMP Amendment comments be received.

CARRIED

REPORTS

Final Draft LWMP Amendment (S. Norum – presentation)

S. Norum informed the committee on the status of the LWMP amendment. The final draft LWMP Amendment is now complete, along with the draft Public Consultation Summary Report and the draft First Nations Engagement Progress Reports. The final draft LWMP Amendment considers all comments previously received feedback including Ministry of Environment (MOE) feedback and input from public consultation and First Nations engagement. It also includes the proposed dates for secondary treatment at GNPCC (2018) and NBPCC (2023). The dates chosen were the options most supported during public consultation. The final LWMP amendment will go to the Committee of the Whole on January 14, 2014 and to the Board on January 28, 2013.

S. Norum outlined key areas where the LWMP Amendment was updated in response to public consultation. Some of the changes include the dates for secondary treatment upgrades and commitments to:

- Improve public awareness of areas which may connect to RDN sewer if a septic system is failing
- Implement a new Water Conservation Plan
- Provide the public with information around opportunities for grey water reuse
- Develop public education material to increase awareness of inflow and infiltration and also consider providing tools to enable residents to reduce private property inflow and infiltration
- Complete a Resource Recovery Opportunities study
- Develop material to increase awareness of groundwater protection measures that are in place with Biosolids.

S. Norum summarized the Board Report which reviewed the purpose of the LWMP, the 10 LWMP programs, and the process and results of public consultation and First Nations engagement. Cost and timeline of both GNPCC and NBPCC upgrades were also covered in the report. The upgrade dates (2018 and 2023, respectively) were chosen because they were most supported, on average, during public consultation. As well, they provide a reasonable timeline to address technical, environmental, social and economic considerations. The dates also meet provincial and federal regulatory requirements and provide reasonable time to collect funds to complete the project. They also align with the planned timing of major wastewater treatment facility upgrades by Metro-Van and CRD.

Planned Formation of the LWMP Monitoring Committee (S. Norum, verbal)

S. Norum discussed the steps to implement the new LWMP monitoring committee. Once we have an approved LWMP Amendment, we will dissolve the Liquid Waste Advisory Committee and establish a new monitoring committee. The purpose of the committee would be to oversee implementation and

annual reporting and recommend any adaptive changes or amendments for the future. This committee is a requirement by MOE guidelines. The committee will meet two times a year, or more frequently as needed. We hope membership on the new committee will be similar to the advisory committee. In addition we will extend the invitation to Qualicum First Nation and Snaw-naw-as First Nation requesting participation from their community members, and to the Ministry of Transportation and Infrastructure. Copies of the draft Terms of Reference for the new Monitoring were provided during the meeting.

Open Discussion on LWMP Amendment

F. Van Eynde asked if the NBPCC upgrade cost estimates consider future development of the Nanoose area and if the current residents would be made aware if there are any changes to the estimates.

S. Norum replied that the cost estimates consider current population rates and do not consider the growth that is proposed. We can't accurately predict the growth so the cost estimates were based on current residents. However, if there is growth in the area, the tax increase may be less and we will keep communications open with that service area.

G. Anderson questioned why it is relevant that, on page 4 of the Board report, we mention aligning with the timing for major wastewater treatment facility upgrades by Metro Vancouver and the Capital Regional District?

S. Norum replied that Metro Vancouver and the CRD both have large wastewater treatment facilities that need to be built or upgraded to secondary treatment. In order to reduce the competition for trades and resources we choose a date that would not directly compete with those two projects.

G. Anderson asked why we are not going with the cheapest option (2019).

S. Norum said that the decision was based on financial considerations as well as technical, social and environmental considerations, and recommendations from MOE staff to complete secondary treatment as soon as possible. Additionally, 2018 was, on average, most supported during public consultation.

BUSINESS ARISING FROM COMMUNICATIONS / CORRESPONDENCE

R. Alexander discussed the letter from MOE commenting on the draft of the plan. This information will be given to the Board to consider in their deliberations on the LWMP Amendment. Depending on the Board decision, we will implement any recommendations or make the changes suggested in the letter.

K. White addressed the MOE's response letter and mentioned that it is provided as part of MOE's role to give technical and regulatory advice. Some key points in the letter include updating the consultation report by adding discussion papers and correspondence from MOE, First Nations and response letters from RLWAC members. All correspondence should be documented or at least included in appendices. The upgrade dates for GNPCC and NBPCC are also a key item. As the dates remain undefined in the draft report distributed earlier to the committee, it is unclear what the public had concluded on those matters and how the public input received has been factored into the selection process of these plant updates. The Ministry recommends updating the executive summary to contain a concluding summary of the

public consultation results for the RDN Board and Ministry's consideration in the final decision making process.

The Chair opened the floor to questions or discussion.

G. Gibson questioned whether the RDN is considering doing an environment assessment or impact study on either of the outfalls or if it's even required?

R. Alexander replied that the RDN is working on the operating certificates for the two facilities with the MOE and looking at what is appropriate for environmental impact assessments in terms of monitoring in the field.

K. White commented that there is an Environment Impact Study guideline document that contains standardized requirements and in following that process it is a comprehensive study that is done to identify the level of treatment that would be required to ensure protection of the environment and human safety.

R. Alexander invited the committee to provide any comments that need to be forwarded to the Board.

NEXT MEETING

TBA

ADJOURNMENT

Chairman Holme adjourned the meeting at 1:16pm.

G. Holme, Chairman

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING**

WEDNESDAY, APRIL 2, 2014

10:00 AM

(Lighthouse Community Centre, Qualicum Bay)

ATTENDANCE: Bill Veenhof, Chair, Director, RDN Board
Barry Ellis
Richard Leontowich
David Wiwchar
Valerie Weismiller

STAFF: Wendy Marshall, Manager of Park Services
Elaine McCulloch, Parks Planner

CALL TO ORDER

Chair Veenhof called the meeting to order at 10:04am.

Appointment of Secretary

MOVED R. Leontowich, SECONDED Barry Ellis, that Mr. David Wiwchar be nominated for the position of secretary. As there were no other nominations, B. Veenhof declared Mr. D. Wiwchar as Secretary.

DELEGATION

Sheena McCorquodale, Lighthouse Community Centre Society – Re: Funding for Maintenance Project

MOVED B. Veenhof, SECONDED B. Ellis that staff be directed to review potential funding sources to accommodate capital and maintenance projects requests for the Lighthouse Community Centre.

CARRIED

MOVED B. Veenhof, SECONDED V. Weismiller that staff review and make recommendations to reallocate funding in the 2014 Electoral Area 'H' Community Parks budget and Five Year Financial Plan to provide funding assistance to Lighthouse Community Centre Society for capital and maintenance projects at the Lighthouse Community Centre.

CARRIED

MINUTES

MOVED R. Leontowich, SECONDED Barry Ellis that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held December 4, 2013 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Beach Access Priorities

Ms. McCulloch provided a brief summary outlining the water access development priorities for 2014. Water Access signage will be installed at the following MOTI water access sites at which the RDN currently has MOTI permits or leases: #47(Deep Bay Dr.) ;#42 (Shoreline Dr.) ; #36 (Buccaneer Beach Rd.); #31 (Bowser Rd.) ; #24 (Nile Rd.); #23 (Crane Rd.); #18 (Sunny Beach Rd.); #17 (Baywater Rd.); #11 (Alert Rd.)

RDN staff is to investigate typical signage design for water access sites, apply for MOTI permits for all identified signage sites, investigate and confirm that the existing access trails/parking/improvements are not trespassing on private property and to install signs in the fall of 2014.

REPORTS

Monthly Update Regional and Community Parks and Trail Projects June – December 2013

Monthly Update Regional and Community Parks and Trail Projects – January 2014

Ms. McCulloch gave a summary of the Regional and Community Parks and Trail Projects reports.

- Willow tunnel at Henry Morgan Park needs to be replaced due to deer harvest.
- Oakdown Community Trails – staff preparing a signage plan, signage installation will follow in 2014. Crown property lease is due for renewal in 2015.
- Temporary Trail to Henry Morgan Park– staff will ribbon a trail route this spring and work with volunteers to develop a temporary trail.

2014 Parks Work Plan

Ms. McCulloch reviewed the Parks Work Plan items for Area 'H'.

MOVED V. Weismiller, SECONDED R. Leontowich that the reports be received.

CARRIED

NEW BUSINESS

Updated "Breath" Regional Parks and Trails Guide

New, updated copies of the updated "Breath" Regional Parks and Trails Guide were provided to Committee members.

Community Parks and Trails Strategy – Final

Handouts of Community Parks and Trails Strategies Plan and Regional Parks and Trails Guide were provided to Committee members.

Discussion on:

- possible paved trail along 19A from Deep Bay to Shaw Hill with a possible rest stop
- possible rest stop on highway 19 near lights at Horne Lake turnoff
- more community involvement required re: Dunsmuir Park and what should be done?
- rail traffic on the island

- the need of a skate board park and dog park.

ADJOURNMENT

MOVED Valerie Weismiller that the meeting be adjourned at 11:52 am.

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, APRIL 16, 2014
7:00PM
(CEDAR HERITAGE CENTRE)

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Kerri-Lynne Wilson
Patti Grand
Bernard White
Angela Vincent
Eike Jordan
Carolyn Mead

Staff: Hannah King, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Andrew Thornton

CALL TO ORDER

Chair McPherson called the meeting to order at 7:03 PM.

CARRIED

MINUTES

MOVED Commissioner Grand, SECONDED Commissioner Vincent that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 19, 2013 be received as amended.

CARRIED

MOVED Commissioner Vincent SECONDED Commissioner Grand that the minutes of the Electoral Area 'A' Recreation Grants Sub-Committee held via email, ending March 20, 2014 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Grant Approvals

MOVED Commissioner Mead, SECONDED Commissioner Jordan that the Electoral Area 'A' Grant-In-Aid application from the Cedar 4H Club be approved for a total of \$1,500.00 towards the club's expenses for materials.

CARRIED

REPORTS**PARKS****Monthly Update of Regional and Community Parks and Trail Projects –Feb -Mar 2014****Skate Park Construction Update (*verbal*)**

Ms. McCulloch answered questions about the monthly report. She updated that park Staff met with MOTI staff to review installing a crosswalk and associated signs on Woobank Road crossing the Morden Colliery Trail. Permission was given for signs to be installed but not a crosswalk. MOTI will install when the signs are ready. Ms. McCulloch said she would inquire about having a horse rider on the sign as well as a hiker.

Chair McPherson commended the quick response of parks staff when he inquired about moving a boulder at NRRP that a community member told him about that is blocking access for a wheelchair to enter the trail. The boulder being there requires extra people to go to help get a wheelchair on to the trail. Park staff efficiently had the boulder moved and will now allow better access for wheelchairs.

Beach Assesses & Undeveloped Rights-of-Way – *verbal report from Commission*

Commissioner Fiddick gave an update of where the Commissioners went and potential beach accesses. The Commissioners will view some photos of the sites and discuss over email and will then meet to compile the information for a reference guide to future access development.

RECREATION**Skate Park Official Opening Update (*verbal*)**

Ms. King gave an update of the plans for the Cedar Skate Park Opening with the Cedar Skate Parks Association. Formal opening will be at 11:00am with less formal events to follow.

MOVED Commissioner White, SECONDED Commissioner Mead that \$500 be allocated from the Electoral Area 'A' Community Parks Budget for the Cedar Skate Park Opening event.

NEW BUSINESS**Morden Colliery Tipple Funding**

Chair McPherson told the Commission some history and background about the Morden Colliery Tipples and the current funding sources.

MOVED Commissioner Vincent, SECONDED Commissioner White that funding from the Electoral Area 'A' Community Parks Budget be approved of up to \$6,500 to the Friends of Morden Mine Society for the engineering study of the Morden Colliery Tipple if the Province of BC declines to participate in providing funding to the project.

CARRIED

School Tour Update

Ms. King gave a summary and pros and cons community use of the two schools (NCIS & Woodbank) the Commission members toured for the members that could not attend.

COMMISSIONER ROUND TABLE

Commissioner Mead – Take 5 talked about the Great South Wellington Fire 100yr anniversary and feels this is an example where the community communication is being lost and could be centralized a website.

Commissioner Grand – Feels the lack of communication is being felt with the lack of the programmer position that is needed with a small community. The community needs something to go to find out about these events/programs.

Commissioner Wilson- Has occurred that in the last 10 yrs. there is a lot of clearing on private lots with no development taking place with those sites and the invasive species is covering the lots. Is there anything that is done to prevent this happening on lots? Something to consider.

Commissioner White – Common community website. When lost the programmer was a significant loss to the community momentum that was gained when there was someone there. When something is started he would like to see it align with the RDN branding that is in place for a better buy-in to community support. Loves to see horses in the community and wants to see more in the parks.

IN CAMERA

MOVED Commissioner White, SECONDED Commissioner Wilson, that pursuant to Section 90(1) (e) of the Community Charter the Commission proceed to an In Camera Commission meeting to consider items related to land issues.

TIME: 8:50pm

CARRIED

ADJOURNMENT

MOVED Commissioner Vincent that the meeting be adjourned.

CARRIED

TIME: 9:00pm

Chair