



REGIONAL DISTRICT OF NANAIMO

BOARD ORIENTATION

Finance Department



Finance Team

- **Tiffany Moore, Acting Chief Financial Officer**
- **Manvir Manhas, Manager, Capital Accounting & Financial Reporting**
- **Jane Lumb, Acting Manager, Accounting Services**
- **Kurtis Felker, Manager, Purchasing**
- **Sheryl Horner, Manager, Payroll**

Administrative Orientation

Director's Dashboard

- Bylaw 1770.03 A Bylaw to Authorize the Payment of Remuneration, Expenses & Benefits to Directors, Alternate Directors and Committee Members
- Policy A1.31 Board Members' Equipment and Expense Claims
- Remuneration
- Biweekly amount
 - Additional Meeting Amounts
- Benefits
 - EA Directors at RDN cost (requisitioned in EAs only)
 - Municipal Directors at own cost

Updated on October 26, 2022

Directors' Dashboard

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Welcome to your role as a Director on the Regional District of Nanaimo (RDN) Board.

This secure area of the RDN website has been designed to help you become acquainted with your role. The documents and information included in this section are those that will provide the most value during a very steep learning curve. They are the most current versions available and will be updated as new versions become available.

There are many documents that guide the work of the RDN with only a handful referenced here. Please consider this area a work in progress and should you have any suggestions for improvement, please contact Christine Holt at cholt@rdn.bc.ca or 250-268-7301.

Directors' Dashboard

[General Information about the RDN](#)[Departments / Responsibilities](#)[Bylaws and Policies](#)[Key Information for Directors](#)[Director Compensation and Forms](#)[Contact Information](#)[Financial Reports](#)[General Information about the RDN](#) ▼[Departments / Responsibilities](#) ▼[Bylaws and Policies](#) ▼[Key Information for Directors](#) ▼[Director Compensation and Forms](#) ▼[Contact Information](#) ▼[Financial Reports](#) ▼[Agendas,
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< NOVEMBER 2022 >

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27	28	29	30	1	2	3
4	5	6	7	8	9	10

Director Compensation and Forms



Director Compensation and Forms

› Remuneration and Benefits

› Director Remuneration Handbook

› Director Benefits Booklet - Pacific Blue Cross

› Forms

› Director Remuneration and Mileage Form

› Filling out Director Remuneration and Mileage Form - Helpful Tips

› Director Expense Claim Form

› Alternate Director Appointment Form

› Financial Disclosure Form

Administrative Orientation

New enrollment forms for new Board members

- Set up for Payroll and Accounts Payable direct deposits
- Benefits – EA Directors at RDN cost, Municipal Directors at own cost
- **Sheryl Horner, Payroll Manager** is available at (250) 390-6596 or shorner@rdn.bc.ca for assistance

Remuneration:

- Biweekly amount - automatic
- Additional Meeting remuneration – claim submission (monthly)
- Mileage Claim Form
- Expense Claim Form
- **Jane Lumb, Acting Manager, Accounting Services** is available at (250) 390-6563 or jlumb@rdn.bc.ca for assistance

Introduction - Legislative Requirements

The Local Government Act provides the following Financial Plan legislative requirements:

- Must be adopted by Bylaw before March 31 each year
- Must be for a 5-year Period
- Must include Public Consultation


<https://www.getinvolved.rdn.ca/rdn-budget-talks>

 **COVID-19 and impacts to RDN services** [Click here for information](#)

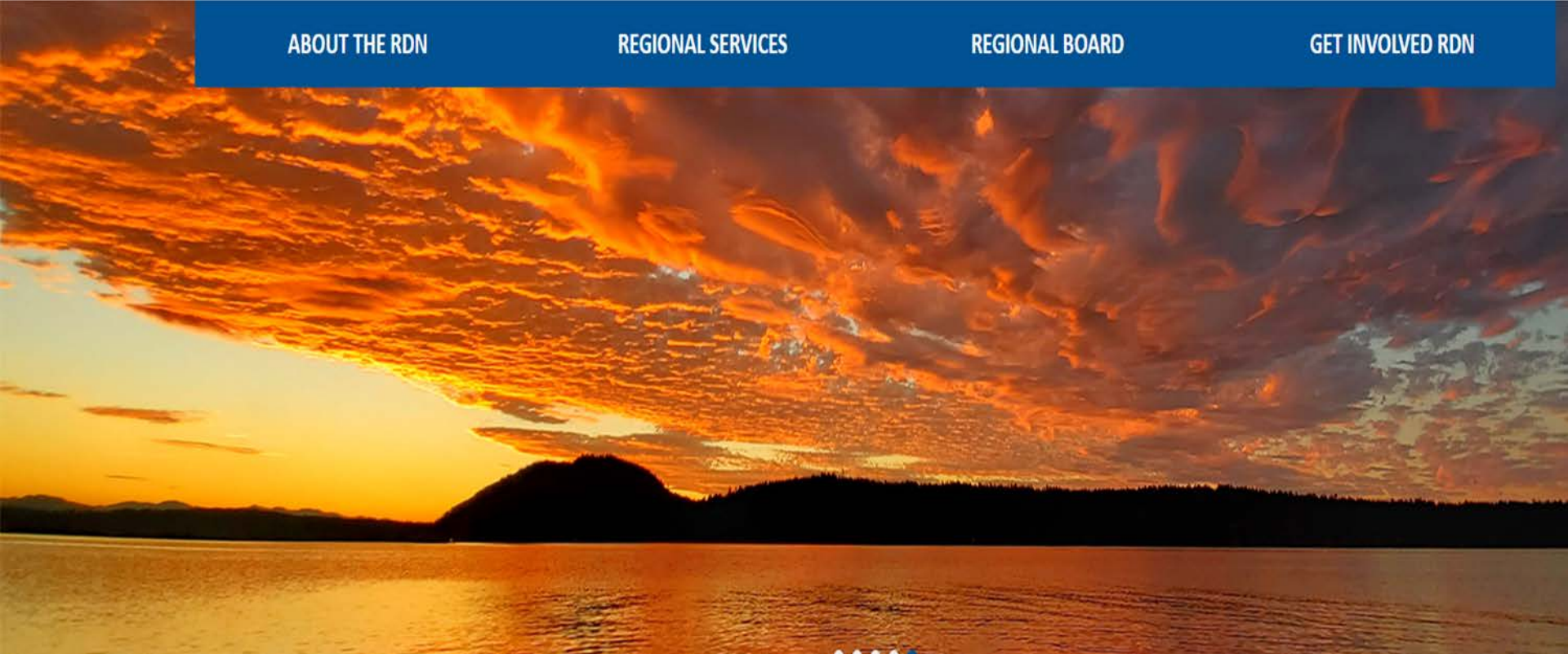


Get Involved RDN!

I WANT TO 

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- [REGIONAL SERVICES](#)
- [REGIONAL BOARD](#)
- [GET INVOLVED RDN](#)





Home / RDN Budget Talks

RDN Budget Talks



Learn about our budget process and ask questions. We will be providing updated documents as they become available to help you understand how your tax dollars are spent at the RDN.

How you can be involved and find out more.

- Register (tab at the top of this page). By registering, you will be kept up-to-date when budget information is shared through our electronic communications.
- Information is shown for each of the Electoral Areas and Municipalities within the RDN.
- You can read the [budget documents](#), to see what has been budgeted for your area, where the money comes from and [Continue reading](#)

What's New Survey Q & A

2022-2026 Amended Financial plan

REGISTER to get involved!

Timeline

- March 8, 2022**
Amended 2022-2026 Financial Plan presented to RDN Board for adoption
- March-October, 2022**
Proposed 2023-2027 financial plan preparation
- December 6, 2022**
Provisional 2023-2027 Financial Plan presented to RDN Board (Capital projects, New Service levels, New Positions)
- February 14, 2023**
Preliminary 2023-2027 Financial Plan presented to Committee of the Whole
- February 28, 2023**
Preliminary 2023-2027 Financial Plan presented to RDN Board

Budget Documents

More..

Introduction - Legislative Requirements

2022-2026 Amended Financial Plan is found at: rdn.bc.ca/financial-reports

The RDN has 107 service areas (Detail distributed today)

- Each service is treated like their own entity
- Surplus stays with the service
- Funds cannot be transferred from one service area to another

NRHD is governed by different legislation. This budget will be reviewed at NRHD Board meeting beginning 12:30 pm on December 6, 2022.

Budget Schedule

- May 2: Budget software open for staff budgeting
- Sept 30: New Staffing, New Service Levels & Capital complete
- Oct 26-Nov 10: ELT review of New Staffing, New Service Levels & Capital
- Dec 6: New Staffing, New Service Levels & Capital (COW)
- Jan 17: Provisional Financial Plan Presentation (COW)
- Feb 8 & 9: Member Summary Financial Plan presentation (COW)
- Feb 14: Provisional Financial Plan presentation (COW)
- Feb 28: Provisional Financial Plan adoption (Board)

* ELT – Executive Leadership Team (CAO, GM Corporate Services, GM Planning, Development, & Emergency Services, GM Recreation & Parks, GM Regional Community Utilities and Solid Waste, Manager, Strategy & Intergovernmental Services and Executive Assistant

Budget Schedule

2023-2027 Financial Plan review is required in February as the following data is not available until then:

- 2023 Assessment
- 2022 Actuals
- Final Parcel Count
- Englishman River & Arrowsmith Water Service Joint Ventures
- External costs for other jurisdictions - Northern Community Sports Field Agreement, Southern Community Recreation, 911

Budget Schedule

- The 2023-2027 Proposed budget is based on the previously approved 2022-2026 Financial Plan.
- The Board Strategic Plan is also integrated along with direction received from the Board.
- Staffing Level recommendations, Service Level recommendations, adjustments for capital projects estimated to carry forward to 2023 and new capital items will also be incorporated.

Property Taxes

- RDN has no ability to tax
 - Requisitions are sent to Municipalities or the Surveyor of Taxes
- Funds are received by August 1 each year
- Rate per \$1,000 = Total Funds Required / Total Assessment / 1,000
 - We prepare member summaries where we apply the rates to the Average Residential Value



Administrative Allocation

- Board approved Policy A2.26 June 22, 2021 to establish a framework for the allocation of administrative costs of central administration to the various services of the Regional District
- Local Government Act 379(1)
“All costs incurred in relation to a service, including costs of administration attributable to the service, are part of the costs of that service”
- Methodology is guided by the objectives of Accuracy, Efficiency and Consistency
- If Administrative Cost Allocation increases by > 50%, increase will be made over 2 years
 - 2023 is the second year of the 2 year implementation

Administrative Allocation

Admin Building Allocation

- Each service is allocated a portion of the Admin Building operating and maintenance costs including replacement reserve
- Allocation is based on square footage of use assigned to the service
- There are impacts to services that otherwise were not contributing to the costs associated with the building
- Space Planning was initiated in 2022

Community Works Funds

- Canada, BC and UBCM entered into an agreement to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities
- RDN's Community Works Fund Agreement with UBCM is for 2014 to 2024
- RDN's last distribution of funds will be received in 2023
- As UBCM is negotiating a new agreement, they have asked that we identify use for all existing funds
- Funds are distributed to both Municipalities and Regional Districts
 - Opportunities exist to combine funds for common projects

Questions?