



**To:** Evangeline Hanuse, Acting CAO

**CC:** Board of Directors, CCRD

**From:** Donna Mikkelson, Service Provider

**Meeting Date:** December 09, 2021

**Subject:** Collabria Mastercard

**Recommendation:**

THAT the board of directors designate Evangeline Hanuse, Corporate Officer and Yene (Sandra) Byun, Finance Manager as authorized business representatives of the Central Coast Regional District in the matter of Collabria Mastercard and further, that past Chief Administrative Officer Courtney Kirk be removed as the authorized business representative and as an authorized user of the credit card.

**Issue/Background Summary:**

Past CAO Courtney Kirk has been the authorized business representative for the Central Coast Regional District in the matter of a Collabria Mastercard. Since her departure, the regional district must designate another business representative.

**Policy, Bylaw or Legislation:**

For purchasing and procurement – Policy A-26

**Financial/Budgetary Implications:**

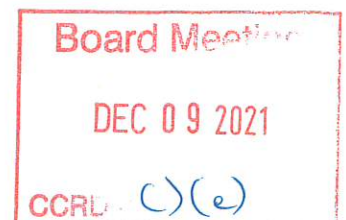
None. The credit card provides for efficient and necessary purchasing on behalf of the regional district.

**Time Requirements – Staff and Elected Officials:**

Administrative time only to make the switch with the assistance of personnel at the Williams Lake and District Credit Union.

**Options to Consider:**

None.



**Risk Management – Refer to Policy A-36:**

The categories that account for potential risks that may be realized by the district during its regular operations are: financial, asset management, information technology and business continuity. The risk or potential risks have been evaluated and assessed as low. There are no additional plans, controls or mitigation steps that will be implemented or taken to minimize the risk to the Central Coast Regional District.

Submitted by:   
Donna Mikkelson, Service Provider

Reviewed by:   
E. Hanuse, Acting Chief Administrative Officer