

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, MAY 10, 2005

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

5 **Ken Zakreski, Gabriola Radio, re funding.**

MINUTES

11 **Minutes of the regular Committee of the Whole meeting held Tuesday, April 12, 2005.**

BUSINESS ARISING FROM THE MINUTES

COMMUNICATION/CORRESPONDENCE

12-13 **Errin Armstrong, UBCM, re Policing Costs Resolution.**

14-16 **Murray Coell, Minister of Community, Aboriginal and Women's Services, re Water Conservation Regulation.**

UNFINISHED BUSINESS

COMMUNITY SERVICES

EMERGENCY PLANNING

17-18 **West Nile Virus Risk Reduction Initiative.**

REGIONAL GROWTH MANAGEMENT

19-20 **Regional Growth Strategy – Annual Report for 2003-2004. (Annual Report included as separate enclosure)**

CORPORATE SERVICES

ADMINISTRATION

21-22 **Renewal of Legal Services Contracts.**

FINANCE

- 23-54 2004 Financial Information Report.
- 55-73 2004 Audited Financial Statements.
- 74-89 Operating Results to March 31, 2005.
- 90-92 Annual Report of Directors' and Committee Members' Remuneration and Expenses.
- 93-97 Amendments to Authorization to Purchase and Pay - Policy A2.9.
- 98-101 Selection of Consultants - Policy A2.17.
- 102-104 Alberni Clayoquot Regional District – Permissive Tax Exemption.

HOSPITAL

- 105-111 2004 Audited Financial Statements.

DEVELOPMENT SERVICES

ENGINEERING

- 112-114 Request for Authority to Establish a Sidewalk Function in Electoral Area 'E'.

BUILDING INSPECTION

- 115-116 Section 57 of the Community Charter – Contravention of Bylaws.

BYLAW ENFORCEMENT

- 117-156 Bylaw Enforcement Ticket Information Bylaw No. 1418.
- 157-160 Discharge of Firearms in Nanoose Harbour Area.

ENVIRONMENTAL SERVICES

LIQUID WASTE

- 161-166 Sewage Disposal Regulation Amendment Bylaw No. 1224.02 – Pump and Haul.

SOLID WASTE

- 167-180 Solid Waste Management Regulation Bylaw No. 1428 – Commercial Food Waste Ban.
- 181-182 Ground and Surface Water Monitoring Services Contract – Regional Landfill.

UTILITIES

- 183-193 Melrose Terrace Water Local Service Area Rates and Regulations Bylaw No. 1434 – Area F.
- 194-203 Melrose Terrace Water Local Service Area Uses Restrictions Bylaw No. 1435 – Area F.
- 204-209 French Creek Sewer Local Service Area Bylaw No. 813.32 and Northern Community Sewer Local Service Area Bylaw No. 889.31 – 1355 Lundine Lane – Area G.
- 210-216 Surfside Sewer Local Service Area Bylaw No. 1124.04 and Northern Community Sewer Local Service Area Bylaw No. 889.32 – 121 Kinkade Road – Area G.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

- 217-229 Minutes from the meeting of the District 69 Recreation Commission held April 21, 2005. (for information)
- 1. That the Commission support the City of Parksville, the Town of Qualicum Beach and the Regional District in preparing a bid to host the 2007 or 2008 BC Seniors Games with the condition that a volunteer Community Champion may be found to promote the bid.*
 - 2. That the Regional District, on behalf of the Parksville Curling Club, request that the City of Parksville seek electorate consent to lease the subject property to the RDN for a term of twenty years for the purpose of the operation of a public recreation facility.*
 - 3. That the implementation of a three month pass program for Oceanside Place beginning September 1, 2005, be approved.*

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

- 230-231 Minutes from the meeting of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project held April 28, 2005. (for information)

Area 'A' Recreation Services Study Project Advisory Committee.

- 232-236 Minutes from the meetings of the Area 'A' Recreation Services Study Project Advisory Committee held April 12 and April 21, 2005. (for information)

Emergency Preparedness Standing Committee.

- 237-240 Minutes from the meeting of the Emergency Preparedness Standing Committee held April 28, 2005. (for information)

Grants-in-Aid Committee.

241-242

Minutes from the meeting of the Grants-in-Aid Committee held April 29, 2005.
(for information)

School District 68:

<i>Cedar School & Community Enhancement Society</i>	\$	800
<i>Festival Gabriola</i>	\$	400
<i>Nanaimo Pumpkin Festival</i>	\$	400
<i>Nanaimo Search & Rescue</i>	\$	800

School District 69:

<i>Bard to Broadway Theatre Society</i>	\$	400
<i>District 69 Family Resource Association</i>	\$	900
<i>Ladies Auxiliary to Royal Canadian Legion -- Bowser</i>	\$	2,000
<i>Lighthouse Country Business Association</i>	\$	500
<i>Oceanside Community Response Network</i>	\$	300
<i>Old School House Arts Centre</i>	\$	900
<i>Parksville Garden & Parkland Society</i>	\$	500
<i>Qualicum Cat Rescue</i>	\$	500

Verbal Reports As Available:

Arrowsmith Water Service Management Committee
Deep Bay Harbour Authority
Island Corridor Foundation
Mt. Arrowsmith Biosphere Foundation
Municipal Finance Authority
Municipal Insurance Association
North Island 911 Corporation
RDN Emergency Planning Committee
Regional Library Board
Regional Transportation Advisory Committee
Treaty Advisory Committee
Vancouver Island Biosphere Centre

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

IN CAMERA

ADJOURNMENT

Burgoyne, Linda

From: Gabriola Radio [gabriolaradio@shaw.ca]
Sent: Monday, May 02, 2005 1:21 PM
To: Burgoyne, Linda
Cc: gailund@shaw.ca; Avery, Nancy
Subject: May 10th committee board meeting

Hi Linda,

Further to my discussion with Nancy Avery. I would like an opportunity to present to the committee meeting May 10th on the issue of funding a service to electoral area B. Please schedule in a delegation attendance and confirm with dates and times. I would appreciate knowing when the agendas for the meeting are prepared.

Thank you,

Ken Zakreski, developer
gabriolaradio@shaw.ca
proposed ciuf-fm, Gabriola Co-op Radio
#9 - 575 North Road, Gabriola Island, BC, V0R 1X0
Ph: 250-247-9891, Fax: 250-247-9852
<http://members.shaw.ca/gabriolaradio/>

Host BCRC03
British Columbia Radio Conference
Sat/Sun August 30th/31st, 2003
<http://members.shaw.ca/gabriolaradio/BCRC03.htm>

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, APRIL 12, 2005, AT 7:00 PM
IN THE RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director H. Kreiberg	Electoral Area A
Director G. Lund	Electoral Area B
Director E. Hamilton	Electoral Area C
Alternate	
Director B. Jepson	Electoral Area D
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director R. Longmuir	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director L. Sherry	City of Nanaimo
Alternate	
Director J. Manhas	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director R. Cantelon	City of Nanaimo

Also in Attendance:

K. Daniels	Chief Administrative Officer
B. Lapham	Deputy Administrator
N. Connelly	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
N. Avery	Manager of Financial Services
N. Tonn	Recording Secretary

DELEGATIONS

Greg Spears, Vancouver Island Biosphere Centre, re Project Update.

Mr. Spears introduced Glen Jamieson, who provided the Committee with a verbal and visual update of the Vancouver Island Biosphere Centre project and requested the Board's support in identifying a suitable site for the Centre.

Carol Roberts, re Traffic Light at Lee Road Intersection.

Alan Birchard presented a number of concerns and safety issues that he thinks should be addressed by the installation of traffic signals at the intersection of Lee Road and the Island Highway. He requested that the Board support residents in requesting the Ministry of Transportation to respond to the concerns due to the growing use of the intersection by commercial and residential vehicles. Ms. Roberts also stressed the need for traffic lights at the Lee Road/Island Highway intersection by providing information on a serious motor vehicle accident.

MINUTES

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the Committee of the Whole meeting held March 8, 2005 be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

F.S. Rockwell, Vancouver Island Health Authority, re West Nile Virus.

MOVED Director Holme, SECONDED Director Cantelon, that the correspondence received from the Vancouver Island Health Authority with respect to the spread of West Nile Virus, be received.

CARRIED

The Chief Administrative Officer noted that staff will be attending the Technical Working Group meeting sponsored by the Vancouver Island Health Authority on April 22, 2005 and that a report will be forwarded to the Board with information obtained with respect to the regional control of the vector mosquito and the West Nile Virus.

COMMUNITY SERVICES

RECREATION & PARKS

Park Proposal for Arrowsmith Massif.

MOVED Director McNabb, SECONDED Director Hamilton,:

1. That the Regional District of Nanaimo formally join the Alpine Club of Canada and the Federation of Mountain Clubs of British Columbia in partnering to approach the BC Government to seek the creation of a Provincial wilderness park for Crown Land Block 1380 (the Arrowsmith Massif).
2. That the Regional District of Nanaimo request the Board of the Alberni-Clayoquot Regional District support this initiative and invite their participation.

CARRIED

Oakdown Community Park Adjunct II/Trail Network License – Area H.

MOVED Director Bartram, SECONDED Director Longmuir, that Land and Water BC's offer of a 10-year license of occupation for Lots 39, 45 and 46, Plan 1884, DL 89, Newcastle District, be accepted.

CARRIED

Nanaimo River Regional Park Management Plan.

MOVED Director Kreiberg, SECONDED Director McNabb, that the Nanaimo River Regional Park Management Plan be approved.

CARRIED

REGIONAL GROWTH MANAGEMENT

Regional Context Statement – City of Nanaimo.

MOVED Director Holdom, SECONDED Director Westbrook, that the Regional District of Nanaimo continue to accept the City of Nanaimo Regional Context Statement.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Signing Authorities for Deputy Administrator.

MOVED Director Westbrook, SECONDED Director Holme,:

1. That Robert Lapham, Deputy Administrator, be added as a signing authority for all financial instruments as outlined in agreements with the Royal Bank of Canada, the Municipal Finance Authority and Canaccord Capital and that this authorization apply equally to the Regional District of Nanaimo and the Nanaimo Regional Hospital District.
2. That the position and signature of the General Manager, Corporate Services are hereby revoked from all agreements with the institutions noted above.

CARRIED

HOSPITAL

Nanaimo Regional Hospital District Capital Equipment (2004) Bylaw No. 137.

MOVED Director Sherry, SECONDED Director Hamilton, that "Nanaimo Regional Hospital District Capital Equipment (2004) Bylaw No. 137, 2005" be introduced for first three readings.

CARRIED

MOVED Director Sherry, SECONDED Director Hamilton, that "Nanaimo Regional Hospital District Capital Equipment (2004) Bylaw No. 137, 2005" having received three readings be adopted.

CARRIED

DEVELOPMENT SERVICES

PLANNING

Sewerage System Regulations.

MOVED Director Bartram, SECONDED Director Holdom, that the Board receive the sewerage system regulations report for information.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that a letter be sent to the Ministry encouraging the sewage disposal industry to take advantage of emerging technology but advising that the RDN has serious concerns about past and proposed approval, monitoring and enforcement of sewage disposal system performance. Further that the Ministry be advised that not all areas of the Regional District are subject to building inspection.

CARRIED

ENVIRONMENTAL SERVICES

LIQUID WASTE

Greater Nanaimo Pollution Control Centre Tunnel Exit and Odour Control Construction Project Tender Award.

MOVED Director Sherry, SECONDED Director McNabb, that the Regional District of Nanaimo award the contract to construct the tunnel exit and odour control works to Forbes Industrial Contractors Ltd. for the tendered price of \$690,150.

CARRIED

SOLID WASTE

Commercial Food Waste Ban.

MOVED Director Sherry, SECONDED Director McNabb, that the Board ban commercial food waste from RDN disposal facilities, effective June 1, 2005 in accordance with the Solid Waste Management Plan.

CARRIED

Partners for Climate Protection Program Update.

MOVED Director Sherry, SECONDED Director McNabb, that the update on the implementation of the Partners for Climate Protection Program be received by the Board for information.

CARRIED

Climate Change Standing Committee.

MOVED Director Sherry, SECONDED Director Longmuir, that the minutes of the Climate Change Standing Committee meeting held April 6, 2005 be received for information.

CARRIED

UTILITIES

French Creek Sewer Local Service Area Bylaw No. 813.31 and Northern Community Sewer Local Service Area Bylaw No. 889.30 – H & F Ventures Ltd. – Lee Road – Area G.

MOVED Director Sherry, SECONDED Director Bartram,:

1. That "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.31, 2005" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Local Service Area Amendment Bylaw No. 889.30, 2005" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Growth Monitoring Advisory Committee/State of Sustainability Project.

MOVED Director Holdom, SECONDED Director Bartram, that the minutes of the Regional Growth Monitoring Advisory Committee/State of Sustainability Project meeting held March 10, 2005 be received for information.

CARRIED

Intergovernmental Advisory Committee.

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the Intergovernmental Advisory Committee meetings held March 10 and March 31, 2005 be received for information.

CARRIED

Area 'A' Parks and Green Spaces Advisory Committee.

MOVED Director Kreiberg, SECONDED Director Hamilton, that the minutes of the Electoral Area 'A' Parks and Green Spaces Advisory Committee meetings held November 18, 2004 and January 20, 2005 be received for information.

CARRIED

Nanoose Bay Parks and Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director Dempsey, that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held March 7, 2005, be received for information.

CARRIED

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Biggemann, that the minutes of the District 69 Recreation Commission meeting held March 17, 2005, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Traffic Light at Lee Road Intersection.

MOVED Director Cantelon, SECONDED Director Westbroek, that the Regional District send a letter to the Provincial Ministry of Transportation to express the concerns regarding the safety of the Lee Road and Highway 19A intersection and recommend that a lighted signal control be installed and further that the correspondence be copied to the Insurance Corporation of BC.

CARRIED

Vancouver Island Biosphere Centre Project.

MOVED Director Westbroek, SECONDED Director Jepson, that staff review the criteria and look at the serviceability of possible sites within the Regional District for a Biosphere Centre and report back to the Board.

CARRIED

NEW BUSINESS

City of Nanaimo Recreation Funding.

Director Cantelon noted that the Province has announced that the City of Nanaimo will receive a grant in the amount of \$8.35 Million to fund the construction of the twin ice streets in the new Arena.

Forestry Land Downsizing.

MOVED Director Cantelon, SECONDED Director Holdom, that staff prepare a report for the Board which would identify forestry land sites within the Regional District including Mount Benson, that may be proposed for subdivision and should be considered for zoning amendments that would restrict minimum parcel sizes to 50 hectares.

CARRIED

Englishman River Regional Park.

The Chairperson congratulated the Board and staff on the Official Opening of the Englishman River Regional Park, the \$260,000 funding announced by the Provincial Government for the pedestrian bridge crossing at Top Bridge and the presentation by the Nanaimo Land Trust of a picture of Lot 604.

Island Corridor Foundation.

The Chairperson invited Board members to the press conference being held by the Island Corridor Foundation in the RDN Board Chambers at 2:00 pm, April 13, 2005.

ADJOURNMENT

MOVED Director Sherry, SECONDED Director Bartram, that this meeting terminate.

CARRIED

TIME: 8:15 PM

CHAIRPERSON

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

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10511 Shallders Way
Richmond
British Columbia
Canada V6X 2W9
604.270.8226
Fax 604.270.9116
Email: ubcm@services.bc.ca

PRESIDENT
DIRECTOR
AARON DUNWOODIE
EXECUTIVE DIRECTOR
RICHARD TAYLOR

CELEBRATING OUR
LEGACY,
CHARTING OUR
FUTURE

1905-2005

RECEIVED
APR 21 2005
REGIONAL DISTRICT
of NANAIMO

April 18, 2005

Maureen Pearse
Manager of Admin. Services
Nanaimo Regional District
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Ms. Pearse:

RE: B44 POLICING COSTS

The above referenced resolution, sponsored by your regional district, was endorsed by the UBCM membership at the 2004 Convention and conveyed to the provincial government for comment. A response has been received from the Ministry of Public Safety and Solicitor General and is enclosed for your review.

I trust this information will be of assistance to you. Please feel free to contact me at the UBCM office at 604.270.8226 ext. 115 if you have any questions.

Sincerely,



Errin Armstrong
Policy Research Officer

Enclosure

570/70/2004/ProvRes/NanaimoRDB44



B44 POLICING COSTS

WHEREAS the Province of BC has determined that electoral areas and municipalities under a population of 5,000 will contribute towards the cost of rural police financing beginning in 2007, as stated by the Solicitor General at the 2003 UBCM Convention;

AND WHEREAS the UBCM has committed to working with the Ministry and the RCMP to establish a committee and develop a best practice guide to ensure input from small communities and rural areas in the delivery of local police services:

THEREFORE BE IT RESOLVED that any tax to be levied be negotiated by UBCM with the Province of BC based on the following principles:

- That any formula implemented to recover policing costs be based on the principle of fairness and equity, in which all regional districts are treated equally and contribute to policing by paying their share based upon the service provided and not through an 'ability to pay' formula;
- That any tax to be implemented by the Province to cover policing costs be identified as a provincial policing cost tax and not a regional district tax for the purpose of collection;
- That community policing remain the responsibility of the Province but that a formal mechanism be developed for local government, municipalities and electoral areas to act in an advisory capacity on policing issues affecting local communities; and

That the Provincial Rural Tax levied on the Rural Property Tax Notice be acknowledged as part of any electoral area tax contribution for community policing in each regional district.

RESPONSE OF: MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

This government is committed to continue working with local government, municipalities and electoral areas toward a fair and equitable solution to recovery of policing costs in areas of the province with a population under 5,000.

The points raised by UBCM regarding the tax collection purpose and contribution will be taken under consideration.



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO		GM FS	
DA CCD		McF	
APR 25 2005			
<i>Red Coombes</i>			



Ref: 112261

April 15, 2005

Joe Stanhope, Chair
Regional District of Nanaimo
6300 Hamond Bay Rd
Nanaimo BC V9T 6N2

Dear Mr. Stanhope:

In response to local government requests, I am pleased to inform you that I am implementing a new Water Conservation Regulation that will include a requirement for the use of 6-litre water closets (ultra low-flush fixtures) in your jurisdictional area. It is intended that this new provincial Regulation will place no new regulatory burden on your local government. Copies of the Minister's Order and the new Water Conservation Plumbing Regulation are attached.

The new regulation will become effective on September 30, 2005. This will provide a transition period for communication to the public and the building industry.

Increasing demand for water, combined with supply shortages, has highlighted the need to use existing water supplies more efficiently. Bathroom plumbing fixtures are a major component of water use and your jurisdiction should realize significant water savings from the mandatory installation of ultra low-flush units.

Should you have any inquiries concerning this new Water Conservation Plumbing Regulation, please contact the Building Policy Branch of the Ministry of Community, Aboriginal and Women's Services at 250 356-9011 or e-mail BLDPOLBR@gov.bc.ca Thank you for working with the Ministry to address this important issue.

Yours truly,

Murray Coell
Minister

Attachments (2)

pc: Mike Donnelly, Manager of Utilities, Regional District of Nanaimo

Ministry of Community,
Aboriginal and
Women's Services

Office of the Minister

Mailing Address:
PO Box 9042 Stn Prov Govt
Victoria BC V8W 9E2

Phone: 250 387-2283
Fax: 250 356-8508

Location:
Room 103
Parliament Buildings
Victoria

www.gov.bc.ca/mcaaws

WATER CONSERVATION PLUMBING REGULATION

Maximum flow rates

- 1 The flow rates of fittings that supply water to plumbing fixtures must not exceed the maximum flow rate at the test pressures listed for that fitting in the following Table for Group C, D, and E occupancies as defined in the British Columbia Building Code.

Maximum Flow Rates for Supply Fittings		
Fittings	Maximum Flow (L/min)	Test Pressure (kPa)
Lavatory Faucet	8.3	415
Kitchen Faucet	8.3	415
Shower Head	9.5	550

Maximum water consumption

- 2 The flush cycle for the installation of a new water closet or urinal provided in a Group C, D, or E occupancy, as defined in the British Columbia Building Code, must not exceed the flush cycle listed for that fixture in the following table, titled Maximum Flush Cycle Table 1.

Maximum Flush Cycle Table 1	
Fixture	Litres
Water Closet (Tank Type)	13.25
Water Closet (Direct Flush)	13.25
Urinal (Tank Type)	5.7
Urinal (Direct Flush)	5.7

Maximum water consumption in certain geographic locations

- 3 Despite the requirements of section 2, within the boundaries of the following geographic locations, the installation of a new water closet or urinal in all occupancy classifications as described in the British Columbia Building Code must not exceed the flush cycle listed for that fixture in the table following paragraph (r), titled Maximum Flush Cycle Table 2:
- (a) all electoral areas of the Cowichan Valley Regional District;
 - (b) all electoral areas of the Regional District of Nanaimo;
 - (c) electoral areas C and D of the North Okanagan Regional District;
 - (d) Municipality of Bowen Island;
 - (e) Capital Regional District;
 - (f) City of Enderby;
 - (g) City of Kamloops;
 - (h) City of Vernon;
 - (i) District of Campbell River;



**REGIONAL
DISTRICT
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO		GM ES	
DA CGD		MoF	
MAY - 3 2005			
MEMORANDUM			

TO: Neil Connelly
General Manager Community Services

DATE: May 2, 2005

FROM: Jani M. Thomas
Protective Services Coordinator

FILE: 7130-03-02

SUBJECT: West Nile Virus Risk Reduction Initiative

PURPOSE

To provide information on provincial funding assistance for West Nile Virus (WNV) reduction Initiatives and for Board consideration and approval of a Regional District project for the Electoral Areas.

BACKGROUND

In March 2005 the Province announced that five million dollars would be available for local governments to commence West Nile Virus (WNV) reduction initiatives. The objective of the grant is to ensure a proactive approach to mosquito control, with the intent of reducing the risk of occurrence of WNV and reducing the impacts of the disease should it occur, emphasizing the joint responsibility of the various jurisdictional levels. The purpose of the grant is to provide financial assistance to local governments wishing to reduce the risk of WNV disease.

A Regional District application was submitted 15 April 2005, signed by the regional Medical Health Officer and forwarded to the UBCM, the administrator of the funding initiative. Staff has contacted various local authorities, and most municipalities with public works and engineering have undertaken the whole Integrated Pest Management (IPM) methodology. Since the RDN has neither the jurisdiction nor responsibility for roads or catch basins, this implementation phase of mosquito control is neither feasible nor required. As a result, the project that fits best with the needs of the electoral areas is one that focuses on risk analysis and emergency planning.

Proposed WNV Project:

1. Identifying and mapping (GPS) habitats that act as breeding sites for WNV vector mosquitoes. Most natural wetlands are self regulating in terms of mosquito control via predators or aerated/running water. Mapping will focus on ecological areas that would support mosquito breeding sites proximal to risk-ranked residential areas.
2. Sample and identify the species present for each habitat
3. Preparation of an Emergency Larviciding Plan.
4. Public Awareness of proactive mosquito control on private land.

At a WNV Technical Working Group meeting hosted by the Vancouver Island Health Authority (VIHA) and regional Medical Health Officer (MHO) Dr. Fred Rockwell, he stated that the funding was available to be used to control mosquitoes in whatever way fit a particular local authority. He further stated that he perceived this to be an emergency *planning* function, and that there was no expectation for applicants to undertake any implementation phase of IPM. Since the MHO has the authority to order a local government to commence emergency larviciding should an outbreak be identified, it demonstrates due diligence and will serve to reduce liability for the RDN to have identified potential vector 'hot spots' and to have an emergency plan in place.

ALTERNATIVES

1. To approve the WNV project
2. To not approve the WNV project.

FINANCIAL IMPLICATIONS

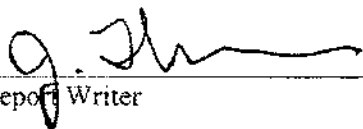
The purpose of the grant is to provide financial assistance to local governments wishing to reduce the risk of WNV disease. The available amount is 21,714.60, - a 100% grant.

SUMMARY/CONCLUSIONS

The Province has identified WNV to be a hazard, and has provided funding for local governments to undertake risk mitigation. WNV can be considered to be another addition to the hazards listed in the RDN Emergency Plan. Each of those identified hazards arose from risk analysis and creation of a mitigation plan. Utilizing the opportunity of this grant allows for the addition of a WNV contingency plan to the RDN Emergency Plan.

RECOMMENDATION

That the WNV Risk Reduction project for 2005 be approved.



Report Writer



General Manager Concurrence

CAO Concurrence

ALTERNATIVES

1. Receive the report.
2. Request that the report be amended to address specific additional or alternative projects or topics related to RGS implementation.

FINANCIAL IMPLICATIONS

Receipt of the report has no financial implications.

GROWTH MANAGEMENT IMPLICATIONS

The report identifies and highlights the wide variety of initiatives and projects that the RDN has undertaken, or is undertaking, to implement the RGS. It indicates that the RDN is continuing to undertake a wide variety of work to make the region a more sustainable place to live, the overall purpose of the RGS.

PUBLIC CONSULTATION IMPLICATIONS

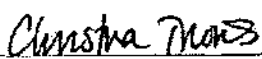
The report, once received by the Board, will be made available to the public. Hard copies of the report will be made available at RDN offices and other public venues, and electronic copies of the report will be available on the RDN web site. The report has been designed to be visually appealing and interesting to residents of the region, and fills a need identified by the RGMAC for a reader-friendly report that documents in one place the various initiatives and activities of the RDN to improve the sustainability of the region.

SUMMARY

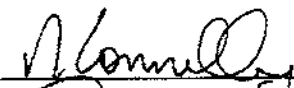
An annual report has been prepared regarding the Regional Growth Strategy and related Regional District initiatives to satisfy the requirements of the *Local Government Act*. It highlights the activities the RDN has been undertaking to make the region a more sustainable place to live. The information is presented in a format that is intended to be inviting and easy to read for residents of the region.


RECOMMENDATION

That the Regional Growth Strategy annual report for 2003 and 2004 be received.



Report Writer



General Manager Concurrence


CAO Concurrence



REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
DA CCD	Mof
MAY - 4 2005	
Cow.	

MEMORANDUM

TO: Kelly Daniels,
Chief Administrative Officer

DATE: May 2, 2005

FROM: Robert Lapham
Deputy Administrator

FILE:

SUBJECT: Renewal of Legal Services Contracts

PURPOSE

To consider renewing legal services contracts with Staples McDannold Stewart and Harris & Co. for three years in response to the RDN request for proposals.

BACKGROUND

In February 2003 the Board approved entering into two year agreements with Staples McDannold Stewart and Harris & Co. to extend their legal services contracts without proceeding with a proposal call. The current two year agreements with these firms ended in February 2005.

As per the Board policy, a formal Request for Proposal for Legal Services (RFP) was advertised in two local papers in District 68 and 69 to solicit proposals from interested firms. In addition the RFP was forwarded to a number of legal firms specializing in municipal law. The District's two existing service providers were also invited to resubmit proposals.

ALTERNATIVES:

1. Renew the current legal services contracts with Staples McDannold Stewart for municipal law advice and Harris & Co. for labour law advice for a three year term.
2. Re-advertise the 'Request for Proposals' to attract proposals from other law firms.

SERVICE IMPLICATIONS

A total of five proposals for legal services were received. Three proposals were received exclusively for labour law and two proposals were received for comprehensive municipal and labour law services. After reviewing the proposals and considering the Regional District's service requirements, staff decided to interview our existing municipal law service provider only, given the scope and competitive structure of their proposal. An overall consideration was the level of experience, expertise and service record of this firm. Services for labour law are proposed to continue with the existing labour law firm on an as need basis. As part of the evaluation, staff also considered the service requirements of the Regional District based on past legal service usage by department. The following table identifies expenditures incurred by the Regional District over the last 5 years. Expenditures, broken down by service area, have been as follows: The following table identifies expenditures incurred by the Regional District over the last 5 years. Expenditures, broken down by service area, have been as follows:

Department	2000	2001	2002	2003	2004
Community Services	\$18,674	\$16,393	\$33,839	\$21,174	\$35,349
Corporate Services	\$7,880	\$13,576	\$15,047	\$13,014	\$12,255
Development Services	\$55,111	\$75,012	\$62,677	\$69,023	\$65,211
Environmental Services	\$30,250	\$25,397	\$28,671	\$33,992	\$50,665
Totals	\$111,915	\$130,378	\$140,234	\$137,203	\$163,480

FINANCIAL IMPLICATIONS:

If the Board renews the legal services contract with Staples McDannold Stewart for another three years, their firm is proposing to maintain its proposed rates for the three year term. The proposed arrangement would include attendance at the Regional District offices to meet with staff once every two weeks and attendance at up to four Committee or Board meetings or public hearings per year without charge for travel time. If the Board renews its legal services contract with Harris & Co., their firm is also proposing to maintain its hourly rates for the three year term. Both firms have also offered to provide seminars to staff on current issues and trends in their areas of expertise.

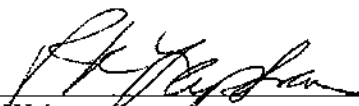
Staff has compared the rates proposed by our current legal services providers with those charged by firms specializing in areas of municipal and labour law and have found the proposals to be very competitive with marketplace. Therefore the selection of a firm or firms that would provide legal services to the RDN is primarily based on the level of experience, expertise and overall quality of service that firms are capable of providing. As Staples McDannold Stewart and Harris & Co. have provided excellent service in the past and have also successfully represented the District in a number of complex legal cases, staff is of the opinion that these two firms will provide the best overall quality of service at competitive rates.

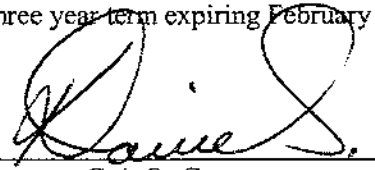
CONCLUSIONS:

A proposal call for legal services was recently advertised inviting firms to bid on the Regional District's legal services contract. While a number of proposals were submitted, after reviewing the submissions and comparing the experience, expertise and fee structure staff determined that our existing legal service providers will provide the best overall quality of service at competitive rates. Staff recommends the renewal of our current legal services contracts for a three year term and also recommends that the RDN continue to separate our municipal and labour law advice between Staples McDannold Stewart and Harris & Co.

RECOMMENDATION:

That the Board renew its legal services agreements with Staples McDannold Stewart in the area of municipal law and Harris & Co. in the area of labour law for a three year term expiring February 2008.


Report Writer


C.A.O. Concurrence



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO		GM ES	
DA CCD		MoF	
APR 29 2005			

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

DATE: April 26, 2005

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: 2004 Financial Information Report

PURPOSE:

To present for approval, the Regional District's 2004 information filing under the *Financial Information Act*.

BACKGROUND:

In addition to annual audited financial statements, local governments in British Columbia must produce each year on or before June 30th, certain additional financial information in booklet form. The *Financial Information Act* requires the following:

- A management report outlining the roles and responsibilities of the Board, the auditors and management staff.
- A consolidated balance sheet, income statement and notes to the audited financial statements.
- A schedule of long term debt.
- A schedule of sinking fund balances for long term debt.
- A schedule of Director's remuneration and expenses.
- A schedule of Employee remuneration and expenses (over \$75,000).
- A schedule of Supplier payments for goods and services (over \$25,000).

The Financial Information Report must be received and approved by the Board and be forwarded to the Ministry of Community, Aboriginal and Women's Services.

The attached booklet contains the statutory information necessary to comply with the Act.

ALTERNATIVES:

There are no alternatives to this requirement.

FINANCIAL IMPLICATIONS:


The booklet is available for purchase at a cost of \$5.00.

SUMMARY/CONCLUSIONS:

Local governments in British Columbia must produce each year, on or before June 30th, a booklet containing certain statutory financial information. The information includes extracts from the audited financial statements, schedules of Director and employee remuneration, schedules of long term debt and supplier payments for goods and services. The report must be received and approved by the Board and be forwarded to the Ministry of Community, Aboriginal and Women's Services. The 2004 report is submitted here for approval.

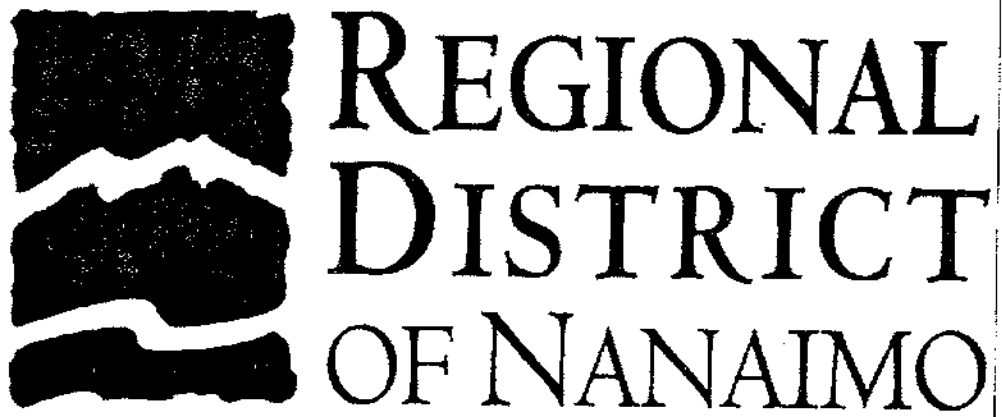
RECOMMENDATION:

That the 2004 Financial Information Act report be received and approved and be forwarded to the Ministry of Community, Aboriginal and Women's Services.


Report Writer


C.A.O. Concurrence

COMMENTS:



REPORT UNDER THE
FINANCIAL INFORMATION ACT
FOR THE YEAR ENDED
DECEMBER 31, 2004



REGIONAL DISTRICT OF NANAIMO

The information contained in this booklet represents the Regional District of Nanaimo's filing under the Financial Information Act for the year ended December 31st, 2004 and has been presented to and approved by the Board of the Regional District of Nanaimo at a meeting held May 24th, 2005.

The financial summary information included in this report is extracted from the audited annual financial statements prepared by the Regional District. The full text of the financial statements may be obtained from the Regional District offices or through its website at www.rdn.bc.ca. A fee is payable for information provided in hard copy.

Signed in accordance with the requirements of the FIR, Schedule 1, Section 9(2)

Chairperson

Manager Financial Services



Management's Responsibility

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

This statement is provided to clarify and outline the roles and responsibilities of the management team, the elected Board of Directors and the independent auditors in relation to the preparation and review of the Regional District of Nanaimo's annual financial results.

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Regional Board of Directors is composed entirely of Directors who are neither management nor employees of the Regional District. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the consolidated financial statements. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management. The Board is also responsible for recommending the appointment of the Regional District's external auditors. The external auditors have full and free access to, the Board and management to discuss their audit findings.

Meyers Norris Penny LLP, an independent firm of Chartered Accountants, has been appointed by the Regional Board of Directors to audit the consolidated financial statements and report to them; their report follows.

March 23, 2005



Manager Financial Services

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

We have audited the consolidated statement of financial position of the Regional District of Nanaimo as at December 31, 2004 and the consolidated statements of financial activities, changes in financial position and cash flows for the year then ended. These financial statements are the responsibility of the Regional District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2004 and the results of its operations and changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information, including schedules presented on pages 15 through 41, is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Nanaimo, British Columbia

March 23, 2005

Meyers Norris Penny LLP

Chartered Accountants

The accompanying notes are an integral part of these financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2004

	<u>2004</u>	<u>2003</u> Restated(Note 20)
Financial Assets		
Cash and short-term deposits (Note 2, Pg. 5)	\$ 14,676,291	\$ 10,604,715
Accounts receivable (Note 3)	3,412,190	3,902,030
Investments (Note 4)	16,804,474	12,814,714
Other assets (Note 5)	1,000	48,625
	<u>34,893,955</u>	<u>27,370,084</u>
Financial Liabilities		
Short-term loans (Note 6)	7,992,967	666,135
Accounts payable (Note 7)	2,694,307	3,952,403
Other liabilities (Note 8)	1,843,024	1,697,946
Unfunded Liabilities (Note 9)	4,653,375	5,885,135
Deferred revenue (Note 10)	10,192,282	7,485,511
Obligation under capital lease (Note 13)	536,926	377,807
Long-term debt (Notes 11, 12, Pg. 41)	35,003,618	34,219,705
Less: Municipal Debt (Note 11)	<u>(18,575,086)</u>	<u>(15,925,823)</u>
	<u>44,341,413</u>	<u>38,358,819</u>
Net Financial Assets (Liabilities)	<u>(9,447,458)</u>	<u>(10,988,735)</u>
Capital Assets		
Tangible capital assets (Pg. 21)	117,497,169	108,967,396
Assets under capital lease (Note 13)	642,402	429,640
	<u>118,139,571</u>	<u>109,397,036</u>
Net Equity	<u>\$ 108,692,113</u>	<u>\$ 98,408,301</u>
Consolidated Equity Position		
General Revenue Fund (Pg. 15)	\$ 7,521,830	\$ 6,028,857
Capital Fund (Pg. 19)	1,521,498	(6,610,539)
Reserves	11,121,014	14,815,906
Consolidated Financial Equity (Note 15)	<u>20,164,342</u>	<u>14,234,224</u>
Equity in Tangible Capital Assets (Pg. 20)	<u>93,181,146</u>	<u>90,059,212</u>
Unfunded liabilities (Note 9)	<u>(4,653,375)</u>	<u>(5,885,135)</u>
Net Equity	<u>\$ 108,692,113</u>	<u>\$ 98,408,301</u>

APPROVED:


Treasurer

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2004

	<u>Budget</u>	<u>2004</u>	<u>2003</u> Restated(Notes 20)
Revenues			
Property taxes	\$ 22,588,861	\$ 22,588,861	\$ 21,500,047
Grants in lieu of taxes	95,600	182,527	263,444
Operating grants	3,841,885	3,294,288	3,076,110
Operating revenues	14,150,882	15,104,584	14,208,803
Developer contributions	565,000	19,589	298,251
Other	229,950	1,568,423	943,281
Interest on investments	641,849	702,900	873,517
Debt recoveries from member municipalities	2,127,320	2,392,678	2,414,913
MFA debt surplus refunds	-	27,269	160,965
	<u>44,241,347</u>	<u>45,881,119</u>	<u>43,739,331</u>
Expenditures			
General government services	1,209,417	1,243,630	1,944,439
Planning and development	2,338,789	2,095,304	1,942,583
Environmental services	21,813,164	17,381,742	14,239,842
Utility services	3,398,007	2,420,707	2,467,840
Transportation services	9,100,826	9,282,340	8,970,067
Protective services	2,339,176	3,167,680	2,324,203
Parks, recreation and culture	7,850,477	6,355,761	14,109,732
Debt payments for member municipalities	2,127,320	2,392,678	2,414,913
	<u>50,177,176</u>	<u>44,339,842</u>	<u>48,413,619</u>
Net Revenues (Expenditures)	<u>(5,935,829)</u>	<u>1,541,277</u>	<u>(4,674,288)</u>
Add:			
Financing activities			
Increase in Obligation under capital lease	-	159,119	377,806
Short-term and long-term debt issued	310,711	7,666,476	379,509
Debt actuarial adjustments	(552,999)	(552,999)	(517,572)
Debt principal repayments	(1,652,360)	(1,651,995)	(1,658,110)
Increase (Decrease) in financing obligations	<u>(1,894,648)</u>	<u>5,620,601</u>	<u>(1,418,367)</u>
Unfunded expenditures:			
Employee benefits	-	63,894	-
Landfill closure and post closure costs	-	(1,295,654)	(872,938)
	<u>-</u>	<u>(1,231,760)</u>	<u>(872,938)</u>
Change in Consolidated Financial Equity (Note 15)	<u>\$ (7,830,477)</u>	<u>5,930,118</u>	<u>(6,965,593)</u>
Consolidated Financial Equity, beginning (Pg 3)		<u>14,234,224</u>	<u>21,199,817</u>
Consolidated Financial Equity, ending (Pg 3)		<u>\$ 20,164,342</u>	<u>\$ 14,234,224</u>

See notes to consolidated financial statements

6

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 2004

	<u>2004</u>	<u>2003</u> Restated(Note20)
Operations		
Net Revenues (Expenditures)	\$ 1,541,277	\$ (4,674,288)
Decrease (increase) in accounts receivable	489,840	(1,310,068)
Decrease (increase) in long term investments	(3,989,760)	3,792,331
Decrease (increase) in other assets	47,625	-
Increase (decrease) in accounts payable	(1,258,096)	2,008,973
Increase in deferred revenues	2,706,771	1,574,773
Increase in other liabilities	145,078	198,005
Increase (decrease) in unfunded liabilities	<u>(1,231,760)</u>	<u>(872,938)</u>
Net increase (decrease) in cash from operations	<u>(1,549,025)</u>	<u>716,788</u>
Financing Activities		
Short and long-term debt issued	7,666,476	379,509
Debt actuarial adjustments	(552,999)	(517,572)
Increase of capital lease obligation	159,119	377,806
Repayment of short and long-term debt	<u>(1,651,995)</u>	<u>(1,658,110)</u>
Net increase (decrease) in cash from financing activities	<u>5,620,601</u>	<u>(1,418,367)</u>
Net change in cash and cash equivalents	\$ 4,071,576	\$ (701,579)
Cash and short-term deposits, Beginning	<u>10,604,715</u>	<u>11,306,294</u>
Cash and short-term deposits, Ending (Note 2, Page 3)	<u>\$ 14,676,291</u>	<u>\$ 10,604,715</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

The Regional District was incorporated in 1967 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district wide local government services to the residents of eight electoral areas and four municipalities within its boundaries. These services include general government administration, bylaw enforcement, planning and development services, building inspection, fire protection and emergency disaster planning, public transportation, parks and recreation, water distribution and sewer collection, wastewater disposal, solid waste collection and disposal, and street lighting.

The financial operations of the Regional District are divided into three funds; capital fund, general revenue fund and reserve fund. For accounting purposes each fund is treated as a separate entity.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of presentation

The Regional District follows accounting principles generally accepted for British Columbia local governments.

Consolidated financial statements have been prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the activities related to all funds belonging to the one economic entity of the Regional District.

(b) Short-term investments

Short-term investments are carried at cost which approximates market value.

(c) Long-term investments

Long-term investments are carried at cost less any amortized premium. It is the intention of the Regional District to hold these instruments to maturity. Any premium has been amortized on a straight-line basis using the earlier of the date of maturity or call date.

(d) Inventories

Inventories are valued at cost in the general revenue fund, but are included in expenditures in the consolidated statement of financial activity (Page 4).

(e) Tangible capital assets

Tangible capital assets are stated at cost and include assets financed from annual operating budgets, short-term and long-term debt issues and lease obligations. Tangible capital asset purchases are included in the expenditures section of the Consolidated Statement of Financial Activity (Page 4). Depreciation is not charged on tangible capital assets in accordance with generally accepted accounting principles for local governments in British Columbia.

(f) Debt servicing costs

Interest is recorded on an accrual basis in accordance with Public Sector Accounting recommendations published by the CICA.

Long-term debt denominated in a foreign currency is recorded in the accounts at par value with the Canadian dollar.

Gains and losses resulting from changes in exchange rates are recorded when they are realized.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(g) Financial Instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, short-term loans, accounts payable, obligations under capital lease, other liabilities, unfunded liabilities and long-term debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments

(h) Revenue recognition

Revenues are recorded on an accrual basis and are recognized in the period in which they are earned. Exceptions to this accounting policy include residential water utility user rates, restricted revenues and special purpose grants. Residential water utility revenues cover a one year period ending in September and are recorded when billed. Restricted revenues (development cost charges and cash in lieu of parkland contributions) are classified as Deferred Revenues and are recorded as revenue when the associated expenditure has been incurred in accordance with Public Sector Handbook recommendations. Special purpose grant revenues are recorded in the year a claim is made, which may differ from the year(s) in which grant related expenditures are incurred. Most special purpose grants may not be claimed until all associated expenditures have been completed.

(i) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring management estimates are the determination of employee retirement benefits, landfill closure and post closure liabilities, collectability of accounts receivables and provisions for contingencies. Actual results may vary from those estimates and adjustments will be reported in operations as they become known.

2. CASH AND SHORT-TERM DEPOSITS

In 2004, all cash and short-term deposits were held by the General Revenue Fund. Interest income has been allocated to Reserve accounts, Reserve Funds and Capital Funds based on the relative equity in each Fund.

3. ACCOUNTS RECEIVABLE

	<u>2004</u>	<u>2003</u>
Province of British Columbia	\$ 467,885	\$ 1,149,015
Government of Canada	387,086	303,391
Regional and local governments	308,680	801,902
Accrued investment interest	219,400	150,010
Developer DCC instalments	921,598	350,450
Solid Waste commercial accounts	647,136	571,662
Utility services customers	195,182	202,098
Other trade receivables	<u>265,223</u>	<u>373,502</u>
	<u>\$ 3,412,190</u>	<u>\$ 3,902,030</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2004

4. INVESTMENTS

All investments were held by the General Revenue Fund and consist of notes and bonds with varying yields and extendible maturity dates ranging from 2005 to 2014. Interest earned in the period has been allocated to Reserve accounts, the Reserve Funds and Capital Funds based on the relative equity in each Fund.

	<u>2004</u>	<u>2003</u>
Investments at cost less amortized premium	\$ <u>16,804,474</u>	\$ <u>12,814,714</u>

As at December 31, 2004, the following investments were held by the Regional District:

Investment	Unamortized Purchase price	Accrued Interest	Accounting Value	Market Value at December 31, 2004
CIBC 7.4% floater bond	\$ 1,023,590	\$ 31,019	\$ 1,054,609	\$ 1,077,719
TD 5.0% floater bond	2,836,967	72,723	2,909,690	2,997,323
HSBC 5.6% bond	1,964,917	5,037	1,969,954	2,031,814
RB 4.5% extendible note	2,000,000	43,890	2,043,890	2,050,890
RB 3.25% extendible note	2,000,000	38,644	2,038,644	2,037,444
CIBC 4.25% extendible note	1,000,000	6,171	1,006,171	986,357
RB 4% extendible note	3,000,000	17,096	3,017,096	3,010,196
RB 3.5% extendible note	979,000	3,286	982,286	979,447
CIBC 3.5% extendible note	<u>2,000,000</u>	<u>1,534</u>	<u>2,001,534</u>	<u>1,976,334</u>
	<u>\$ 16,804,474</u>	<u>\$ 219,400</u>	<u>\$17,023,874</u>	<u>\$17,147,524</u>

5. OTHER ASSETS

	<u>2004</u>	<u>2003</u>
Security deposits	\$ <u>1,000</u>	\$ <u>48,625</u>

6. SHORT-TERM LOANS

Municipal Finance Authority short term fixed rate loan of \$7,496,776 (new in 2004) for the Oceanside Multiplex Arena, with interest only payable monthly at a rate of 2.77% until April 14, 2005. In accordance with Board direction, the loan will be converted to long-term debt when the long-term rate reaches approximately 6.3%.

Demand loan of \$16,191 (2003, \$20,715; original value \$22,600) for a Regional Parks vehicle, payable at \$377 per month plus interest at Royal Bank prime rate. The loan will be repaid in 2008.

Non-interest bearing loan with the Coastal Community Credit Union in the amount of \$480,000 (2003, \$640,000) for the purchase of a Regional and Community park on Gabriola Island. The loan is repayable at \$160,000 per year to 2007. The loan is secured by the land with a carrying value of \$800,000.

7. ACCOUNTS PAYABLE

	<u>2004</u>	<u>2003</u>
Payable to Provincial Government	\$ 285,566	\$ 243,538
Payable to other local governments	106,171	145,350
Trade and other payables	<u>2,302,570</u>	<u>3,563,515</u>
	<u>\$ 2,694,307</u>	<u>\$ 3,952,403</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

8. OTHER LIABILITIES

	<u>2004</u>	<u>2003</u>
Wages and benefits payable	\$ 1,337,435	\$ 1,551,782
Permit deposits	<u>505,589</u>	<u>146,164</u>
	<u>\$ 1,843,024</u>	<u>\$ 1,697,946</u>

9. UNFUNDED LIABILITIES

Unfunded liabilities are future expenditures that may be incurred as a result of current or past operations for which special reserves have not been funded by budget appropriations. The liabilities are related to contractual employment obligations, and landfill operations which are governed by Provincial statute.

(A) Employee Retirement Benefits

Employees who retire qualify for a payout of up to 60 days of their accumulated unused sick leave bank. The Regional District calculates the value of this liability for employees aged 40 or older based on an analysis of the age and length of service of its workforce. The reported liability reflects the likelihood that employees 55 or older will retire and become eligible for this benefit. Employee retirement benefits are being funded by an accounting charge on wages paid in the year. The unfunded portion of the employee benefit liability as at December 31, 2004 is estimated at \$63,894.

(B) Landfill Closure and Post Closure Maintenance Costs

A liability for placing a permanent cover (Closure Costs) over the face of the landfill is incurred as landfill capacity is filled. Post closure maintenance costs are ongoing operating requirements including landfill gas monitoring, leachate collection system operation and general site maintenance which must be managed for a period of 25 years after the landfill is permanently closed.

Landfill Closure costs:

Landfill closure costs are based on the open area of the remaining unused capacity of the landfill site. In 2004 a berm was constructed which has resulted in an increase in landfill capacity that will extend the anticipated life of the landfill to 2017 (2003, to 2012). At December 31, 2004 there were approximately 12 hectares of open area, which is estimated to be 52% filled. Closure costs are estimated at \$1,697,882 of which \$901,305 has been set aside in reserves. The balance of landfill closure costs are expected to be funded by a combination of future reserve fund contributions and borrowing.

Post Closure costs:

The Regional District has a statutory obligation to manage the environmental state of the landfill site for 25 years after the site is closed. Post closure costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual management costs and a present value discount rate. Post closure costs are estimated to be \$2,891,599 based on 77% of the landfill capacity being filled at this date. This compares to the 2003 estimate of \$3,663,448, which was based on 69% of the landfill capacity being filled. The reduction is a result of extending the useful life of the landfill by building a berm wall and changes in the discount rate. Post closure costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2004

9. UNFUNDED LIABILITIES (CONTINUED)

	<u>2004</u>	<u>2003</u>
Employee Retirement Benefits	\$ 63,894	\$ -
Landfill Closure Costs	1,697,882	2,221,687
Post Closure Maintenance Costs	<u>2,891,599</u>	<u>3,663,448</u>
Unfunded Liability	<u>\$4,653,375</u>	\$ <u>5,885,135</u>
Reserves On Hand	<u>\$ 901,305</u>	\$ <u>774,579</u>

10. DEFERRED REVENUE

	<u>2004</u>	<u>2003</u>
General Revenue Fund	\$ 84,178	\$ 72,138
Parkland Cash-in-Lieu Contributions	1,104,442	1,071,592
Development Cost Charges	<u>9,003,662</u>	<u>6,341,781</u>
	<u>\$10,192,282</u>	\$ <u>7,485,511</u>

General Revenue Fund – consists of recreation program prepayments and facility deposits and unredeemed complimentary recreation program awards

Parkland Cash-in-Lieu Contributions - are amounts collected from developers under the authority of Section 941 of the *Local Government Act*, where the Board has determined that cash rather than land for parkland purposes may be accepted as a condition of subdivision. These funds are held for the exclusive purpose of purchasing parkland.

Development Cost Charges - are amounts collected and due from developments which are deemed to add new capital burdens to the infrastructure of the Regional District. Development Cost Charges bylaws have been enacted for the purposes of future expansion of wastewater treatment facilities and a bulk water system.

11. DEBT CHARGES RECOVERABLE - MEMBER MUNICIPALITIES

Pursuant to the *Local Government Act*, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority. The annual cost of servicing this municipal debt is recovered entirely from the borrowing municipality. However, the Regional District is contingently liable for municipal debt in the event of default.

	<u>2004</u>	<u>2003</u>
Town of Qualicum Beach	\$ -	\$ 4,370
City of Parksville	4,830,240	5,169,754
City of Nanaimo	<u>13,744,846</u>	<u>10,751,699</u>
	<u>\$ 18,575,086</u>	\$ <u>15,925,823</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

12. LONG-TERM DEBT

Debt proceeds issued in U.S. currency are recorded at par with Canadian dollars. This debt is payable in Canadian dollars at a fixed exchange rate of 35%. Had it been converted at December 31, 2004, an additional liability of \$33,718 would exist. The amount paid in 2004 as U.S. currency exchange totalled \$34,692 (2003, \$33,176). It is the current policy of the Municipal Finance Authority to no longer secure debt repayable in a foreign currency.

	<u>Member Municipalities</u>	<u>R.D.N.</u>	<u>2004</u>	<u>2003</u>
U.S. currency	\$ <u>96,338</u>	\$ <u>-</u>	\$ <u>96,338</u>	\$ <u>180,979</u>

Payments of principal on issued debt of the Regional District, not including municipal debt, for the next five years are:

	<u>2004</u>
2005	1,297,819
2006	1,055,871
2007	1,055,871
2008	1,055,871
2009	<u>1,040,750</u>
	\$ <u>5,506,182</u>

13. OPERATING AND CAPITAL LEASES

The Regional District has entered into five year operating leases for certain vehicles and equipment which expire on various dates. In 2004 the operating lease payments totalled \$208,238.

The Regional District held assets under capital leases in the amount of \$642,402 (2003, \$429,640), including fire trucks for the Extension Fire and Errington Fire services, a Zamboni ice cleaner for the Oceanside Place Multiplex arena, a Recreation services vehicle and several photocopiers. The 2004 capital lease payments totalled \$59,100 (2003, \$37,077). The outstanding balance of the capital leases for these assets as at December 31, 2004 was \$536,926 (2003, \$377,807).

Lease payment and purchase option payment commitments for the next five years are:

	<u>Capital Leases</u>	<u>Operating Leases</u>
2005	\$ 254,406	\$ 176,428
2006	55,683	166,418
2007	55,683	63,680
2008	194,040	21,227
2009	<u>20,836</u>	<u>-</u>
	<u>580,648</u>	<u>\$ 427,753</u>
Less: Imputed Interest	<u>(43,722)</u>	
Net Obligation under Capital Lease (Pg. 3)	\$ <u>536,926</u>	

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

14. CONSOLIDATION ADJUSTMENTS

The figures reported in the consolidated financial statements differ from the supporting fund schedules due to differences in grouping and presentation as well as the elimination of inter-fund transactions. The General Revenue Fund Statement of Financial Position values have been amended by the following consolidation adjustments to conform to PSAB requirements:

	<u>2004</u>	<u>2003</u>
General Revenue Fund surplus (Pg. 15, 16)	\$ 7,583,484	\$ 6,096,468
Less:		
Prepaid Expenses (Pg. 15)	(36,262)	(48,224)
Inventories (pg. 15)	<u>(25,392)</u>	<u>(19,387)</u>
Revised General Revenue Fund surplus	\$ <u>7,521,830</u>	\$ <u>6,028,857</u>

15. FINANCIAL EQUITY

Unappropriated financial equity

General Revenue Fund -- represents the accumulated net operating surplus of the Regional District which has not otherwise been allocated by the Board as reserves for special purposes.

Capital Fund -- represents amounts which have been transferred to or from the capital fund from other funds, or amounts received as a result of the refund of debt sinking funds which have not yet been applied to capital expenditures.

	<u>2004</u>	<u>2003</u>
General Revenue Fund (Note 14)	\$ 7,521,830	\$ 6,028,857
Capital Fund	<u>1,521,498</u>	<u>(6,610,539)</u>
Unappropriated financial equity	\$ <u>9,043,328</u>	\$ <u>(581,682)</u>

Appropriated financial equity

Appropriated financial equity represents that portion of the net operating surplus of the Regional District that has been set aside to fund future expenditures. It includes both statutory reserves created by bylaw under the authority of the *Local Government Act* and reserve accounts, which may be used by the Board without legislative restrictions.

	<u>2004</u>	<u>2003</u>
General Revenue Fund Reserve Accounts		
Landfill expansion	\$ 206,597	\$ 200,000
Landfill closure	901,305	774,579
Property insurance deductible-fire departments	21,846	21,251
Liability insurance deductible	111,308	107,754
Regional parks and trails donations	10,773	10,766
Administration vehicle fleet replacement	<u>82,153</u>	<u>32,112</u>
	1,333,982	1,146,462
Statutory Reserve Funds	\$ <u>9,787,032</u>	\$ <u>13,669,444</u>
Appropriated financial equity	\$ <u>11,121,014</u>	\$ <u>14,815,906</u>
Total Financial Equity	\$ <u>20,164,342</u>	\$ <u>14,234,224</u>

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004**

16. MUNICIPAL FINANCE AUTHORITY RESERVE DEPOSITS

The Regional District secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. As at December 31, 2004 the Regional District had a debt reserve fund balance of \$3,927,599 (2003 - \$3,928,602).

17. THE NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox-Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni Clayoquot	3 shares
Comox Strathcona	10 shares
Mount Waddington	1 share
Nanaimo	5 shares
Powell River	2 shares

The Regional District's investment in shares of the North Island 911 Corporation is recorded at cost.

18. PENSION LIABILITY

The Regional District of Nanaimo and its employees contribute to the Municipal Pension Plan (the plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 130,000 active members and approximately 45,000 retired members. Active members include approximately 29,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2003 indicated an unfunded liability of \$789 million for basic pension benefits. The next valuation will be as at December 31, 2006 with results available in 2007. The actuary does not attribute portions of the unfunded liability to individual employers. The Regional District of Nanaimo paid \$746,226 for employer contributions to the plan in fiscal 2004.

19. CONTINGENT LIABILITIES

As at December 31, 2004, there were outstanding claims against the Regional District. The claims have been referred to legal counsel and/or to the Regional District's liability insurers. It is not possible to determine the Regional District's potential liability, if any, with respect to these matters as at the date of these statements.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

20. 2003 PRIOR PERIOD ADJUSTMENT

The Regional District has changed the accounting treatment of several items to meet PSAB reporting requirements and has retroactively restated the reported amounts for 2003. The net result of the restatement was a decrease in financial equity or Fund Balances of \$1,139,203. These changes include:

- (a) 'Other assets' - decreased by \$67,611 to \$48,625, as a result of recording prepaid expenses and inventories as expenditures.
- (b) 'Deferred revenue' - increased by \$1,071,592 to \$7,485,511, reflecting the reclassification of Cash in lieu of parkland funds from appropriated reserves.
- (c) Revenues and expenditures for various functions were restated to reflect these and other minor changes for the period. Overall revenues decreased by \$105,010 from \$43,844,341 to \$43,739,331. Overall expenditures increased by \$263,195 from \$48,150,424 to \$48,413,619. Financing activities increased by \$429,639 from (\$1,848,006) to (\$1,418,367). These changes resulted in an increase in the 'Change in Fund Balances' of \$61,434 from (\$7,027,027) to (\$6,965,593)
- (d) The beginning fund balances for 2003 were decreased by \$1,200,637 to \$21,199,817 to incorporate the accumulated impact of these changes for periods prior to 2003.

21. COMPARATIVE FIGURES

Certain comparative figures for the year ended December 31, 2003 have been reclassified to conform to the presentation adopted in the current year.

22. ENVIRONMENTAL REGULATIONS

The Regional District is subject to environmental regulations which apply to a number of its operations. These regulations may require future expenditures to meet applicable standards and subject the Regional District to possible penalties for violations. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

23. EXPENDITURES BY OBJECT

	<u>Budget</u>	<u>2004</u>	<u>2003</u>
Operating good and service purchases	\$ 19,974,397	\$ 18,678,674	\$ 18,263,650
Wages and benefits	14,902,123	14,970,747	14,025,543
Debt interest and foreign exchange	3,508,186	3,179,399	3,136,476
Capital purchases	11,792,470	8,742,782	13,860,788
Unfunded expenditures	-	(1,231,760)	(872,838)
	<u>50,177,176</u>	<u>44,339,842</u>	<u>48,413,619</u>
Debt principal repayments	2,205,359	2,204,994	2,175,682
	<u>\$ 52,382,535</u>	<u>\$ 46,544,836</u>	<u>\$ 50,589,301</u>

- (a) Debt principal payments include principal repayments and actuarial adjustments.

**REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENDITURES
AS AT DECEMBER 31, 2004**

	Corporate Services (Schedule A)	Development Services (Schedule B)	Community Services (Schedule C)	Environmental Services (Schedule D)	Actual 2004	Budget 2004	Actual 2003
REVENUES							
Tax requisition	\$ 3,587,417	\$ 1,228,685	\$ 8,125,116	\$ 9,647,643	\$ 22,588,861	\$ 22,588,861	\$ 21,500,047
Grants	10,000	25,000	3,258,940	348	3,294,288	3,841,885	3,078,110
Grants in Lieu	43,681	3,515	50,155	85,176	182,527	95,600	263,444
Interest	268,800	-	-	-	268,800	285,000	344,825
Permit fees & other	-	1,460,824	35,834	-	1,496,658	968,790	1,083,320
Operating revenues	-	224,443	4,847,919	3,223,921	8,296,283	7,993,627	7,965,778
Disposal fees	-	-	-	6,432,863	6,432,863	6,066,000	6,033,862
Other	4,392,166	-	-	225,809	4,617,975	4,819,960	4,621,398
	<u>8,302,064</u>	<u>2,942,467</u>	<u>16,317,964</u>	<u>19,615,760</u>	<u>47,178,255</u>	<u>46,657,723</u>	<u>44,888,784</u>
EXPENDITURES							
General administration	645,069	347,747	1,953,096	1,141,363	4,087,275	4,122,494	3,731,024
Professional fees	193,007	191,467	84,990	537,305	1,006,769	1,733,679	937,883
Community grants	45,720	-	78,008	-	123,728	120,196	125,081
Legislative	204,899	-	-	-	204,899	214,285	208,008
Recreation program costs	-	-	175,489	-	175,489	250,910	164,690
Equipment operating	60,730	12,709	66,788	-	140,227	160,153	117,914
Building operating	173,177	40,972	487,459	246,041	947,649	1,165,173	913,090
Vehicle operating	74,494	29,773	2,185,349	881,140	3,170,756	3,244,032	3,028,859
Other operating	16,309	189,428	236,342	6,639,962	7,082,041	7,276,653	6,777,636
Wages & benefits	1,418,582	1,570,950	8,270,653	3,710,362	14,970,747	14,902,123	14,025,543
Capital expenditures	216,893	26,006	844,164	1,341,652	2,428,715	3,830,250	3,913,537
	<u>3,048,880</u>	<u>2,409,052</u>	<u>14,382,538</u>	<u>14,497,825</u>	<u>34,338,295</u>	<u>37,019,948</u>	<u>33,943,265</u>
OPERATING SURPLUS							
	<u>5,253,184</u>	<u>533,415</u>	<u>1,935,426</u>	<u>5,117,935</u>	<u>12,839,960</u>	<u>9,637,775</u>	<u>10,945,519</u>
Debt retirement							
- interest	1,510,749	-	564,938	1,623,535	3,699,222	4,028,010	3,619,356
- principal	847,786	-	227,400	1,344,372	2,419,558	2,371,165	2,494,414
- foreign exchange	34,892	-	-	-	34,692	33,175	33,176
Contingency	(800)	-	-	-	(800)	(20,000)	-
Reserve contributions	332,856	9,420	19,750	1,322,720	1,884,746	1,762,650	2,159,348
Transfers to other govts	2,511,652	-	1,003,875	-	3,515,527	3,753,242	3,475,299
	<u>5,236,935</u>	<u>9,420</u>	<u>1,815,963</u>	<u>4,290,627</u>	<u>11,352,945</u>	<u>11,928,242</u>	<u>11,781,593</u>
CURRENT YEAR							
SURPLUS (DEFICIT)	<u>16,249</u>	<u>523,995</u>	<u>119,463</u>	<u>827,308</u>	<u>1,487,015</u>	<u>(2,290,467)</u>	<u>(836,074)</u>
Prior year's surplus applied	812,556	1,164,279	1,076,441	3,043,193	6,096,469	6,096,453	6,932,542
NET OPERATING SURPLUS							
	<u>\$ 828,805</u>	<u>\$ 1,688,274</u>	<u>\$ 1,195,904</u>	<u>\$ 3,870,501</u>	<u>\$ 7,583,484</u>	<u>\$ 3,805,986</u>	<u>\$ 6,096,468</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
LONG-TERM DEBT SUMMARY BY FUNCTION
DECEMBER 31, 2004**

	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
REGIONAL DISTRICT					
RAVENSONG AQUATIC CENTER	3,470,549	3,302,064	3,125,155	2,939,400	2,744,358
COMMUNITY PARKS	-	-	100,000	176,976	251,381
SOLID WASTE MANAGEMENT	1,858,836	1,711,050	1,555,875	1,392,941	1,221,860
WASTEWATER TREATMENT					
- Southern Community (Nanaimo)	3,215,080	2,720,520	2,191,234	1,619,553	1,073,116
- Northern Community (French Creek)	10,522,741	9,691,869	8,861,403	7,989,414	7,097,899
FIRE PROTECTION	20,844	17,072	-	-	-
WATER SYSTEMS	2,116,027	4,328,604	4,111,584	4,175,598	4,039,918
SEWER COLLECTORS	<u>18,159</u>	<u>3,821</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REGIONAL DISTRICT	21,222,236	21,775,000	19,945,251	18,293,882	16,428,532
MEMBER MUNICIPALITIES	<u>19,601,821</u>	<u>18,819,974</u>	<u>18,129,798</u>	<u>15,925,823</u>	<u>18,575,086</u>
TOTAL LONG TERM DEBT (Pg. 3)	<u>\$ 40,824,057</u>	<u>\$ 40,594,974</u>	<u>\$ 38,075,049</u>	<u>\$ 34,219,705</u>	<u>\$ 35,003,618</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2004

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2004 DEBT C/S	2003 DEBT C/S
RAVENSONG AQUATIC CENTER								
	MFA 61	CDN	900	Dec 01, 2005	7.900	\$ 101,366	\$ 12,502	\$ 24,409
	MFA 61	CDN	900A	Dec 01, 2015	5.970	4,098,635	2,731,856	2,914,991
TOTAL RAVENSONG AQUATIC CENTER						<u>4,200,000</u>	<u>2,744,358</u>	<u>2,939,400</u>
COMMUNITY PARKS								
ELECTORAL AREA B								
	MFA 78	CDN	1299	Dec 03, 2022	5.250	100,000	93,800	96,976
	MFA 79	CDN	1303	Jun 03, 2023	5.250	80,000	77,581	80,000
	MFA 81	CDN	1304	Apr 22, 2024	4.900	80,000	80,000	-
TOTAL COMMUNITY PARKS						<u>260,000</u>	<u>251,381</u>	<u>176,976</u>
SOLID WASTE MANAGEMENT								
	MFA 49	CDN	819	Oct 24, 2010	6.500	3,000,000	1,221,860	1,392,941
TOTAL SOLID WASTE MANAGEMENT						<u>3,000,000</u>	<u>1,221,860</u>	<u>1,392,941</u>
WASTEWATER								
	MFA41	CDN	729	Jun 30, 2007	6.900	800,000	174,816	227,629
	MFA45	CDN	755	Oct 27, 2008	5.500	500,000	142,268	173,704
	MFA48	CDN	811	May 15, 2010	6.500	1,282,000	522,141	595,250
						<u>2,582,000</u>	<u>839,225</u>	<u>996,583</u>
	CMHC952STP8	CDN	217	Jun 01, 2005	7.875	2,258,640	186,903	359,912
	CMHC952STP9	CDN	274	Nov 01, 2005	8.000	563,607	46,988	90,430
						<u>2,830,247</u>	<u>233,891</u>	<u>450,342</u>
DEBT ASSUMED FROM GREATER NANAIMO SEWERAGE & DRAINAGE DISTRICT								
	CMHC952STP7	CDN	20	Sep 01, 2004	7.000	2,268,753	-	172,628
TOTAL SOUTHERN COMMUNITY WASTEWATER						<u>7,679,000</u>	<u>1,073,116</u>	<u>1,619,553</u>
NORTHERN COMMUNITY WASTEWATER								
	MFA61	CDN	982	Dec 01, 2010	5.880	10,615,000	5,190,776	5,917,570
	MFA69	CDN	1101	Sep 24, 2013	5.500	2,785,000	1,907,123	2,071,844
TOTAL NORTHERN COMMUNITY WASTEWATER						<u>\$ 13,400,000</u>	<u>\$ 7,097,899</u>	<u>\$ 7,989,414</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2004

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2004 DEBT O/S	2003 DEBT O/S
WATER - MADRONA								
	MFA41	CDN	730	Jun 30, 2007	8.900	370,000	80,852	105,278
						<u>370,000</u>	<u>80,852</u>	<u>105,278</u>
WATER - NANOOSE								
	MFA47	CDN	786	Nov 09, 2009	5.630	500,000	173,704	203,643
	MFA48	CDN	812	May 15, 2010	6.500	325,000	132,368	150,902
	MFA49	CDN	824	Oct 24, 2010	5.490	140,000	57,020	65,004
						<u>965,000</u>	<u>363,092</u>	<u>419,549</u>
WATER - SAN PAREIL								
	MFA74	CDN	1221	Jun 01, 2016	5.900	193,979	165,640	175,550
	MFA81	CDN	1367	Apr 22, 2019	4.900		89,476	-
						<u>193,979</u>	<u>255,116</u>	<u>175,550</u>
WATER - DRIFTWOOD								
	MFA80	CDN	1301	Oct 03, 2023	4.900	100,614	97,571	100,614
						<u>100,614</u>	<u>97,571</u>	<u>100,614</u>
BULK WATER - FRENCH CREEK								
	MFA69	CDN	1127	Sep 24, 2018	5.500	503,655	400,049	419,490
						<u>503,655</u>	<u>400,049</u>	<u>419,490</u>
BULK WATER - NANOOSE								
	MFA69	CDN	1127	Sep 24, 2018	5.500	864,095	686,344	719,697
	MFA74	CDN	1226	Jun 01, 2021	5.900	2,195,223	1,985,931	2,059,125
	MFA80	CDN	1239	Oct 03, 2023	4.900	176,295	170,963	176,295
						<u>3,235,613</u>	<u>2,843,238</u>	<u>2,955,117</u>
TOTAL WATER UTILITIES						<u>5,368,661</u>	<u>4,039,918</u>	<u>4,175,558</u>
TOTAL LONG TERM DEBT - REG.DIST.						<u>\$33,907,861</u>	<u>\$16,428,532</u>	<u>\$18,293,882</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2004

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2004 DEBT O/S	2003 DEBT O/S
CITY OF PARKSVILLE								
	MFA28	US	525	Dec 01, 2005	7.750	1,276,864	96,338	180,979
	MFA32	CDN	593	Oct 27, 2007	5.550	467,000	90,234	117,484
	MFA33	CDN	614	Jun 15, 2008	12.375	497,000	195,545	232,229
	MFA68	CDN	1109	Mar 24, 2018	5.500	1,200,000	953,151	999,469
	MFA69	CDN	1129	Sep 24, 2018	5.500	1,970,000	1,564,756	1,640,795
	MFA74	CDN	1227	Jun 01, 2021	5.800	290,000	262,351	272,021
	MFA75	CDN	1238	Dec 01, 2021	5.890	1,050,000	949,893	984,903
	MFA78	CDN	1283	Dec 03, 2022	5.250	765,000	717,572	741,664
TOTAL CITY OF PARKSVILLE						7,517,864	4,830,240	5,169,754
TOWN OF QUALICUM BEACH								
	MFA40	CDN	709	Oct 23, 2006	9.750	20,000	-	4,370
TOTAL TOWN OF QUALICUM BEACH						20,000	-	4,370
CITY OF NANAIMO								
	MFA53	CDN	848	May 13, 2012	5.010	1,438,475	746,029	820,434
	MFA53	CDN	GNWD46	May 13, 2012	5.010	2,593,125	2,593,125	-
	MFA54	CDN	871	Jan 12, 2008	6.250	1,000,486	341,791	417,314
	MFA56	CDN	907	Nov 19, 2008	5.500	1,292,747	441,635	539,220
	MFA59	CDN	945	Nov 10, 2009	5.970	1,150,320	479,812	562,511
	MFA61	CDN	990	Dec 01, 2010	7.750	354,209	173,209	197,462
	MFA61	CDN	990	Dec 01, 2010	7.750	60,265	29,470	33,596
	MFA61	CDN	GNWD 50	Dec 01, 2015	7.750	1,166,086	1,092,826	-
	MFA64	CDN	1044	Sep 25, 2011	7.250	304,106	169,530	169,360
	MFA72	CDN	1197	Jun 01, 2020	6.450	4,500,000	3,913,428	4,070,971
	MFA73	CDN	1219	Dec 01, 2020	6.360	4,100,000	3,565,568	3,709,107
	MFA73	CDN	1220	Dec 01, 2015	6.360	247,947	198,423	211,724
TOTAL CITY OF NANAIMO						18,207,785	13,744,846	10,751,699
TOTAL LONG TERM DEBT - MEMBER MUNICIPALITIES						\$ 25,745,629	\$ 18,575,086	\$ 15,925,623
TOTAL LONG TERM DEBT						\$ 50,653,490	\$ 35,003,618	\$ 34,219,705

Note:

1. The City of Nanaimo assumed the outstanding debt of the Greater Nanaimo Water District in 2004.

2. The Municipal Finance Authority has issued a 'Stop Payment' notice for issue # 41 effective April 25, 2004, as there is sufficient surplus on hand to meet the future payment requirements for this issue. Municipalities are required to continue to recognize this debt until the issue has been cancelled.

See notes to consolidated financial statements

**Regional District of Nanaimo
Schedule of Sinking Fund Balances
As At December 31, 2004**

REGIONAL DISTRICT DIRECT DEBT

Issue Number	Bylaw	Maturity	Principal Requested	Sinking Fund Balance
28	460	complete	514,510	507,960
31	486	complete	50,000	51,665
32	460	complete	30,000	29,965
32	421	complete	60,000	59,930
32	484	complete	140,000	139,830
33	594	Jun 15/2003	250,000	250,000
34	362	Nov 22/2003	56,890	56,890
34	594	Nov 22/2003	200,000	200,000
34	610	Nov 22/2003	300,000	300,000
35	484	May 15/2004	14,000	14,000
35	270	May 15/2004	98,000	98,000
41	705	June 20/2007	800,000	719,830
41	713	June 20/2007	370,000	332,920
45	705	Oct 27/2008	500,000	447,205
47	768	Nov 09/2009	500,000	396,705
48	705	May 15/2010	1,282,000	983,440
48	768	May 15/2010	325,000	249,315
49	781	Oct 24/2010	3,000,000	2,035,670
49	768	Oct 24/2010	140,000	95,000
61	900	Dec 01/2005	101,365	100,260
61	900A	Dec 01/2015	4,098,635	1,427,280
61	925	Dec 01/2015	10,615,000	5,678,000
69	925	Sept 24/2018	2,785,000	903,575
69	1052	Sept 24/2018	503,655	105,300
69	1051	Sept 24/2018	864,095	180,660
74	1171	June 01/2021	193,979	28,340
74	1051	June 01/2021	2,195,223	209,290
78	1299	Dec 03/2022	100,000	6,200
79	1258	Jun 03/2023	80,000	2,490
80	1051	Oct 03/2023	176,295	5,395
80	1256	Oct 03/2023	100,614	3,080
81	1171	Apr 22/2019	89,476	-
81	1258	Apr 22/2024	80,000	-
			\$ 30,613,737	\$ 15,618,195

MUNICIPAL DEBT**CITY OF NANAIMO**

	RD SI Bylaw			
28	496-498	complete	19,203,303	18,958,825
35	654	May 15/2004	1,740,000	1,740,000
53	871	May 13,2012	1,438,475	887,830

**Regional District of Nanaimo
Schedule of Sinking Fund Balances
As At December 31, 2004**

54	871	Jan 12, 2008	1,000,486	633,735
56	907	Nov 19, 2008	1,292,747	1,085,245
59	945	Nov 10, 2009	1,150,320	801,985
61	980	Dec 1, 2010	414,473	221,705
64	1044	Sept 25, 2011	304,105	139,990
66	1093	complete	360,000	363,635
72	1197	Jun 1, 2020	4,500,000	586,570
73	1219-1220	Dec 1, 2015-2020	4,347,948	583,955
33	34-36	June 2003	8,650,000	8,650,000
53	45	May 13/2013	5,000,000	3,086,025
61	49	Dec 01/2015	1,639,580	570,955
			\$ 51,041,437	\$ 38,310,455

CITY OF PARKSVILLE

		RD SI Bylaw		
28	505	Dec 1, 2005	1,726,470	1,711,725
32	596	Oct 27, 2007	1,453,246	1,370,205
33	607/614	complete	762,000	731,995
68	1109	Mar 24, 2018	1,200,000	249,165
69	1129	Sept 24, 2018	1,970,000	411,870
74	1227	Jun 1, 2021	290,000	27,650
75	1238	Dec 1, 2021	1,050,000	100,105
78	1283	Dec 3, 2022	765,000	47,430
			\$ 9,216,716	\$ 4,650,145

TOWN OF QUALICUM BEACH

		RD SI Bylaw		
31	568	complete	582,000	601,395
			\$ 582,000	\$ 601,395

**REGIONAL DISTRICT OF NANAIMO
REPORT OF DIRECTORS AND COMMITTEE MEMBERS REMUNERATION & EXPENSES FOR 2004**

Area	Name	Remuneration			Out of Pocket Expenses Reimbursed		Total	
		Taxable Payroll	Exempt Allowance	Total 2004	2004	2003	2004	2003
2004 Board G (Board/Chair)	Stranhope, J.	\$ 13,947.78	\$ 6,914.12	\$ 20,861.90	\$ 11,489.26	\$ 10,812.74	\$ 32,351.16	\$ 30,968.78
	Kreiberg, H.	\$ 8,304.45	\$ 4,152.22	\$ 12,456.67	\$ 828.15	\$ 94.93	\$ 13,284.82	\$ 9,129.73
	Elliott, L.	\$ -	\$ -	\$ 2,530.44	\$ -	\$ -	\$ -	\$ 2,530.44
	Lund, G.	\$ 7,115.58	\$ 3,557.79	\$ 10,673.37	\$ 1,238.84	\$ 1,541.54	\$ 11,912.21	\$ 11,771.50
	Hamilton, E.	\$ 7,808.91	\$ 3,904.46	\$ 11,713.37	\$ 2,826.99	\$ 3,317.77	\$ 14,540.36	\$ 15,867.73
	Haimo, D.	\$ 7,315.58	\$ 3,657.79	\$ 10,973.37	\$ 2,597.68	\$ 2,677.58	\$ 13,571.05	\$ 13,627.54
	Bibby, P.	\$ 9,528.91	\$ 4,764.46	\$ 14,293.37	\$ 3,832.41	\$ 5,094.33	\$ 18,125.78	\$ 17,444.29
	Biggemann, L.	\$ 8,405.85	\$ 4,202.93	\$ 12,608.78	\$ 3,480.10	\$ 5,186.73	\$ 16,068.88	\$ 17,442.39
	Bartram, D.	\$ 9,699.85	\$ 4,853.05	\$ 14,552.90	\$ 6,695.01	\$ 6,830.03	\$ 21,247.91	\$ 21,499.99
	Haimo, C.	\$ 5,496.84	\$ 2,748.42	\$ 8,245.26	\$ -	\$ -	\$ 8,245.26	\$ 3,664.56
	Korpan, G.	\$ 5,496.84	\$ 2,748.42	\$ 8,245.26	\$ 536.74	\$ 82.04	\$ 8,245.26	\$ 8,021.92
	Sherry, L.	\$ 6,203.51	\$ 3,101.75	\$ 9,305.26	\$ 398.81	\$ 1,923.78	\$ 9,842.00	\$ 10,343.06
	McNabb, L.	\$ 6,383.51	\$ 3,191.75	\$ 9,575.26	\$ 312.51	\$ 434.34	\$ 9,974.07	\$ 10,085.40
	Krall, T.	\$ 6,630.17	\$ 3,315.09	\$ 9,945.26	\$ 2,035.42	\$ 365.97	\$ 11,207.77	\$ 9,314.42
	Holdom, B.	\$ 6,056.84	\$ 3,028.42	\$ 9,085.26	\$ -	\$ -	\$ 9,085.26	\$ 9,085.85
	Cantelon, R.	\$ 5,496.84	\$ 2,748.42	\$ 8,245.26	\$ 77.19	\$ -	\$ 8,245.26	\$ 8,017.07
	Longmuir, R.	\$ 5,776.84	\$ 2,888.42	\$ 8,665.26	\$ 484.04	\$ 1,360.42	\$ 9,129.30	\$ 10,020.30
Westbroek, T.	\$ 5,896.84	\$ 2,948.42	\$ 8,845.26	\$ 691.59	\$ 1,407.97	\$ 9,536.85	\$ 10,847.85	
		\$ 125,565.14	\$ 62,725.93	\$ 188,291.07	\$ 37,407.55	\$ 41,862.48	\$ 225,698.62	\$ 219,682.82
Board Alternates	Burnett, J.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 24.67	\$ -	\$ 99.67	\$ -
	Sperling, B.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
	Young, M.	\$ 100.00	\$ 50.00	\$ 150.00	\$ 18.32	\$ -	\$ 168.32	\$ -
	Jepson, R.	\$ 200.00	\$ 100.00	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 225.00
	Webster, H.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 13.98	\$ 24.83	\$ 88.98	\$ 174.83
	Neden, I.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Klee, M.	\$ 130.00	\$ 65.00	\$ 195.00	\$ 56.06	\$ 180.89	\$ 251.06	\$ 725.89
	Heenan, D.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 102.80	\$ 48.84	\$ 177.80	\$ 48.84
	Dempsey, B.	\$ -	\$ -	\$ -	\$ 106.24	\$ -	\$ 106.24	\$ -
	Tyndall, D.	\$ 350.00	\$ 175.00	\$ 525.00	\$ -	\$ -	\$ 525.00	\$ 150.00
	Manhas, C.	\$ 200.00	\$ 100.00	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300.00
	Brennan, D.	\$ 100.00	\$ 50.00	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 450.00
Parksville Parksville Qualicum Beach Qualicum Beach	Johnston, J.	\$ 100.00	\$ 50.00	\$ 150.00	\$ 43.40	\$ -	\$ 193.40	\$ -
	Demmon, F.	\$ -	\$ -	\$ -	\$ -	\$ 671.91	\$ -	\$ 821.91
	Avis, B.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 32.90	\$ -	\$ 107.90	\$ -
	Kruyl, A.	\$ 200.00	\$ 100.00	\$ 300.00	\$ 106.24	\$ -	\$ 406.24	\$ 375.00
		\$ 1,580.00	\$ 790.00	\$ 2,370.00	\$ 504.61	\$ 926.47	\$ 2,874.61	\$ 4,096.47
Other Committees B. of Variance B. of Variance Nan Parks & Rec Grants in Aid	Little, John	\$ -	\$ -	\$ -	\$ 158.36	\$ 158.67	\$ 158.36	\$ 158.67
	Lees, D.	\$ -	\$ -	\$ -	\$ 334.93	\$ -	\$ 334.93	\$ -
	Young, A.	\$ -	\$ -	\$ -	\$ 420.00	\$ -	\$ 420.00	\$ -
	Sproute, H.	\$ -	\$ -	\$ -	\$ -	\$ 36.51	\$ -	\$ 36.51
		\$ -	\$ -	\$ -	\$ 913.29	\$ 195.18	\$ 913.29	\$ 195.18
TOTAL	\$ 127,145.14	\$ 63,515.93	\$ 190,661.07	\$ 38,825.45	\$ 42,984.13	\$ 229,486.52	\$ 223,974.47	

REGIONAL DISTRICT OF NANAIMO
 SCHEDULE OF EARNINGS, TRAVEL AND OTHER EXPENSES
 FOR THE YEAR ENDED DECEMBER 31, 2004

FIR Section 1, Subsections 6(2)(a),(b), (c), (d)

EMPLOYEE NAME		POSITION	EARNINGS	EXPENSES
DANIELS	KELLY D	Chief Administrative Officer	\$ 119,029.96	\$ 11,927.99
CONNELLY	NEIL M	General Manager Community Services	\$ 97,872.09	\$ 5,988.04
FINNIE	JOHN O	General Manager Environmental Services	\$ 97,872.09	\$ 6,342.47
LAPHAM	ROBERT K	General Manager Development Services	\$ 97,400.95	\$ 9,281.38
MASON	CAROL L	General Manager Corporate Services	\$ 97,400.95	\$ 3,562.39
OSBORNE	THOMAS W	Manager Parks & Recreation	\$ 81,572.73	\$ 3,407.65
AVERY	NANCY J	Manager Financial Services	\$ 80,332.63	\$ 3,382.24
MCIVER	CAREY L	Manager Solid Waste	\$ 79,794.79	\$ 1,632.24
TRUDEAU	DENNIS M	Manager Liquid Waste	\$ 79,794.79	\$ 3,522.38
DONNELLY	MICHAEL G	Manager Utilities	\$ 79,590.12	\$ 2,180.70
MOORMAN	WAYNE F	Manager, Engineering Standards	\$ 79,265.85	\$ 3,304.41
HILL	WILLIAM R	Chief Operator Solid Waste	\$ 77,664.59	\$ 1,657.75
SCHOPP	STAN D	Manager Building Inspection	\$ 77,412.53	\$ 1,362.41
MOODY	MICHAEL R	Manager Information Services	\$ 76,523.73	\$ 6,393.06
TOTAL OVER \$75,000			\$ 1,221,527.80	\$ 63,945.11
TOTAL UNDER \$75,000			\$11,658,760.63	\$ 193,038.60
TOTAL			\$12,880,288.43	\$ 256,984.71

The amount paid as remuneration reported in this schedule differs from the amount reported in the Schedule of Revenues and Expenses. The amount reported in the Schedule of Revenues and Expenses includes amount paid for employee benefits including Municipal Pension Plan premiums, Employment Insurance and Canada Pension Plan contributions, Long Term Disability, Medical, Dental and Workers' Compensation Board premiums.

FIR Section 1, Subsection 6(7)(a), (b)

**REGIONAL DISTRICT OF NANAIMO
STATEMENT OF SEVERANCE AGREEMENTS**

There were **no** severance agreements made between the Regional District of Nanaimo and its non-unionized employees during fiscal 2004.

REGIONAL DISTRICT OF NANAIMO
 SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
 FOR THE YEAR ENDED DECEMBER 31, 2004

A 1 SEPTIC TANK SERVICE	25,706
A C TAXI LTD	31,797
ACOUSTEX SPECIALTY PRODUCTS	57,304
ACTION TANK & PUMP SERVICE	40,219
ALFA LAVAL INC	316,101
AON REED STENHOUSE INC	150,251
ASCOM TMS IN TRUST	38,539
ASSOCIATED ENGINEERING (BC)LTD	601,828
B C S P C A	60,741
BAKER SUPPLY NORTH LTD	35,484
BC BUILDINGS CORPORATION	96,261
BC HYDRO	618,871
BC TRANSIT	669,319
BLACK PRESS GROUP LTD	34,575
BREAKWATER ENTERPRISES LTD	27,515
BRENNTAG CANADA INC	94,597
CANADA POST CORPORATION	39,191
CAPITAL ENVIRONMENTAL RESOURCE INC	1,213,548
CBS PARTS LTD	48,409
CHEW CONSTRUCTION LTD	422,993
CIBA SPECIALTY CHEMICALS CANADA INC	71,239
CLEAVER BROOKS OF CANADA LIMITED	200,137
CONESTOGA-ROVERS & ASSOCIATES	146,305
DELL CANADA INC	145,334
DRILLWELL ENTERPRISES (1982) LTD	35,361
DUNCAN ELECTRIC MOTOR LTD	84,057
E S R I CANADA LIMITED	52,998
EAST ISLE POWER LTD	40,180
E-ONE CANADA LTD	301,135
FALCON BIRD CONTROL	88,781
FINNING INTERNATIONAL INC	139,522
FOOTPRINTS SECURITY PATROL INC	39,930
FOUR STAR WATERWORKS LTD	59,114
GADD MARINE CONSTRUCTORS LTD	54,445
GARTNER LEE LIMITED	71,464
GENERAL CHEMICAL PERFORMANCE PRODUCTS	223,419
GRAND & TOY	103,283
GREATER VANCOUVER SEWERAGE & DRAINAGE DISTRICT	1,704,533
HAYLOCK BROS PAVING LTD	26,302
HAZELWOOD CONSTRUCTION SERVICES INC	58,103
INSURANCE CORPORATION OF BC	143,310
ITT FLYGT CANADA	43,524
JJM CONSTRUCTION	3,408,011
KAL TIRE	51,630
KAMAN INDUSTRIAL TECHNOLOGIES	76,318
KNAPPETT CONSTRUCTION LTD	2,259,174
KNAPPETT INDUSTRIES LTD	150,306
KOERS & ASSOCIATES ENGINEERING LTD	70,987
MALASPINA UNIVERSITY COLLEGE	192,402
MARITIME LIFE ASSURANCE COMPANY	55,268
MEADOWLARK TECHNOLOGIES INC	234,180
MEDICAL SERVICES PLAN	209,820
MORROW ENVIRONMENTAL CONSULTANTS INC	77,888
MUNICIPAL INSURANCE ASSOCIATION OF BC	143,047

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2004**

NANAIMO ANIMAL SHELTER LIMITED	38,701
NANAIMO CITY OF	276,190
NANAIMO DAILY NEWS/HARBOUR CITY STAR	25,622
NEW FLYER PARTS	96,149
PACIFIC BLUE CROSS	458,229
PARKSVILLE CITY OF	40,497
PETRO-CANADA	899,863
PIPE-EYE VIDEO INSPECTIONS & SERVICES	25,596
PORTER WOOD RECYCLING LTD	55,258
PROFIRE EMERGENCY EQUIPMENT	148,297
QUADRA PRINTERS LTD	27,166
QUALICUM FARMS LTD	128,223
R & G EQUIPMENT RENTALS LTD	101,279
RECEIVER GENERAL FOR CANADA	1,353,305
RG CONSTRUCTION (PARKSVILLE) LTD	222,788
ROBINSON D CONTRACTING LTD	430,326
ROYAL BANK VISA	34,440
SOFTWARE HOUSE INT'L	73,810
SPERLING HANSEN ASSOCIATES	305,669
STAPLES MCDANNOLD STEWART	987,528
STEVE MARSHALL FORD LINCOLN LTD	32,774
SUN LIFE ASSURANCE CO OF CANADA	218,651
TELUS COMMUNICATIONS (BC) INC	214,923
TERASEN GAS	142,246
TREE ISLAND INDUSTRIES LTD	113,156
TRINEX INTERNET SOLUTIONS	46,005
VADIM COMPUTER MGMT GROUP LTD	43,973
VICTORIA CONSULTING NETWORK LTD	41,551
WASTE TECH INC	37,729
WESTERN POWER CABLE JOINTING LTD	44,181
WORKERS' COMPENSATION	155,697
TOTALS OVER \$25,000.00	\$22,204,480
TOTALS UNDER \$25,000.00	\$7,917,118
TOTAL ALL	\$30,378,582

The Regional District prepares its records using generally accepted accounting principles. This will result in differences between amounts recorded as an expense in the financial statements and the amount paid to a vendor in the year. The amounts reported here represent actual cash outlays in 2004 - some of which relate to goods or services received in 2003.

FIR , Schedule 1, Subsection 7(2)(b)

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF COMMUNITY GRANTS
FOR THE YEAR ENDED DECEMBER 31,2004

(these amounts are included in Totals Paid to Suppliers aggregating less than \$25,000)

School District 68 Grants in Aid

Cedar School & Community Enhancement Society	\$	1,900
ALS Society		587
Cedar Community Association		1,215
Cedar Family Playtime Society		800
The Hope Center		378
Nanaimo Search & Rescue		1,528
	\$	<u>6,408</u>

School District 69 Grants in Aid

Lighthouse Country Business Association	\$	2,225
Pacific Vocal Institute		2,100
Parksville Meeting Place		705
D69 Family Resource Association		2,867
Qualicum Beach Historical & Museum Society		4,000
Arrowsmith Watershed Coalition Society		1,500
Central Island Critical Incident Stress Association		200
Forward House Community Society		600
Mt. Arrowsmith Elder Abuse Prevention		300
Oceanside Community Arts		1,000
Oceanside Emergency Social Services		800
Parksville & District Historical Society		1,550
	\$	<u>17,847</u>

D69 Recreation Program Grants

Oceanside Baseball Association	\$	1,350
Oceanside Lyric Ensemble		1,300
Oceanside Minor Hockey		2,500
Parksville Badminton Club		1,000
Parksville Lions		500
Parksville Royals Baseball		500
Parksville Seniors Athletics Group		600
Parksville Qualicum 4H Senior Council		500
Qualicum Beach Volunteer Fire Department		2,500
San Pareil Residents Association		2,200
Arrowsmith Community Enhancement Society		900
Ballenas Dry Grad		400
Vicious Vacant Productions		1,715
D69 Family Resource Association		4,690

FIR , Schedule 1, Subsection 7(2)(b)

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF COMMUNITY GRANTS
FOR THE YEAR ENDED DECEMBER 31,2004**

(these amounts are included in Totals Paid to Suppliers aggregating less than \$25,000)

D69 Society of Organized Services	2,500
Errington War Memorial Hall Association	9,250
Kwailikum Secondary School Music Program	650
Lighthouse Recreation Commission	2,000
Mid Island Wildlife Watch Society	1,000
Arrowsmith Cricket Club	400
Arrowsmith Search & Rescue	2,500
Bailenas Cheer Team	1,000
Building Learning Together	1,980
Erik Goetzinger BMX	2,500
Kid Fest	1,075
Mid Vancouver Island Habitat Enhancement Society	700
Moorecroft Camp	1,720
Nanoose Pface Landscape Project	1,750
Nanoose Bay Elementary School PAC	1,000
Oceanside Community Arts	1,400
Qualicum Beach Family Day	750
Ravensong Aquatic Club	1,250
Bowser Tennis Club	2,500
Coombs Halloween Candy Walk	1,000
Deep Bay Yacht Club	2,500
Kwailikum Secondary School	750
Parksville & District Association for Community Living	870
Parksville Special Olympics	700
Ravensong Masters Swim Club	1,300
Vancouver Island Adrenalin Games	800
	<u>\$ 64,500</u>

Regional and Community Parks Grants

Lighthouse Community Center	\$ 15,000
Nanaimo Area Land Trust Society	21,000
	<u>\$ 36,000</u>



REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
DA CCD	MoF
APR 28 2005	
<i>Call</i>	

MEMORANDUM

TO: N. Avery
Manager, Financial Services

DATE: April 26, 2005

FROM: Wayne Thexton
Senior Accountant

FILE:

SUBJECT: Report on the 2004 Audited Financial Statements

PURPOSE

To provide comments on the financial performance of the Regional District of Nanaimo for the fiscal period ending December 31, 2004.

BACKGROUND

Regional Districts are required by Section 814.1 of the *Local Government Act* to present at a public meeting of the Board the results of their annual audit. Board members have been provided with a full copy of the annual financial report. This report and the attachments are intended to identify highlights and explain the results of the fiscal year ending on December 31, 2004.

The financial statements have been prepared following the recommendations of the Public Sector Accounting and Auditing Board (PSAAB). PSAAB recommends that a consolidated picture of a governmental entity be prepared in order to properly assess the results of all of its activities. The objective of the statements is to fairly present the financial position of the Regional District as a whole. The Regional District accounts for its activities in three funds, the General Revenue (or Operating) Fund, the Capital Fund and the Reserve Fund. The statements presented to you, consolidate transactions from all funds into one overall entity, the Regional District.

Auditor Opinion Letter (Page 2 of the annual report)

The Regional District maintains a system of internal accounting controls designed to provide reasonable assurance of the safekeeping of assets and revenues, the propriety of expenditures, and the accuracy of the financial records. The audit firm of Meyers Norris Penny LLP is responsible for reporting to the Board the results of their audit. As in prior years, the auditor's report is unqualified, assuring readers that based on the audit procedures conducted; the financial statements are considered to be free of material errors and are prepared in accordance with generally accepted accounting standards.

Consolidated Statement of Financial Position (Page 3 of the annual report)

The Statement of Financial Position or balance sheet shows the value of assets and liabilities as at December 31st. The Regional District had a net financial liability position at December 31, 2004 of \$9,447,458(2003 \$10,988,7350). Three items make up the major part of the net liability position -- Unfunded Liabilities (2004, \$4,653,375 - 2003, \$5,885,135), Deferred Revenue (2004, \$10,192,2829 - 2003, \$7,485,511) and Long-term Debt (2004, a net of \$16,428,532- 2003, a net of \$18,293,882).

Unfunded Liabilities – (Note 9 to the statements – Pages 9/10) This amount is an estimate of the present value of our statutory obligations for closing (\$1,697,882) and then monitoring our landfill for a period of 25 years after the site is decommissioned (\$2,891,599). The Regional District also has a small unfunded liability of \$63,894 for contractual long service retirement benefits. The intent of calculating these estimates is to signal in the statements that at some point future tax or other revenues will be needed to cover those costs. The employee retirement benefit cost is the cost of paying a lump sum of up to 60 days unused sick leave upon an employee's retirement. With respect to the landfill site, the Regional District's financial plan includes annual contributions to reserves to assist in closure costs and it is expected that operating budgets will be established annually for the remaining monitoring and maintenance activities at the site. Of note is that the estimate for landfill closure and post closure costs has declined from 2003 as a result of additional capacity created by building a berm wall on the southern flank of the Cedar Rd. site.

Deferred Revenues – (Note 10 to the statements – Page 10) Deferred revenues consist primarily of Development Cost Charges which have not been used to fund an eligible project.

The Regional District's overall Equity Position remains in a positive year-end balance. The consolidated surplus from operations (General Revenue Fund) was \$7,521,830 (2003 \$6,028,857). The total surplus amount is made up of individual surpluses generated from some 82 individual services operated by the Regional District. Regional District accounting rules required that surpluses be accounted for within their individual function and are only available to fund that function's future activities.

Consolidated Statement of Financial Activities (Page 4 of the annual report)

The Statement of Financial Activities is a form of 'income and expense' statement summarizing the operating and financing activities that have occurred during the year. The Regional District increased its overall fund balance by \$5,930,118 in 2004, largely by issuing short term debt to reimburse the operating fund for the costs to construct the Oceanside Place multiplex arena.

Actual expenditures for Environmental Services (\$17,381,742) are below budget (\$21,813,164) due mostly to carrying forward capital project funds for completion in 2005.

Actual expenditures for Protective services \$ (\$3,167,680) are above budget (\$2,339,176) due to recognizing the value of the assets of the former Bow Horn Bay Fire Improvement District (\$991,770), which was dissolved and incorporated as a Regional District service in 2004.

Actual expenditures for Parks, Recreation and Culture (\$6,355,761) are below budget in part because the purchase of Block 602 as parkland was not able to be completed until early in 2005. Expenditures are considerably below 2003 now that Oceanside Place has been completed.

General Revenue Fund - Schedule of Revenues and Expenditures (Page 16 of the annual report)

The General Revenue Fund is the primary budgeting and operating fund. This schedule presents the results of operations at an organizational level. The detailed operating results of individual functions are shown in the General Revenue Fund schedules included in the annual financial report (pages 16 to 30).

Final revenues were very slightly above budgeted revenues (\$47,178,255 actual vs \$46,657,723 budgeted). In particular strong construction activity resulted in permit fees exceeding budget by \$493,150.

Final operating expenditures were lower than budgeted expenditures by 7.3% (\$34,338,295 actual vs \$37,019,948 budgeted). Expenditures were lower overall for Professional fees and Capital expenditures.

Capital expenditure timing is somewhat unpredictable and as mentioned earlier in this report, while the budget includes the full cost of a project (particularly if it is being paid for from reserves), project completion may cross over year end.

Schedule of Reserve Fund Balances (Pages 22 and 23 of the annual report)

This schedule shows the activity which occurred in each of the separate reserve funds established by the Board. Highlights of total activity for the year include:

	<u>2004</u>	<u>2003</u>
Contributions in the year	\$ 1,523,591	\$ 1,628,626
Interest earned	393,329	526,051
Funds applied to capital expenditures	5,745,452	2,081,571

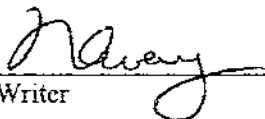
Reserve funds were utilized in 2004 to construct a containment berm at the regional landfill (\$3,859,942), a boiler building at the Southern Wastewater Treatment Plant (\$1,652,275), to upgrade a firefighting vehicle for the Nanoose Bay Volunteer Fire Department (\$139,230) and to upgrade computer equipment (\$87,493). Significant reserve fund contributions in 2004 included \$100,000 for future landfill closure costs, \$100,000 for computer equipment/software purchases and \$1,075,000 for the future expansion of the Southern Wastewater Treatment Plant.

SUMMARY

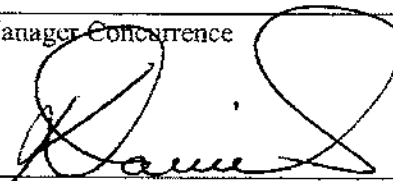
The financial statements have been prepared and audited within the framework of the accounting policies applicable to local government entities. These statements present, in all significant respects, the financial position of the Regional District of Nanaimo as at December 31, 2004.

RECOMMENDATION

That the report on the audited financial statements for the year ended December 31, 2004 be received.



Report Writer

Manager Concurrence


C.A.O. Concurrence

COMMENTS:

For background only:

Calculation for capital expenditures source of funds

Uses

Total capital expenditures (Pg. 36) \$13,860,788

Sources

Revenue Fund	\$ 3,913,537
Reserve Fund	2,081,571
MFA surpluses	123,292
Proceeds from asset disposals	8,000
Other	417,185
Developer contributions	102,857
Interest	39,004
Donations	0
Secured loans (non-mfa)	22,600
MFA new issue debt	356,909
Remainder from interfund & other debt financing	\$ 6,795,833

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

We have audited the consolidated statement of financial position of the Regional District of Nanaimo as at December 31, 2004 and the consolidated statements of financial activities, changes in financial position and cash flows for the year then ended. These financial statements are the responsibility of the Regional District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2004 and the results of its operations and changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information, including schedules presented on pages 15 through 41, is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Nanaimo, British Columbia

March 23, 2005

Meyer Norris Penny LLP

Chartered Accountants

The accompanying notes are an integral part of these financial statements



REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2004

	<u>2004</u>	<u>2003</u> Restated(Note20)
Financial Assets		
Cash and short-term deposits (Note 2, Pg. 5)	\$ 14,676,291	\$ 10,604,715
Accounts receivable (Note 3)	3,412,190	3,902,030
Investments (Note 4)	16,804,474	12,814,714
Other assets (Note 5)	<u>1,000</u>	<u>48,625</u>
	<u>34,893,955</u>	<u>27,370,084</u>
Financial Liabilities		
Short-term loans (Note 6)	7,992,967	666,135
Accounts payable (Note 7)	2,694,307	3,952,403
Other liabilities (Note 8)	1,843,024	1,697,946
Unfunded Liabilities (Note 9)	4,653,375	5,885,135
Deferred revenue (Note 10)	10,192,282	7,485,511
Obligation under capital lease (Note 13)	536,926	377,807
Long-term debt (Notes 11, 12, Pg. 41)	35,003,618	34,219,705
Less: Municipal Debt (Note 11)	<u>(18,575,086)</u>	<u>(15,925,823)</u>
	<u>44,341,413</u>	<u>38,358,819</u>
Net Financial Assets (Liabilities)	<u>(9,447,458)</u>	<u>(10,988,735)</u>
Capital Assets		
Tangible capital assets (Pg. 21)	117,497,169	108,967,396
Assets under capital lease (Note 13)	<u>642,402</u>	<u>429,640</u>
	<u>118,139,571</u>	<u>109,397,036</u>
Net Equity	<u>\$ 108,692,113</u>	<u>\$ 98,408,301</u>
Consolidated Equity Position		
General Revenue Fund (Pg. 15)	\$ 7,521,830	\$ 6,028,857
Capital Fund (Pg. 19)	1,521,498	(6,610,539)
Reserves	<u>11,121,014</u>	<u>14,815,906</u>
Consolidated Financial Equity (Note 15)	<u>20,164,342</u>	<u>14,234,224</u>
Equity in Tangible Capital Assets (Pg. 20)	<u>93,181,146</u>	<u>90,059,212</u>
Unfunded liabilities (Note 9)	<u>(4,653,375)</u>	<u>(5,885,135)</u>
Net Equity	<u>\$ 108,692,113</u>	<u>\$ 98,408,301</u>

APPROVED:


Treasurer

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>Budget</u>	<u>2004</u>	<u>2003</u> Restated(Note20)
Revenues			
Property taxes	\$ 22,588,861	\$ 22,588,861	\$ 21,500,047
Grants in lieu of taxes	95,600	182,527	263,444
Operating grants	3,841,885	3,294,288	3,076,110
Operating revenues	14,150,882	15,104,584	14,208,803
Developer contributions	565,000	19,589	298,251
Other	229,950	1,568,423	943,281
Interest on investments	641,849	702,900	873,517
Debt recoveries from member municipalities	2,127,320	2,392,678	2,414,913
MFA debt surplus refunds	-	27,269	160,965
	<u>44,241,347</u>	<u>45,881,119</u>	<u>43,739,331</u>
Expenditures			
General government services	1,209,417	1,243,630	1,944,439
Planning and development	2,338,789	2,095,304	1,942,583
Environmental services	21,813,164	17,381,742	14,239,842
Utility services	3,398,007	2,420,707	2,467,840
Transportation services	9,100,826	9,282,340	8,970,067
Protective services	2,339,176	3,167,680	2,324,203
Parks, recreation and culture	7,850,477	6,355,761	14,109,732
Debt payments for member municipalities	2,127,320	2,392,678	2,414,913
	<u>50,177,176</u>	<u>44,339,842</u>	<u>48,413,619</u>
Net Revenues (Expenditures)	<u>(5,935,829)</u>	<u>1,541,277</u>	<u>(4,674,288)</u>
Add:			
Financing activities			
Increase in Obligation under capital lease	-	159,119	377,806
Short-term and long-term debt issued	310,711	7,666,476	379,509
Debt actuarial adjustments	(552,999)	(552,999)	(517,572)
Debt principal repayments	(1,652,360)	(1,651,995)	(1,658,110)
Increase (Decrease) in financing obligations	<u>(1,894,648)</u>	<u>5,620,601</u>	<u>(1,418,367)</u>
Unfunded expenditures:			
Employee benefits	-	63,894	-
Landfill closure and post closure costs	-	(1,295,654)	(872,938)
	<u>-</u>	<u>(1,231,760)</u>	<u>(872,938)</u>
Change in Consolidated Financial Equity (Note 15)	<u>\$ (7,830,477)</u>	<u>5,930,118</u>	<u>(6,965,593)</u>
Consolidated Financial Equity, beginning (Pg 3)		<u>14,234,224</u>	<u>21,199,817</u>
Consolidated Financial Equity, ending (Pg 3)		<u>\$ 20,164,342</u>	<u>\$ 14,234,224</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

The Regional District was incorporated in 1967 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district wide local government services to the residents of eight electoral areas and four municipalities within its boundaries. These services include general government administration, bylaw enforcement, planning and development services, building inspection, fire protection and emergency disaster planning, public transportation, parks and recreation, water distribution and sewer collection, wastewater disposal, solid waste collection and disposal, and street lighting.

The financial operations of the Regional District are divided into three funds; capital fund, general revenue fund and reserve fund. For accounting purposes each fund is treated as a separate entity.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of presentation

The Regional District follows accounting principles generally accepted for British Columbia local governments.

Consolidated financial statements have been prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the activities related to all funds belonging to the one economic entity of the Regional District.

(b) Short-term investments

Short-term investments are carried at cost which approximates market value.

(c) Long-term investments

Long-term investments are carried at cost less any amortized premium. It is the intention of the Regional District to hold these instruments to maturity. Any premium has been amortized on a straight-line basis using the earlier of the date of maturity or call date.

(d) Inventories

Inventories are valued at cost in the general revenue fund, but are included in expenditures in the consolidated statement of financial activity (Page 4).

(e) Tangible capital assets

Tangible capital assets are stated at cost and include assets financed from annual operating budgets, short-term and long-term debt issues and lease obligations. Tangible capital asset purchases are included in the expenditures section of the Consolidated Statement of Financial Activity (Page 4). Depreciation is not charged on tangible capital assets in accordance with generally accepted accounting principles for local governments in British Columbia.

(f) Debt servicing costs

Interest is recorded on an accrual basis in accordance with Public Sector Accounting recommendations published by the CICA.

Long-term debt denominated in a foreign currency is recorded in the accounts at par value with the Canadian dollar.

Gains and losses resulting from changes in exchange rates are recorded when they are realized.

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004**

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(g) Financial Instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, short-term loans, accounts payable, obligations under capital lease, other liabilities, unfunded liabilities and long-term debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments

(h) Revenue recognition

Revenues are recorded on an accrual basis and are recognized in the period in which they are earned. Exceptions to this accounting policy include residential water utility user rates, restricted revenues and special purpose grants. Residential water utility revenues cover a one year period ending in September and are recorded when billed. Restricted revenues (development cost charges and cash in lieu of parkland contributions) are classified as Deferred Revenues and are recorded as revenue when the associated expenditure has been incurred in accordance with Public Sector Handbook recommendations. Special purpose grant revenues are recorded in the year a claim is made, which may differ from the year(s) in which grant related expenditures are incurred. Most special purpose grants may not be claimed until all associated expenditures have been completed.

(i) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring management estimates are the determination of employee retirement benefits, landfill closure and post closure liabilities, collectability of accounts receivables and provisions for contingencies. Actual results may vary from those estimates and adjustments will be reported in operations as they become known.

2. CASH AND SHORT-TERM DEPOSITS

In 2004, all cash and short-term deposits were held by the General Revenue Fund. Interest income has been allocated to Reserve accounts, Reserve Funds and Capital Funds based on the relative equity in each Fund.

3. ACCOUNTS RECEIVABLE

	<u>2004</u>	<u>2003</u>
Province of British Columbia	\$ 467,885	\$ 1,149,015
Government of Canada	387,086	303,391
Regional and local governments	308,680	801,902
Accrued investment interest	219,400	150,010
Developer DCC instalments	921,598	350,450
Solid Waste commercial accounts	647,136	571,662
Utility services customers	195,182	202,098
Other trade receivables	<u>265,223</u>	<u>373,502</u>
	\$ <u>3,412,190</u>	\$ <u>3,902,030</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

4. INVESTMENTS

All investments were held by the General Revenue Fund and consist of notes and bonds with varying yields and extendible maturity dates ranging from 2005 to 2014. Interest earned in the period has been allocated to Reserve accounts, the Reserve Funds and Capital Funds based on the relative equity in each Fund.

	<u>2004</u>	<u>2003</u>
Investments at cost less amortized premium	\$ <u>16,804,474</u>	\$ <u>12,814,714</u>

As at December 31, 2004, the following investments were held by the Regional District:

Investment	Unamortized Purchase price	Accrued Interest	Accounting Value	Market Value at December 31, 2004
CIBC 7.4% floater bond	\$ 1,023,590	\$ 31,019	\$ 1,054,609	\$ 1,077,719
TD 6.0% floater bond	2,836,967	72,723	2,909,690	2,997,323
HSBC 5.6% bond	1,964,917	5,037	1,969,954	2,031,814
RB 4.5% extendible note	2,000,000	43,890	2,043,890	2,050,890
RB 3.25% extendible note	2,000,000	38,644	2,038,644	2,037,444
CIBC 4.25% extendible note	1,000,000	6,171	1,006,171	986,357
RB 4% extendible note	3,000,000	17,096	3,017,096	3,010,196
RB 3.5% extendible note	979,000	3,286	982,286	979,447
CIBC 3.5% extendible note	<u>2,000,000</u>	<u>1,534</u>	<u>2,001,534</u>	<u>1,976,334</u>
	<u>\$ 16,804,474</u>	<u>\$ 219,400</u>	<u>\$17,023,874</u>	<u>\$17,147,524</u>

5. OTHER ASSETS

	<u>2004</u>	<u>2003</u>
Security deposits	\$ <u>1,000</u>	\$ <u>48,625</u>

6. SHORT-TERM LOANS

Municipal Finance Authority short term fixed rate loan of \$7,496,776 (new in 2004) for the Oceanside Multiplex Arena, with interest only payable monthly at a rate of 2.77% until April 14, 2005. In accordance with Board direction, the loan will be converted to long-term debt when the long-term rate reaches approximately 6.3%.

Demand loan of \$16,191 (2003, \$20,715; original value \$22,600) for a Regional Parks vehicle, payable at \$377 per month plus interest at Royal Bank prime rate. The loan will be repaid in 2008.

Non-interest bearing loan with the Coastal Community Credit Union in the amount of \$480,000 (2003, \$640,000) for the purchase of a Regional and Community park on Gabriola Island. The loan is repayable at \$160,000 per year to 2007. The loan is secured by the land with a carrying value of \$800,000.

7. ACCOUNTS PAYABLE

	<u>2004</u>	<u>2003</u>
Payable to Provincial Government	\$ 285,566	\$ 243,538
Payable to other local governments	106,171	145,350
Trade and other payables	<u>2,302,570</u>	<u>3,563,515</u>
	<u>\$ 2,694,307</u>	<u>\$ 3,952,403</u>

REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2004

8. OTHER LIABILITIES

	<u>2004</u>	<u>2003</u>
Wages and benefits payable	\$ 1,337,435	\$ 1,551,782
Permit deposits	<u>505,589</u>	<u>146,164</u>
	<u>\$ 1,843,024</u>	<u>\$ 1,697,946</u>

9. UNFUNDED LIABILITIES

Unfunded liabilities are future expenditures that may be incurred as a result of current or past operations for which special reserves have not been funded by budget appropriations. The liabilities are related to contractual employment obligations, and landfill operations which are governed by Provincial statute.

(A) Employee Retirement Benefits

Employees who retire qualify for a payout of up to 60 days of their accumulated unused sick leave bank. The Regional District calculates the value of this liability for employees aged 40 or older based on an analysis of the age and length of service of its workforce. The reported liability reflects the likelihood that employees 55 or older will retire and become eligible for this benefit. Employee retirement benefits are being funded by an accounting charge on wages paid in the year. The unfunded portion of the employee benefit liability as at December 31, 2004 is estimated at \$63,894.

(B) Landfill Closure and Post Closure Maintenance Costs

A liability for placing a permanent cover (Closure Costs) over the face of the landfill is incurred as landfill capacity is filled. Post closure maintenance costs are ongoing operating requirements including landfill gas monitoring, leachate collection system operation and general site maintenance which must be managed for a period of 25 years after the landfill is permanently closed.

Landfill Closure costs:

Landfill closure costs are based on the open area of the remaining unused capacity of the landfill site. In 2004 a berm was constructed which has resulted in an increase in landfill capacity that will extend the anticipated life of the landfill to 2017 (2003, to 2012). At December 31, 2004 there were approximately 12 hectares of open area, which is estimated to be 52% filled. Closure costs are estimated at \$1,697,882 of which \$901,305 has been set aside in reserves. The balance of landfill closure costs are expected to be funded by a combination of future reserve fund contributions and borrowing.

Post Closure costs:

The Regional District has a statutory obligation to manage the environmental state of the landfill site for 25 years after the site is closed. Post closure costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual management costs and a present value discount rate. Post closure costs are estimated to be \$2,891,599 based on 77% of the landfill capacity being filled at this date. This compares to the 2003 estimate of \$3,663,448, which was based on 69% of the landfill capacity being filled. The reduction is a result of extending the useful life of the landfill by building a berm wall and changes in the discount rate. Post closure costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

9. UNFUNDED LIABILITIES (CONTINUED)

	<u>2004</u>	<u>2003</u>
Employee Retirement Benefits	\$ 63,894	\$ -
Landfill Closure Costs	1,697,882	2,221,687
Post Closure Maintenance Costs	<u>2,891,599</u>	<u>3,663,448</u>
Unfunded Liability	<u>\$4,653,375</u>	\$ <u>5,885,135</u>
Reserves On Hand	\$ <u>901,305</u>	\$ <u>774,579</u>

10. DEFERRED REVENUE

	<u>2004</u>	<u>2003</u>
General Revenue Fund	\$ 84,178	\$ 72,138
Parkland Cash-in-Lieu Contributions	1,104,442	1,071,592
Development Cost Charges	<u>9,003,662</u>	<u>6,341,781</u>
	<u>\$10,192,282</u>	\$ <u>7,485,511</u>

General Revenue Fund – consists of recreation program prepayments and facility deposits and unredeemed complimentary recreation program awards

Parkland Cash-in-Lieu Contributions - are amounts collected from developers under the authority of Section 941 of the *Local Government Act*, where the Board has determined that cash rather than land for parkland purposes may be accepted as a condition of subdivision. These funds are held for the exclusive purpose of purchasing parkland.

Development Cost Charges - are amounts collected and due from developments which are deemed to add new capital burdens to the infrastructure of the Regional District. Development Cost Charges bylaws have been enacted for the purposes of future expansion of wastewater treatment facilities and a bulk water system.

11. DEBT CHARGES RECOVERABLE - MEMBER MUNICIPALITIES

Pursuant to the *Local Government Act*, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority. The annual cost of servicing this municipal debt is recovered entirely from the borrowing municipality. However, the Regional District is contingently liable for municipal debt in the event of default.

	<u>2004</u>	<u>2003</u>
Town of Qualicum Beach	\$ -	\$ 4,370
City of Parksville	4,830,240	5,169,754
City of Nanaimo	<u>13,744,846</u>	<u>10,751,699</u>
	<u>\$ 18,575,086</u>	\$ <u>15,925,823</u>

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004**

12. LONG-TERM DEBT

Debt proceeds issued in U.S. currency are recorded at par with Canadian dollars. This debt is payable in Canadian dollars at a fixed exchange rate of 35%. Had it been converted at December 31, 2004, an additional liability of \$33,718 would exist. The amount paid in 2004 as U.S. currency exchange totalled \$34,692 (2003, \$33,176). It is the current policy of the Municipal Finance Authority to no longer secure debt repayable in a foreign currency.

	<u>Member Municipalities</u>	<u>R.D.N.</u>	<u>2004</u>	<u>2003</u>
U.S. currency	\$ <u>96,338</u>	\$ <u>-</u>	\$ <u>96,338</u>	\$ <u>180,979</u>

Payments of principal on issued debt of the Regional District, not including municipal debt, for the next five years are:

	<u>2004</u>
2005	1,297,819
2006	1,055,871
2007	1,055,871
2008	1,055,871
2009	<u>1,040,750</u>
	\$ <u>5,506,182</u>

13. OPERATING AND CAPITAL LEASES

The Regional District has entered into five year operating leases for certain vehicles and equipment which expire on various dates. In 2004 the operating lease payments totalled \$208,238.

The Regional District held assets under capital leases in the amount of \$642,402 (2003, \$429,640), including fire trucks for the Extension Fire and Errington Fire services, a Zamboni ice cleaner for the Oceanside Place Multiplex arena, a Recreation services vehicle and several photocopiers. The 2004 capital lease payments totalled \$59,100 (2003, \$37,077). The outstanding balance of the capital leases for these assets as at December 31, 2004 was \$536,926 (2003, \$377,807).

Lease payment and purchase option payment commitments for the next five years are:

	<u>Capital Leases</u>	<u>Operating Leases</u>
2005	\$ 254,406	\$ 176,428
2006	55,683	166,418
2007	55,683	63,680
2008	194,040	21,227
2009	<u>20,836</u>	<u>-</u>
	<u>580,648</u>	\$ <u>427,753</u>
Less: Imputed Interest	<u>(43,722)</u>	
Net Obligation under Capital Lease (Pg. 3)	\$ <u>536,926</u>	

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004

14. CONSOLIDATION ADJUSTMENTS

The figures reported in the consolidated financial statements differ from the supporting fund schedules due to differences in grouping and presentation as well as the elimination of inter-fund transactions. The General Revenue Fund Statement of Financial Position values have been amended by the following consolidation adjustments to conform to PSAB requirements:

	<u>2004</u>	<u>2003</u>
General Revenue Fund surplus (Pg. 15, 16)	\$ 7,583,484	\$ 6,096,468
Less:		
Prepaid Expenses (Pg. 15)	(36,262)	(48,224)
Inventories (pg. 15)	<u>(25,392)</u>	<u>(19,387)</u>
Revised General Revenue Fund surplus	\$ <u>7,521,830</u>	\$ <u>6,028,857</u>

15. FINANCIAL EQUITY

Unappropriated financial equity

General Revenue Fund – represents the accumulated net operating surplus of the Regional District which has not otherwise been allocated by the Board as reserves for special purposes.

Capital Fund – represents amounts which have been transferred to or from the capital fund from other funds, or amounts received as a result of the refund of debt sinking funds which have not yet been applied to capital expenditures.

	<u>2004</u>	<u>2003</u>
General Revenue Fund (Note 14)	\$ 7,521,830	\$ 6,028,857
Capital Fund	<u>1,521,498</u>	<u>(6,610,539)</u>
Unappropriated financial equity	\$ <u>9,043,328</u>	\$ <u>(581,682)</u>

Appropriated financial equity

Appropriated financial equity represents that portion of the net operating surplus of the Regional District that has been set aside to fund future expenditures. It includes both statutory reserves created by bylaw under the authority of the *Local Government Act* and reserve accounts, which may be used by the Board without legislative restrictions.

	<u>2004</u>	<u>2003</u>
General Revenue Fund Reserve Accounts		
Landfill expansion	\$ 206,597	\$ 200,000
Landfill closure	901,305	774,579
Property insurance deductible-fire departments	21,846	21,251
Liability insurance deductible	111,308	107,754
Regional parks and trails donations	10,773	10,766
Administration vehicle fleet replacement	<u>82,153</u>	<u>32,112</u>
	1,333,982	1,146,462
Statutory Reserve Funds	\$ <u>9,787,032</u>	\$ <u>13,669,444</u>
Appropriated financial equity	\$ <u>11,121,014</u>	\$ <u>14,815,906</u>
Total Financial Equity	\$ <u>20,164,342</u>	\$ <u>14,234,224</u>

**REGIONAL DISTRICT OF NANAIMO
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 for the year ended December 31, 2004**

16. MUNICIPAL FINANCE AUTHORITY RESERVE DEPOSITS

The Regional District secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. As at December 31, 2004 the Regional District had a debt reserve fund balance of \$3,927,599 (2003 - \$3,928,602).

17. THE NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox-Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni Clayoquot	3 shares
Comox Strathcona	10 shares
Mount Waddington	1 share
Nanaimo	5 shares
Powell River	2 shares

The Regional District's investment in shares of the North Island 911 Corporation is recorded at cost.

18. PENSION LIABILITY

The Regional District of Nanaimo and its employees contribute to the Municipal Pension Plan (the plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 130,000 active members and approximately 45,000 retired members. Active members include approximately 29,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2003 indicated an unfunded liability of \$789 million for basic pension benefits. The next valuation will be as at December 31, 2006 with results available in 2007. The actuary does not attribute portions of the unfunded liability to individual employers. The Regional District of Nanaimo paid \$746,226 for employer contributions to the plan in fiscal 2004.

19. CONTINGENT LIABILITIES

As at December 31, 2004, there were outstanding claims against the Regional District. The claims have been referred to legal counsel and/or to the Regional District's liability insurers. It is not possible to determine the Regional District's potential liability, if any, with respect to these matters as at the date of these statements.

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2004**

20. 2003 PRIOR PERIOD ADJUSTMENT

The Regional District has changed the accounting treatment of several items to meet PSAB reporting requirements and has retroactively restated the reported amounts for 2003. The net result of the restatement was a decrease in financial equity or Fund Balances of \$1,139,203. These changes include:

- (a) 'Other assets' - decreased by \$67,611 to \$48,625, as a result of recording prepaid expenses and inventories as expenditures.
- (b) 'Deferred revenue' - increased by \$1,071,592 to \$7,485,511, reflecting the reclassification of Cash in lieu of parkland funds from appropriated reserves.
- (c) Revenues and expenditures for various functions were restated to reflect these and other minor changes for the period. Overall revenues decreased by \$105,010 from \$43,844,341 to \$43,739,331. Overall expenditures increased by \$263,195 from \$48,150,424 to \$48,413,619. Financing activities increased by \$429,639 from (\$1,848,006) to (\$1,418,367). These changes resulted in an increase in the 'Change in Fund Balances' of \$61,434 from (\$7,027,027) to (\$6,965,593)
- (d) The beginning fund balances for 2003 were decreased by \$1,200,637 to \$21,199,817 to incorporate the accumulated impact of these changes for periods prior to 2003.

21. COMPARATIVE FIGURES

Certain comparative figures for the year ended December 31, 2003 have been reclassified to conform to the presentation adopted in the current year.

22. ENVIRONMENTAL REGULATIONS

The Regional District is subject to environmental regulations which apply to a number of its operations. These regulations may require future expenditures to meet applicable standards and subject the Regional District to possible penalties for violations. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

23. EXPENDITURES BY OBJECT

	<u>Budget</u>	<u>2004</u>	<u>2003</u>
Operating good and service purchases	\$ 19,974,397	\$ 18,678,674	\$ 18,263,650
Wages and benefits	14,902,123	14,970,747	14,025,543
Debt interest and foreign exchange	3,508,186	3,179,399	3,136,476
Capital purchases	11,792,470	8,742,782	13,860,788
Unfunded expenditures	-	(1,231,760)	(872,838)
	50,177,176	44,339,842	48,413,619
Debt principal repayments	2,205,359	2,204,994	2,175,682
Total Expenditures by Object	<u>\$ 52,382,535</u>	<u>\$ 46,544,836</u>	<u>\$ 50,589,301</u>

- (a) Debt principal payments include principal repayments and actuarial adjustments.

**REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENDITURES
AS AT DECEMBER 31, 2004**

	Corporate Services (Schedule A)	Development Services (Schedule B)	Community Services (Schedule C)	Environmental Services (Schedule D)	Actual 2004	Budget 2004	Actual 2003
REVENUES							
Tax requisition	\$ 3,587,417	\$ 1,228,685	\$ 8,125,116	\$ 9,647,643	\$ 22,588,861	\$ 22,588,861	\$ 21,500,047
Grants	10,000	25,000	3,258,940	348	3,294,288	3,841,885	3,076,110
Grants in Lieu	43,681	3,515	59,155	85,176	182,527	95,600	263,444
Interest	268,800	-	-	-	268,800	285,000	344,825
Permit fees & other	-	1,460,824	35,834	-	1,496,658	966,790	1,083,320
Operating revenues	-	224,443	4,847,919	3,223,921	8,296,283	7,993,627	7,965,778
Disposal fees	-	-	-	6,432,863	6,432,863	6,056,000	6,033,862
Other	4,392,166	-	-	225,809	4,617,975	4,819,960	4,621,398
	<u>8,302,064</u>	<u>2,942,467</u>	<u>16,317,964</u>	<u>19,815,760</u>	<u>47,178,255</u>	<u>46,657,723</u>	<u>44,888,784</u>
EXPENDITURES							
General administration	645,069	347,747	1,953,096	1,141,363	4,087,275	4,122,494	3,731,024
Professional fees	193,007	191,467	84,980	537,305	1,006,769	1,733,679	937,883
Community grants	45,720	-	78,008	-	123,728	120,196	125,081
Legislative	204,899	-	-	-	204,899	214,285	208,008
Recreation program costs	-	-	175,489	-	175,489	250,910	164,690
Equipment operating	60,730	12,709	66,788	-	140,227	160,153	117,914
Building operating	173,177	40,972	487,459	246,041	947,649	1,165,173	913,090
Vehicle operating	74,494	29,773	2,185,349	881,140	3,170,756	3,244,032	3,028,859
Other operating	16,309	188,428	236,342	6,639,962	7,082,041	7,276,653	6,777,636
Wages & benefits	1,418,582	1,570,950	8,270,853	3,710,362	14,970,747	14,902,123	14,025,543
Capital expenditures	216,893	26,006	844,164	1,341,652	2,428,715	3,830,250	3,913,537
	<u>3,048,880</u>	<u>2,409,052</u>	<u>14,382,538</u>	<u>14,497,825</u>	<u>34,338,295</u>	<u>37,019,948</u>	<u>33,943,265</u>
OPERATING SURPLUS	<u>5,253,184</u>	<u>533,415</u>	<u>1,935,426</u>	<u>5,117,935</u>	<u>12,839,960</u>	<u>9,637,775</u>	<u>10,945,519</u>
Debt retirement							
- interest	1,510,749	-	564,938	1,623,535	3,699,222	4,028,010	3,619,356
- principal	847,786	-	227,400	1,344,372	2,419,558	2,371,165	2,494,414
- foreign exchange	34,692	-	-	-	34,692	33,175	33,176
Contingency	(800)	-	-	-	(800)	(20,000)	-
Reserve contributions	332,856	9,420	19,750	1,322,720	1,684,746	1,762,650	2,159,348
Transfers to other govts	2,511,652	-	1,003,875	-	3,515,527	3,753,242	3,475,299
	<u>5,236,935</u>	<u>9,420</u>	<u>1,815,963</u>	<u>4,290,627</u>	<u>11,352,945</u>	<u>11,928,242</u>	<u>11,781,593</u>
CURRENT YEAR SURPLUS (DEFICIT)	<u>16,249</u>	<u>523,995</u>	<u>119,463</u>	<u>827,308</u>	<u>1,487,015</u>	<u>(2,290,467)</u>	<u>(836,074)</u>
Prior year's surplus applied	812,556	1,164,279	1,076,441	3,043,193	6,096,469	6,096,453	6,932,542
NET OPERATING SURPLUS	<u>\$ 828,805</u>	<u>\$ 1,688,274</u>	<u>\$ 1,195,904</u>	<u>\$ 3,870,501</u>	<u>\$ 7,583,484</u>	<u>\$ 3,805,986</u>	<u>\$ 6,096,468</u>

See notes to consolidated financial statements
-16-

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2004

	Feasibility	Coombs Fire	Errington Fire	Extension Fire	Nanose Fire	Dashwood Fire	Landfill Acquisition	Extension Recreation	Admin Computer	SD68 E911	Fairwinds Wastewater Improvement	Southern Wastewater
ASSETS:												
Due from Revenue Fund (Pg 15)	\$ 30,467	\$ 24,968	\$ 24,430	\$ 105,201	\$ 305,744	\$ 152,604	\$ 3,713,318	\$ 35,769	\$ 259,741	\$ 83,012	\$ 112,073	\$ 4,152,759
M1 Arrowsmith Joint venture	30,467	24,968	24,430	105,201	305,744	152,604	3,713,318	35,769	259,741	83,012	112,073	4,152,759
LIABILITIES AND FUND BALANCE:												
FUND ACTIVITY												
Balance, beginning	(8,164)	25,892	10,427	95,740	390,010	88,094	7,359,786	36,020	240,127	80,961	64,419	4,596,089
Add:												
Contribution from Revenue Fund	101,250	4,776	13,500	6,160	44,000	61,125			100,000		45,000	1,075,000
MFA surplus				70								8,611
Interest earned		812	503	3,231	10,964	3,385	213,474	1,175	7,107	2,651	2,654	125,124
Less:												
Feasibility costs	(62,619)											
Contribution to Capital Fund (Pg.20)		(9,512)			(139,230)		(3,859,942)		(87,493)			(1,662,275)
Transfers to Revenue Fund												
Transfers to Other Agencies							(1,426)					
FUND BALANCE Ending (Note 15)	\$ 30,467	\$ 24,968	\$ 24,430	\$ 105,201	\$ 305,744	\$ 152,604	\$ 3,713,318	\$ 35,769	\$ 259,741	\$ 83,012	\$ 112,073	\$ 4,152,759

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2004

	Surfside Sewer	Pacific Shores Sewer	French Creek Sewer	French Creek Water	Madrona Water	Fairwinds		Surfside Water	Arbutus Park Est		West Bay Est Water	Nanoose Bulk Water		French Creek Bulk Water	Actual 2004	Actual 2003
						Water	Water		Water	Water		Water	Water			
ASSETS:																
Due from Revenue Fund (Pg 15)	\$ 966	\$ 2,051	\$ 391,665	\$ 48,048	\$ 73,437	\$ 163,652	\$ 3,948	\$ 36,634	\$ 20,235	\$ -	\$ 9,740,722	\$ 13,636,964				
Mt Arrowsmith Joint venture																
	966	2,051	391,665	48,048	73,437	163,652	3,948	36,634	20,235	29,771	16,539	46,310	32,480			
LIABILITIES AND FUND BALANCE:																
FUND ACTIVITY																
Balance, beginning	966	2,051	379,158	46,515	62,980	129,043	1,976	35,464	20,860	11,600	13,669,444	13,634,929				
Add:																
Contribution from Revenue Fund					7,000	30,000	1,950		8,891	4,939	1,523,591	1,628,645				
MFA surplus					1,284						10,165	37,673				
Interest earned			12,507	1,533	2,173	4,609	22	1,170	235		393,329	489,688				
Less:																
Feasibility costs											(62,619)	(16,918)				
Contribution to Capital Fund (Pg.20)											(5,745,452)	(2,081,571)				
Transfers to Revenue Fund																
Transfers to Other Agencies											(1,426)	(8,003)				
FUND BALANCE Ending (Note 15)	\$ 966	\$ 2,051	\$ 391,665	\$ 48,048	\$ 73,437	\$ 163,652	\$ 3,948	\$ 36,634	\$ 20,235	\$ 29,771	\$ 16,539	\$ 9,787,032	\$ 13,669,444			

See notes to consolidated financial statements
-23-



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO		GM ES	
DA CCD		MoF	
MAY - 4 2005			
Cole			

MEMORANDUM

TO: N.Avery
Manager, Financial Services

DATE: May 2, 2005

FROM: W.Thexton
Senior Accountant

FILE:

SUBJECT: Operating Results to March 31, 2005

PURPOSE

To present a summary of the operating results for the period ending March 31st, 2005.

BACKGROUND

The quarterly operating statements for the period January 1 to March 31, 2005 for the Regional District are attached as appendices to this report. The schedules attached include:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department
- Appendices 3-6 Departmental Details by Division

The statements reflect primarily actual cash transactions with the exceptions of property taxes and debt payments, which are recorded monthly, and 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 proportion of revenues and expenditures to date (the 'benchmark') would be approximately 25% of the budgeted amounts for the year.

A comparison of the financial results to the benchmark at this early point in the year is generally not as indicative of the overall annual trend as statements much later in the year. For example, revenues for water, sewer and garbage collection services are billed in late May and are not reflected in the first quarter. Expenditures are also generally below the benchmark at this time of the year because reserve fund transfers, other agency transfers and most capital expenditures are incurred in the latter half of the year, after tax requisition funds have been received.

Overall Summary by Division (Appendix 1)

This summary provides an overview of the year to date results, at an organizational level. Under 'Revenues', property tax revenues are recorded monthly and are at the expected 25% benchmark. 'Grants/Operating/Other' revenues are at 21% overall. The 16% of grants/operating/other revenues shown under Environmental Services reflects that annual user fee billings have not yet been recorded as noted above.

Total Expenditures are at 15%. The largest significant contributor to this lower than benchmark result is the Capital Expenditure category (2%). The negative Debt Financing-Interest (-2%) is due to a normal reversal of 2004 yearend accrued interest charges for the short-term debt carried by the D69 Oceanside Place Multiplex. This interest will be paid and charged to the facility later in 2005.

Summary of Total Revenues/Total Expenditures by Department (Appendix 2)

This schedule lists each department within each organizational division and shows the total year to date revenues and expenditures. It is helpful in identifying at a glance the benchmark performance of an individual department. However, for the reasons noted above, the trend results are less indicative in the first quarter than in subsequent quarters.

Departmental Details by Division

Appendices 3 to 6 provide a further level of detail for each individual department within the organizational division. These schedules, while still summarized to a large degree, allow a reader to see the trend for major types of operating expenditures, such as professional fees, building and vehicles, wages and capital expenditures.

Community Services Division (Appendices 3 and 3A)

Operating revenues results for the Regional Parks (1%) function are below benchmark, as the budgeted infrastructure grant for the Top Bridge project (\$260,000) had not been received by March 31st. The funds were received in late April. Regional Parks expenditures are above the benchmark (31%) due to the expenditure of \$300,000 as our partnership contribution (along with the Nature Trust of BC) for the purchase of 'Block 602' parkland in Electoral Area G.

Grants/Operating/Other Revenues for Oceanside Place (33%) and the Ravensong Aquatic Center (34%) functions are well above the first quarter benchmark. Operating expenditures for the recreation programming and facilities operations are below the benchmark due to seasonal factors.

Grants/Operating/Other Revenues for the Southern Community and Northern Community Transit services are at or slightly above the 25% benchmark (Appendix 3A). Overall expenditures (22%) are slightly below the benchmark. Amounts budgeted for the relocation of the downtown exchange in the City of Nanaimo and the long term exchange location study will be expended in the second quarter of the year.

Corporate Services (Appendix 4)

Grants/Operating Revenues in Corporate Services are within expectations.

Expenditures for Public Safety are at 2% of budget, as cost sharing transfers for participation in Emergency 911 services will be incurred in August.

Development Services (Appendix 5)

Planning services revenues are at the year to date benchmark level, however, for the first time in several years the Building Inspection services revenues are slightly below the benchmark. Permit fee revenues are \$179,080 at March 31st, which is less than the \$306,150 recorded at this point in 2004. Permit fees are recorded when a permit is issued. At the end of March there were approximately 100 permits on hand. The department reports that in January and February, while permit volumes were not too much different than in 2004 the permits were largely for renovations. In more recent weeks the majority of the permits are new homes as well as very significant renovations to existing properties. While it is still very early in the year, the department expects to reach or be slightly under the budget target of \$844,000 – this compares to the prior year when permit revenues reached an all time high of \$1,236,000.

Environmental Services (Appendix 6)

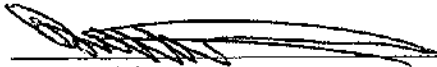
Liquid Waste Management - Grants/Operating/Other Revenues are lower than the benchmark because development cost charge reserves have not yet been recognized as a source of funds for a planned capital project. Under the Garbage Collection/Recycling service, Water and Sewer services, again, revenues are under the benchmark because user rates have not yet been billed. Generally, most expenditure categories are within expectations and the benchmark.

SUMMARY

The attached appendices reflect the operating activities of the Regional District recorded up to March 31st, 2005. Appendix 1 summarizes the overall results across the organization. To date 34% of budgeted revenues and 15% of budgeted expenditures have been recorded. Grants/Operating/Other Revenues are higher than the benchmark in certain recreation services and lower than the benchmark in the water, sewer and garbage collection programs for the seasonal reasons outlined above. Total expenditures (15%) are lower overall due to the timing of recording reserve fund transfers and the commencement of capital projects.


RECOMMENDATION

That the summary report of financial results from operations to March 31st, 2005 be received for information.




Report Writer

General Manager Concurrence



Manager Concurrence



C.A.O. Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
MARCH 31, 2005

	COMMUNITY SERVICES			CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			TOTAL REVENUE FUND		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES															
TAX REQUISITION	\$2,226,930	\$8,907,700	25%	\$973,377	\$3,893,495	25%	\$315,963	\$1,263,860	25%	\$2,423,987	\$9,695,855	25%	\$5,940,237	\$23,760,910	25%
GRANTS/OPERATING/OTHER	\$2,217,670	\$8,467,556	26%	590,146	2,259,345	26%	291,412	1,355,750	21%	1,971,106	12,013,131	16%	\$4,970,334	\$24,096,782	21%
RETAINED EARNINGS	\$1,307,042	\$1,195,992	109%	828,807	828,790	100%	1,888,276	1,888,255	100%	3,870,503	3,870,480	100%	\$7,694,628	\$7,583,527	101%
TOTAL REVENUES	5,751,642	18,571,248	31%	2,392,330	6,981,630	34%	2,295,651	4,307,875	53%	8,165,576	25,579,466	32%	18,605,199	55,440,219	34%
EXPENSES															
OFFICE OPERATING	\$455,440	\$1,944,536	23%	\$271,691	\$789,511	34%	\$96,769	\$500,090	19%	\$271,514	\$1,279,355	21%	\$1,096,414	\$4,514,092	24%
COMMUNITY GRANTS	2,517	75,000	3%	0	43,475	0	0	0	0	0	0	0	\$2,517	\$118,475	2%
LEGISLATIVE	0	0	0	48,602	248,965	20%	0	0	0	0	0	0	\$48,602	\$248,965	20%
PROFESSIONAL FEES	15,587	253,490	6%	13,946	264,995	5%	40,715	325,110	13%	66,424	981,175	7%	\$136,672	\$1,824,770	7%
BUILDING OPS & MAINT	93,661	727,991	13%	39,912	238,715	17%	9,415	48,600	19%	22,366	369,034	9%	\$165,354	\$1,384,340	12%
VEHICLE OPS & MAINT	519,219	2,516,429	21%	43,623	153,205	26%	9,553	32,135	30%	184,220	983,856	19%	\$756,615	\$3,685,625	21%
OTHER EQUIPMENT OPS & MAINT	8,477	65,275	13%	23,767	128,420	19%	1,582	15,760	10%	0	0	0	\$33,826	\$209,155	16%
OTHER OPERATING	38,880	304,936	13%	2,511	94,600	3%	30,597	190,905	16%	941,808	7,520,018	13%	\$1,013,796	\$8,110,459	12%
WAGES & BENEFITS	1,979,227	8,494,525	23%	354,568	1,555,705	23%	395,778	1,757,066	23%	896,763	3,940,567	23%	\$3,626,336	\$15,747,863	23%
RECREATION PROGRAMS	20,419	247,550	8%	0	0	0	0	0	0	0	0	0	\$20,419	\$247,550	8%
CAPITAL EXPENDITURES	0	521,595	0	51,121	366,535	14%	0	175,500	0	52,814	5,463,150	1%	\$103,935	\$6,526,690	2%
DEBT FINANCING-INTEREST	(52,148)	603,275	-9%	0	11,060	0	0	0	0	0	1,591,045	0	(\$52,148)	\$2,295,380	-2%
DEBT FINANCING-PRINCIPAL	1,131	649,050	0%	0	0	0	0	0	0	0	1,157,950	0	\$1,131	\$1,807,000	0%
DEBT FINANCING-EXCHANGE	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	0%
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	0%
TRANSFER TO RESERVE FUND	0	348,915	0	0	471,995	0	0	33,418	0	0	857,340	0	\$0	\$1,711,668	0%
TRANSFER FROM RESERVE FUND	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	0%
TFR TO OTHER GOVT/AGENCIES	330,000	1,326,110	25%	580,125	2,466,085	74%	0	0	0	0	0	0	\$910,125	\$3,792,195	24%
TOTAL EXPENDITURES	\$3,412,410	\$18,078,587	19%	\$1,429,886	\$6,833,266	21%	\$584,409	\$3,078,584	19%	\$2,435,909	\$24,144,090	10%	\$7,862,594	\$52,134,527	15%
OPERATING SURPLUS (DEFICIT)	\$2,339,232	\$492,661		\$962,464	\$148,364		\$1,711,242	\$1,229,291		\$5,729,667	\$1,435,376		\$10,742,605	\$3,305,692	

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
JANUARY 1 TO MARCH 31, 2005**

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
COMMUNITY SERVICES								
District 69 Recreation	307,965	1,131,845	27%	149,198	1,113,994	13%	158,767	17,851
Oceanside Place	640,681	1,913,300	33%	199,703	1,885,860	11%	440,978	27,440
Ravensong Aquatic Center	579,166	1,773,495	33%	242,772	1,745,001	14%	336,394	28,494
Gabriola Island Recreation	24,151	75,960	32%	31,682	67,777	47%	(7,531)	8,183
Southern Community Recreation	164,715	672,910	24%	1,288	672,910	0%	163,427	0
Port Theater	10,410	41,635	25%	0	41,635		10,410	0
Gabriola Island Emergency Wharf	1,610	7,880	20%	80	7,880	1%	1,530	0
Southern Community Transportation	2,483,137	9,546,524	26%	2,120,813	9,515,363	22%	362,324	31,161
D69 Conventional Transit	235,549	933,818	25%	221,162	907,066	24%	14,387	26,752
D69 Custom Transit	(852)	6,340	-13%	1,857	6,340	29%	(2,709)	0
Regional Parks	480,892	1,184,935	41%	359,575	1,144,756	31%	121,317	40,179
Community Parks								
A	218,125	274,375	79%	6,360	158,245	4%	211,765	116,130
B	137,524	205,025	67%	9,929	173,215	6%	127,595	31,810
C	12,509	20,160	62%	2,431	13,390	18%	10,078	6,770
D	28,607	31,980	89%	1,633	8,123	20%	26,974	23,857
E	134,391	171,890	78%	5,849	131,994	4%	128,542	39,896
F	81,019	98,005	83%	2,511	65,160	4%	78,508	32,845
G	26,901	58,380	46%	5,098	51,999	10%	21,803	6,381
H	35,369	78,870	45%	6,830	69,679	10%	28,539	9,191
Regional Growth Management Service	149,773	343,921	44%	43,639	298,200	15%	106,134	45,721
	<u>5,751,642</u>	<u>18,571,248</u>	<u>31%</u>	<u>3,412,410</u>	<u>18,078,587</u>	<u>19%</u>	<u>2,339,232</u>	<u>492,661</u>
CORPORATE SERVICES								
General Administration	1,274,861	3,377,080	38%	705,798	3,318,871	21%	569,063	58,209
Electoral Areas Only	80,805	236,780	34%	27,057	191,760	14%	53,748	45,020
D68 E911	23,433	69,290	34%	10,075	68,625	15%	13,358	665
D69 E911	149,706	409,095	37%	1,281	386,325	0%	148,425	22,770
Fire Protection								
Volunteer Departments								
Coombs-Hilliers	52,374	183,955	28%	23,287	183,955	13%	29,087	0
Dashwood	39,301	155,790	25%	68,771	155,790	44%	(29,470)	0
Errington	125,724	289,740	43%	137,500	289,740	47%	(11,776)	0
Extension	27,790	91,900	30%	21,853	91,900	24%	5,937	0
Nanose Bay	133,487	290,715	46%	78,369	290,715	27%	55,118	0
Service Contracts								
Wellington Fire (Area D)	11,130	42,630	26%	341	41,740	1%	10,789	890
Yellowpoint Fire (Area A)	25,832	97,360	27%	30	93,745	0%	25,802	3,615
Parksville Local (Area G)	13,914	55,165	25%	30	48,240	0%	13,884	6,925
Bow Horn Bay Fire (Area H)	35,309	153,110	23%	46,704	153,110	31%	(11,395)	0
French Creek Fire (Area G)	68,415	254,955	27%	30	244,685	0%	68,385	10,270
Regional Library	307,941	1,231,760	25%	307,940	1,231,760	25%	1	0
Feasibility Studies								
Area A	5,001	20,000	25%	0	20,000		5,001	0
Area B (Sewer)	(1)	5,000	0%	800	5,000	16%	(801)	0
Area E(Sewer)	7,308	7,305	100%	0	7,305		7,308	0
Electoral Areas	10,000	10,000	100%	0	10,000		10,000	0
	<u>2,392,330</u>	<u>6,981,630</u>	<u>34%</u>	<u>1,429,866</u>	<u>6,833,266</u>	<u>21%</u>	<u>962,464</u>	<u>148,364</u>

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
JANUARY 1 TO MARCH 31, 2005**

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
DEVELOPMENT SERVICES								
Building Inspection	1,300,232	2,022,345	64%	216,492	1,098,989	20%	1,083,740	923,356
Bylaw Enforcement								
Animal Control A,B,C,D	48,645	89,895	54%	9,180	65,700	14%	39,465	24,196
Animal Control E,G,H	32,311	86,990	37%	9,271	78,455	12%	23,040	8,535
Animal Control F	16,284	24,695	66%	5,811	15,515	37%	10,473	9,180
Noise Control A	10,369	15,060	69%	762	6,990	11%	9,607	8,070
Noise Control B	5,358	7,955	67%	756	5,960	13%	4,602	1,995
Noise Control C	5,863	8,485	69%	756	5,960	13%	5,107	2,525
Noise Control D	6,539	9,915	66%	762	7,965	10%	5,777	1,950
Noise Control E	11,763	14,925	79%	765	7,995	10%	10,998	6,930
Noise Control G	7,659	10,660	72%	762	5,960	13%	6,897	4,700
Noise Control H	0	0		0	0		0	0
Unightly Premises	20,604	32,990	62%	3,001	24,085	12%	17,603	8,905
Hazardous Properties	3,083	8,020	38%	735	6,380	12%	2,348	1,640
General Enforcement	75,899	248,710	31%	40,067	248,710	16%	35,832	0
Emergency Planning	125,152	217,810	57%	26,623	186,145	14%	98,529	31,665
Development Planning	620,514	1,487,920	42%	263,290	1,292,275	20%	357,224	195,645
House Numbering	5,376	21,500	25%	5,376	21,500	25%	0	0
	<u>2,295,651</u>	<u>4,307,875</u>	<u>53%</u>	<u>584,409</u>	<u>3,078,584</u>	<u>19%</u>	<u>1,711,242</u>	<u>1,229,291</u>
ENVIRONMENTAL SERVICES								
Southern Community Wastewater	2,418,519	5,569,965	43%	419,524	5,426,514	8%	1,998,995	143,451
Northern Community Wastewater	1,185,662	5,453,545	22%	350,002	5,447,798	6%	835,660	5,747
Duke Point Wastewater	144,224	236,955	61%	24,091	128,440	19%	120,133	108,515
Solid Waste Disposal Facilities	2,614,707	8,287,495	32%	896,972	7,935,154	11%	1,717,735	352,341
Solid Waste Collection & Recycling	207,067	1,962,179	11%	351,260	1,860,445	19%	(144,193)	91,734
Water Utilities								
Madrona	72,845	198,560	37%	(789)	129,324	-1%	73,634	69,236
Fairwinds	204,223	400,230	51%	35,513	266,941	13%	168,710	133,289
Nanoose Bay	194,123	564,270	34%	58,827	530,395	11%	135,296	33,875
Arbutus Park Estates	71,737	139,420	51%	13,124	113,999	12%	58,613	25,421
West Bay Estates	65,247	128,960	51%	11,220	95,671	12%	54,027	33,289
Driftwood	4,926	19,855	25%	45	19,855	0%	4,881	0
San Pareil	127,700	276,025	46%	27,411	213,822	13%	100,289	62,203
French Creek	90,720	207,795	44%	22,693	134,525	17%	68,027	73,270
Surfside	16,638	33,805	49%	3,849	24,715	16%	12,789	9,090
Decourcey	3,852	7,730	50%	685	5,393	13%	3,167	2,337
Morningstar Creek	4,432	4,430	100%	0	0		4,432	4,430
Wall Beach	(1)	4,135	0%	0	4,135		(1)	0
Englishman River	34,146	94,550	36%	8,383	80,836	10%	25,763	13,714
Melrose Place Water	(2,317)	17,575	-13%	2,382	17,443	14%	(4,699)	132
Nanoose Bay Bulk Water	116,615	589,710	19%	7,388	565,625	1%	109,227	34,085
French Creek Bulk Water	34,279	99,745	34%	5,679	97,455	6%	28,600	2,290
Sewer Utilities								
Fairwinds/Nanoose Coll & Treat	180,697	412,805	44%	42,314	333,152	13%	138,383	79,653
French Creek	313,441	720,545	44%	136,316	587,350	23%	177,125	133,195
Pacific Shores	14,659	34,210	43%	6,810	31,435	22%	7,849	2,775
Surfside Sewer	16,256	27,012	60%	2,797	18,838	15%	13,459	8,174
MacMillan R. Sewer	0	3,140		783	3,140	25%	(783)	0
Englishman River Stormwater	499	2,375	21%	30	2,375	1%	469	0
Pump & Haul	365	11,950	3%	60	11,950	1%	305	0
Streetlighting	30,315	70,495	43%	8,540	57,365	15%	21,775	13,130
	<u>8,165,576</u>	<u>25,579,466</u>	<u>32%</u>	<u>2,435,909</u>	<u>24,144,090</u>	<u>10%</u>	<u>5,729,667</u>	<u>1,435,376</u>
TOTAL - ALL SERVICES	<u>18,605,199</u>	<u>55,440,219</u>	<u>34%</u>	<u>7,862,594</u>	<u>52,134,527</u>	<u>15%</u>	<u>10,742,605</u>	<u>3,305,692</u>

**REGIONAL DISTRICT OF NANAIMO
COMMUNITY SERVICES
MARCH 31, 2005**

	REGIONAL GROWTH MANAGEMENT SERVICE			REGIONAL PARKS			COMMUNITY PARKS		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES									
TAX REQUISITION	64,992	259,965	25%	139,998	560,000	25%	88,083	352,325	25%
GRANTS/OPERATING/OTHER	826	0		1,437	285,480	1%	0	0	
RETAINED EARNINGS	83,955	83,956	100%	339,457	339,455	100%	586,362	586,360	100%
TOTAL REVENUES	149,773	343,921	44%	480,892	1,184,935	41%	674,445	938,685	72%
EXPENSES									
OFFICE OPERATING	\$9,521	\$46,310	21%	\$8,530	\$38,495	22%	\$4,809	\$20,450	24%
PROFESSIONAL FEES	6,745	60,500	11%	4,576	63,500	7%	3,797	23,500	16%
BUILDING OP & MAINTENANCE	0	5,000		2,847	26,300	11%	843	5,025	17%
VEHICLE OP & MAINTENANCE	0	350		4,866	8,810	55%	0	1,500	
OTHER OPERATING COSTS	481	46,870	1%	938	27,500	3%	56	5,395	1%
WAGES & BENEFITS	26,892	116,065	23%	34,481	157,416	22%	26,440	139,525	19%
EQUIP OP & MAINTENANCE	0	0		480	1,500	32%	0	0	
COMMUNITY GRANTS	0	0		0	0		0	0	
RECREATION PROGRAMS	0	0		1,532	30,500	5%	4,696	116,000	4%
CAPITAL EXPENDITURES	0	2,700		0	354,555		0	15,000	
DEBT FINANCING - INTEREST	0	0		194	1,000	19%	0	17,560	
DEBT FINANCING - PRINCIPAL	0	0		1,131	85,000	1%	0	7,860	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	20,405		0	180		0	300,000	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		300,000	350,000	86%	0	20,000	
TOTAL EXPENDITURES	\$43,639	\$298,200	15%	\$359,575	\$1,144,756	31%	\$40,641	\$671,805	6%
OPERATING SURPLUS (DEFICIT)	\$106,134	\$45,721		\$121,317	\$40,179		\$633,804	\$266,880	

REGIONAL DISTRICT OF NANAIMO
COMMUNITY SERVICES
MARCH 31, 2005

	D69 RECREATION COORDINATING			OCEANSIDE PLACE			RAVENSONG AQUATIC CENTER		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES									
TAX REQUISITION	224,844	899,365	25%	311,094	1,244,370	25%	299,622	1,198,490	25%
GRANTS/OPERATING/OTHER	32,727	181,980	18%	176,575	529,970	33%	152,131	447,590	34%
RETAINED EARNINGS	50,394	50,490	100%	153,012	138,960	110%	127,413	127,415	100%
TOTAL REVENUES	307,965	1,131,845	27%	640,681	1,913,300	33%	579,166	1,773,495	33%
EXPENSES									
OFFICE OPERATING	\$21,763	\$94,145	23%	\$25,923	\$135,745	19%	\$27,032	\$123,576	22%
PROFESSIONAL FEES	0	18,660		307	19,160	2%	162	18,670	1%
BUILDING OP & MAINTENANCE	2,832	11,975	24%	40,688	223,160	18%	25,308	184,300	14%
VEHICLE OP & MAINTENANCE	3,143	19,509	16%	3,608	21,725	17%	40	5,155	1%
OTHER OPERATING COSTS	2,457	18,725	13%	2,036	14,430	14%	3,455	21,100	16%
WAGES & BENEFITS	117,819	605,055	19%	164,961	696,160	24%	178,371	776,840	23%
EQUIP OP & MAINTENANCE	595	2,275	26%	5,048	32,750	15%	1,759	25,750	7%
COMMUNITY GRANTS	59	65,500	0%	74	1,000	7%	2,384	8,500	28%
RECREATION PROGRAMS	530	55,200	1%	9,400	11,900	79%	4,261	33,950	13%
CAPITAL EXPENDITURES	0	12,235		0	56,650		0	64,065	
DEBT FINANCING - INTEREST	0	0		(52,342)	248,825	-21%	0	335,900	
DEBT FINANCING - PRINCIPAL	0	0		0	424,175		0	132,015	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	180		0	180		0	15,180	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	210,535		0	0		0	0	
TOTAL EXPENDITURES	\$149,198	\$1,113,994	13%	\$199,703	\$1,885,860	11%	\$242,772	\$1,745,001	14%
OPERATING SURPLUS (DEFICIT)	\$158,767	\$17,851		\$440,978	\$27,440		\$336,394	\$28,494	

REGIONAL DISTRICT OF NANAIMO
COMMUNITY SERVICES
MARCH 31, 2005

	GABRIOLA ISL RECREATION			SOUTHERN COMMUNITY RECREATION & CULTURE			TRANSPORTATION SERVICES			TOTAL COMMUNITY SERVICES		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES												
TAX REQUISITION	17,448	69,795	25%	175,125	700,495	25%	905,724	3,622,895	25%	2,226,930	8,907,700	25%
GRANTS/OPERATING/OTHER	535	0		0	0		1,853,439	7,022,528	26%	2,217,670	8,467,566	26%
RETAINED EARNINGS	6,168	6,165	100%	0	14,050		(39,719)	(150,859)	26%	1,307,042	1,195,992	109%
TOTAL REVENUES	24,151	75,960	32%	175,125	714,545	25%	2,719,444	10,494,562	26%	5,751,642	18,571,248	31%
EXPENSES												
OFFICE OPERATING	\$204	\$825	25%	\$0	\$0		\$357,658	\$1,484,990	24%	\$455,440	\$1,944,536	23%
PROFESSIONAL FEES	0	0		0	0		0	49,500		15,587	253,490	6%
BUILDING OP & MAINTENANCE	0	0		76	27,770	0%	21,067	244,451	9%	93,661	727,991	13%
VEHICLE OP & MAINTENANCE	0	75		0	0		507,562	2,459,305	21%	519,219	2,516,429	21%
OTHER OPERATING COSTS	4	75	5%	0	0		29,453	170,841	17%	38,880	304,936	13%
WAGES & BENEFITS	1,474	6,802	22%	1,212	1,200	101%	1,427,577	5,995,462	24%	1,979,227	8,494,525	23%
EQUIP OP & MAINTENANCE	0	0		0	0		595	3,000	20%	8,477	65,275	13%
COMMUNITY GRANTS	0	0		0	0		0	0		2,517	75,000	3%
RECREATION PROGRAMS	0	0		0	0		0	0		20,419	247,550	8%
CAPITAL EXPENDITURES	0	0		0	0		0	16,300		0	521,505	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		(52,148)	603,275	-9%
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		1,131	649,050	0%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		0	0		0	12,790		0	348,915	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	30,000	60,000	50%	0	665,575		0	0		330,000	1,326,110	25%
TOTAL EXPENDITURES	\$31,682	\$67,777	47%	\$1,288	\$714,545	0%	\$2,343,912	\$10,436,649	22%	\$3,412,410	\$18,078,587	19%
OPERATING SURPLUS (DEFICIT)	(\$7,531)	\$8,183		\$173,837	\$0		\$375,532	\$57,913		\$2,339,232	\$492,661	

**REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION SERVICES
MARCH 31, 2005**

	DESCANSO BAY EMERGENCY WHARF			SOUTHERN COMMUNITY TRANSIT			NORTHERN COMMUNITY BUS			D69 HandyDART			TOTAL		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES															
TAX REQUISITION	\$2,091	\$8,360	25%	\$794,799	\$3,179,200	25%	\$107,499	\$430,000	25%	\$1,335	\$5,335	25%	\$905,724	\$3,622,895	25%
GRANTS/OPERATING/OTHER RETAINED EARNINGS	0 (481)	0 (480)	100%	1,731,067 (42,729)	6,538,241 (170,917)	26%	122,368 5,682	481,085 22,733	25%	4 (2,191)	3,200 (2,195)	0%	1,853,439 (39,719)	7,022,526 (150,859)	26%
TOTAL REVENUES	\$1,610	\$7,880	20%	\$2,483,137	\$9,546,524	26%	\$236,549	\$933,818	25%	(\$852)	\$6,340	-13%	\$2,719,444	\$10,494,562	26%
EXPENSES															
OFFICE OPERATING	\$30	\$125	24%	\$233,221	\$987,233	24%	\$123,627	\$494,507	25%	\$780	\$3,125	25%	\$357,658	\$1,484,990	24%
PROFESSIONAL FEES	0	0		0	49,500		0	0		0	0		0	49,500	
BUILDING OP. & MAINT.	50	0		21,017	244,461	9%	0	0		0	0		21,067	244,461	9%
VEHICLE OP. & MAINT.	0	2,005		507,562	2,457,300	21%	0	0		0	0		507,562	2,459,305	21%
OTHER OPERATING COSTS	0	0		29,453	170,841	17%	0	0		0	0		29,453	170,841	17%
WAGES & BENEFITS	0	0		1,328,965	5,579,688	24%	97,535	412,559	24%	1,077	3,215	33%	1,427,577	5,995,462	24%
EQUIP. OP & MAINT	0	0		595	3,000	20%	0	0		0	0		595	3,000	20%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0		0	0	
RECREATION PROGRAMS	0	0		0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		0	16,300		0	0		0	0		0	16,300	
DEBT FINANCING - INT.	0	0		0	0		0	0		0	0		0	0	
-PRINCIPAL	0	0		0	0		0	0		0	0		0	0	
-EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	5,750		0	7,040		0	0		0	0		0	12,790	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$80	\$7,880	1%	\$2,120,813	\$9,515,363	22%	\$221,162	\$907,066	24%	\$1,857	\$6,340	29%	\$2,343,912	\$10,436,649	22%
NET SURPLUS	\$1,530	\$0		\$362,324	\$31,161		\$14,387	\$26,752		(\$2,709)	\$0		\$375,532	\$57,913	

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
MARCH 31, 2005**

	ADMINISTRATION			ELECTORAL AREAS			PUBLIC SAFETY			FIRE DEPTS			REGIONAL LIBRARY		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES															
TAX REQUISITION	\$147,408	\$588,625	25%	\$44,664	\$178,650	25%	\$101,748	\$407,000	25%	\$366,615	\$1,466,460	25%	\$307,941	\$1,231,760	25%
GRANTS/OPERATING/OTHER	545,191	2,205,195	25%	1,011	23,000	4%	0	0	0	43,944	26,150	168%	0	0	0
RETAINED EARNINGS	582,262	582,260	100%	35,130	35,130	100%	71,391	71,385	100%	122,717	122,710	100%	0	0	0
TOTAL REVENUES	1,274,861	3,377,080	38%	80,805	236,780	34%	173,139	478,385	36%	533,276	1,615,320	33%	307,941	1,231,760	25%
EXPENSES															
OFFICE OPERATING	\$238,870	\$588,746	41%	\$19,696	\$101,425	19%	\$3,063	\$12,030	25%	\$10,062	\$87,310	12%	\$0	\$0	0
COMMUNITY GRANTS	0	43,475	0	0	0	0	0	0	0	0	0	0	0	0	0
LEGISLATIVE	48,602	189,875	26%	0	54,090	0	0	0	0	0	0	0	0	0	0
PROFESSIONAL FEES	9,479	201,830	5%	2,384	6,800	35%	0	300	0	2,026	26,065	8%	0	0	0
BUILDING OPS & MAINT	33,132	202,150	16%	0	2,500	0	(10)	670	-1%	6,790	33,395	20%	0	0	0
VEHICLE OPS & MAINT	0	4,825	0	0	0	0	0	0	0	43,623	148,390	29%	0	0	0
EQUIP OPS & MAINT	11,719	76,750	15%	620	2,800	19%	73	8,750	1%	11,455	40,120	29%	0	0	0
OTHER OPERATING COSTS	2,161	10,600	20%	0	0	0	0	0	0	350	84,000	0%	0	0	0
WAGES & BENEFITS	348,825	1,533,010	23%	4,457	20,595	22%	0	0	0	543	2,100	26%	0	0	0
CAPITAL EXPENDITURES	11,910	258,320	4%	0	3,550	0	0	0	0	40,111	104,665	38%	0	0	0
DEBT FINANCING-INTEREST	0	0	0	0	0	0	0	0	0	0	11,060	0	0	0	0
DEBT FINANCING-PRINCIPAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEBT FINANCING-EXCHANGE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRANSFER TO RESERVE FUND	0	207,290	0	0	0	0	0	0	0	0	0	0	0	0	0
TRSF TO OTHER GOVT/AGENCIES	2,000	2,000	100%	0	0	0	8,230	433,200	2%	0	257,400	0	307,940	1,231,760	25%
TOTAL EXPENDITURES	\$705,798	\$3,318,871	21%	\$27,057	\$191,760	14%	\$11,356	\$454,950	2%	\$376,915	\$1,593,620	24%	\$307,940	\$1,231,760	25%
OPERATING SURPLUS (DEFICIT)	\$569,063	\$58,209		\$53,748	\$45,020		\$161,783	\$23,435		\$156,361	\$21,700		\$1	\$0	

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
MARCH 31, 2005**

	ELECT AREA REFERENDUMS			FEASIBILITY STUDIES			MUNICIPAL DEBT TRANSFERS			TOTAL CORPORATE SERVICES		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES												
TAX REQUISITION	\$0	\$0		\$5,001	\$20,000	25%	\$0	\$0		\$973,377	\$3,893,495	25%
GRANTS/OPERATING/OTHER	0	0		0	5,000	8%	226,132	2,747,360	8%	816,278	5,006,705	16%
RETAINED EARNINGS	0	0		17,307	17,305	100%	0	0		828,807	828,790	100%
TOTAL REVENUES	0	0		22,308	42,305	53%	226,132	2,747,360	8%	2,618,462	9,728,990	27%
EXPENSES												
OFFICE OPERATING	\$0	\$0		\$0	\$0		\$0	\$0		\$271,691	\$769,511	34%
COMMUNITY GRANTS	0	0		0	0		0	0		0	43,475	
LEGISLATIVE	0	0		0	5,000		0	0		48,602	248,965	20%
PROFESSIONAL FEES	0	0		57	30,000	0%	0	0		13,946	264,995	5%
BUILDING OPS & MAINT	0	0		0	0		0	0		39,912	238,715	17%
VEHICLE OPS & MAINT	0	0		0	0		0	0		43,823	153,205	28%
EQUIP OPS & MAINT	0	0		0	0		0	0		23,767	128,420	19%
OTHER OPERATING COSTS	0	0		0	0		0	0		2,511	94,600	3%
WAGES & BENEFITS	0	0		743	0		0	0		354,568	1,555,705	23%
CAPITAL EXPENDITURES	0	0		0	0		0	0		51,121	366,535	14%
DEBT FINANCING-INTEREST	0	0		0	0		143,476	1,698,995	8%	143,476	1,710,055	8%
DEBT FINANCING-PRINCIPAL	0	0		0	0		82,656	1,015,190	8%	82,656	1,015,190	8%
DEBT FINANCING-EXCHANGE	0	0		0	0		0	33,175		0	33,175	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		0	7,305		0	0		0	471,995	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		580,125	2,466,085	24%
TOTAL EXPENSES	\$0	\$0		\$800	\$42,305	2%	\$226,132	\$2,747,360	8%	\$1,655,998	\$9,580,626	17%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$21,508	\$0		\$0	\$0		\$962,464	\$148,364	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
MARCH 31, 2005**

	PLANNING			HOUSE NUMBERING			EMERGENCY PLANNING		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES									
TAX ACQUISITION	224,262	897,050	25%	5,376	21,500	25%	24,750	99,000	25%
GRANTS/OPERATING/OTHER	64,881	259,500	25%	0	0		0	18,410	
RETAINED EARNINGS	331,371	331,370	100%	0	0		100,402	100,400	100%
TOTAL REVENUES	620,514	1,487,920	42%	5,376	21,500	25%	125,152	217,810	57%
EXPENSES									
OFFICE OPERATING	\$42,055	\$245,105	17%	\$5,376	\$21,500	25%	\$11,611	\$45,895	25%
PROFESSIONAL FEES	10,088	99,000	10%	0	0		5,423	13,000	42%
BUILDING OP & MAINTENANCE	5,139	24,900	21%	0	0		0	1,000	
VEHICLE OP & MAINTENANCE	0	5,235		0	0		665	3,700	18%
OTHER OPERATING COSTS	11,613	86,875	13%	0	0		103	3,950	3%
WAGES & BENEFITS	193,408	787,550	25%	0	0		8,821	73,600	12%
EQUIP OP & MAINTENANCE	987	7,600	13%	0	0		0	1,000	
COMMUNITY GRANTS	0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	33,000		0	0		0	44,000	
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	3,010		0	0		0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$263,290	\$1,292,275	20%	\$5,376	\$21,500	25%	\$26,623	\$186,145	14%
OPERATING SURPLUS (DEFICIT)	\$357,224	\$195,645		\$0	\$0		\$98,529	\$31,665	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
MARCH 31, 2005**

	BUILDING INSPECTION			BYLAW ENFORCEMENT			TOTAL DEVELOPMENT SERVICES		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES									
TAX REQUISITION	17,499	70,000	25%	44,076	176,310	25%	315,963	1,263,860	25%
GRANTS/OPERATING/OTHER	183,520	853,130	22%	43,011	224,710	19%	291,412	1,355,750	21%
RETAINED EARNINGS	1,099,213	1,099,215	100%	157,290	157,280	100%	1,688,276	1,688,265	100%
TOTAL REVENUES	1,300,232	2,022,345	64%	244,377	558,300	44%	2,295,651	4,307,875	53%
EXPENSES									
OFFICE OPERATING	\$35,677	\$168,765	21%	\$2,050	\$18,825	11%	\$96,769	\$500,090	19%
PROFESSIONAL FEES	4,649	73,500	6%	20,555	139,610	15%	40,715	325,110	13%
BUILDING OP & MAINTENANCE	3,270	16,700	20%	1,000	6,000	17%	9,415	48,600	19%
VEHICLE OP & MAINTENANCE	5,741	13,700	42%	3,147	9,500	33%	9,553	32,135	30%
OTHER OPERATING COSTS	9,388	48,930	19%	9,493	51,150	19%	30,597	190,905	16%
WAGES & BENEFITS	157,166	719,826	22%	36,383	176,090	21%	395,778	1,757,066	23%
EQUIP OP & MAINTENANCE	595	7,160	8%	0	0		1,582	15,760	10%
COMMUNITY GRANTS	0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	48,000		0	50,500		0	175,500	
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	2,408		0	28,000		0	33,418	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$216,492	\$1,098,989	20%	\$72,628	\$479,675	15%	\$684,409	\$3,078,584	19%
OPERATING SURPLUS (DEFICIT)	\$1,083,740	\$923,356		\$171,749	\$78,625		\$1,711,242	\$1,229,291	

**REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
MARCH 31, 2005**

	LIQUID WASTE MANAGEMENT			SOLID WASTE MANAGEMENT			GARBAGE COLLECTION/RECYCLING		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES									
TAX REQUISITION	\$1,852,827	\$7,411,305	25%	\$100,575	\$402,305	25%	\$0	\$0	
GRANTS/OPERATING/OTHER	100,218	2,053,800	5%	1,601,441	6,972,500	23%	131,325	1,876,434	7%
RETAINED EARNINGS	1,795,360	1,795,360	100%	912,691	912,690	100%	75,742	75,745	100%
TOTAL REVENUES	3,748,405	11,260,465	33%	2,614,707	8,287,495	32%	207,067	1,952,179	11%
EXPENSES									
OFFICE OPERATING	\$78,964	\$441,575	18%	\$123,866	\$510,063	24%	\$30,987	\$127,480	24%
PROFESSIONAL FEES	41,051	403,100	10%	12,926	349,000	4%	0	2,500	
BUILDING OP & MAINTENANCE	17,130	96,500	18%	11,840	74,200	16%	537	2,145	25%
VEHICLE OP & MAINTENANCE	76,646	364,135	21%	92,062	517,855	18%	56	1,785	3%
WAGES & BENEFITS	341,223	1,464,772	23%	389,990	1,736,425	22%	8,082	33,589	24%
OPERATIONAL COSTS	202,092	1,509,545	13%	266,288	3,245,846	8%	311,598	1,692,201	18%
CAPITAL EXPENDITURES	36,511	4,177,780	1%	0	940,550		0	150	
DEBT FINANCING - INT	0	1,128,885		0	164,700		0	0	
DEBT FINANCING - PRINCIPAL	0	908,770		0	90,730		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	507,690		0	305,785		0	595	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$793,617	\$11,002,752	7%	\$896,972	\$7,935,154	11%	\$351,260	\$1,860,445	19%
OPERATING SURPLUS (DEFICIT)	\$2,954,788	\$257,713		\$1,717,735	\$352,341		(\$144,193)	\$91,734	

**REGIONAL DISTRICT OF NANAIMO
ENVIRONMENTAL SERVICES
MARCH 31, 2005**

	WATER SUPPLY			SEWAGE COLLECTION			STREET LIGHTING			TOTAL ENVIRONMENTAL SERVICES		
	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR	ACTUAL 2005	BUDGET 2005	% VAR
REVENUES												
TAX REQUISITION	\$317,583	\$1,270,340	25%	\$139,695	\$558,775	25%	\$13,287	\$53,130	25%	\$2,423,967	\$9,695,855	25%
GRANTS/OPERATING/OTHER	33,389	838,280	4%	4,619	271,682	2%	114	455	25%	1,871,106	12,013,131	16%
RETAINED EARNINGS	688,193	688,175	100%	381,603	381,600	100%	16,914	16,910	100%	3,870,503	3,870,480	100%
TOTAL REVENUES	1,039,165	2,796,795	37%	525,917	1,212,037	43%	30,315	70,495	43%	8,155,576	25,579,466	32%
EXPENSES												
ADMINISTRATION	\$28,209	\$148,927	19%	\$9,248	\$50,310	18%	\$240	\$1,600	15%	\$271,514	\$1,279,955	21%
PROFESSIONAL FEES	9,458	202,550	5%	2,989	24,025	12%	0	0		66,424	981,175	7%
BUILDING OP & MAINTENANCE	(11,175)	173,386	-6%	2,688	11,003	24%	1,346	11,800	11%	22,366	369,034	6%
VEHICLE OP & MAINTENANCE	8,830	66,745	13%	6,626	33,336	20%	0	0		184,220	983,856	19%
WAGES & BENEFITS	120,890	538,496	22%	36,578	166,515	22%	0	800		896,763	3,940,567	23%
OPERATIONAL COSTS	23,895	383,410	6%	130,981	645,851	20%	6,954	43,165	16%	941,808	7,520,018	13%
CAPITAL COST	16,303	318,300	5%	0	26,370		0	0		52,814	5,463,150	1%
DEBT FINANCING - INT	0	297,460		0	0		0	0		0	1,591,045	
DEBT FINANCING - PRINCIPAL	0	158,450		0	0		0	0		0	1,157,950	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	0	12,440		0	30,830		0	0		0	857,340	
CONTRIBUTION FROM OTHER FND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENSES	\$196,410	\$2,300,134	9%	\$189,110	\$988,240	19%	\$8,540	\$57,365	15%	\$2,435,909	\$24,144,090	10%
OPERATING SURPLUS (DEFICIT)	\$842,755	\$496,661		\$336,807	\$223,797		\$21,775	\$13,130		\$5,729,667	\$1,435,376	

The amount expended for Board meeting attendances and expenses in 2004 was about 2.5% higher overall than in 2003 (2004 - \$229,487; 2003 - \$223,974).

ALTERNATIVES

There are no alternatives to this provision of the Act.

FINANCIAL IMPLICATIONS


There are no financial implications.

SUMMARY/CONCLUSIONS


The attached remuneration and expense report is submitted in compliance with Section 814.1 of the *Local Government Act*.

RECOMMENDATION

That the 2004 report on remuneration and expenses for Board and committee members be received.



Report Writer



C.A.O. Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO
REPORT OF DIRECTORS AND COMMITTEE MEMBERS REMUNERATION & EXPENSES FOR 2004**

Area 2004 Board	Name	Taxable Payroll	Remuneration			Total		Out of Pocket		Total	
			Exempt Allowance	Total 2004	Total 2003	Expenses 2004	Reimbursed 2003	2004	2003	2004	2003
G (Board/Chair)	Stanhope, J.	\$ 13,947.78	\$ 6,914.12	\$ 20,861.90	\$ 20,156.04	\$ 11,489.26	\$ 10,812.74	\$ 32,351.16	\$ 30,968.78		
A	Kreiberg, H.	\$ 8,304.45	\$ 4,152.22	\$ 12,456.67	\$ 9,034.80	\$ 828.15	\$ 94.93	\$ 13,284.82	\$ 9,129.73		
A	Elliott, L.	\$ 7,115.58	\$ 3,557.79	\$ 10,673.37	\$ 10,229.96	\$ 1,238.84	\$ 1,541.54	\$ 11,912.21	\$ 11,771.50		
B	Lund, G.	\$ 7,808.91	\$ 3,604.46	\$ 11,713.37	\$ 12,549.96	\$ 2,826.99	\$ 3,317.77	\$ 14,540.36	\$ 15,867.73		
C	Hamilton, E.	\$ 7,315.58	\$ 3,657.79	\$ 10,973.37	\$ 10,949.96	\$ 2,597.88	\$ 2,677.58	\$ 13,571.05	\$ 13,627.54		
D	Haima, D.	\$ 9,528.91	\$ 4,764.46	\$ 14,293.37	\$ 12,349.96	\$ 3,832.41	\$ 5,094.33	\$ 18,125.78	\$ 17,444.29		
E	Bibby, P.	\$ 8,405.85	\$ 4,202.93	\$ 12,608.78	\$ 12,255.88	\$ 3,460.10	\$ 5,186.73	\$ 16,068.88	\$ 17,442.39		
F	Biggemann, L.	\$ 9,699.85	\$ 4,853.05	\$ 14,552.90	\$ 14,669.96	\$ 6,695.01	\$ 6,830.03	\$ 21,247.91	\$ 21,499.99		
H	Bartram, D.	\$ 5,496.84	\$ 2,748.42	\$ 8,245.26	\$ 7,939.88	\$ -	\$ -	\$ 8,245.26	\$ 3,664.56		
Lantzville	Haima, C.	\$ 5,496.84	\$ 2,748.42	\$ 8,245.26	\$ 7,939.88	\$ -	\$ -	\$ 8,245.26	\$ 8,021.92		
Nanaimo	Korpan, G.	\$ 6,203.51	\$ 3,101.75	\$ 9,305.26	\$ 8,419.88	\$ 536.74	\$ 1,923.18	\$ 9,842.00	\$ 10,343.06		
Nanaimo	Sherry, L.	\$ 6,383.51	\$ 3,191.75	\$ 9,575.26	\$ 9,429.88	\$ 398.81	\$ 655.52	\$ 9,974.07	\$ 10,085.40		
Nanaimo	McNabb, L.	\$ 6,630.17	\$ 3,315.09	\$ 9,945.26	\$ 8,879.88	\$ 312.51	\$ 434.54	\$ 10,267.77	\$ 9,314.42		
Nanaimo	Kraal, T.	\$ 6,056.84	\$ 3,028.42	\$ 9,085.26	\$ 8,719.88	\$ 2,035.42	\$ 365.97	\$ 11,120.68	\$ 9,065.85		
Nanaimo	Holdom, B.	\$ 5,496.84	\$ 2,748.42	\$ 8,245.26	\$ 7,939.88	\$ -	\$ 77.19	\$ 8,245.26	\$ 8,017.07		
Nanaimo	Cantelon, R.	\$ 5,776.84	\$ 2,888.42	\$ 8,665.26	\$ 8,659.88	\$ 464.04	\$ 1,360.42	\$ 9,129.30	\$ 10,020.30		
Parksville	Longmuir, R.	\$ 5,896.84	\$ 2,948.42	\$ 8,845.26	\$ 8,439.88	\$ 691.59	\$ 1,407.97	\$ 9,538.85	\$ 10,847.85		
Qualicum Beach	Westbroek, T.	\$ 125,565.14	\$ 62,725.93	\$ 188,291.07	\$ 177,820.34	\$ 37,407.55	\$ 41,862.48	\$ 225,698.62	\$ 219,682.82		
Board Alternates											
A	Burnett, J.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 300.00	\$ 24.67	\$ -	\$ 99.67	\$ -		
B	Sperling, B.	\$ 100.00	\$ 50.00	\$ 150.00	\$ 225.00	\$ 18.32	\$ -	\$ 168.32	\$ 300.00		
C	Young, M.	\$ 200.00	\$ 100.00	\$ 300.00	\$ 150.00	\$ 13.98	\$ 24.83	\$ 88.98	\$ 174.83		
D	Jepson, R.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 545.00	\$ -	\$ -	\$ 251.06	\$ 725.89		
E	Neden, I.	\$ 130.00	\$ 65.00	\$ 195.00	\$ 150.00	\$ 56.06	\$ 180.89	\$ 177.80	\$ 48.84		
F	Klee, M.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 525.00	\$ 102.80	\$ 48.84	\$ 106.24	\$ 150.00		
G	Heenan, D.	\$ 350.00	\$ 175.00	\$ 525.00	\$ 300.00	\$ -	\$ -	\$ 525.00	\$ 525.00		
H	Dempsey, B.	\$ 200.00	\$ 100.00	\$ 300.00	\$ 450.00	\$ -	\$ -	\$ 300.00	\$ 300.00		
Lantzville	Tyndall, D.	\$ 100.00	\$ 50.00	\$ 150.00	\$ 150.00	\$ 43.40	\$ -	\$ 193.40	\$ 450.00		
Nanaimo	Manhas, C.	\$ 100.00	\$ 50.00	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ 107.90	\$ 821.91		
Nanaimo	Brennan, D.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 375.00	\$ 32.90	\$ -	\$ 406.24	\$ 375.00		
Nanaimo	Johnston, J.	\$ 50.00	\$ 25.00	\$ 75.00	\$ 3,170.00	\$ 106.24	\$ -	\$ 2,874.61	\$ 3,170.00		
Parksville	Denmon, F.	\$ 200.00	\$ 100.00	\$ 300.00	\$ 504.61	\$ 504.61	\$ 926.47	\$ 2,874.61	\$ 4,096.47		
Parksville	Avis, B.	\$ 1,580.00	\$ 790.00	\$ 2,370.00	\$ 3,170.00	\$ 504.61	\$ 926.47	\$ 2,874.61	\$ 4,096.47		
Qualicum Beach	Kruyf, A.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Qualicum Beach	Little, John	\$ -	\$ -	\$ -	\$ -	\$ 158.36	\$ 158.67	\$ 158.36	\$ 158.67		
Qualicum Beach	Lees, D.	\$ -	\$ -	\$ -	\$ -	\$ 334.93	\$ -	\$ 334.93	\$ -		
Qualicum Beach	Young, A.	\$ -	\$ -	\$ -	\$ -	\$ 420.00	\$ -	\$ 420.00	\$ -		
Qualicum Beach	Sproule, H.	\$ -	\$ -	\$ -	\$ -	\$ 913.29	\$ 36.51	\$ 913.29	\$ 36.51		
Qualicum Beach		\$ -	\$ -	\$ -	\$ -	\$ 913.29	\$ 196.18	\$ 913.29	\$ 196.18		
Other Committees											
B. of Variance		\$ 127,145.14	\$ 63,515.93	\$ 190,661.07	\$ 180,990.34	\$ 38,825.45	\$ 42,984.13	\$ 229,486.52	\$ 223,974.47		
B. of Variance											
Nan Parks & Rec											
Grants in Aid											
TOTAL		\$ 127,145.14	\$ 63,515.93	\$ 190,661.07	\$ 180,990.34	\$ 38,825.45	\$ 42,984.13	\$ 229,486.52	\$ 223,974.47		



**REGIONAL
DISTRICT
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
DA CCD	MoF
MAY - 3 2005	
<i>[Signature]</i>	
DATE: April 19, 2005	

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

FROM: N. Avery
Manager, Financial Services

SUBJECT: Amendments to Authorization to Purchase and Pay Policy A2.9

PURPOSE:

To recommend changes to the above noted policy which would make provisions for sole source purchasing awards.

BACKGROUND:

The Regional District's purchasing policy is intended to provide guidance on who and how purchasing decisions should be made. It sets dollar limits for purchasing decisions by Supervisors (\$3,000), Managers (\$10,000), General Managers (\$25,000) and the Chief Administrative Officer (up to \$100,000). It also sets out in considerable detail what processes should be used for obtaining quotations. In general the current policy provides for the following:

Up to \$3,000	Quotations desirable but not required
\$3,000 to \$10,000	3 quotations solicited
\$10,000 to \$50,000	Request for proposal, invitational quotation or published solicitation
Greater than \$50,000	Published tender or request for proposal

For most purposes the dollar limits above have not hindered staff's time or ability to obtain competitive prices, however, what has been noticeable is that vendors are less and less responsive to requests for proposals when the dollar values are relatively low – between \$10,000 to \$25,000. This trend is most evident in the consulting field. The result is that staff spends non-productive time following up with vendors or consultants to meet the three (3) quote requirement.

Less frequently, but still on enough occasions to cause staff concern, we find that the previous work performed by a consultant is relevant to a subsequent assignment and there would be considerable value in engaging the consultant to either update or provide further services within the original scope of work. The policy states "*Contracts shall be awarded to the lowest bidder meeting specifications when all factors have been equalized*". This wording makes it difficult to justify a sole source award or an award where a consultant is judged to be the best technically qualified but higher in price than a competitor.

Staff are proposing three primary text amendments to the purchasing policy – the first will provide direction on the circumstances under which sole source consulting awards are permitted, the second will

reduce the number of quotations required on lower value purchases from three to two and the third will add cross referencing language for awarding tenders which are not simply the lowest price. Staff have also identified a number of minor wording amendments which do not change the content or direction of the purchasing policy but that will clarify the application of various sections. These are proposed to be done in conjunction with the primary amendments outlined in this report as administrative changes.

ALTERNATIVES:

1. Approve the policy changes as presented.
2. Recommend other alternatives and approve those changes.
3. Make no changes at this time.

FINANCIAL IMPLICATIONS

Alternative 1

Staff do not anticipate that the Regional District will pay more for goods or consulting services following these policy changes. Overriding all purchasing decisions is the expectation that staff will ensure as much as possible, that the best value is obtained for the taxpayers of the region. The policy will streamline the process of obtaining quotations for lower dollar value assignments, reducing some staff time which is better spent managing the assignment and following up on results.

The policy amendment for sole sourcing will better meet the needs of the Regional District when the best value would be obtained by engaging a consultant who has already worked with staff on more complex assignments. Typical examples include assignments which require public consultation initiatives or considerable time to develop the information to complete the assignment (ie. population projection models, specialized mapping, etc.)

Alternative 2

The policy changes outlined above are relatively limited in scope and reflect practices reviewed in other similar organizations. Staff recommend no further changes at this time.

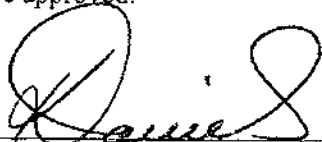
SUMMARY/CONCLUSIONS:

Staff are bringing forward two primary amendments to our existing purchasing policy to provide guidance for awarding consulting work outside of a competitive process and to reduce the number of quotations for goods or services costing less than \$10,000. The policy provides for limited conditions for sole sourcing consulting work including previous work on the same or a similar assignment within a reasonable period of time or where the consultant has been engaged as a "consultant of record". The number of quotations for goods or services costing less than \$10,000 is proposed to be reduced from three (3) to two (2). It is staff's experience that consultants are less and less responsive to formal requests for a quotation on lower dollar value assignments and it is often a significant challenge to get the minimum three quotations.

RECOMMENDATIONS:

1. That the Purchasing Policy amendments to describe sole source awards , to reduce the number of quotations for goods and services costing less than \$10,000 from three to two and to acknowledge purchasing awards on other than strictly low price be approved.


Report Writer


CAO Concurrence

Amendment to Purchasing Policy A2.9 – changes are italicized.

Add new section to describe sole sourcing terms and conditions:

2.4 *Sole source awards for consulting services are permitted under the following conditions. Specific procedures are described at 3.9, 3.10 and 3.11 and in Policy A2.17.*

Up to \$25,000

- a) *Where the work is a continuation or updating of work previously assigned to the same consultant with specific background with the project within one year of completing the initial project or;*
- b) *Where the consultant has been retained pursuant to an approved continuing services agreement or;*
- c) *Where the work is of a routine nature and the consultant is chosen from a pre-qualified list of consultants in accordance with Policy A2.17 (Selection of Consultants)*

Over \$25,000 and up to \$100,000

- a) *Where the work is a continuation or updating of work previously assigned to the same consultant with specific background with the project and the engagement occurs within a reasonable timeframe of the completion of the prior work (within one to five years) or;*
- b) *Where the consultant has been retained pursuant to an authorized continuing services agreement*

Amend the number of quotations for purchases of lower value.

- 3.6 *Goods and/or construction type services:* where the budget estimate is greater than \$3,000 and up to \$10,000 before taxes a *minimum of (2) telephone solicitations are required.* Quotations shall be summarized on the back of the white copy of the Purchase Order form (See Appendix B).
- 3.7 *Goods and/or construction type services:* where the budget estimate is greater than \$10,000 and up to \$50,000 *(3) written quotations shall be solicited. Quotations may be obtained by direct contact but must represent a reasonable selection of available vendors.* Quotations shall be summarized on the back of the white copy of Purchase Order form (See Appendix B) and the written quotation responses shall be attached to the Purchase Order.
- 3.8 *Goods and/or construction type services:* where the budget estimate is greater than \$50,000 quotations must be solicited either by an invitational tender *(at least 3 vendors will be solicited wherever possible and practical)* or a publicly advertised tender. The Departmental Manager in consultation with the Departmental General Manager shall determine the appropriate solicitation method. Quotations shall be summarized on the back of the white copy of the Purchase Order form (See Appendix B).
- 3.9 *Consulting Services:* where the budget estimate is greater than \$3,000 and up to \$25,000 *at least two (2) telephone solicitations are required except as otherwise provided herein.* Responses must be in writing. Quotations shall be summarized on the back of and shall be attached to the white copy of the Purchase Order form (See Appendix B). *Sole source awards may be made where the criteria in Section 2.4 for projects up to \$25,000 are met.* The department shall state on the back of the purchase order the criteria used for awarding sole source work.

- 3.10 **Consulting Services:** where the budget estimate is greater than \$25,000 and up to \$50,000 at least three (3) written quotations shall be solicited except as otherwise provided herein. The preferred methods of solicitation are an invitational or publicly advertised call for proposals. Quotations shall be summarized on the back of the white copy of the Purchase Order form (See Appendix B). *Sole source awards may be made where the criteria in Section 2.4 for projects over \$25,000 are met.* The department shall state on the back of the purchase order the criteria used for awarding sole source work. A Consulting Services Agreement shall be completed in accordance with Policy A2.8 unless an alternative agreement has been included as part of an RFP document.
- 3.11 **Consulting Services:** where the budget is over \$50,000 solicitation must be by invitational or publicly advertised call for proposal except as provide herein. *Reference should also be made to the requirements of Section 1.3 (Agreement on Internal Trade). Quotations shall be summarized on the back of the white copy of the Purchase Order form (See Appendix B). Sole source awards may be made where the criteria in Section 2.4 for projects over \$25,000 are met.* The department shall state on the back of the purchase order the criteria used for awarding sole source work. A Consulting Services Agreement shall be completed in accordance with Policy A2.8 unless an alternative agreement has been included as part of an RFP document.

Amended to permit other than the lowest value tender – applies in circumstances of sole sourcing, where a technical merit is weighted higher than price or where a two envelope process is applied.

Section 7 – Tenders/Requests for Proposals

- 7.5 Purchases shall be awarded to the lowest priced qualified bidder when all factors have been equalized *unless authorized elsewhere in this policy or another policy of the Regional District.* Variations to the lowest price approval require the authorization of the General Manager, CAO or the Board in accordance with the limits set out in this policy.



REGIONAL DISTRICT OF NANAIMO	
CRAIR	GM Cms
CAO	GM ES
EX. BCD	GM ES
MAY - 3 2005	
<i>Cald</i>	

MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

DATE: April 19, 2005

FROM: N. Avery
Manager, Financial Services

SUBJECT: Selection of Consultants Policy A2.17

PURPOSE:

To introduce a new policy giving guidance on the selection of consultants.

BACKGROUND:

Staff have experienced considerable growth in the volume of consulting assignments they manage over the last several years. Two trends have become prominent. The first is that it is increasingly difficult to get three quotes for smaller assignments of a relatively routine nature. Consultants are reluctant to invest too much "non-recoverable" time responding to requests for proposals on assignments which may have less than \$10 - \$15,000 in fees. At the other end of the spectrum are the more complex assignments where we believe technical excellence is of more importance than price alone.

The policy requires a competitive process wherever practical, but recognizes that on occasion the best value may be obtained by engaging a consultant with previous experience with a project – in other words, sole sourcing. The policy stresses that consultants will be selected on the basis of qualifications with due regard for price competitiveness, and that technical merit may not be weighted at more than 60% of the evaluation points.

Some departments have expressed an interest in establishing a small consultant database for selections on less complex and lower dollar value assignments. The advantages of pre-qualifying consultants for routine work in this way, is that staff and consultant time is reduced when seeking and responding to quotations for work.

Finally the policy introduces the concept of a two step process for complex assignments with budgets exceeding \$50,000 with the approved of the CAO. The two step process makes a selection first on technical merit before opening a pricing proposal. This policy therefore makes explicit the authority to make an award on other than strictly price.

ALTERNATIVES:

1. Adopt the policy as presented.
2. Recommend further changes.

IMPLICATIONS

Alternative 1

Staff do not anticipate that the Regional District will pay more for consulting services under this policy. Overriding all purchasing decisions is the expectation that staff will ensure as much as possible, that the best value is obtained for the taxpayers of the region. The policy will streamline the process of obtaining quotations for lower dollar value assignments, reducing some staff time which is better spent managing the assignment and following up on results. The use of a two step process for complex assignments recognizes that technical excellence in some circumstances is worth some additional price premium to achieve the desired result.

Alternative 2

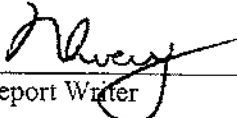
This policy is modeled on procedures in effect at the Capital Regional District which has been using such a policy approach for some time. The content is a common sense approach to making selections. Staff recommend adopting the policy as presented, to allow staff some time to implement the practices described.

SUMMARY/CONCLUSIONS:

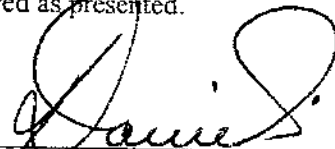
In conjunction with the introduction of amendments to the Regional District's Purchasing Policy to permit sole source awards under specified conditions, Policy A2.17 is introduced to offer guidance on how consultants should be selected. The policy requires a competitive process for most assignments but streamlines some of the administrative aspects of obtaining quotations. Most importantly the policy addresses the assessment of technical merit on more complex assignments by balancing the need for skill as well as price competitiveness. Staff recommend that the policy be approved as presented.

RECOMMENDATIONS:

1. That the Selection of Consultants Policy A2.17 be approved as presented.



Report Writer



CAO Concurrerec

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	Selection of Consultants	POLICY NO:	A 2.17
		CROSS REF.:	
		<i>Authorization to Purchase and Pay Accounts A2.9</i>	
EFFECTIVE DATE:	May 24, 2005	APPROVED BY:	BOARD
REVISION DATE:		PAGE	1 of 2

PURPOSE

To obtain consulting services that represent best value and service, and to maximize efficient use of staff time on the selection process.

POLICY

1. Consultants will be chosen as the result of a competitive process wherever possible and practical to the work to be performed.
2. Consultants will be selected on the basis of qualifications, experience and demonstrated knowledge relevant to the project with due regard to price competitiveness. Evaluation criteria shall weight experience and qualifications at no more than 60% of the points assigned for selection purposes.
3. Where the work is unusual or of a complex nature, departments may pre-qualify consultants through an advertised expression of interest and submission of credentials.
4. Consultant selection for complex assignments exceeding \$50,000 may utilize a two step process whereby a selection is made on the basis of technical merit before reviewing the financial details of a proposal. The Departmental General Manager in consultation with the CAO shall determine whether a two step process is warranted.
5. Departments shall be permitted to make sole source consultant selections from a list of pre-qualified consultants where the criteria in Policy A2.9 have been met. For ease of reference the criteria in Policy A2.9 are outlined on Schedule A attached.
6. Departments wishing to use a consultants list must establish the list through a publicly advertised qualification call. Lists must be updated regularly and at a minimum every two years.
7. Work will be rotated among consultants on a pre-qualified list as much as possible giving regard to pricing and relevant expertise.

SELECTION OF CONSULTANTS POLICY A2.17

SCHEDULE A

Sole source awards for consulting services are permitted under the following conditions. Specific procedures are described at 3.9, 3.10 and 3.11 and in Policy A2.17.

Up to \$25,000

- a) Where the work is a continuation or updating of work previously assigned to the same consultant with specific background with the project within one year of completing the initial project or;
- b) Where the consultant has been retained pursuant to an approved continuing services agreement or;
- c) Where the work is of a routine nature and the consultant is chosen from a pre-qualified list of consultants in accordance with Policy A2.17 (Selection of Consultants)

Over \$25,000 and up to \$100,000

- a) Where the work is a continuation or updating of work previously assigned to the same consultant with specific background with the project and the engagement occurs within a reasonable timeframe of the completion of the prior work or;
- b) Where the consultant has been retained pursuant to an authorized continuing services agreement

COST OF SERVICES	PROCEDURE FOR SELECTING CONSULTANTS
\$3,000 - \$25,000	<p>A minimum of (2) telephone solicitations with responses in writing.</p> <p>Sole source awards may be made under the criteria outlined in Policy A2.9</p>
\$25,000.01 - \$50,000	<p>At least (3) written quotations shall be sought. The preferred methods of solicitation are an invitational or publicly advertised call for proposal.</p> <p>The evaluation matrix outlined in Appendix B shall be applied in a form applicable to the assignment.</p> <p>Sole source awards may be made under the criteria outlined in Policy A2.9</p>
\$50,000.01+	<p>Solicitation must be by invitational or publicly advertised call for proposal</p> <p>For unusual assignments, consultants may be invited by advertising to submit credentials for evaluation and short listing prior to a proposal call. A two step evaluation process may be used in exceptional circumstances and if approved by the CAO.</p> <p>Proposals should be evaluated following the outlines in Appendix A and Appendix B as much as possible. A project specific evaluation form should be provided as part of the proposal call information package.</p> <p>Sole source awards may be made under the criteria outlined in Policy A2.9</p>

FINANCIAL IMPLICATIONS:

The property was exempt from property taxes prior to the interpretation of the legislation and continues to be exempt. In October 2004 staff reported as follows:

“The current assessed values for the two properties in question would result in total property taxes of about \$3,145 – with the Regional District portion being about \$405. However, if the property is no longer statutorily exempt there may be unforeseen implications regarding the actual assessed value of the property which could increase those amounts.”

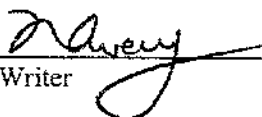
There is no further information to report at this time.

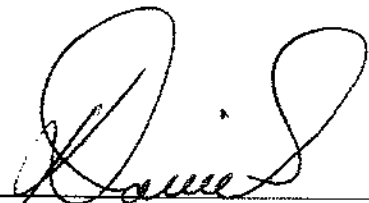
SUMMARY/CONCLUSIONS:

This report is a follow up to the adoption in 2004, of a permissive tax exemption bylaw, for the Mt. Arrowsmith Regional Park. The park is owned by the Alberni-Clayoquot Regional District but is located within the boundaries of the Regional District of Nanaimo. The question addressed herein is whether there is any need or merit in seeking approval by referendum for a multi-year property tax exemption for this parkland property. Staff have concluded that there is no particular need for a multi-year exemption bylaw – the bylaw requirement is administratively simple and offers an opportunity to re-consider the merits of the exemption on an annual basis. As a result of this conclusion, staff have attached for adoption a new exemption bylaw for 2006.

RECOMMENDATION:

1. That the Board consider annually the merits of a permissive tax exemption for the Mt. Arrowsmith Regional Park.
2. That “Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1437, 2005” be introduced for first three readings.
3. That “Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1437, 2005” having received three readings be adopted.


Report Writer


C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1437

**A BYLAW TO AUTHORIZE A PROPERTY TAX EXEMPTION
FOR THE YEAR 2006**

WHEREAS a Board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from property taxes under Section 809(3), in accordance with Section 809(4) of the *Local Government Act*;

AND WHEREAS the Alberni-Clayoquot Regional District is the owner of properties located within the boundaries of the Regional District of Nanaimo and the properties are used as a public park;

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

1. The properties described as:
 - a) District Lot 2000, Cameron Land District
 - b) Lot 1, Block 1324, Plan 28909, Cameron Land District

which are owned by the Alberni-Clayoquot Regional District and are used for public park purposes, are authorized to be exempt from property taxes in accordance with Section 809(4)(g) of the *Local Government Act* for the year 2006.

2. This bylaw may be cited as the "Property Tax Exemption (Mt. Arrowsmith Regional Park) Bylaw No. 1437, 2005".

Introduced and read three times this 24th day of May, 2005.

Adopted this 24th day of May, 2005.

CHAIRPERSON

DEPUTY ADMINISTRATOR



REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
DA CCD	MoF
APR 28 2005	
<i>Coll.</i>	
DATE:	

Nanaimo Regional Hospital District
MEMORANDUM

TO: K. Daniels
Chief Administrative Officer

FROM: N. Avery
Manager, Financial Services

SUBJECT: 2004 Audited Financial Statements

DATE: April 26, 2005

FILE:

PURPOSE

To present the 2004 audited financial results for the Nanaimo Regional Hospital District.

BACKGROUND

The *Hospital District Act* requires a Regional Hospital District to prepare annual audited financial statements. This report will comment briefly on highlights of the 2004 financial report.

Auditor Opinion Letter (Page 2)

The Regional Hospital District, in the same manner as the Regional District maintains a system of internal accounting controls designed to provide reasonable assurance of the safekeeping of assets and revenues, the propriety of expenditures, and the accuracy of the financial records. The audit firm of Meyers Norris Penny LLP is responsible for reporting to the Board the results of their audit. As in prior years, the auditor's report is unqualified, assuring readers that based on the audit procedures conducted; the financial statements are considered to be free of material errors and are prepared in accordance with generally accepted accounting standards.

Consolidated Statement of Financial Position

This statement identifies the asset and liability balances as at December 31, 2004.

Cash balances and long term debt outstanding are self explanatory.

Hospital construction advances and offsetting short term debt are amounts paid for capital projects in progress and the interim financing secured from the Municipal Finance Authority. Short term debt is converted to long term debenture debt periodically as the project reaches a conclusion. The primary project underway at this time is the construction of the surgical/obstetrical expansion at the Nanaimo Regional General Hospital, known as Phase II.

The Reserve Fund balance is the unexpended amount remaining from capital equipment grants approved through the annual budget process. All of the funds are committed based on plans submitted by the Health Region. The 2004 budget approval was \$1,773,575.

Consolidated Statement of Financial Activities

This statement combines the transactions from all of the funds within the Regional Hospital District accounting entity. It includes transactions from the approved annual budget (Revenue Fund), capital financing (Capital Fund) and the capital Reserve Fund. The 2004 results were in line with the budget with the exception of interest on long term debt. The Hospital District took advantage of low short term interest rates and deferred entering into long term debt for the Phase II construction project. \$4,000,000 in long term debt was secured early in 2005.

Schedule of Revenue Fund Activities

The Hospital District provides a share of the funding for capital projects and equipment to the Vancouver Island Health Authority. About 36% of annual expenditures are direct grants for individual pieces of equipment acquired throughout the year and the balance covers financing costs for major capital projects or equipment acquisitions. These annual expenditures are almost solely funded from property taxes.

An accumulated Revenue Fund surplus of \$1,266,440 is on hand at the end of 2004 and will partly be expended on additional major capital equipment items identified by the Vancouver Island Health Authority, in 2005. The surplus is the result of the Board's approval to raise property taxes in advance of securing final long term debt for the completion of Phase II. This project will increase long term debt servicing costs by approximately \$900,000 once it is fully funded.

Schedule of Reserve Fund Balances

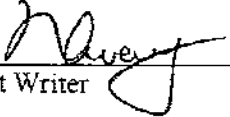
This schedule provides a summary of the amounts raised for capital purchases costing less than \$100,000 and the actual expenditure of those funds during the year. At present, approximately \$2.0 million remains committed but not fully expended.

SUMMARY

The Regional Hospital District is required to produce annual audited financial statements. This report summarizes the results of the audited statements for the year ended December 31st, 2004.

RECOMMENDATION

That the report on the 2004 audited financial statements of the Nanaimo Regional Hospital District be received.



Report Writer



C.A.O. Concurrence

COMMENTS:

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

We have audited the consolidated statement of financial position of the Nanaimo Regional Hospital District as at December 31, 2004 and the consolidated statements of financial activities and changes in financial position for the year then ended. These financial statements are the responsibility of the Hospital District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Hospital District as at December 31, 2004 and the results of its operations and changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information, including schedules presented on pages 7 through 10, is presented for purposes of additional analysis. This supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Meyers Norris Penny LLP

Nanaimo, British Columbia

March 29, 2005

Chartered Accountants

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2004**

	<u>2004</u>	<u>2003</u>
Financial Assets		
Cash	\$ 3,288,681	\$ 3,023,720
Accounts receivable	7,542	7,398
Hospital construction advances	5,290,836	1,391,860
	<u>8,587,059</u>	<u>4,422,978</u>
Financial Liabilities		
Short term debt (Note 2)	5,290,836	1,311,708
Accounts payable	28,977	86,863
Accrued liabilities	161,449	235,723
Long term debt (Schedule D, Note 3)	10,968,857	12,362,256
	<u>16,450,119</u>	<u>13,996,550</u>
Net Financial Liabilities	<u>\$ (7,863,060)</u>	<u>\$ (9,573,572)</u>
Regional Hospital District Equity Position		
Revenue fund (Schedule A)	\$ 1,266,440	\$ 1,084,067
Reserve fund (Schedule B)	2,000,807	1,940,341
Fund balances	<u>3,267,247</u>	<u>3,024,408</u>
Capital fund (Schedule C)	(10,968,857)	(12,362,256)
Unfunded liabilities(Note 4)	<u>(161,450)</u>	<u>(235,724)</u>
Regional Hospital District Deficit Position	<u>\$ (7,863,060)</u>	<u>\$ (9,573,572)</u>

Approved:

_____ Manager Financial Services

See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>Budget</u>	<u>2004</u>	<u>2003</u>
Revenues			
Property tax revenues	\$ 4,908,930	\$ 4,908,930	\$ 4,789,270
Grants-in-lieu of taxes	26,000	31,614	60,377
Interest on investments	32,400	66,631	60,493
Other revenue	-	19,044	27,993
	<u>4,967,330</u>	<u>5,026,219</u>	<u>4,938,133</u>
Expenditures			
Administration	8,160	8,160	8,000
Debenture issue costs	-	-	17,466
Grants to health care facilities	1,773,575	1,713,109	1,669,392
Short term loan interest and bank charges	208,745	80,210	57,968
Interest on long-term debt	2,152,455	1,514,227	1,585,485
Construction advances	-	-	-
converted to long term debt	-	-	980,615
	<u>4,142,935</u>	<u>3,315,706</u>	<u>4,318,926</u>
Net Revenues	<u>824,395</u>	<u>1,710,513</u>	<u>619,207</u>
Add(Deduct)			
Financing activities:			
Long term debt issued	-	-	998,081
Debt principal repayments	(829,450)	(829,449)	(776,010)
Debt actuarial adjustments	-	(563,952)	(533,008)
Increase (decrease) in long term financing	<u>(829,450)</u>	<u>(1,393,401)</u>	<u>(310,937)</u>
Unfunded expenditures:			
Long-term debt interest (Note 4)	-	(74,274)	4,458
Change in Fund Balances	<u>\$ (5,055)</u>	242,838	312,728
Fund Balances, beginning(Page 2)		<u>3,024,408</u>	<u>2,711,680</u>
Fund Balances, ending (Page 2)		<u>\$ 3,267,246</u>	<u>\$ 3,024,408</u>

Approved:

**NANAIMO REGIONAL HOSPITAL DISTRICT
SCHEDULE OF REVENUE FUND ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2004**

SCHEDULE A

	<u>Budget</u>	<u>2004</u>	<u>2003</u>
Revenues			
Property tax revenues	\$ 4,908,930	\$ 4,908,930	\$ 4,789,270
Grants-in-lieu of taxes	26,000	31,614	60,377
Interest on investments	32,400	66,631	60,493
Other revenue	-	19,044	27,993
	<u>4,967,330</u>	<u>5,026,219</u>	<u>4,938,133</u>
Expenditures			
Administration	8,160	8,160	8,000
Short term loan interest and bank charges	208,745	80,210	57,968
Long term debt interest	2,152,455	2,152,453	2,114,035
	<u>2,369,360</u>	<u>2,240,823</u>	<u>2,180,003</u>
Operating Surplus	<u>2,597,970</u>	<u>2,785,396</u>	<u>2,758,130</u>
Transfer to Reserve Fund(Page 8)	1,773,575	1,773,575	1,477,980
Debt principal repayment	829,450	829,448	776,010
	<u>2,603,025</u>	<u>2,603,023</u>	<u>2,253,990</u>
Current Year Surplus	(5,055)	182,373	504,140
Prior years' surplus	<u>1,084,067</u>	<u>1,084,067</u>	<u>579,927</u>
Total Operating Surplus	<u>\$ 1,079,012</u>	<u>\$ 1,266,440</u>	<u>\$ 1,084,067</u>

See notes to consolidated financial statements

**NANAIMO REGIONAL HOSPITAL DISTRICT
SCHEDULE OF RESERVE FUND ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2004**

SCHEDULE B

	<u>2004</u>	<u>2003</u>
FUND BALANCE, BEGINNING	\$ 1,940,341	\$ 2,131,753
Add:		
Transfer from Revenue Fund(Page 7)	1,773,575	1,477,980
Less:		
Grants to Vancouver Island Health Authority	<u>1,713,109</u>	<u>1,669,392</u>
FUND BALANCE, ENDING (Note 5)	<u>\$ 2,000,807</u>	<u>\$ 1,940,341</u>

See notes to consolidated financial statements

FINANCIAL IMPLICATIONS

There is no major financial implication for obtaining the authority for sidewalks; some staff time and limited legal advice will be required to make the application for an Order in Council. Once the authority is obtained, the local service area that is proposed to be established will have specific financial implications. These will be dealt with individually when the establishing bylaw(s) is/are presented for the Board's consideration.

INTERDEPARTMENTAL IMPLICATIONS

Once the sidewalk authority is obtained, the RDN will be responsible for developing regulatory standards for the sidewalk local service area. Implications will include evaluating the impact of establishing a local service area on existing District Operations staff and/or contracting out the service to a third party.

INTERGOVERNMENTAL IMPLICATIONS

At present, the Regional District of Nanaimo does not have jurisdiction over highways within their boundaries. In order to properly regulate and control sidewalks within highway rights of way, the Regional District requires the overall authority under section 799 of the Local Government Act, sections 36, 38, and 46 of the Community Charter and sections 124(1)(m), 124(1)(v) and 124(1)(u) of the Motor Vehicle Act. Limiting the request to Electoral Area "E" is a beginning to acquiring a sidewalk function within the RDN.

SUMMARY/CONCLUSIONS

A written request has been made by the Fairwinds Community and Resort Corporation for the RDN to form a sidewalk local service area for the purpose of operating and maintaining sidewalks within all remaining lands owned by the corporation. Discussion with the Fairwinds Community Association has concluded that the residents within existing subdivision development within the Fairwinds Community also support the RDN taking on this function. Redevelopment of the Red Gap commercial area may also require the installation of sidewalks within the area.

In order for the RDN to assume this function we must obtain approval in the form of an Order in Council from the senior government. The provision of this function is contained within section 799 of the Local Government Act, sections 36, 38 and 46 of the Community Charter and sections 124(1)(m), 124(1)(v) and 124(1)(u) of the Motor Vehicle Act.

RECOMMENDATION

1. That the Board endorse the attached resolution requesting the authority for the operation and maintenance of a sidewalk function within Electoral Area "E".


Report Writer


Deputy Administrator Concurrence


CAO Concurrence

Resolution Requesting Authority for a Sidewalk Function within Electoral Area "E"

WHEREAS the Board wishes to obtain authority to establish a local service for the operation and maintenance of sidewalks within Electoral Area "E";

NOW THEREFORE BE IT RESOLVED THAT:

The Board authorize staff to request that the Lieutenant Governor in Council, by regulation under section 799 of the Local Government Act, grant to the Regional District the authority to establish a local service area within the Electoral Area "E" for the operation and maintenance of sidewalks and that in the operation of the local service, the Board have the authority under sections 36, 38 and 46 of the Community Charter and sections 124(1)(m), 124(1)(v) and 124(1)(u).



REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
CA CCD	MSF
APR 28 2005	
<i>Call</i>	

MEMORANDUM

TO: Stan Schopp
 Manager, Building Inspection Services **DATE:** April 28, 2005

FROM: Allan Dick
 Senior Building Inspector **FILE:** 3810-20

SUBJECT: Section 57 of the Community Charter - Contravention of Bylaw Meeting Date - May 10, 2005

PURPOSE

To provide for the Committee's review, proposed Section 57 filings on properties, which have outstanding occupancy or safety issues that contravene Building Bylaw No. 1250.

BACKGROUND

The individual area inspectors have worked closely with the property owners to resolve outstanding issues prior to the sending of letters. A minimum of two letters addressing deficiencies has been sent to the registered property owners on outstanding building permit files. Where required, the Manager and/or the Senior Building Inspector have been involved with proposed resolutions. At this time we are unable to approve construction at the indicated addresses.

SUMMARY OF INDIVIDUAL INFRACTIONS

Electoral Area B

- 1. Owners Name: Derek Ingram
 Legal Description: Lot 3, Section 3, Plan 23476, Gabriola Island, Nanaimo District
 Street Address: 1983 South Road

Summary of Infraction:

- July 21, 2004 - letter sent; occupancy permit required
- September 20, 2004 - 2nd letter sent occupancy required
- April 21, 2005 - owner contacted and filing process explained (additional permit for deck not picked up)
- April 21, 2005 - file forwarded for filing (occupying SFD without occupancy permit)

Electoral Area D

- 1. Owners Name: Dale Richard Shortt
 Legal Description: Parcel D (DD368811) of Section 13, Range 6, Mountain District
 Street Address: 2300 East Wellington Road

Summary of Infraction:

- December 15, 2004: letter sent; permit expired
- December 30, 2004: 2nd letter sent via courier
- January 10, 2005 - courier unable to deliver letter; letter sent by regular mail
- April 21, 2005 - message left for owner to contact supervisor regarding permit
- April 21, 2005 - filed forwarded for filing (expired permit for barn)

2. Owners Name: Leonard Henry Tiedjens
Legal Description: Lot 5, Sections 12 and 13, Range 2, Plan 30985, Mountain District
Street Address: 3116 Northwood Road

Summary of Infraction:

April 20, 2005 -- RCMP contacted Manager regarding inspection of large scale grow-operation
April 21, 2005 -- Four 'Stop Work' orders placed on buildings renovated and damaged by grow-op; unsafe to occupy.
April 22, 2005 -- File forwarded to Supervisor for notice on title.
April 26, 2005 -- Owner notified by letter of Committee meeting agenda.

Electoral Area E

1. Owners Name: Raymond and Sharon Brookes
Legal Description: Lot 20, District Lot 78, Plan 14212, Nanoose District
Street Address: 3023 Park Place

Summary of Infraction:

June 14, 2004 -- complaint that house has undergone renovations without building permits and is being rented as a hotel unit by the night or weekend
July 7, 2004 -- Building Inspector attended site and confirmed building renovated without permits. Caretaker to inform owner building permits required
August 8, 2004 -- Bylaw Enforcement officer confirms house listed on Breakaway Vacations.com
December 14, 2004 -- letter sent to owners regarding complaints and further enforcement action pending.
April 17, 2005 -- complainant confirms house rented over Christmas, New Years and ongoing weekend rentals continuing

RECOMMENDATION

That a notice be filed against the titles of the properties listed, pursuant to Section 57 of the *Community Charter* and that if the infractions are not rectified within ninety (90) days, legal action will be pursued.

Report Writer

Manager Concurrence

Deputy Administrator Concurrence

CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO		GM ES	
DA CCD		MoF	
MAY - 2 2005			
<i>Colby</i>			

MEMORANDUM

TO: Robert Lapham
Deputy Administrator

DATE: May 2, 2005

FROM: Stan Schopp
Manager, Building Inspection & Enforcement

FILE: 3900 20 1418

SUBJECT: Regional District of Nanaimo Bylaw Enforcement Ticket Information Bylaw No. 1418, 2005

PURPOSE

To repeal Regional District of Nanaimo Ticket Information Utilization Bylaw No. 1015, 1998 and consider replacing it with "Regional District of Nanaimo Bylaw Enforcement Ticket Information Bylaw No. 1418, 2005".

BACKGROUND

Regional District of Nanaimo Ticket Information Utilization Bylaw No. 1015, 1998 was adopted on October 13, 1998 and was intended as an additional bylaw enforcement tool for the Regional District. Historically, bylaw enforcement in the Regional District has focused on obtaining compliance by communicating a process for reaching a resolution versus a monetary punitive approach whereby the landowner incurs a penalty while the contravention remains unresolved. However the ticketing process has been utilized to effectively deal with quick, and uncomplicated contraventions i.e. dog barking and dogs at large. In particular, the contracted Animal Control Officers have found the ability to write warning tickets and when the need arises, actual tickets, particularly useful.

Since January 1, 2004, a new Community Bylaw Enforcement Ticket Regulation has been in effect as the new Community Charter has now amended the previous authorizing provisions under the old Local Government Act. A new form of ticket has also been prescribed. It is the opinion of the Regional District Solicitor that in order to retain ticketing authority, the Regional District needs to begin using the newly prescribed forms and proceed with a new MTI Bylaw under the new regulations. For this reason, Bylaw 1015 is to be repealed.

In addition, the newly proposed municipal ticketing bylaw (Bylaw No. 1418) would allow the Regional District to include bylaw offences that had not previously been permitted, such as the water restriction bylaw offences. The draft bylaw has had input from a number of different departments/staff and also includes a number of recently adopted bylaws.

ALTERNATIVES

1. Repeal Bylaw 1015 and replace it with Bylaw 1418.
2. To repeal Bylaw 1015 and not replace it.

BYLAW ENFORCEMENT IMPLICATIONS

While many bylaw infractions are most efficiently and effectively resolved by direct intervention, explanation and follow-up by the bylaw enforcement officers, there is an expectation by citizens that the immediate and ongoing impact of some types of offences should be addressed by a penalty. Further, where the offence is causing ongoing harm, the added incentive of a ticket and financial penalty can be helpful in having the matter resolved in a more timely manner.

FINANCIAL IMPLICATIONS

If the new bylaw is adopted, the ticket form itself will need to be purchased as well as warning notices at an approximate cost of \$600.00. At this time, prosecution of tickets will continue to be the responsibility of the Regional District Solicitor in Provincial Court. Related costs for a ticket dispute will be approximately \$2000.00 per file. Tickets that are ignored by the recipients can be processed through the Court Registry and a conviction obtained. The established fine is then imposed and if unpaid, can be turned over to a Collection Agency for possible debt recovery minus the Agency's costs. Since 1998, of the 6 dog related tickets written, none of the fines were paid voluntarily and one was in fact disputed. The eventual intervention of the Collection agency did result in partial payments to the Regional District. The overall cost recovery of the process is diminutive.

SUMMARY/CONCLUSIONS

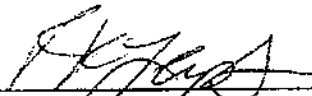
The Regional District of Nanaimo Ticket Information Bylaw has previously been a useful enforcement tool. The regulation has now been replaced requiring the old Ticketing Bylaw to be repealed. The new Ticket Information Bylaw has been expanded to include a number of new bylaw offences not previously permitted, as well as a number of recently adopted bylaws.

RECOMMENDATIONS

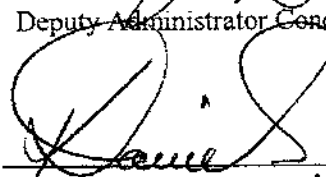
1. That Regional District of Nanaimo Bylaw Enforcement Ticket Information Bylaw No. 1418, 2005 be introduced and receive three readings.
2. That Regional District of Nanaimo Bylaw Enforcement Ticket Information Bylaw No. 1418, 2005 having received 3 readings be adopted.
3. That Regional District of Nanaimo Ticket Information Utilization Bylaw No. 1015, 1998 be repealed.



Report Writer



Deputy Administrator Concurrence



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1418

**A BYLAW TO IMPLEMENT A
BYLAW ENFORCEMENT TICKET INFORMATION BYLAW**

A. WHEREAS BY Section 266.1 of the *Local Government Act* Division 3 of Part 8 of the *Community Charter* applies to Regional Districts, the Board, is authorized by bylaw to

- a) designate a bylaw for the purpose of this Section, other than a bylaw in relation to a matter prescribed by regulation;
- b) designate as a Bylaw Enforcement Officer, a person who comes within a class of persons prescribed by regulation; and
- c) authorize the use of any word or expression on a ticket to designate an offence against a bylaw.

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

1. Title

This bylaw may be cited as "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005."

2. Designation of Bylaws to be Enforced by Ticket

The bylaws listed in Column I of Schedule 1 to this bylaw may be enforced by means of a ticket in the form prescribed for the purpose of Section 264 of the *Community Charter*.

3. Designation of Bylaw Enforcement Officers

The persons appointed to the job positions or titles listed in Column II of Schedule 1 to this Bylaw are designated as Bylaw Enforcement Officers pursuant to Section 264 of the *Community Charter* for the purpose of enforcing the bylaws listed in Column I of Schedule 1 opposite the respective job positions.

4. Designation of Offences

The words or expressions set forth in Column I of Schedules 2-31 to this bylaw designate the offence committed under the bylaw section number appearing in Column II opposite the respective words or expressions.

5. Designation of Fines

The amounts appearing in Column III, Column IV or Column V of Schedules 2-31 to this bylaw are the fines set pursuant to Section 265 of the *Community Charter* for the corresponding offences designated in Column I.

6. Schedules

For the purposes of this bylaw, Schedules 1-31 are attached to and form part of this bylaw.

7. Effective Date

This bylaw shall take effect upon the date of its adoption.

8. Repeal

"Regional District of Nanaimo Ticket Information Utilization Bylaw No. 1015, 1998 is hereby repealed.

Introduce and read three times this _____ day of _____, 2005.

Adopted this _____ day of _____, 2005.

Chair

Deputy Administrator

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 1

Column I

Column II

Designated Bylaws

**Designated Bylaw Enforcement
Officers**

- | | |
|--|--|
| 1. Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001 | Manager of Inspection & Enforcement
Building Inspectors
Bylaw Enforcement Officers |
| 2. Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 | Manager of Inspection & Enforcement
Bylaw Enforcement Officers |
| 3. Regional District of Nanaimo Special Events Regulatory Bylaw No. 1010, 1996 | Members of the Royal Canadian Mounted Police
Bylaw Enforcement Officers |
| 4. Regional District of Nanaimo Gabriola Island Noise Control Regulatory Bylaw No. 1082, 1998 | Members of the Royal Canadian Mounted Police
Bylaw Enforcement Officers |
| 5. Regional District of Nanaimo Electoral Area 'C' Noise Control Regulatory Bylaw No. 1103, 1998 | Members of the Royal Canadian Mounted Police
Bylaw Enforcement Officers |
| 6. Regional District of Nanaimo Electoral Area 'A' Noise Control Regulatory Bylaw No. 1046, 1996 | Members of the Royal Canadian Mounted Police
Bylaw Enforcement Officers |
| 7. Animal Control and Licensing Bylaw No. 939, 1994 | Animal Control Officer
Bylaw Enforcement Officers |
| 8. Animal Control Regulatory Bylaw No. 1066, 1996 | Animal Control Officer
Bylaw Enforcement Officers |
| 9. Regional District of Nanaimo Sign Bylaw No. 993, 1995 | Bylaw Enforcement Officers |

Chairperson

Deputy Administrator

SCHEDULE 1
(Continued)

Column I	Column II
Designated Bylaws	Designated Bylaw Enforcement Officers
10. Regional District of Nanaimo French Creek Fire Protection Local Service Area Outdoor Burning Bylaw No. 920, 1994	Bylaw Enforcement Officers
11. Regional District of Nanaimo Extension Fire Protection Specified Area Outdoor Burning Bylaw No. 1028, 1996	Bylaw Enforcement Officers
12. Animal Control Bylaw No. 941, 1994	Animal Control Officer Bylaw Enforcement Officers
13. Regional District of Nanaimo Electoral Area 'E' Noise Control Regulatory Bylaw No. 1054, 1996	Member of the Royal Canadian Mounted Police Bylaw Enforcement Officers
14. Regional District of Nanaimo Englishman River Community Water Uses Restrictions Amendment Bylaw No. 1384.01, 2005	Bylaw Enforcement Officers
15. Regional District of Nanaimo Decourcey Water Uses Restrictions Amendment Bylaw No. 1342.01, 2005	Bylaw Enforcement Officers
16. Regional District of Nanaimo Arbutus Park Water Uses Restrictions Amendment Bylaw No. 1350.01, 2005	Bylaw Enforcement Officers
17. Regional District of Nanaimo Fairwinds Water Uses Restrictions Amendment Bylaw No. 1349.01, 2005	Bylaw Enforcement Officers
18. Regional District of Nanaimo Wall Beach Water Uses Restrictions Amendment Bylaw No. 1347.01, 2005	Bylaw Enforcement Officers
19. Regional District of Nanaimo West Bay Water Uses Restrictions Amendment Bylaw No. 1348.01, 2005	Bylaw Enforcement Officers
20. Regional District of Nanaimo Surfside Water Uses Restrictions Amendment Bylaw No. 1346.01, 2005	Bylaw Enforcement Officers
21. Regional District of Nanaimo Nanoose Water Restrictions Amendment Bylaw No. 1345.01, 2005	Bylaw Enforcement Officers

 Chairperson

 Deputy Administrator

SCHEDULE 1
(Continued)

Column I	Column II
Designated Bylaws	Designated Bylaw Enforcement Officers
22. Regional District of Nanaimo Madrona Water Uses Restrictions Amendment Bylaw No. 1344.01, 2005	Bylaw Enforcement Officers
23. Regional District of Nanaimo French Creek Water Uses Restrictions Amendment Bylaw No. 1343.01, 2005	Bylaw Enforcement Officers
24. Regional District of Nanaimo Driftwood Water Uses Amendment Restrictions Bylaw No. 1341.01, 2005	Bylaw Enforcement Officers
25. Regional District of Nanaimo San Pareil Water Uses Restrictions Amendment Bylaw No. 1340.01, 2005	Bylaw Enforcement Officers
26. Regional District of Nanaimo (Errington) Fire Services Regulatory Bylaw No. 1006, 1995	Bylaw Enforcement Officers
27. Regional District of Nanaimo Parksville (Local) Fire Protection Service Area Outdoor Burning Bylaw No. 922, 1994	Bylaw Enforcement Officers
28. Regional District of Nanaimo (Dashwood) Fire Services Regulatory Bylaw No. 1390, 2004	Bylaw Enforcement Officers
29. Regional District of Nanaimo Park Use Regulations Bylaw No. 1399, 2004	Bylaw Enforcement Officers Park Operator and Park Staff
30. Regional District of Nanaimo Electoral Area F Zoning and Subdivision Bylaw No. 1285, 2002	Manager of Inspection & Enforcement Bylaw Enforcement Officers

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 2

Column I	Column II	Column III
Regional District of Nanaimo Building Regulations & Fees Bylaw No. 1250, 2001	Section No. of Bylaw 1250	Amount of Fine
1. Construct without a permit.	Section 3(1)	\$150.00
2. Occupy without a permit.	Section 3(2)	\$150.00
3. Use change/no permit.	Section 3(3)	\$150.00
4. Continue construction/occupy contrary to Permit, Notice, Certificate or Order.	Section 3(4)	\$150.00
5. No inspection obtained.	Section 3(5)	\$100.00
6. Unauthorized work/variance.	Section 3(6)	\$100.00
7. Deface/remove Notice/Permit/Certificate.	Section 3(7)	\$100.00
8. No permit for alteration, addition or repair to a building in unsafe condition	Section 3(8)	\$150.00
9. Work contrary to a requirement of the Bylaw or the BC Building Code	Section 3(9)	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 3

Column I	Column II	Column III
Regional District of Nanaimo Land Use & Subdivision Bylaw No. 500, 1987	Section No. of Bylaw 500	Amount of Fine
1. Illegal land use.	3.2.1	\$100.00
2. Insufficient site area.	3.2.2.a)	\$100.00
3. Setback encroachment.	3.2.2.b)	\$100.00
4. Excessive parcel coverage.	3.2.2.c)	\$100.00
5. Over height building/structure	3.2.2.d)	\$100.00
6. Excessive floor area ratio	3.2.2.e)	\$100.00
7. Excessive number of units/buildings/structures	3.2.2.f)	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 4

Column I	Column II	Column III
Special Events Regulatory Bylaw No. 1010, 1996	Section No. of Bylaw 1010	Amount of Fine
1. Owner occupier allow Special Event without permit.	8(a)	\$100.00
2. No permit.	8(b)	\$100.00

Schedule '5' to accompany "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 5

Column I	Column II	Column III
Regional District of Nanaimo Gabriola Island Noise Control Regulatory Bylaw No. 1082, 1998	Section No. of Bylaw 1082	Amount of Fine
1. Allow/permit noise.	5	\$100.00
2. Prohibited act causing noise	6	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 6

Column I	Column II	Column III
Regional District of Nanaimo Electoral Area 'C' Noise Control Regulatory Bylaw No. 1103, 1998	Section No. of Bylaw 1103	Amount of Fine
1. Prohibited act causing noise	5(a)	\$100.00
2. Allow noise.	5(b)	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 7

Column I	Column II	Column III
Regional District of Nanaimo Electoral Area 'A' Noise Control Regulatory Bylaw No. 1046, 1996	Section No. of Bylaw 1046	Amount of Fine
1. Allow/permit noise.	5	\$100.00
2. Prohibited act causing noise	6	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 8

Column I	Column II	Column III
Animal Control and Licensing Bylaw No. 939, 1994	Section No. of Bylaw 939	Amount of Fine
1. No License	5(1)	\$100.00
2. Dog at Large	4(2)(a)	\$ 50.00
3. Uncontrolled vicious dog, public place	4(3)(b)	\$500.00
4. Uncontrolled vicious dog, private property	4(4)	\$200.00
5. Noisy dog	4(1)	\$100.00
6. Dog harassing/molesting	4(2)(b)	\$100.00
7. Vicious dog at large	4(3)(a)	\$500.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 9

Column I	Column II	Column III
Animal Control Regulatory Bylaw No. 1066, 1996	Section No. of Bylaw 1066	Amount of Fine
1. Noisy dog	4(1)	\$100.00
2. Dog at large	4(2)(a)	\$ 50.00
3. Dog is harassing/molesting	4(2)(b)	\$100.00
4. Vicious dog at large	4(3)(a)	\$500.00
5. Uncontrolled vicious dog, public place	4(3)(b)	\$500.00
6. Uncontrolled vicious dog, private property	4(4)	\$200.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 10

Column I	Column II	Column III
Regional District of Nanaimo Sign Bylaw No. 993, 1995	Section No. of Bylaw 993	Amount of Fine
1. Excessive number of signs.	5(a)	\$100.00
2. Excessive projecting/billboard/freestanding signs.	5(b)	\$100.00
3. Oversize/over height sign.	5(c)	\$100.00
4. Place/maintain/construct advertising or identifying sign	3	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 11

Column I	Column II	Column III
Regional District of Nanaimo French Creek Fire Protection Local Service Area Outdoor Burning Bylaw No. 920, 1994	Section No. of Bylaw 920	Amount of Fine
1. Start/maintain illegal fire.	5	\$100.00
2. Start/maintain fire without permit.	6	\$100.00
3. Burn noxious material.	7	\$100.00
4. Fire out of season	8(a)	\$100.00
5. Fire within 10 m of building/structure/overhead wiring/highway	8(b)	\$100.00
6. Unsupervised fire	8(c)	\$100.00
7. Garden refuse	9	\$100.00
8. Obstruction of Officer	12	\$200.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 12

Column I	Column II	Column III
Regional District of Nanaimo Extension Fire Protection Specified Area Outdoor Burning Bylaw No. 1028, 1996	Section No. of Bylaw 1028	Amount of Fine
1. Start/maintain cooking fire contrary to conditions	5(a)	\$100.00
2. Unsupervised cooking fire burn site	5(b)	\$100.00
3. No outdoor fire permit	6(a)	\$100.00
4. Outdoor fire within 3 m of building/structure/ overhead wiring/highway	6(b)	\$100.00
5. Unsupervised outdoor fire burn site	6(c)	\$100.00
6. No permit for outdoor fire burn site	7(a)	\$100.00
7. Outdoor fire exceeding 10m/ha within 3 m of building/structure/ overhead wiring/highway	7(b)	\$100.00
8. Unsupervised outdoor fire exceeding 10m/ha burnsite	7(c)	\$100.00
9. Burn noxious material	9	\$100.00
10. Obstruction of Officer	12	\$200.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 13

Column I	Column II	Column III
Animal Control Bylaw No. 941, 1994	Section No. of Bylaw 941	Amount of Fine
1. Vicious dog at Large	4(1)(a)	\$500.00
2. Uncontrolled vicious dog, public place	4(1)(b)	\$500.00
3. Uncontrolled vicious dog, private property	4(2)	\$200.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 14

Column I	Column II	Column III
Regional District of Nanaimo Electoral Area 'E' Noise Control Regulatory Bylaw No. 1054, 1996	Section No. of Bylaw 1054	Amount of Fine
1. Allow/permit noise	5	\$100.00
2. Prohibited act causing noise	6	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 15

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo Englishman River Community Water Uses Restrictions Amendment Bylaw No. 1384.01, 2005	Section No. of Bylaw 1384.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 st Offence	2 nd Offence	3 rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 16

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo Decourcey Water Uses Restrictions Amendment Bylaw No. 1342.01, 2005	Section No. of Bylaw 1342.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 ST Offence	2 nd Offence	3 rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 17

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo Arbutus Park Water Uses Restrictions Bylaw Amendment No. 1350.01, 2005	Section No. of Bylaw 1350.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 st Offence	2 nd Offence	3 rd Offence
1. Damage/allow appliance deterioration leading to waterwaste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 18

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo Fairwinds Water Uses Restrictions Amendment Bylaw No. 1349.01, 2005	Section No. of Bylaw 1349.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 st Offence	2 nd Offence	3 rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150;00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 19

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo Wall Beach Water Uses Restrictions Amendment Bylaw No. 1347.01, 2005	Section No. of Bylaw 1347.01	Amount of Fine	Amount of Fine	Amount of Fine
		1st Offence	2nd Offence	3rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$150.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 20

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo West Bay Water Uses Restrictions Amendment Bylaw No. 1348.01, 2005	Section No. of Bylaw 1348.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 st Offence	2 nd Offence	3 rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 21

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo Surfside Water Uses Restrictions Amendment Bylaw No. 1346.01, 2005	Section No. of Bylaw 1346.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 st Offence	2 nd Offence	3 rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 22

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo Nanoose Water Uses Restrictions Amendment Bylaw No. 1345.01, 2005	Section No. of Bylaw 1345.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 st Offence	2 nd Offence	3 rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 23

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo Madrona Water Uses Restrictions Amendment Bylaw No. 1344.01, 2005	Section No. of Bylaw 1344.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 st Offence	2 nd Offence	3 rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 24

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo French Creek Water Uses Restrictions Amendment Bylaw No. 1343.01, 2005	Section No. of Bylaw 1343.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 st Offence	2 nd Offence	3 rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Schedule '25' to accompany "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 25

Column I	Column II	Column III	Column	Column
Regional District of Nanaimo Driftwood Water Uses Restrictions Amendment Bylaw No. 1341.01, 2005	Section No. of Bylaw 1341.01	Amount of Fine	Amount of Fine	Amount of Fine
		1st Offence	2nd Offence	3rd Offence
1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00	\$150.00	\$300.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 26

Column I	Column II	Column III	Column IV	Column V
Regional District of Nanaimo San Pareil Water Uses Restrictions Amendment Bylaw No. 1340.01, 2005	Section No. of Bylaw 1340.01	Amount of Fine	Amount of Fine	Amount of Fine
		1 st Offence	2 nd Offence	3 rd Offence
		1. Damage/allow appliance deterioration leading to water waste	2(a)	\$50.00
2. Owner/occupier water use contrary to restrictions	2(b)	\$50.00	\$150.00	\$300.00
3. Excessive use/water waste	2(d)	\$50.00	\$150.00	\$300.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 27

Column I	Column II	Column III
Regional District of Nanaimo (Errington) Fire Services Regulatory Bylaw No. 1006, 1995	Section No. of Bylaw 1006	Amount of Fine
1. Obstruct Fire Chief or staff	4(1)	\$150.00
2. Enter prohibited area	4(2)	\$100.00
3. Impede fire hose	4(3)	\$100.00
4. Impede access to private or public fire hydrant/stand pipe	4(4)	\$100.00
5. Park/leave vehicle within 7.6 m of a private or public hydrant/standpipe	4(5)	\$100.00
6. Removal of matter/thing by owner/occupier that creates hazard	5(1)	\$50.00
7. Failure to secure unoccupied building	5(2)	\$50.00
8. Burning outside of a commercial or domestic incinerator	6(1)	\$100.00
9. Use of domestic incinerator within 10 m of a building/structure/overhead wiring or highway	6(2)(a)	\$100.00
10. Unsupervised domestic incinerator	6(2)(b)	\$100.00

Schedule 27' to accompany "Regional District of Nanaimo Bylaw
Enforcement Ticket Regulation Bylaw No. 1418, 2005

Chairperson

Deputy Administrator

Column I	Column II	Column III
Regional District of Nanaimo (Errington) Fire Services Regulatory Bylaw No. 1006, 1995	Section No. of Bylaw 1006	Amount of Fine
11. Failure to extinguish fire	6(3)	\$100.00
12. Failure to comply with direction or order of the Fire Chief	7(2)	\$100.00
13. Deposit of mill waste greater than 3 m	8(1)(a)	\$100.00
14. Failure to provide 305 mm of non-flammable cover material within one week of deposit	8(1)(b)	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 28

Column I	Column II	Column III
Regional District of Nanaimo Parksville (Local) Fire Protection Service Area Outdoor Burning Bylaw No. 922, 1994	Section No. of Bylaw 922	Amount of Fine
1. Start/maintain construction or clearing waste fire	5	\$100.00
2. Agricultural clearing waste fire without permit	6	\$100.00
3. Burn noxious material in outdoor fire	7	\$100.00
4. Out of season outdoor fire	8(a)	\$100.00
5. Outdoor fire with 10 m of building/structure/overhead wiring/highway	8(b)	\$100.00
6. Unsupervised outdoor fire burn site	8(c)	\$100.00
7. Outdoor fire exceeding 2 m ² /burn off site material	9	\$100.00
8. Obstruct/hinder officer carrying out inspection	12	\$200.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 29

Column I	Column II	Column III
Regional District of Nanaimo (Dashwood) Fire Services Regulatory Bylaw No. 1390, 2004	Section No. of Bylaw 1390	Amount of Fine
1. False representation as fire Department member	4(9)	\$50.00
2. Obstruct Fire Chief or member of incident	5(2)	\$200.00
3. Propel vehicle over fire hose/ equipment without permission	5(6)	\$100.00
4. Impede access to private/public fire hydrant/standpipe/cistern/ body of water	5(7)	\$100.00
5. Park/leave vehicle with 7.6 m of a private or public fire hydrant/ standpipe	5(8)	\$100.00
6. Failure of owner/occupier of real property to remove fire hazards	6(1)	\$100.00
7. Failure to secure abandoned building against unauthorized entry	6(2)	\$100.00
8. Owner/occupier failure to maintain fire alarm	6(3)	\$100.00
9. Owner/occupier failure to maintain private hydrants	6(4)	\$100.00

Schedule 29' to accompany "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005

Chairperson

Deputy Administrator

Column I	Column II	Column III
Regional District of Nanaimo (Dashwood) Fire Services Regulatory Bylaw No. 1390, 2004	Section No. of Bylaw 1390	Amount of Fine
10. Unauthorized burning of waste materials	7(1)	\$100.00
11. Use domestic incinerator with 10 m of building/structure/ overhead wiring or highway	7(2)(i)	\$100.00
12. Unsupervised use of domestic incinerator	7(2)(ii)	\$100.00
13. Failure to extinguish fire	7(3)	\$100.00
14. Failure of Commercial incinerator to comply with direction/order of Fire Chief	8(2)	\$100.00
15. Deposit of mill waste of depth greater than 3 m	9(1)(i)	\$100.00
16. Failure to deposit required material to deposit	9(1)(ii)	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 30

Column I	Column II	Column III
Park Use Regulations Bylaw No. 1399, 2004	Section No. of Bylaw 1399	Amount of Fine
1. Failure to comply with campground rules	5.1	\$100.00
2. Make/cause disturbing noise/sound	5.3(b)(i) & (ii)	\$100.00
3. Vehicle operation causing disturbance	5.4(a) iii	\$100.00
4. No park use permit	5.5(b)	\$100.00
5. Camp without registering	5.6(a)	\$100.00
6. Operate vessel in swimming area	5.7(a)iii	\$100.00
7. Cycling/horseback riding off trail	5.8(a)ii	\$100.00
8. Domestic animal at large	5.9(b)	\$50.00
9. Interfere with wild animal	5.9(g)	\$100.00
10. Hunting; carrying or discharging guns or bows	5.10(a)	\$200.00
11. No fish/shell fish license	5.10(b)	\$50.00
12. Littering	5.11(a)	\$50.00

Schedule '30' to accompany "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005

Chairperson

Deputy Administrator

Column I	Column II	Column III
Park Use Regulations Bylaw No. 1399, 2004	Section No. of Bylaw 1399	Amount of Fine
13. Depositing garbage in park	5.11(b)	\$200.00
14. Failure to alert authorities about a known pollution event	5.11(e)	\$50.00
15. Obstruct Park Access	5.12(a)(ix)	\$100.00
16. Fire without Park Use permit	5.13(a)(i)	\$100.00
17. Failure to alert authorities about known at-large fires	5.13(c)	\$50.00
18. Damage/destroy Park feature	5.14(a)(ii)	\$100.00
19. Unacceptable play behavior	5.15(a)	\$50.00
20. Special use without Park use permit	5.16(a)(i)	\$100.00
21. Failure to comply with the terms of a park use permit	5.17(g)	\$100.00

Chairperson

Deputy Administrator

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 31

Column I	Column II	Column III
Regional District of Nanaimo Electoral Area F Zoning and Subdivision Bylaw No. 1285, 2002	Section No. of Bylaw 1285	Amount of Fine
1. Illegal Land Use	1.3(1)	\$100.00
2. Illegal Setback	2.8	\$100.00



OF NANAIMO			
CHAIR		GM Cms	
CAO		GM ES	
DA CCD		MoF	
MAY - 4 2005			
<i>Call</i>			

MEMORANDUM

TO: Robert Lapham
Deputy Administrator

DATE: May 2, 2005

FROM: Stan Schopp
Manager, Inspection and Enforcement

FILE:

SUBJECT: Discharge of Firearms in Nanoose Harbour Area

PURPOSE

To provide information to the Board regarding a neighborhood proposal to restrict the discharge of firearms in the Nanoose Harbour area.

BACKGROUND

Attached correspondence to Ministry of Water, Land, and Air Protection is from a group of waterfront property owners in Nanoose Bay. Nance Roach from 2595 Blokker Road has approached the Ministry to limit the discharge of firearms in Nanoose Bay. (See request for comments attached.) The area of concern is from the flats adjacent to the Island Highway continuing along the perimeter of the harbour to the Navy Base. (A location Map is attached.) The Ministry will consider the closure with comments from any affected organizations or parties. Included in their submission requirements is comment from local government.

In conversation with WLAP, the Ministry's current position is that their conservation officers have reviewed hunting practices and licenses on site and find no reason for concern to public safety. Hunting licences are issued by the conservation officers to manage and control certain populations of waterfowl.

In contrast to the Ministry's position Ms. Roach and her neighbors have encountered hunters in the early morning hours directly in front of or on their property, dressed in camouflage gear and carrying firearms. The discharge of these firearms at this time of day is interfering with their quiet enjoyment of the property and they have concerns that an errant stray bullet could be a safety hazard in this now more habited area along the coastline. The RCMP is unable to assist as the individuals have valid hunting permits.

ALTERNATIVES

1. To support the request for restricting the discharge of firearms in the Nanoose Harbour area.
2. To not support the request.
3. To register 'no objection' to the request.

REGULATORY IMPLICATIONS

The Regional District has the authority to regulate the discharge of firearms in Electoral Areas but has not been requested to exercise this authority by the proponent of this application to Ministry of Water, Land and Air Protection. In any case, if the Regional District was to propose regulations, they would be subject to the approval of WLAP.

Staff has no documented evidence of safety or hunting permit violations although Ms. Roach stated that she has forwarded a 300-name petition to the Ministry in support of her request.

PUBLIC CONSULTATION IMPLICATIONS

Staff has not attempted to consult with Fish and Game clubs or hunters to obtain their opinion on this issue.

FINANCIAL IMPLICATIONS

There are no financial implications for the Regional District.

SUMMARY/CONCLUSIONS

Staff has reviewed location of the hunting area in Nanoose Bay on-site and agrees with the applicants that recent housing development in the area has increased the risk and likelihood of accidental shooting or damage to resident's personal property. While the Regional District may be able to pursue direct regulatory authority for this type of activity, as it requires approval from the Ministry of Water, Land and Air Protection, staff recommends that the Ministry consider regulating this type of activity and that the request by area residents be supported.

RECOMMENDATION

That the request to the Ministry of Water, Land and Air Protection by Nance Roach to restrict the discharge of firearms in the Nanoose Harbour Area be supported.



Report Writer



Deputy Administrator Concurrence

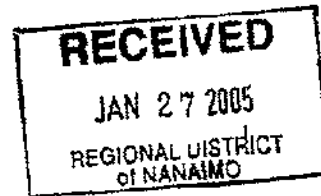


CAO Concurrence

COMMENTS:

January 25th, 2004

Ms. Brigid Reynolds
Regional District of Nanaimo
6300 Hammond Bay Rd
Nanaimo BC
V9T 6N2



Dear Ms. Reynolds

We, the residents of the Nanoose Bay area, are applying to the Ministry of Water, Land and Air Protection to restrict the discharge of fire arms within the area described on the attached Notice (Nanoose Harbor).

The ministry requires that we obtain written comments from organizations and/or parties who could be affected if the discharge of firearms is restricted within this area.

Our sole purpose for such a restriction is for public safety, and the protection of private property from accidental shooting.

Could we please have your comments to our proposal? Thank you.

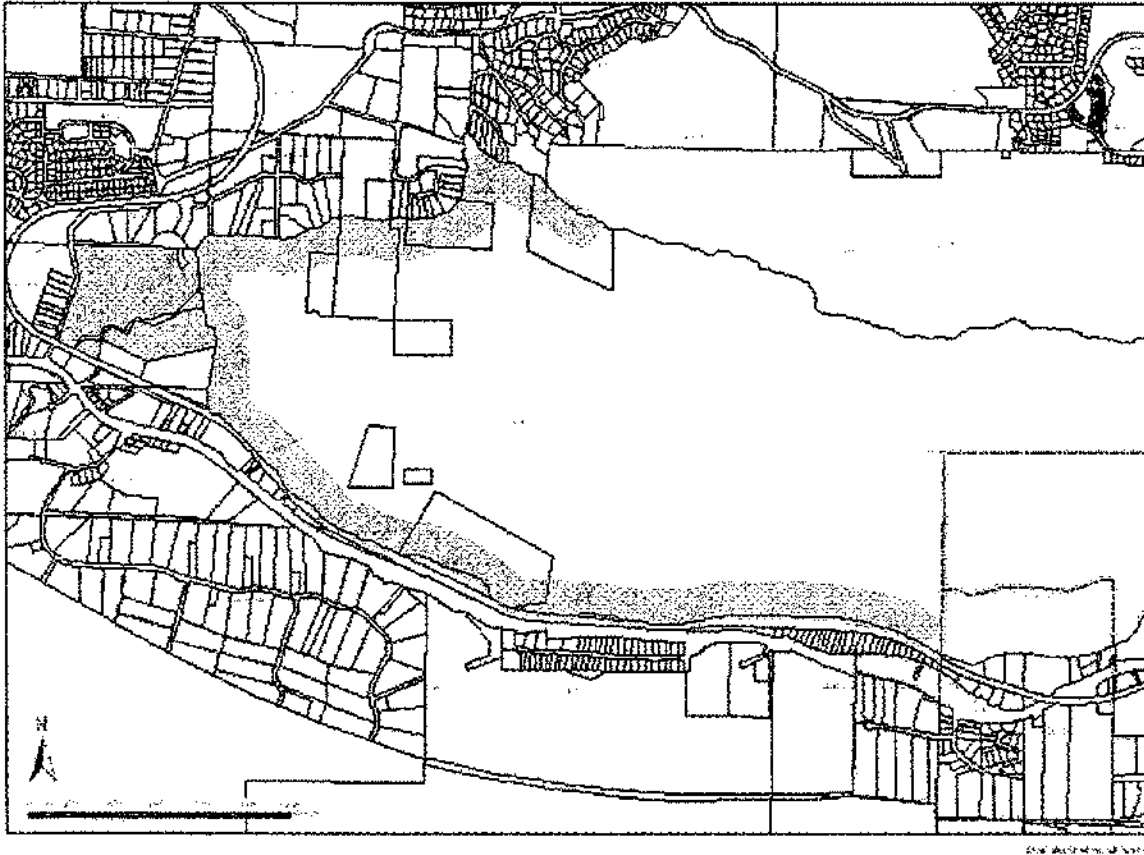
Comments: _____

Signature(s): _____

Please return to:
Nance Roach
2592 Blokker Road
Nanoose Bay, BC V9P 9E8
250.468.7718 - telephone

A handwritten signature in black ink that reads "Nance Roach". The signature is written in a cursive style.

PROPOSED AREA RESTRICTING FIREARM DISCHARGE





REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO		GM ES	
DA CCD		MoF	
MAY - 3 2005			
<i>Cell</i>			

MEMORANDUM

TO: Dennis Trudeau
Manager of Liquid Waste

DATE: April 26, 2005

FROM: Sean De Pol
Engineering Technologist

FILE: 5340-20

SUBJECT: Sewerage System Regulations – Pump and Haul Bylaw

PURPOSE

To update the Regional District of Nanaimo's (RDN) Sewage Disposal Regulation Bylaw (referred to in this report as the pump and haul bylaw) to reflect the changes to provincial regulation governing the installation and maintenance of on-site sewage disposal systems and holding tanks.

BACKGROUND

The RDN's pump and haul service has been established for property owners who are unable to obtain Ministry of Health (MOH) approval for a conventional on-site sewage disposal system. Property owners that are included in the pump and haul local service area use a holding tank to hold their sewage and then have it transported to one of the RDN's septage receiving stations for disposal.

To start the application process to be included into the Pump and Haul Local Service Area, property owners are required to obtain a letter of rejection from the MOH indicating that there are no viable options for on-site sewage disposal. RDN staff would then prepare a report for the board that the property meets all of the bylaw requirements for inclusion into the pump and haul function.

Starting May 31, 2005, the MOH will introduce a new way of regulating on-site sewage disposal systems. The new Sewerage System Regulation will apply to the installation and maintenance of all types of on-site wastewater systems. As a result of this new regulation the MOH will no longer be issuing letters of rejection for properties unable to accommodate on-site sewage disposal. Properties that are unable to accommodate an on-site sewage disposal system may apply to the MOH for a holding tank permit. The RDN has been informed that a permit for a holding tank shall only be issued where the property owner can demonstrate to the satisfaction of the MOH that an on-site sewage system is not possible, and the property is eligible to apply for a holding tank under the RDN pump and haul bylaw. The participating areas for this local service include Electoral Areas 'B', 'D', 'E', 'F', 'G', and 'H' and the City of Nanaimo.

This new provincial regulation does not represent a significant change to RDN procedures but changes to the pump and haul bylaw are required.

Accordingly, staff recommend the pump and haul bylaw be changed requiring property owner to obtain a holding tank permit from the MOH in place of a formal rejection (amended bylaw attached).

ALTERNATIVE

1. Update the application criteria in the "Sewage Disposal Regulation Bylaw No. 1224.01" to address the upcoming changes to the Sewerage System Regulation.

FINANCIAL IMPLICATIONS

The pump and haul program is a user pay service.

SUMMARY


Property owners unable to obtain MOH approval for a conventional on-site sewage disposal system may apply to the RDN to have their property included in the Pump and Haul Local Service Area. In order to be considered for pump and haul a letter of rejection from the MOH indicating that there are no viable options for sewage disposal is required. As a result of new provincial regulations the MOH will no longer provide this service and instead will issue holding tank permits for those properties that cannot accommodate an on-site sewage disposal system.

Staff have reviewed the new MOH procedure and suggest that the permit for a holding tank be used for the pump and haul application in place of a rejection letter. This does not represent a significant change to RDN procedures but changes to the pump and haul bylaw are required.

Accordingly, staff recommend the pump and haul bylaw be changed requiring property owner to obtain a holding tank permit from the MOH in place of a formal rejection (amended bylaw attached).

RECOMMENDATIONS

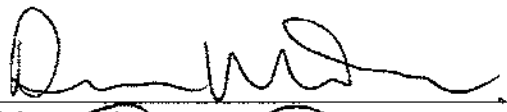
1. That "Regional District of Nanaimo Sewage Disposal Regulation Amendment Bylaw No. 1224.02, 2005" be read three times.
2. That "Regional District of Nanaimo Sewage Disposal Regulation Amendment Bylaw No. 1224.02, 2005", having been read three times, be forwarded to the Inspector of Municipalities for approval.




Report Writer



General Manager Concurrence



Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1224.02

**A BYLAW TO AMEND THE REGULATIONS
FOR SEWAGE DISPOSAL IN THE
REGIONAL DISTRICT OF NANAIMO**

WHEREAS the Board may under Section 518(1) of the Local Government Act regulate the use of works and facilities of the Regional District;

AND WHEREAS the "Regional District of Nanaimo Sewage Disposal Regulation Bylaw No. 1224, 2000" established regulations governing the collection, conveyance, treatment and disposal of sewage for Electoral Areas 'B', 'D', 'E', 'F', 'G', 'H' (the "Electoral Areas") and the City of Nanaimo;

AND WHEREAS the Board wishes to amend the regulations;

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

1. Section 3 – Application is deleted and replaced with the following:

3. Application

(1) An owner or occupier of a parcel within the participating Electoral Areas and the City of Nanaimo where:

- (a) the parcel is greater than 700 m²;
- (b) the parcel is for existing uses and the disposal system has failed, or the parcel is currently vacant and will only be used for the construction of a single family residence;
- (c) the parcel cannot be further subdivided or stratified according to existing zoning or a restrictive covenant;
- (d) a community sewer system is not available;
- (e) a holding tank permit has been obtained pursuant to the Sewerage System Regulation;
- (f) including the parcel will not facilitate development of any additional units on the property; and
- (g) the development conforms to zoning bylaws,

may apply for a holding tank sewage disposal permit under Section 4 (3).

3. Schedule 'A' attached to and forming a part of Bylaw No. 1224 is hereby deleted and replaced with Schedule 'A' attached to and forming part of this bylaw.
4. This bylaw may be cited for all purposes as "Regional District of Nanaimo Sewage Disposal Regulation Amendment Bylaw No. 1224.02, 2005".

Introduced and read three times this 24th day of May, 2005.

Received the approval of the Provincial Health Officer this ____ day of _____, 2005.

Adopted this ____ day of _____, 2005.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson.

Deputy Administrator

REGIONAL DISTRICT OF NANAIMO

APPLICATION FORM

HOLDING TANK SEWAGE DISPOSAL PERMIT

1. Name of Property Owner: _____
2. Address of Property Owner: _____
3. Legal Description of Property for which application is made:
Lot: _____ Plan: _____ DL: _____ LD: _____
4. Civic address of property referred to in No. 3: _____
5. Has a permit for a holding tank been issued by the Ministry of Health?
 Yes If yes, please attach a copy of Ministry of Health holding tank permit.
 No A permit from the Ministry of Health must be obtained before this application can proceed.
6. Is the property in the Local Service Area established under Bylaw No. 975?
 Yes
 No Please complete petition request accompanying this form.

The process that will be followed in the event that this application can proceed is as follows:

- 1) This form will be completed and the petition section signed.
- 2) An application fee of \$300.00 will be collected from the owner.
- 3) If the application is approved, then the petition for inclusion in the Service Area will be brought forward to the Board for consideration.

Property Owner(s)' Signature: _____

Date: _____

REGIONAL DISTRICT OF NANAIMO
PETITION

The Board of Directors
Regional District of Nanaimo

Re: Petition to be included in the RDN Pump & Haul Local Service Area

We, the undersigned owner(s) of Lot _____, Plan _____, District Lot _____, _____
Land District do hereby petition the Regional District of Nanaimo to include this property in the Pump and
Haul Local Service Establishment Bylaw No. 975.

The Local Service is for the purpose of providing treatment and disposal of sewage from holding tanks and
regulating the collection and conveyance of sewage from holding tanks within a defined portion of the
Regional District of Nanaimo.

I/we understand that:

- a) The annual costs for the local service, net of grants and other revenue, shall be recovered:
 - (i) by the imposition of fees and other charges which may be fixed by separate bylaw; and
 - (ii) the balance, if any, by the requisition of money under Section 806.1 of the *Local Government Act* to be collected by a property value tax to be levied and collected under Section 806 of the *Local Government Act*.
- b) The maximum amount that may be requisitioned under Section 803 of the *Local Government Act* for the annual cost of operating the Local Service will be the greater of nil or an amount equal to the amount that could be raised by property value tax of nil per \$1,000.00 applied to the net taxable value of land and improvements within the Local Service Area.
- c) There will be an annual service fee for the maintenance and monitoring of this system as established in Schedule 'C' of the "Regional District of Nanaimo Trucked Liquid Waste Disposal Bylaw No. 988, 1995" The liquid waste from the Pump and Haul Local Service Area discharged to authorized facilities in the Regional District of Nanaimo will be exempt from septage discharge fees.
- d) There will be an application fee as established in Schedule 'C' of the "Regional District of Nanaimo Trucked Liquid Waste Disposal Bylaw No. 988, 1995".
- e) A Restrictive Covenant shall be registered against the title to the land in question in accordance with Section 215 of the *Land Title Act*. The Restrictive Covenant shall require the following:
 - (i) that the owner of the lot maintains a contract at all times with a pump out company and that a current contract is always deposited with the Regional District of Nanaimo,
 - (ii) that the owner of the lot connect to sewers when they become available, and
 - (iii) that the owner shall not subdivide or construct any additional units on the property.

Property Owner(s)' Signature: _____

Date: _____



REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
GA CCD	MoF
APR 29 2005	
<i>Call</i>	

MEMORANDUM

TO: Carey McIver
 Manager of Solid Waste

DATE: April 26, 2005

FROM: Alan Stanley
 Solid Waste Program Coordinator

FILE: 5365-71

SUBJECT: RDN Solid Waste Management Regulation Bylaw 1428
 Commercial Food Waste Ban

PURPOSE

To obtain Board approval to consolidate RDN Solid Waste Management Regulation Bylaws 894 to 894.14 and include in the consolidated bylaw a prohibition on the disposal of commercial organic waste at RDN disposal facilities.

BACKGROUND

Organics Diversion Strategy

The Minister of Water, Land and Air Protection formally approved the RDN Solid Waste Management Plan (SWMP) in April 2005. The SWMP addresses both waste diversion and residual waste management and will serve to guide solid waste management related activities and policy development in the RDN. The SWMP identifies organics diversion as the primary means to reach the goal of 75% diversion by 2010.

In February 2005 the Board approved the Organics Diversion Strategy (ODS), a plan to provide the Board, the general public and the business community with information on how organic waste will be diverted from disposal. The ODS comprises the framework for the education and promotion program for organics diversion. In April 2005, the Board approved a policy recommendation to ban commercial organic material from disposal at RDN disposal facilities, as the first phase of the ODS.

Regional District of Nanaimo Solid Waste Management Regulations Bylaw 894 Consolidation

Currently, RDN Solid Waste Management Regulation Bylaw 894 provides for the regulation of the Regional Landfill and Church Road Transfer Station. Bylaw 894, first adopted by the Board in 1993, was amended 14 times with Bylaw 894.14 adopted in 2001. Most of the bylaw amendments dealt with changes to the fee schedule, however some of the amendments added definitions for various recyclable materials and implemented prohibitions on disposal of recyclable materials.

The original bylaw made reference to provincial statutes and regulations that have been replaced by new statutes. The provincial statutes referenced in the bylaw refer to the delegation of solid waste management authorities to the regional district and definitions and regulations regarding hazardous waste.

The attached RDN Bylaw 1428 consolidates Bylaws 894 to 894.14, updates and corrects references to federal and provincial statutes and adds references to RDN Bylaw 1386 – Waste Stream Management Licensing, adopted by the Board in April 2005.

Bylaw 1428 also includes a prohibition on the disposal of commercial organic waste. As discussed in the April report on the commercial organic waste prohibition, the prohibition will be phased in over six months. Stakeholder feedback has indicated that the prohibition must be in place to ensure that affected

organizations take the necessary steps to comply with the prohibition within the six-month window. Stakeholders have informed staff that they will not expend any time or resources on food waste diversion programs until there is a prohibition contained in bylaw.

Construction/Demolition Waste

RDN Bylaw 1428 includes changes to construction/demolition waste (C/D) charges. C/D waste requires special handling and grinding to reduce volume prior to disposal in the landfill and is thus defined as controlled waste. Currently, controlled waste is charged at \$190/tonne and C/D is charged at \$160/tonne. Bylaw 1428 – Schedule A corrects this inconsistency and establishes the charge for C/D at \$190/tonne, in line with other controlled waste charges.

The RDN recently received a consultant's report on the private sector market capacity for recycling C/D. The report concluded that there is adequate private sector capacity to manage all C/D waste and the RDN could impose a prohibition on C/D at the disposal facilities with little or no negative impact. Further, all private companies managing C/D do so at a lower price than the RDN. Without imposing a total prohibition on C/D, it is appropriate to use financial mechanisms in the form of higher rates for C/D to encourage further utilization of the private sector infrastructure. This would also mean that the C/D would be put to a more beneficial use than disposal in the landfill.

ALTERNATIVES

1. Introduce "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1428, 2005" for three readings and adoption.
2. Do not introduce for adoption "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1428, 2005".

FINANCIAL IMPLICATIONS

Removing commercial organic waste from disposal at RDN solid waste facilities will reduce revenues. Staff estimate that roughly \$475,000 in revenue could be lost in the first full year, increasing as diversion increases. The current Five Year Financial Plan incorporates this revenue loss without any increase in tipping fees.

ENVIRONMENTAL IMPLICATIONS

Locally composted organic material provides an environmentally safe product alternative for landscapers, gardeners and farmers. The commercial organics disposal prohibition will save valuable landfill space.

PUBLIC RELATIONS/STAKEHOLDERS IMPLICATIONS

Staff held a series of stakeholder meetings with waste haulers, commercial food waste generators and composting companies. Stakeholders generally agreed that composting was the best solution for managing organic waste and that there would be challenges but none that were insurmountable. Specific concerns related to increased waste hauling costs and lack of guarantees of price stability from the composting businesses.

In addressing these concerns, staff received verbal assurances from the main composting facility in the RDN, International Composting Corporation, that their fees would always be at least 20% lower than the RDN tipping fee for municipal solid waste. Increases in hauling costs will be a reality for many businesses, particularly smaller businesses. Staff have emphasized that each food waste generator has the freedom to devise the most cost-effective system to comply with the food waste disposal prohibition for

their particular situation. Staff have also encouraged business to mitigate any possible extra hauling costs by reducing the number of times and the amount of garbage collected. Strict attention to waste reduction and diversion can potentially eliminate any extra hauling costs that may be incurred.

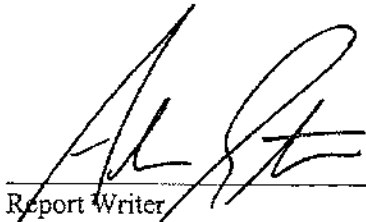
SUMMARY/CONCLUSIONS

The Minister of Water, Land and Air Protection formally approved the RDN Solid Waste Management Plan (SWMP) in April 2005. The SWMP identifies organics diversion as the primary means to reach the goal of 75% diversion by 2010. In February 2005 the Board approved the Organics Diversion Strategy. In April 2005, the Board approved a policy recommendation to prohibit commercial organic material from disposal at RDN disposal facilities, starting June 1, 2005.

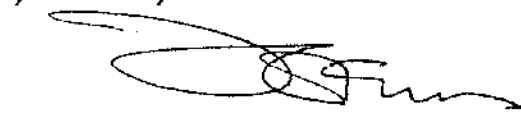
Bylaw 1428 consolidates Bylaws 894 to 894.14, updates and corrects references to federal and provincial statutes and adds references to RDN Bylaw 1386 – Waste Stream Management Licensing, adopted by the Board in April 2005 and includes a prohibition on the disposal of commercial organic waste changes to construction/demolition waste (C/D) charges.

RECOMMENDATIONS

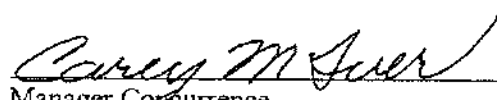
1. That “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1428, 2005” be introduced for three readings.
2. That “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1428, 2005” having received three readings be adopted.



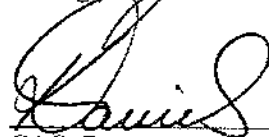
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1428

A BYLAW TO PROVIDE FOR THE REGULATION OF SOLID WASTE MANAGEMENT FACILITIES

WHEREAS the Regional District of Nanaimo has, pursuant to Solid Waste Disposal Local Service Establishment Bylaw No. 792, established the disposal of waste and noxious, offensive or unwholesome substances as a service;

AND WHEREAS the Regional District of Nanaimo is empowered to establish a scale of charges payable for depositing Residual Solid Waste at a Solid Waste Management Facility;

AND WHEREAS the Regional District of Nanaimo has, pursuant to *Waste Stream Management Licensing Bylaw No. 1386*, adopted to regulate the management of Municipal Solid Waste within the Regional District of Nanaimo pursuant to Section 25(3) of the *Environmental Management Act*;

AND WHEREAS the District operates Solid Waste Management Facilities for disposal of Residual Solid Waste and maintains a system to collect, remove and dispose of Residual Solid Waste and compels persons to make use of such system and the District wishes to regulate the Solid Waste Management Facilities and to establish a scale of charges payable by persons using the Solid Waste Management Facilities and compelling payment of the charges so fixed.

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

1. DEFINITIONS

In this bylaw, unless the context otherwise requires:

“Biomedical Waste” means waste as defined in the *Hazardous Waste Regulation* (British Columbia) as biomedical waste;

“Commercial Organic Waste” means compostable organic material including raw and cooked food waste from a commercial premise and includes but is not limited to:

- a) fruits and vegetables
- b) meat, fish, shellfish, poultry and bones thereof
- c) dairy products
- d) bread, pasta and baked goods
- e) tea bags, coffee grounds and filters
- f) soiled paper plates and cups

- g) soiled paper towels and napkins
- h) soiled waxed paper
- i) food soiled cardboard and paper
- j) egg shells

“Commercial Premise” means businesses and institutional facilities including educational and health care facilities described by the North American Industry Classification System, Canada 2002, amended or replaced and any successor Classification System thereunder, that generates commercial organic waste and includes but is not limited to:

- a) food wholesalers/distributors
- b) food and beverage stores
- c) hospitals
- d) nursing and other residential care facilities
- e) community food services
- f) accommodation services with food services
- g) food services and drinking places
- h) educational services with food services
- i) other facilities generating compostable organic material

“Compostable Organic Material” means vegetative matter, food processing waste, garden waste, kitchen scraps, and other organic wastes that can be composted;

“Composting Facility” means a facility that composts organic matter that may include biosolids to produce compost and holds a valid Facility License;

“Controlled Waste” means Solid Waste requiring special handling at the Solid Waste Management Facilities, and includes but is not limited to:

- a) Asbestos, dry or slurry
- b) Large dead animals
- c) Steel cables
- d) Contaminated soil
- e) Construction/Demolition Waste

Special handling includes extra excavation, trenching, grinding, chipping, lining, extra cover and using extraordinary means to cover with other Solid Waste;

“Construction/Demolition Waste” means wood waste produced from the construction, renovation, and demolition of buildings, bridges, wharves, rail lines and other structures, but does not include waste containing or contaminated with asbestos, creosote, PCB treatments, paints or chemicals of any kind;

“Corrugated Cardboard” means recyclable waste from industrial, commercial or institutional sources which includes, but is not limited to containers or materials used in containers consisting of 3 or more layers of kraft paper material and having smooth exterior liners and a corrugated or rippled core, but excluding containers which are impregnated with blood, grease, oil, chemicals, food residue, wax; or have polyethylene, polystyrene, foil or other non-paper liners; or are contaminated with a material which will render the corrugated cardboard not marketable;

“Disposal Area” means those parts of a Solid Waste Management Facility currently involved in the landfilling or deposit of Solid Waste;

“Drop Off Area” means those areas of Solid Waste Management Facilities or Licensed Facilities where bins are provided for deposit of Municipal Solid Waste;

“Environmental Management Act” means the *Environmental Management Act*, (British Columbia), as amended or replaced and any successor legislation and any regulations thereunder;

“Facility License” means a facility license issued by the Regional District pursuant to Regional District of Nanaimo *Waste Stream Management Licensing Regulatory Bylaw No. 1386*;

“Garden Waste” means uncontaminated vegetation removed from gardens, lawns, shrubs and trees and includes pruning from shrubs and trees to a maximum diameter of 50 mm.;

“General Manager” means the person appointed to the position of General Manager of Environmental Services from time to time by the district and includes any person appointed or designated to act in his or her place;

“Gypsum” includes, but is not necessarily limited to new construction off-cuts or scraps and old wallboard that has been painted, covered in wallpaper, vinyl, ceramic tile, and lath and plaster and is removed during renovation and demolition, but excludes wallboard covered with asbestos;

“Hazardous Waste” means waste as defined in the *Hazardous Waste Regulation* (British Columbia) as hazardous waste except asbestos waste;

“Ignitable” means ignitable as defined in the *Hazardous Waste Regulation* (British Columbia);

“Land Clearing Waste” means stumps, tops, limbs and whole trees generated from the clearing of land and the small scale harvesting of merchantable timber but does not include garden waste;

“Licensed Facility” means a facility holding a Facility License issued by the Regional District;

“Medical Facility Waste” means municipal solid waste originating from a hospital or health care facility that does not contain biomedical waste;

“Metal” means recyclable ferrous and non-ferrous metallic materials which include, but are not limited to: sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, bathtubs, fencing, bicycle frames, automotive parts, machinery, appliances, garbage cans, metal furniture, tire rims and metal cans. It does not include metal that is incorporated into a product or packaging, such as a couch, that does not compose more than 50% of the product weight and that cannot be readily separated from the non-metallic components;

“Municipal Solid Waste” means refuse that originates from residential, commercial, institutional, demolition, land clearing or construction sources;

“Prohibited Waste” means a waste prohibited from disposal under Schedule “C” hereto;

“Radioactive Waste” means a nuclear substance as defined in the *Nuclear Safety and Control Act* (Canada) in sufficient quantity or concentration to require a license for possession or use under that Act and regulations made under that Act;

“Reactive Waste” means waste which:

- (a) is explosive, oxidizing, or so unstable that it readily undergoes violent change in the presence of air or water;
- (b) generates toxic gases, vapours, or fumes by itself or when mixed with water; or
- (c) polymerizes in whole or in part by chemical action and causes damage by generating heat or increasing in volume;

as defined in the Special Waste Regulations of the Waste Management Act;

“Recyclable Paper” means recyclable fibres, including: newspapers and inserts, magazines, telephone directories, catalogues, all office papers, envelopes, boxboard, paper bags and junk mail. It does not include: paper contaminated with food or grease, paper napkins, paper towels, tissue paper, composite paper products (e.g. paper adhered to plastic and/or metal such as tetrapaks), gable-top containers (e.g. milk cartons), waxed cardboard, wax paper, photographs and carbon paper;

“Regional District” means the Regional District of Nanaimo;

“Residual Solid Waste” means that portion of Municipal Solid Waste for which no management option exist except disposal at the Solid Waste Management Facilities but does not include Prohibited Waste;

“Solid Waste Management Facilities” means the Regional Landfill and Church Road Transfer Station, and other facilities the Regional District may establish from time to time;

“Tires” means all rubber tires;

2. CONDITIONS OF USE

- 2.1 No person shall deposit Municipal Solid Waste at a Solid Waste Management Facility, except in accordance with this bylaw.
- 2.2 No person shall deposit a Prohibited Waste at a Solid Waste Management Facility.
- 2.3 At least 24 hours notice must be given to the General Manager prior to disposal of Controlled Waste.
- 2.4 Compactor bins of 19m³ and larger from the geographical area of School District No. 69 will not be accepted at the Transfer Station but will be accepted at the Regional Landfill at a reduced rate.
- 2.5 Loads of Gypsum greater than 5m³ in volume will not be accepted at the Transfer Station Gypsum Recycling Drop Off Area.
- 2.6 No person shall salvage or remove material deposited at the Solid Waste Management Facilities.
- 2.7 No person shall loiter at the Solid Waste Management Facilities.
- 2.8 No person shall leave their vehicle unattended at the Solid Waste Management Facilities.
- 2.9 Any person entering the Solid Waste Management Facilities shall proceed directly to the weigh scale and then leave the Solid Waste Management Facilities without delay after unloading.
- 2.10 Persons entering the Solid Waste Management Facilities do so at their own risk. The Regional District accepts no liability whatsoever for damage and/or injury to persons or property at the Solid Waste Management Facilities.
- 2.11 Children under 13 years of age, and pets shall not be permitted at the Solid Waste Management Facilities except inside a vehicle.
- 2.12 No person shall deposit Municipal Solid Waste that does not originate from within the Regional District boundaries at a Solid Waste Management Facility.
- 2.13 Despite section 2.12, the Board may authorize deposit of Municipal Solid Waste from another regional district upon request from a regional district Board of Directors.
- 2.14 No person shall deposit Municipal Solid Waste other than at a Solid Waste Management Facility or Licensed Facility.

3. CHARGES

- 3.1 Every person depositing municipal solid waste at the Solid Waste Management Facilities shall pay to the District the applicable charges set out in Schedule "A" hereto.
- 3.2 Notwithstanding 3.1, customer charge accounts may be established in accordance with Policies and Procedures in Schedule "B".

4. VIOLATIONS AND PENALTIES

- 4.1 No person shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.
- 4.2 Every person who contravenes this bylaw, by doing any act which the bylaw forbids, or omitting to do any act which the bylaw requires is guilty of an offence and is liable, on summary conviction, to a fine of not less than TWO HUNDRED DOLLARS (\$200.00) and not more than TEN THOUSAND DOLLARS (\$10,000.00). A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues;
- 4.3 The General Manager may prohibit a person who contravenes this bylaw from depositing Municipal Solid Waste at the Solid Waste Management Facilities.

5. TITLE

- 5.1 This bylaw may be cited as "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1428, 2005".

6. REPEAL

- 6.1 "Regional District of Nanaimo Solid Waste Management Regulations Bylaw No. 894, 1993" and all amendments thereto are hereby repealed:

Introduced and read three times this ____ day of _____, 2005.

Adopted this ____ day of _____, 2005.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1428

Schedule 'A'

Charges and Procedures for use of Solid Waste Management Facilities effective January 1, 2005

1. Solid Waste, excluding Controlled Waste
 - a) 0 – 100 kg \$ 4.00 flat rate
 - b) 101 kg or greater – *first 100 kg charged \$4.00 and remainder charged* \$ 95.00/tonne
 - c) 101 kg or greater containing gypsum or recyclable cardboard or paper or metal or tires \$ 190.00/tonne
 - d) Compactor bins delivered to Cedar Road Solid Waste Management Facility from School District No. 69 \$ 85.50/tonne
 - e) Weighing service \$ 10.00 each
 - f) Improperly covered or secured load Double Charge

2. Controlled Waste
 - a) Asbestos, dry or slurry \$ 190.00/tonne
 - b) Large dead animals \$ 190.00/tonne
 - c) Steel cables \$ 500.00/tonne
 - d) Construction/Demolition waste
 - (i) 0 – 100 kg \$ 4.00 flat rate
 - (ii) 101 kg or greater – *first 100 kg charged \$4.00 and remainder charged* \$ 190.00/tonne
 - (iii) 101 kg or greater containing gypsum or recyclable cardboard or paper or metal or tires \$ 380.00/tonne
 - g) Contaminated soil \$ 95.00/tonne

- | | | | |
|--|---|----|----------------|
| 3. | Gypsum at Church Road Transfer Station | \$ | 140.00/tonne |
| 4. Recyclable Material | | | |
| a) Garden waste: | | | |
| | (i) 0 – 200 kg | \$ | 4.00 flat rate |
| | (ii) 201 kg or greater – <i>first 200 kg charged \$4.00 and remainder charged</i> | \$ | 45.00/tonne |
| b) Scrap Metal (including appliances): | | | |
| | (i) 0 - 500 kg
(including maximum of 4 appliances) | \$ | 2.00 flat rate |
| | (ii) 501 kg or greater – <i>the first 500 kg charged \$2.00 and remainder charged</i> | \$ | 45.00/tonne |
| c) Newspaper, glass and metal food and beverage containers | | | |
| | | \$ | 2.00 flat rate |
| d) Tires: | | | |
| | (i) Up to 25” or 65 cm in diameter | | |
| | - Up to 4 tires | \$ | 2.00 flat rate |
| | - Greater than 4 tires | \$ | 150.00/tonne |
| | (ii) Larger than 25” or 65 cm in diameter | \$ | 500.00/tonne |
| e) Corrugated cardboard | | | |
| | (i) Less than 50 kg | \$ | 2.00 flat rate |
5. Loads containing Prohibited Waste will be charged at the rates above plus all costs associated with any special handling or removal of the Prohibited Waste.
6. In the event that the scales provided are not operational, weight shall be estimated by the Scale Clerk employed by the Regional District of Nanaimo.
7. All charges payable under this bylaw shall be paid prior to leaving the site.
8. Where the charge is based on weight, it shall be based on the difference in weight between loaded weight and the empty weight of the vehicle.

Chairperson

Deputy Administrator

Schedule 'B'

POLICIES AND PROCEDURES

Customer Charge Accounts and Collections

PURPOSE: To establish guidelines for the granting of customer credit and for the collection of customer accounts.

POLICY: Customer accounts will be established only in circumstances where the customer will be a regular user of Regional District services. All other requests for products and or services must be prepaid.

PROCEDURES:

- (1) Any individual or organization wishing to establish a charge account with the Regional District of Nanaimo shall complete an **Application for Credit** as provided by the Regional District.
- (2) Exemptions from (1) above will be limited to:
 - Province of British Columbia, departments or agencies clearly identified.
 - Government of Canada, departments or agencies clearly identified.
 - Other Municipalities, Regional Districts, Town and Villages.
- (3) Completed **Applications for Credit** will be forwarded to the originating department for recommendation and then to the accounts receivable department for verification of references and credit history.
- (4) Verified **Applications** may be approved by either the Manager of Financial Services or Deputy Treasurer. The originating department and the customer will be advised of the approval date, and charges may be accepted immediately after the approval date.
- (5) Customer invoices will be generated monthly, and will be payable upon receipt by the customer.
- (6) Customers with accounts in arrears after 30 days will be contacted requesting payment within seven working days. Failure to remit within seven days will result in a rescinding of credit and the account will be C.O.D. only.
- (7) Upon full payment of all outstanding balances a customer account may be reinstated at the discretion of the Manager of Financial Services or Deputy Treasurer.
- (8) Any customer account falling 30 days past due a second time and which is not fully paid immediately (7 working days) upon request, will be placed on C.O. D. permanently.
- (9) Any variations or exceptions to the above noted policies and procedures must have the written approval of the Manager of Financial Services or Deputy Treasurer.
- (10) At the discretion of the Manager of Financial Services, customers with accounts in arrears after 60 days will be contacted and advised that they will not deposit any further solid waste on or at the Solid Waste Management Facilities until the charge and interest owing thereon is paid in full.

Chairperson

Deputy Administrator

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1428

Schedule 'C'

"Prohibited Waste"

The following gaseous liquids and municipal solid wastes are not acceptable for disposal at a Solid Waste Management Facility and includes, but is not limited to:

1. At the Regional Landfill:
 - (i) Biomedical Waste;
 - (ii) Commercial Organic Waste;
 - (iii) Concrete or asphalt pieces, or rocks greater than 0.03m³ or 70 kg;
 - (iv) Corrugated Cardboard;
 - (v) Gypsum;
 - (vi) Hazardous Waste;
 - (vii) Ignitable Wastes;
 - (viii) Land Clearing Waste;
 - (ix) Liquids, except as permitted herein;
 - (x) Metal;
 - (xi) Motor vehicle bodies and farm implements;
 - (xii) Municipal Solid Waste that is on fire or smouldering;
 - (xiii) Radioactive Waste;
 - (xiv) Reactive Wastes;
 - (xv) Recyclable Paper;

(xvi) Special waste, as defined in the Special Waste Regulation (British Columbia) except asbestos ;

(xvii) Tires.

2. At Church Road Transfer Station:

(i) Biomedical Waste;

(ii) Commercial Organic Waste;

(iii) Concrete or asphalt pieces, or rocks greater than 0.03m³ or 70 kg;

(iv) Corrugated Cardboard;

(v) Gypsum;

(vi) Hazardous Waste;

(vii) Ignitable wastes;

(viii) Land Clearing Waste;

(ix) Liquids, except as permitted herein;

(x) Metal;

(xi) Motor vehicle bodies and farm implements;

(xii) Municipal Solid Waste that is on fire or smouldering;

(xiii) Radioactive Waste;

(xiv) Reactive Wastes;

(xv) Recyclable Paper;

(xvi) Special waste, as defined in the Special Waste Regulation (British Columbia) except asbestos;

(xvii) Tires;

(xviii) Controlled Waste.



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO		GM ES	
DA CCD		MoF	
APR 28 2005			
<i>Call ✓</i>			

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: April 26, 2005

FROM: Petra Wildauer
Superintendent of Solid Waste Facilities

FILE: 5700-20-RSWMF

SUBJECT: Ground and Surface Water Monitoring Services Contract
Regional Landfill

PURPOSE

To consider awarding a contract for the provision of ground and surface water monitoring services at the Regional Landfill for 2005 to 2007.

BACKGROUND

The RDN has retained the services of environmental consultants to monitor, sample and report on ground and surface water trends at the Regional Landfill since 1989. For the past five years, the RDN has had a contract with Morrow consultants to provide for these services. This contract expired in March, 2005.

In February 2005, five consulting firms were invited to submit proposals to provide ground and surface water monitoring services for 2005 to 2007. The following four proposals were received in March, 2005.

Consulting Firm	Financial Proposal
Morrow	\$201,455
Conestoga-Rovers & Associates	\$208,805
EBA Engineering Consultants Ltd	\$212,250
Gartner Lee Limited	\$281,598

Proposals were evaluated based on technical merit and cost. While all of the firms could provide acceptable services to the RDN, the review committee concluded that the contract should be awarded to Morrow based on their technical expertise, service delivery approach and lowest cost proposal.

ALTERNATIVES

1. Award the contract to Morrow.
2. Do not award the contract.

FINANCIAL IMPLICATIONS

The 2005 annual budget to provide for quarterly sampling and reporting of ground and surface water at the Regional Landfill is \$96,000. The Morrow financial proposal of \$201,455 for three events in 2005 and four each in 2006 and 2007 falls within this annual budget allocation.

ENVIRONMENTAL IMPLICATIONS


Under the Environmental Management Act landfill owners and operators must implement an environmental monitoring program at their site during operation and for 25 years after closure and submit an annual report. The RDN has been undertaking this program since 1989.

CONCLUSION


The Regional District of Nanaimo has retained the services of environmental consultants since 1989 to monitor, sample, and report on ground and surface water trends and conditions at the Regional Landfill on an annual basis. For the past five years, the RDN has had a contract with Morrow consultants to provide for these services. This contract expired in March, 2005. In February, 2005 firms were invited to submit proposals to provide these services for 2005 to 2007. Staff recommends that the contract for 2005 to 2007 should be awarded to Morrow consultants based on their technical expertise, service delivery approach and lowest cost proposal.

RECOMMENDATION

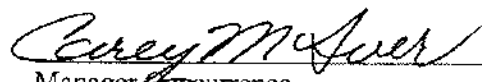
That a contract for the provision of ground and surface water monitoring services at the Regional Landfill for 2005 to 2007 be awarded to Morrow consultants at a cost of \$201,455.

for 

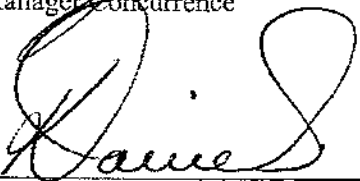
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:



REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
DA CGB	Mgt
APR 28 2005	
<i>Coll.</i>	
DATE:	

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager of Environmental Services

FROM: Mike Donnelly, AScT
Manager of Utilities

SUBJECT: Melrose Terrace Water Local Service Area – Water User Rates Bylaw

FILE: 5500-22-MR-01

DATE: April 26, 2005

PURPOSE

To introduce the Melrose Terrace Water Local Service Area Water User Rates Bylaw for three readings and adoption.

BACKGROUND

The Melrose Terrace Water Local Service Area was established under bylaw No. 1397, 2004 with the Regional District of Nanaimo (RDN) taking over control of the service on April 1, 2005. To allow for the collection of user fees for this service, a bylaw must be adopted which outlines the user fees and details how the RDN will collect those fees (please see attached Bylaw No. 1434).

For the first four billing periods, ending in the fall of 2006, the bylaw allows for the collection of user rates based on a flat fee only. This will allow a period of time to assess water use patterns and develop the typical inclined block rate approach based on actual use. A bylaw amendment will be presented in the fall of 2006 with the proposed inclined block rates.

ALTERNATIVES

1. That the Melrose Terrace Water Local Service Area User Rates Bylaw No. 1434, 2005 be introduced for three readings and adoption.
2. That the bylaw proceed with amendments as directed by the Board.

FINANCIAL IMPLICATIONS

The budgeted revenue from user rates for 2005 in this system total \$9,900. This budget assumed a 12-month operational period. When this amount is prorated for 9 months of operation and distributed amongst the 28 properties a flat fee of \$0.97 per day is established. This flat fee will allow for the collection of sufficient revenue to meet operational costs for the system for 2005.

CITIZEN IMPLICATIONS

This approach to the collection of user fees for the initial operating period ending in the fall of 2006 will be communicated to residents via a mail-out.

SUMMARY/CONCLUSIONS

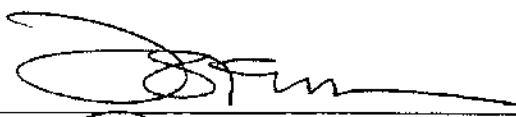
The user rates bylaw for Melrose Terrace is being introduced for the Board's consideration. This bylaw will allow for the collection of revenue in the form of a flat fee for the initial operating period. The inclined block rate structure will be introduced in the fall of 2006 after water use patterns have been observed. This will allow for a period of time to understand those use patterns and to set an appropriate user fee structure utilizing the inclined block rate system.

RECOMMENDATION

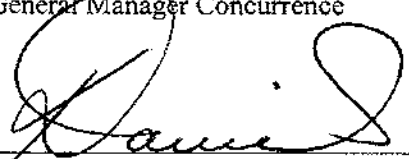
1. That the Regional District of Nanaimo, "Melrose Terrace Water Local Service Area Rates and Regulations Bylaw No. 1434, 2005" be introduced for three readings.
2. That the Regional District of Nanaimo, "Melrose Terrace Water Local Service Area Rates and Regulations Bylaw No. 1434, 2005" having received three readings be adopted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1434

**A BYLAW TO FIX AND REGULATE THE RATES,
TERMS AND CONDITIONS UNDER WHICH WATER MAY
BE SUPPLIED AND USED IN THE MELROSE TERRACE
WATER LOCAL SERVICE AREA**

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

1. **Title**

This bylaw may be cited for all purposes as the “Melrose Terrace Water Local Service Area Rates and Regulations Bylaw No. 1434, 2005”.

2. **Interpretation**

In this bylaw, unless the context other requires:

“**Apartment**” means any building which is designed, built, rented, leased, let or hired out to be occupied, or which is occupied, as the home or residence of three or more families living independently of each other in their own unit or suite.

“**Applicant**” means an owner of property or his or her agent making application for a Service Connection to provide him or her with a supply of water from the System.

“**Board**” means the Board of the Regional District of Nanaimo.

“**Condominium**” means any building or combination of buildings registered under the Condominium Act and occupied as a dwelling unit.

“**Consumer**” means a person to whom water is supplied under this bylaw.

“**Consumer Supply Line**” means the water supply pipeline and all valves, connections, taps, meters and other appurtenances connecting a curb stop at the property line to a building or structure on the property of a Consumer.

“**Curb Stop**” means a shut-off valve installed by the Regional District with a protective housing to the surface of the ground.

“**Duplex**” means any building used or designed to be used by two households living independently of each other in their own unit or suite.

“**Dwelling Unit**” means one or more rooms for residential occupancy connected together with facilities for living, sleeping, cooking and having a separate entrance.

“**Household Use**” means the use of water for ordinary domestic activities customarily incidental to the residential use of land including culinary, sanitary and laundry purposes.

“**Mobile Home**” means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another by being towed or carried, and which is used as a dwelling unit.

“**Multi-Family Dwelling Unit**” means a building or combination of buildings used for residential dwelling unit purposes, but does not include a condominium or an apartment building.

“**Parcel of Land**” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

“**Premise/Premises**” includes land, buildings and structures of a dwelling unit, apartment, condominium, duplex, mobile home, multi-family dwelling unit or any other development servicing more than one dwelling unit.

“**Regional District**” means the Regional District of Nanaimo.

“**Service Area**” means the Melrose Terrace Water Local Service Area as established by “Melrose Terrace Community Water Supply Service Area Establishment Bylaw No. 1397, 2004”.

“**System**” means the water distribution system owned and operated by the Regional District.

“**Water Main**” means the water supply pipeline in a highway or district right-of-way or easement being part of the System.

“**Water Service Connection**” means a connection to a main supply line and extending to the property line of the consumer for the purpose of conveying water to the said consumer. A service connection shall include a water meter and a shut-off valve and shall be the property of the Regional District.

3. **Conditions of Supply**

It is a term and condition of the supply of water that the Regional District is not liable for any injury, damage or loss, including economic loss, to any person or property:

- (a) arising or occurring from the use of water from the System;
- (b) resulting from a failure of water supply to any Consumer;
- (c) resulting from any impurity, lack of pressure, increased supply pressure, or other condition affecting water supplied by the System.

4. **Illegal Connections**

No person may connect or allow to be connected or allow to remain connected to the System, any Premises without first obtaining written authorization from the Regional District in accordance with this bylaw.

5. **Private Wells**

No person that is connected to the System may connect a private well or other water supply source to the System. Any person with a well or other water supply source connected to the System, shall disconnect that well or source from the System and provide the Regional District with proof of disconnection.

6. **Tampering with the System**

- (a) No person may tamper with, operate, remove or make any alteration or connection to any hydrant, standpipe, meter, curb stop, valve, pumping station, reservoir chamber, or other fixture or appurtenance connected with the System without first obtaining authorization from the Regional District in accordance with this bylaw;
- (b) A person must not willfully damage, destroy, uncover, deface or otherwise tamper with any part of the System.
- (c) No pump, booster or other device shall be employed by a customer without permission in writing from the Regional District, for the purposes of, or having the effect of increasing water pressure in service lines to a higher pressure than the normal water pressure in the said service lines, and the Regional District may, without notice, discontinue service to any customer employing such pump, booster or other device.
- (d) Except as otherwise provided in this bylaw, the General Manager of Environmental Services shall prescribe all standards pertaining to connection with or attachment of any mains, pipes or water service to the System, and the repair or alteration of a Water Service Connection.
- (e) No work of any kind connected with the System, either for the laying of new or repair of old service pipes shall be done on or under any street or land within the Local Service Area by any persons other than a person authorized by the Regional District.

7. **Domestic Water Rates**

- (a) The domestic water rates and charges enumerated in Schedule 'A' of this bylaw are hereby imposed and levied for water service supplied by the Regional District.

- (b) All domestic water rates shall be billed twice yearly for periods ending on or about:
May 16th and September 16th.
- The Regional District may vary the billing dates as required to accommodate changes in equipment or processing of charges resulting from technological or other changes.
- (c) If a disconnection is made in accordance with Section 8(b) of this bylaw, the domestic water rates shall be billed on the basis of the meter reading or the flat rate at the time of disconnection, or the minimum rate, whichever is greater. Upon reconnection the owner must pay a reconnection fee in accordance with Schedule 'A' to this bylaw.
- (d) When any rates or charges for water services pursuant to Schedule 'A' to this bylaw are overdue for a period of sixty (60) days or more, such water services may be disconnected without notice. Such service shall not be reconnected until the Consumer has paid the following fees and charges to the Regional District:
- (i) the domestic water rates, charges and penalties overdue;
 - (ii) the reconnection fees as enumerated in Schedule 'A' of this bylaw;
 - (iii) any additional cost incurred by the District in order to prevent the improper use of water after disconnection.
- (e) A domestic water rate or charge imposed or levied under Schedule 'A' to this bylaw shall be due and payable upon the date set out in the billing, however, provided that the amount of the account is paid on or before the close of business on the date set out on the billing form, and provided the total amount then outstanding including all arrears are paid in full, at the office of the Manager of Financial Services, then the current billing will be subject to a discount of 10%.
- (f) No complaint of an error in any charge for domestic water rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such domestic water rates or charges were made. After the termination of this period all such domestic water rates or charges shall be deemed to have been properly and correctly made.
- (g) All domestic water rates and any other charges pursuant to this bylaw which remain unpaid after the 31st of December in any year shall be deemed to be taxes in arrears in accordance with the *Local Government Act*.
- (h) The Manager of Financial Services is authorized to adjust any errors in domestic water rates and charges.

8. Water Use Restrictions

- (a) An owner or occupier of property must not permit the diversion of water from the System for the benefit of any other parcel of land, premises or purpose other than permitted at the time of approval.
- (b) The Regional District may, with seven calendar days notice, disconnect the water service to any Premise for any of the following reasons, and the Regional District shall not be liable for damages by reason of discontinuing water service for such reasons as:
 - (i) Failure to repair or replace defective pipes, fittings, valves, tanks or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste of water.
 - (ii) Illegal connections.
- (c) The Regional District may, whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the System of the Service Area or may regulate the hours of use, or may further prescribe the manner in which such water may be used. The Regional District may disconnect the water supply to any Consumer if it has reason to believe that the condition of the Consumer's supply line poses a reasonable threat of contamination to the water supply of the System.

9 Meters

- (a) Every water service connection shall be installed with a meter which shall be provided by the Regional District. The General Manager of Environmental Services shall determine the size of meter required and the Regional District shall cause the meter to be installed in a location convenient to system operations and maintenance.
- (b) No person shall in any way tamper with, operate or remove a water meter and associated works.
- (c) Owners, occupants or tenants shall ensure that landscaping does not interfere with access to the water meter or curb stop.

10. Service Connections

- (a) A Consumer Supply Line shall be installed in accordance with the requirements of the British Columbia Plumbing Code, and shall be constructed by the owner entirely at his/her own expense, in accordance with the specifications outlined in Schedule 'B' of this bylaw.
- (b) All persons shall maintain the Consumer Supply Line in good order and repair, and protect them from frost at their own risk and expense, and when a Premise is vacated the stop cock shall be turned off.

11. **Penalty**

- (a) Any person who commits any act or offense or permits any act to be done in contravention of this bylaw commits an offense.
- (b) A person who commits an offense under this bylaw is liable on summary conviction to a penalty of not less than \$100.00 and not more than \$500.00 for a first offense; and for each subsequent offense, to a fine of not less than \$500.00 and not more than \$2,000.00.

Introduced and read three times this 24th day of May, 2005.

Adopted this ___ day of ____, 2005.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator

SCHEDULE 'A'

MELROSE TERRACE WATER USER RATES

1. Domestic Water Rates

- (a) Private connections where one connection serves one unit:
 - i) Up to 1.0 cubic meters per day, \$0.00 per cubic meter.
 - ii) From 1.01 to 2.0 cubic meters per day, \$0.00 per cubic meter.
 - iii) From 2.01 to 3.0 cubic meters per day, \$0.00 per cubic meter.
 - iv) From 3.01 to 4.0 cubic meters per day, \$0.00 per cubic meter.
 - v) Over 4.01 cubic meters per day, \$0.00 per cubic meter.
- (b) Apartments, Duplexes, Condominiums, Suites or Strata Title Units where one connection serves more than one unit:
 - i) Up to 1.0 cubic meters per day, \$0.00 per cubic meter.
 - ii) From 1.01 to 2.0 cubic meters per day, \$0.00 per cubic meter.
 - iii) From 2.01 to 3.0 cubic meters per day, \$0.00 per cubic meter.
 - iv) From 3.01 to 4.0 cubic meters per day, \$0.00 per cubic meter.
 - v) Over 4.01 cubic meters per day, \$0.00 per cubic meter.
- (c) Minimum rate is \$0.97 per day.

2. Connection Charges

- (a) To existing servicing connections \$ 580.00
- (b) To new service connections \$ 1,000.00
(Applicant to pay any additional costs)

- 3. **Reconnection** to any water service disconnected pursuant to this bylaw \$ 100.00

Chairperson

Deputy Administrator

SCHEDULE 'B'

LOCAL SERVICE AREA SERVICE CONNECTIONS

Installation and maintenance of water service lines inside property lines is the responsibility of the registered property owner.

Work on water service lines must not begin until the proper permits and authority have been obtained from the Regional District.

Quality of workmanship and materials are subject to approval by the Regional District before a service will be activated.

Devices installed by the Regional District (i.e., curb stops, water meters, check valve, service boxes) are the property of the Regional District. Unauthorized connections, operation of valves, etc., may result in service disconnection.

Service Connections – Sequence of Events

1. An applicant for a Water Service Connection must make the application and must not connect any parcel of land to the system except in accordance with the following requirements:
 - (a) The applicant must apply to the Regional District for a Water Service Connection in connection with an application for a building permit where applicable or, where no building permit is required, on the application form provided by the Regional District.
 - (b) Following the acceptance of the application by the Regional District, the property owner must excavate a trench from the building or structure to be served by the Water Service Connection to the curb stop and must prepare a pipe bedding and lay pipe in the trench, which pipe is to be left uncovered until the inspection by the Regional District under Subsection (d).
 - (c) The property owner must contact the Regional District office to arrange for an inspection appointment of the curb stop pipe bedding and pipe installed under Subsection (b) and must not cover the pipe with soil or other cover material until the work has been inspected and approved by the Regional District in accordance with Subsections (d) and (e) and Section 2.

- (d) The Regional District Building Inspector is authorized to inspect the trenching, pipe bedding, cover material and pipe.
 - (e) Following satisfactory inspection, Regional District staff may connect the Consumer Supply Line to the System.
2. Following connection of the Consumer Supply Line to the System and provided that no leaks or problems are found following connection, the property owner may cover the pipe and backfill the trench.



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO		GM ES	
DA CCD		MoF	
APR 28 2005			
<i>Call</i>			
DATE:			

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager, Environmental Services

FROM: Mike Donnelly, AScT
Manager of Utilities

SUBJECT: Melrose Terrace – Water Uses Restrictions Bylaw

FILE: 5500-22-MR-01

DATE: April 26, 2005

PURPOSE

To present the Melrose Terrace Water Local Service Area Water Uses Restrictions Bylaw for three readings and adoption.

BACKGROUND

The Melrose Terrace Water Local Service area was established under bylaw No. 1397, 2004 with the RDN taking over control of the service on April 1, 2005. As part of the regulatory structure that must be established for the system's operation, a bylaw detailing water use restrictions is presented.

This proposed bylaw (attached) is consistent with all other RDN water local service areas water use bylaws. It details the water conservation levels, when they are in effect, restrictions associated with those levels and penalties associated with contravention of the bylaw.

ALTERNATIVES

1. That the Melrose Terrace Water Local Service Area Water Uses Restrictions Bylaw No. 1435, 2005 be introduced for three readings and adoption.
2. That the bylaw proceed with amendments as directed by the Board.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this bylaw.

CITIZEN IMPLICATIONS

Residents of Melrose Terrace have had watering restrictions in the past. They began in June and consisted of watering on odd and even days. The proposed bylaw is not dissimilar however the restrictions begin earlier (April 1st) and move to twice per week watering only in June, July and August.

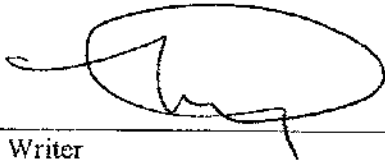
Information on the new watering restrictions will be communicated directly to the residents of Melrose Terrace.

SUMMARY/CONCLUSIONS

A water use restriction bylaw for Melrose Terrace is necessary to ensure the water supply is conserved and protected during the warmer months of spring and summer. This bylaw will establish those restrictions.

RECOMMENDATIONS

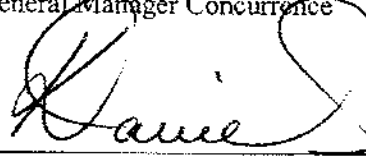
1. **That** Regional District of Nanaimo, "Melrose Terrace Water Local Service Area Uses Restrictions Bylaw No. 1435, 2005" be introduced for three readings.
2. **That** Regional District of Nanaimo, "Melrose Terrace Water Local Service Area Uses Restrictions Bylaw No. 1435, 2005" having received three readings be adopted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1435

A BYLAW TO RESTRICT WATER USE
IN THE MELROSE TERRACE WATER
LOCAL SERVICE AREA

WHEREAS pursuant to Regional District of Nanaimo Bylaw No. 1397, the Regional District has established, within Electoral Area 'F' of the Regional District, the Melrose Terrace Water Local Service Area, for the supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS pursuant to Section 796(1) of the *Local Government Act*, the Regional District may regulate in relation to the operation of a service;

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

1. **Definitions**

In this bylaw:

“**Appliance**” means a device or mechanism, other than that owned and operated by the Regional District of Nanaimo in or through which water is piped or used for a domestic or commercial purpose.

“**Board**” means the Board of the Regional District of Nanaimo.

“**Boulevard**” means that portion of any highway other than the paved, improved or main traveled roadway, driveway or sidewalk and includes any landscaped median.

“**Bylaw Enforcement Officer**” means a person appointed by or contracted by the Regional District of Nanaimo to enforce this bylaw.

“**Exempted Person**” means an Owner or Occupier of property identified in Schedule 'C' as exempt from one or more of the regulations under this bylaw.

“**Fill**” means fill more than 15% of the total capacity of a residential swimming pool, wading pool, hot tub, garden pond or decorative fountain with water.

“**General Manager**” means the General Manager of the Regional District of Nanaimo Environmental Services Department or alternate.

“**Manager of Utilities**” means the Manager of Utilities of the Regional District of Nanaimo Environmental Services Department or alternate.

“Micro-irrigation or Drip-irrigation System” means a system using irrigation components which consume less than 90 litres (20 gallons) per hour and operate at less than 17,578 kg/sq metre (25 psi) to deliver water to the root zone of the plant material being irrigated, and includes spray emitter systems (Micro-Sprays, point source emitters and linear tape systems as defined in the BC Trickle manual prepared and published by the BC Ministry of Agriculture and Food, Resource Management Branch (issue 1999), but does not include weeper or soaker hoses.

“Newspaper” has the same meaning as in the *Local Government Act*.

“Notice” means the Notice given under Section 4 of this bylaw.

“Occupier” has the same meaning as in the *Local Government Act*.

“Owner” has the same meaning as in the *Local Government Act*.

“Permit” means a permit issued under Section 9(a) of this bylaw.

“Public Sector Entity” means federal and provincial government agencies, municipalities, school districts, universities, colleges and other schools.

“RDN” means the Regional District of Nanaimo.

“Restricted Hours” means those time periods during which watering is permitted in Schedule ‘A’ of this bylaw.

“Sprinkler” means a hose connected or other sprinkler system but excludes a micro-irrigation or drip-irrigation system.

“Vehicle” means a device, except boats and seaplanes in, on or by which a person or thing is or may be transported or drawn, except a device designed to be moved by human power.

“Water” means water supplied by the RDN directly or indirectly to an Owner or Occupier.

“Water Conservation Level” means the Water Conservation Levels 1, 2, 3 and 4 of water use restrictions prescribed by Schedule ‘A’ of this bylaw.

“Water System” means a water supply system operated by the RDN within the Melrose Terrace Community water local service area established under RDN Bylaw No. 1397.

“Water Use Restrictions” means the restriction prescribed by Schedule ‘A’ of this bylaw.

“Water Days” means those days during which watering is permitted in Schedule ‘A’ of this bylaw.

2. **Prohibitions and Inspection**

- a) No person shall damage or allow the deterioration of any appliance that will result in a waste of Water.

- b) No person, being an Owner or Occupier of property that is connected to or serviced by a Water System, shall use Water or cause Water to be used contrary to the Water Use Restrictions that are in effect at the time of use.
- c) An RDN Bylaw Enforcement Officer has the authority to enter at all reasonable times on any property that is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.
- d) No person shall waste Water by using more Water than is required to provide a service, produce a product or complete a task, including but not limited to allowing a tap or hose to run Water unnecessarily or over-watering plants or lawns.

3. Determining Restrictions

- a) Water Conservation Level 1 restrictions will automatically be in effect for the months of April, May, September and October in any year.
- b) Water Conservation Level 2 restrictions will automatically be in effect for the months of June, July and August in any year.
- c) Water Conservation Level 3 restrictions will only be imposed if required.
- d) Water Conservation Level 4 restrictions will only be imposed if required.
- e) Notwithstanding the application of Water Conservation Level restrictions pursuant to Section 3(a, b & c) of this bylaw, the Manager of Utilities shall recommend higher Water Conservation Levels as required.

4. Notice

The Manager of Utilities shall give notice or cause notice to be given to persons within the service area of the applicable Water Conservation Level and when it takes effect. Such Notice shall be advertised in a Newspaper and posted on the RDN web site.

5. Water Conservation Levels

In making its determination under Section 3, the Manager of Utilities shall consider, but shall not be bound by, well levels, pumping hours, system pressures and reservoir levels.

6. Water Use Restrictions

For the purpose of this bylaw, the Water Use Restrictions for each Water Conservation Level are prescribed in Schedule 'A' to this bylaw.

7. Schedules

Schedules 'A', 'B' and 'C' of this bylaw form part of and are enforceable in the same manner as this bylaw.

8. Penalty.

A person who contravenes this bylaw commits an offence and is subject to a fine of \$50 for a first offence, \$150 for a second offence and \$300 for a third offence, plus costs in accordance with the *Offence Act*.

9. Permits, Exemption and Special Cases

- a) The RDN may issue permits in the special cases and manner prescribed in Schedule 'B'.
- b) Exemptions and special cases to the regulations in this bylaw are prescribed in Schedule 'C'.
- c) Exempted Persons and Permit holders are exempted from Section 2(b) to the extent permitted by Schedule 'C' and the conditions of the Permit where applicable.

10. Effective Date

This bylaw shall take effect upon the date of its adoption.

11. Citation

This bylaw may be cited for all purposes as the "Melrose Terrace Water Local Service Area Uses Restrictions Bylaw No. 1435, 2005".

Introduced and read three times this 24th day of May, 2005.

Adopted this ___ day of _____, 2005.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator

SCHEDULE 'A'

1. **WATER CONSERVATION LEVEL 1 – Every Other Day Watering**

April, May, September and October

During the months of April, May, September and October, no person shall:

- (a) use a sprinkler to water a lawn or garden growing on a property with
 - i. an even numbered address except on even numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm;
 - ii. an odd numbered address except on odd numbered days between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm.

2. **WATER CONSERVATION LEVEL 2 – Twice Per Week Watering**

June, July and August

For the months of June, July and August, no person shall:

- (a) use a sprinkler to water a lawn or garden growing on a property with
 - i. an even numbered address, except on Wednesday and Saturday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm; and
 - ii. an odd numbered address except on Thursday and Sunday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm.

3. **WATER CONSERVATION LEVEL 3 – Once Per Week Watering**

If the Manager of Utilities gives notice that a reduction in water use is necessary requiring Water Conservation Level 3 Restrictions, no person shall:

- (a) use a sprinkler to water a lawn or garden growing on a property with
 - i. an even numbered address, except on Wednesday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm; and
 - ii. an odd numbered address, except on Thursday between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm.

- (b) wash sidewalks or driveways at any time using a hose.
- (c) wash a vehicle or boat except by using a hand-held container or hose equipped with a shutoff device.
- (d) operate or cause the operation of decorative fountains which do not use re-circulated Water.
- (e) fill a residential swimming pool, wading pools, garden ponds or decorative fountains.

4. **WATER CONSERVATION LEVEL 4 – Comprehensive Watering Ban**

If the Manager of Utilities gives Notice that a reduction in Water use is necessary requiring Water Conservation Level 4 restrictions, no person shall:

- (a) water lawns or boulevards at any time including newly seeded or sodded lawns.
- (b) use a hose to wash exterior building surfaces including windows, parking lots, driveways or sidewalks.
- (c) operate or cause the operation of decorative fountains which do not use recirculated Water.
- (d) water trees, shrubs, flowers or vegetables except by:
 - i. hand using a hose with a shut-off device, by hand-held container.
 - ii. Micro-irrigation or drip-irrigation system between the hours of 6:00 am to 10:00 am and 6:00 pm to 10:00 pm.
- (e) wash a Vehicle or Boat.
- (f) fill a residential swimming pool, wading pools, garden ponds or decorative fountains.

Chairperson

Deputy Administrator

SCHEDULE 'B'

PERMITS

1. A person who has installed a new lawn, either newly seeded or new sod, may apply to the Regional District of Nanaimo Utilities Department for a permit which will allow the new lawn to be sprinkled outside of permitted days, but within restricted hours. The permit shall be conspicuously displayed at the premises for which it was issued.
2. New sod or newly seeded lawn may be sprinkled for 14 days after installation, provided a permit pursuant to Section 1 has been issued for the premises at which the new lawn has been installed.
3. After expiration of a permit issued under Section 1, a person may apply for and may obtain subsequent permits under Section 1.
4. Permits will not be issued or be valid during Water Conservation Level 3 or 4 restrictions.

Chairperson

Deputy Administrator

SCHEDULE 'C'

EXEMPTIONS AND SPECIAL CASES

1. ALL USERS

A person may:

- a) water flowers, shrubs, trees or vegetables on days other than and including their assigned Water Conservation Level 1, 2 or 3 Watering days, providing Watering is done by hand using a hose with a shut-off nozzle or hand-held container.
- b) water new trees and shrubs during installation and for the following 24 hours. Afterwards watering must comply with Water Conservation Level restrictions.
- c) Use micro-irrigation or drip-irrigation systems during:

Water Conservation Levels 1, 2 and 3 to water trees, shrubs, flowers or vegetables at any time;

Water Conservation Level 3 to water lawns, boulevards and playing fields on any day at any time but no more than once per week. Watering must take place during applicable restricted hours unless watering during these hours is not otherwise possible.
- d) wash exterior building surfaces including windows, parking lots, driveways or sidewalks prior to the application of a product such as paint, preservative, stucco or preparation of a surface prior to paving or repainting of bricks.



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Dins	
CAO		SMES	
DA CCD		SGF	
APR 20 2005			
<i>Cell</i>			

MEMORANDUM

TO: John Finnie
General Manager Environmental Services

DATE: April 19, 2005

FROM: Wayne Moorman, P.Eng.
Manager Engineering Services

FILE: 5500-20-FC-01

SUBJECT: Utilities
Inclusion into the French Creek Sewer Local Service Area and
Northern Community Sewer Local Service Area, (1355 Lundine Lane – Area G)

PURPOSE

To consider the request to include Lot 6, Plan 52245, District Lot 49, Nanoose Land District into the French Creek Sewer Local Service Area (see attached plan).

BACKGROUND

The owner of the above-noted property has petitioned the Regional District of Nanaimo (RDN) to include the subject property into the French Creek Sewer Local Service Area (FCSLSA). The property is designated as 'Urban Area' in the Regional Growth Strategy (RGS) Bylaw No. 1309, 2002 and 'Neighbourhood Residential' in the French Creek Official Community Plan (OCP) Bylaw No. 1115, 1998, and amendments hereto. In addition, the property is located within the community sewer service area recognized in the French Creek OCP.

The policies in Section 6.4 of the French Creek OCP encourage the extension of sewer services to unserviced neighbourhoods in urban areas and support the provision of community sewer services to those lands located within the community sewer service area. Both the RGS and the French Creek OCP support the extension of sewer service to the subject parcel. From a land use planning perspective, Development Services has no objection to the boundary amendment required for this application.

The Northern Community Sewer Local Service Area Bylaw No. 889, 1998 requires amendment as well as the FCSLSA Bylaw No. 813, 1990 in order to service this property with sewer. Both bylaw amendments are addressed in this report.

ALTERNATIVES

- 1. Do not accept the petition for inclusion.
- 2. Accept the petition for inclusion.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. If accepted into the FCSLSA, all costs associated with the connection would be at the expense of the applicant. The subject property will pay Capital Charges of \$573 (BL 1330.01, 2005) for one lot for contribution to the downstream sanitary sewer and \$2,084 (BL 1331.01, 2005) for one lot for contribution to the sewage treatment plant.

DEVELOPMENT IMPLICATIONS

The subject property is zoned Residential 1 (RS1), pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" and is within the "Q" subdivision district. The "Q" subdivision district provides a minimum parcel size of 700 m² where the property is serviced with community water and sewer. The subject property is in excess of 4300 m² in size and is serviced with community water from Breakwater Enterprises Ltd. Inclusion into the FCSLSA and connection to sewer would potentially allow subdivision of this property to occur; a covenant will be registered on title to prevent subdivision. A sewer line and sewer stub is present at the end of Meadow Drive, thereby making connection to the FCSLSA possible.

INTERDEPARTMENTAL IMPLICATIONS

Development Services has no objection to the boundary amendment required for this application. The subject property is within the area designated for community sewers in the Regional Growth Strategy. The Environmental Services Liquid Waste Department notes that the proposed expansion of the sewer service area is within the French Creek Pollution Control Centre's processing capacity.

SUMMARY/CONCLUSIONS

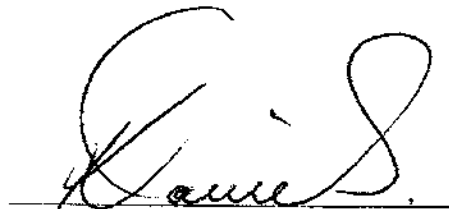
A petition has been received to amend the boundaries of the French Creek Sewer Local Service Area and the Northern Community Sewer Local Service Area. The property being considered for inclusion is within the Urban Containment Boundary of the Regional Growth Strategy and is identified for connection to community water and sewer systems. The property is also within the benefiting area of the French Creek Pollution Control Center. All costs associated with connection to the RDN sewer system will be at the expense of the property owner.

RECOMMENDATION

1. That "French Creek Sewer Local Service Area Bylaw No. 813.32, 2005" (re 1355 Lundine Lane, Area G) be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Local Service Area Bylaw No. 889.31, 2005" (re 1355 Lundine Lane, Area G) be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

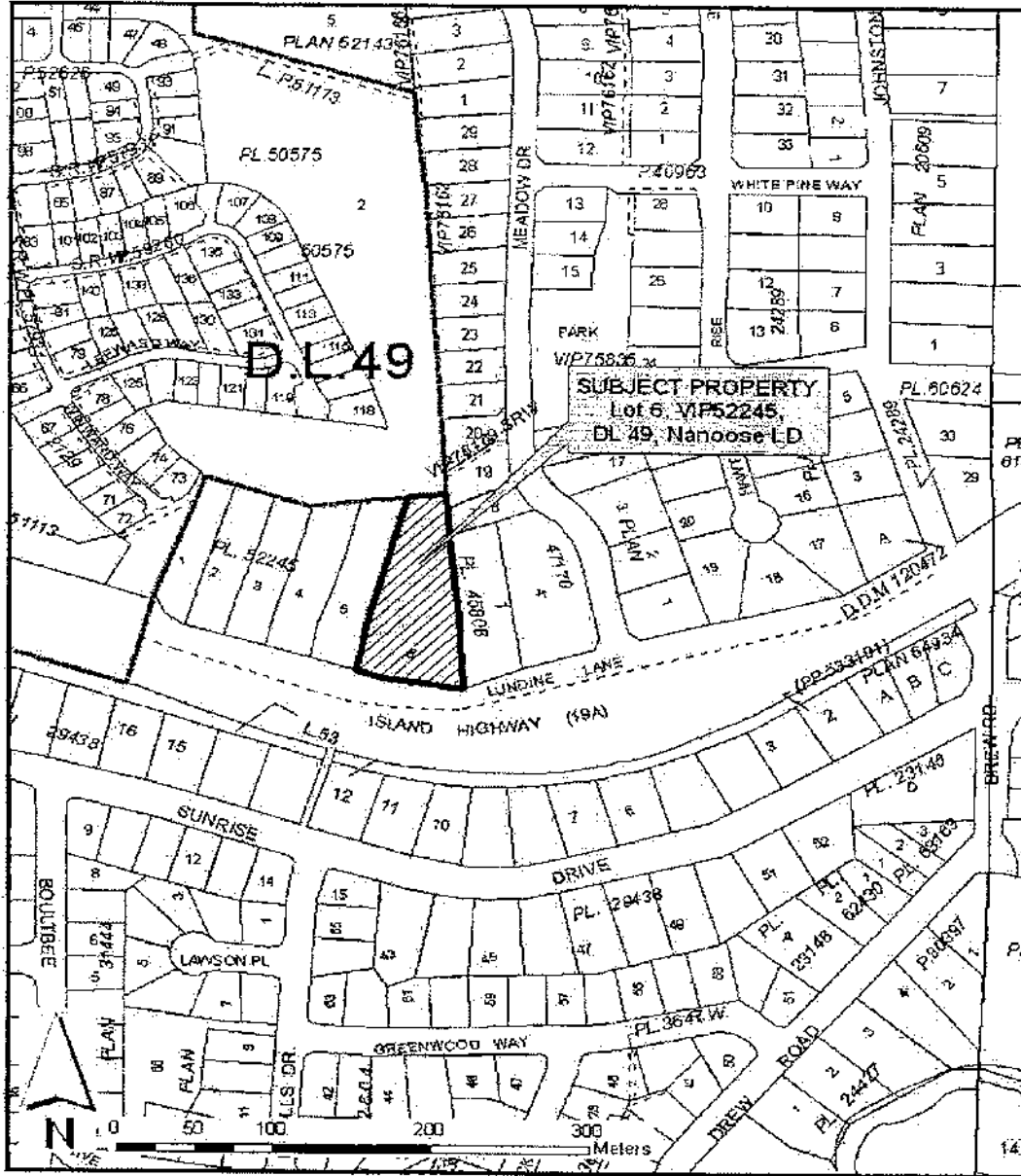

Report Writer


General Manager Concurrence


CAO Concurrence

COMMENTS:

ATTACHMENT



BCGS MAPSHEET NO. 92F.031.1.3

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.32

**A BYLAW TO AMEND THE FRENCH CREEK
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 813**

WHEREAS "French Creek Scworage Facilities Local Service Establishment Bylaw No. 813, 1990"; as amended, establishes the French Creek Sewerage Facilities Local Service Area;

AND WHEREAS the Board has been petitioned to expand the local service area;

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

1. The boundaries of the French Creek Sewerage Facilities Local Service Area, established by Bylaw No. 813, as amended, are hereby further amended to include the property shown outlined on Schedule 'B-1' attached hereto and forming part of this bylaw.
2. The amended boundary of the French Creek Sewerage Facilities Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of Bylaw No. 813.31 is hereby repealed.
4. This bylaw may be cited as "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.32, 2005".

Introduced and read three times this ____ day of _____, 2005.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2005.

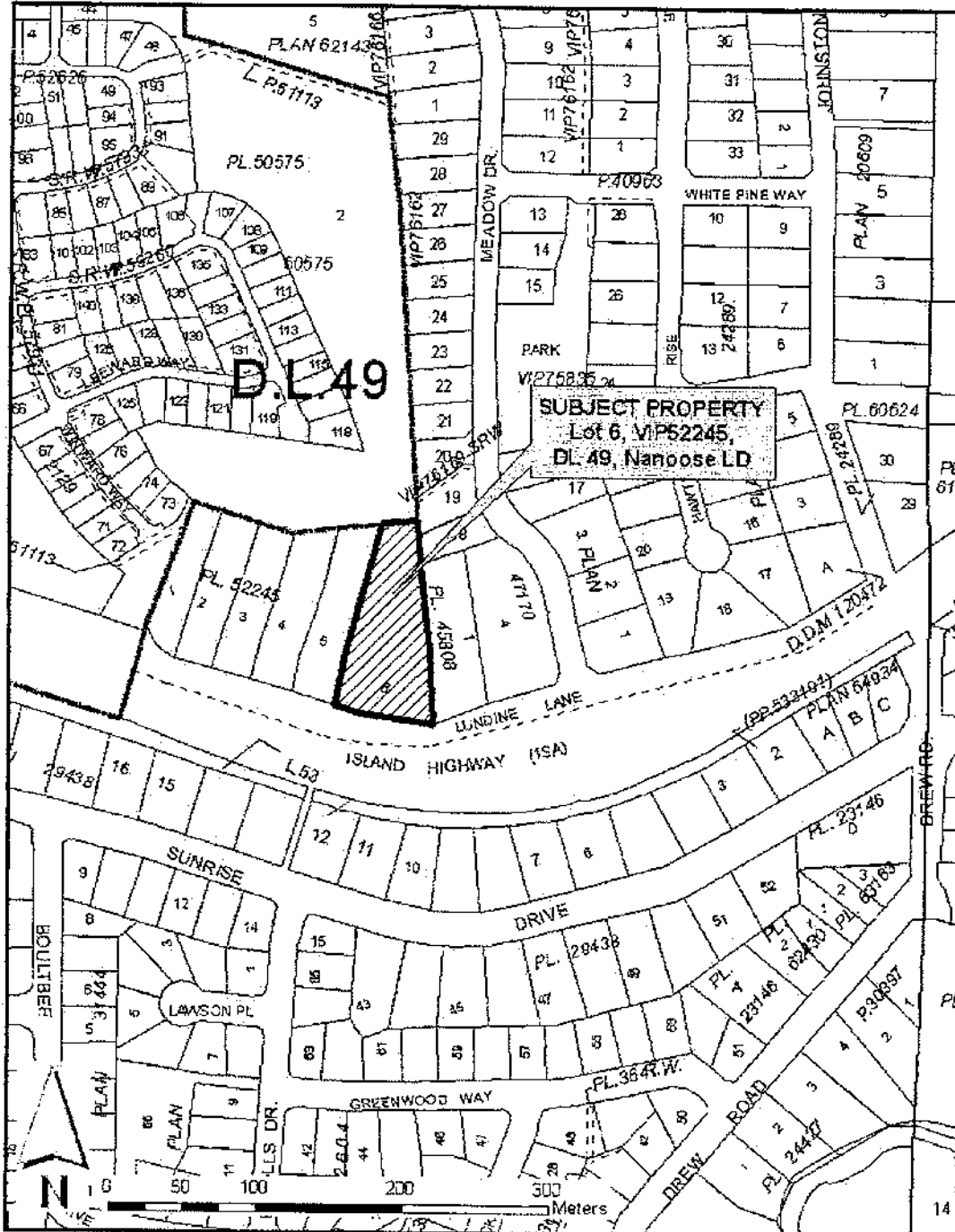
Adopted this ____ day of _____, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

Chairperson

General Manager, Corporate Services



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.31

**A BYLAW TO AMEND THE NORTHERN COMMUNITY
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 889**

WHEREAS the Board has enacted the "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993", as amended, which establishes the Northern Community Sewer Local Service Area;

AND WHEREAS the Board wishes to amend Schedule 'C' to include the property legally described as Lot 6, District Lot 49, Plan VIP52245, Nanoose Land District;

AND WHEREAS the Board wishes to amend Schedule 'E' to exclude the property legally described as Lot 6, District Lot 49, Plan VIP52245, Nanoose Land District;

AND WHEREAS the Board has obtained the consent of at least two thirds of the participants;

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

1. This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.31, 2005".
2. Schedules 'C' and 'E' attached to and forming a part of Bylaw No. 889.30 are hereby deleted and replaced with Schedules 'C' and 'E' attached to and forming part of this bylaw.

Introduced and read three times this ____ day of _____, 2005.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2005.

Adopted this ____ day of _____, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES



REGIONAL DISTRICT OF NANAIMO		
CHAIR	GAM	Cms
CAO	GM	ES
DA CCD	MoF	
APR 28 2005		
<i>Call</i>		
DATE:		

MEMORANDUM

TO: Mike Donnelly, AScT
Manager of Engineering Services

FROM: Chris Brown, AScT
Engineering Technologist

SUBJECT: Utilities
Inclusion into the Surfside Sewer Local Service Area and
Northern Community Sewer Local Service Area (121 Kinkade Road)

DATE: April 21, 2005

FILE: 5500-20-SR-01

PURPOSE

To consider the request to include Lot 1, District Lot 10, Newcastle Land District, Plan VIP22939 (Kinahan property) into the Surfside Sewer Local Service Area (see attached map).

BACKGROUND

The subject property is an ocean front property located at 121 Kinkade Road, north west of Qualicum Beach in Electoral Area G.

The owner of the above-noted property has petitioned the Regional District of Nanaimo (RDN) to include the subject property into the Surfside Sewer Local Service Area (SSLSA). The property is not located within an Urban Containment Boundary (UCB) as outlined in "Regional District of Nanaimo Regional Growth Management Plan (RGMP) Bylaw No. 1309, 2002". The property is designated 'Rural Residential' and is located within the Natural Hazard and Environmentally Sensitive Areas Development Permit Area pursuant to "Regional District of Nanaimo Shaw Hill-Deep Bay Official Community Plan (OCP) Bylaw No. 1007, 1996". The property is zoned Residential 2 (RS2) pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" and is within the "M" subdivision district.

The property is already developed with one existing single-family dwelling, and sewage disposal is to an on-site septic field. The owners have been told by a local company that tree roots have infiltrated the septic field and caused the field to fail. Contact with the Health Officer indicated that if the owner of the property were to apply for a septic field permit at this time, he would be denied, as the property does not conform with the required 100 foot setback from the ocean. Relocation of the field is not possible due to a water well on the property.

The Northern Community Sewer Local Service Area Bylaw No. 889, 1998 and the SSLSA Bylaw No 1124, 1998" both require amendment in order to service this property with sewer. Both bylaw amendments are addressed in this report.

ALTERNATIVES

1. Do not accept the application.
2. Accept the application.

FINANCIAL IMPLICATIONS

There are no financial implications to the RDN. If accepted into the SSLSA, all costs associated with the connection would be at the expense of the applicant. When brought into the local service area, the subject property will pay a Capital Charge of \$2,084 per lot, pursuant to Northern Community Sewer Local Service Area Bylaw No. 1331 (sewage treatment). The subject property will also pay a \$75.75 Latecomer Charge to Pacific

Beach Investments (the Developer), as per an agreement between the RDN and the Developer. Current sewer user fees are approximately \$137.

DEVELOPMENT IMPLICATIONS

While the property is outside the UCB, the RGMP allows a property to connect to a LSA for health or environmental reasons provided it does not facilitate future development. A sewer line is present in front of the property on Kinkade Road, thereby making a connection to the LSA possible.

The subject property is located within a Development Permit Area, pursuant to the Shaw Hill-Deep Bay Official Community Plan (Bylaw No. 1007, 1996). Exemptions for a simple sewer connection are not specifically provided for in the OCP; therefore, a Development Permit may be required, along with a regular Building Permit, in order to construct a sewer service line from the existing house to the sewermain on the roadway.

In most cases, the RDN requires the property owner to register a restrictive covenant on the title to restrict future development. However in this case, a covenant on the property is not required as the property is zoned RS2 and is within the "M" subdivision district pursuant to Bylaw No. 500. The "M" subdivision district provides a minimum parcel size of 1 hectare (10,000 m²) when the property is serviced with community sewer. The subject property is 2,565 m² in size; therefore, if provided with a community sewer connection, the subject property would be too small to subdivide under the current zoning.

INTERDEPARTMENTAL IMPLICATIONS

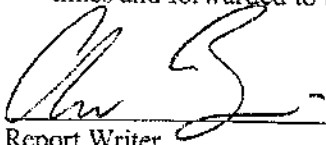
Development Services has no objection to the boundary amendments required to bring the subject property into the sewer local service area.

SUMMARY/CONCLUSIONS

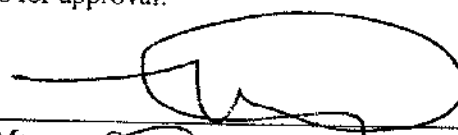
A petition has been received to amend the boundaries of the Surfside Sewer Local Service Area. While the property is outside the UCB, the RGMP allows a property to connect to a LSA for health or environmental reasons provided it does not facilitate future development. Due to the small size of the subject property, future subdivision is not possible. All costs associated with connection to the RDN sewer system will be at the expense of the property owner. The Central Vancouver Island Health Authority has stated the parcel does not conform with the required 100 foot setback from the ocean. The Health Officer supports a connection to sanitary sewer.

RECOMMENDATIONS

1. That "Regional District of Nanaimo Surfside Sewer Local Service Area Bylaw No. 1124.04, 2005" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
2. That "Northern Community Sewer Local Service Area Bylaw No. 889.32, 2005" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.



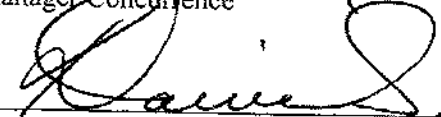
Report Writer



Manager Concurrence

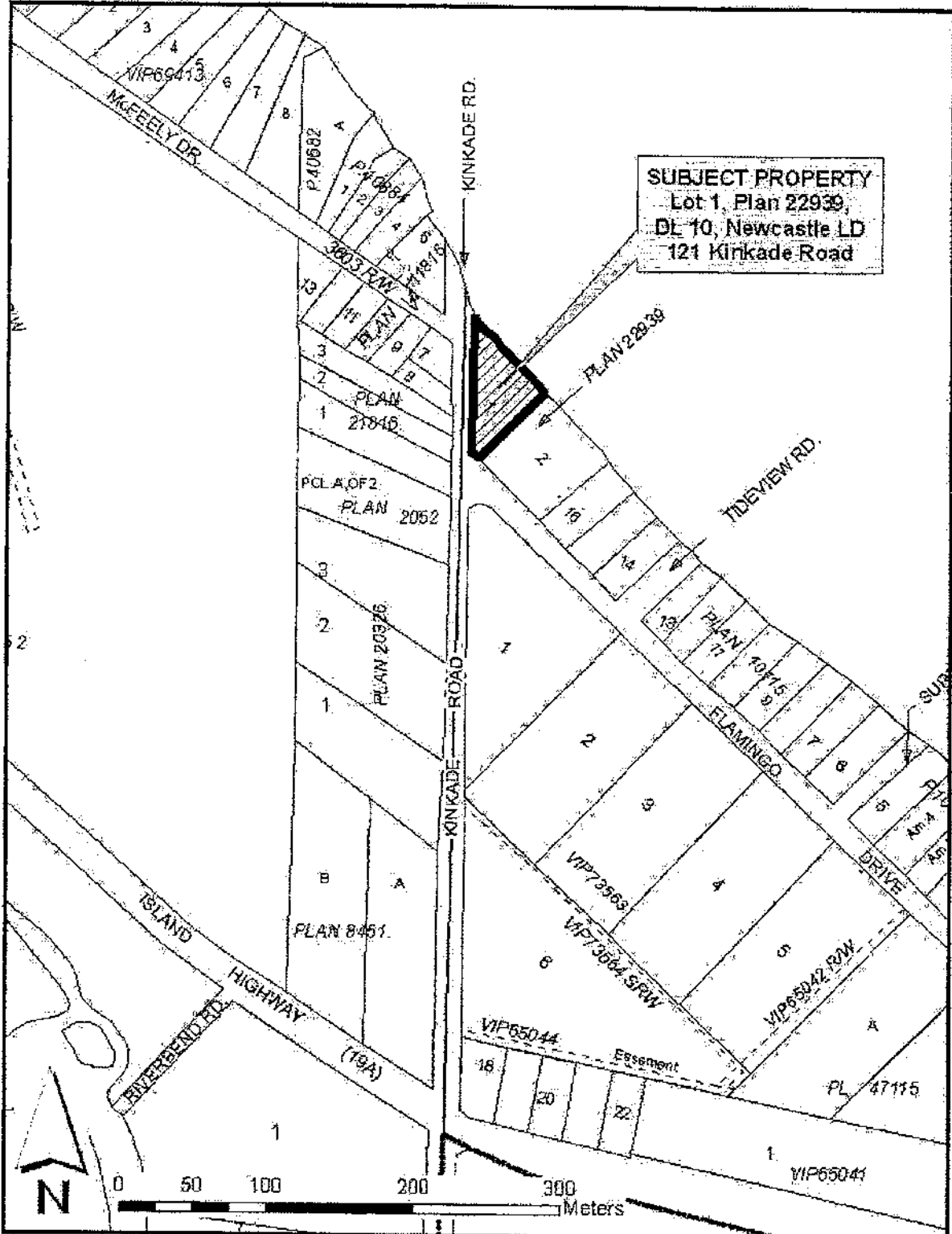


General Manager Concurrence



CAO Concurrence

COMMENTS:



BOGS MAPSHEET NO. 32F.036.41

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1124.04

**A BYLAW TO AMEND THE SURFSIDE
SEWER LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 1124**

WHEREAS Surfside Sewer Local Service Area Establishment Bylaw No. 1124, 1998 establishes the Surfside Sewer Local Service Area;

AND WHEREAS the Board has been petitioned to expand the local service area;

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

1. The boundaries of the Surfside Sewer Local Service Area, established by Bylaw No. 1124, are hereby amended to include the property shown outlined on Schedule 'B' attached hereto and forming part of this bylaw.
2. The amended boundary of the Surfside Sewer Local Service Area shall be as shown outlined on Schedule 'A' attached hereto and forming part of this bylaw.
3. Schedule 'A' of Bylaw No. 1124.03 is hereby repealed.
4. This bylaw may be cited for all purposes as the "Surfside Sewer Local Service Area Boundary Amendment Bylaw No. 1124.04, 2005".

Introduced and read three times this 24th day of May, 2005.

Received the approval of the Inspector of Municipalities this _____ day of _____, 2005.

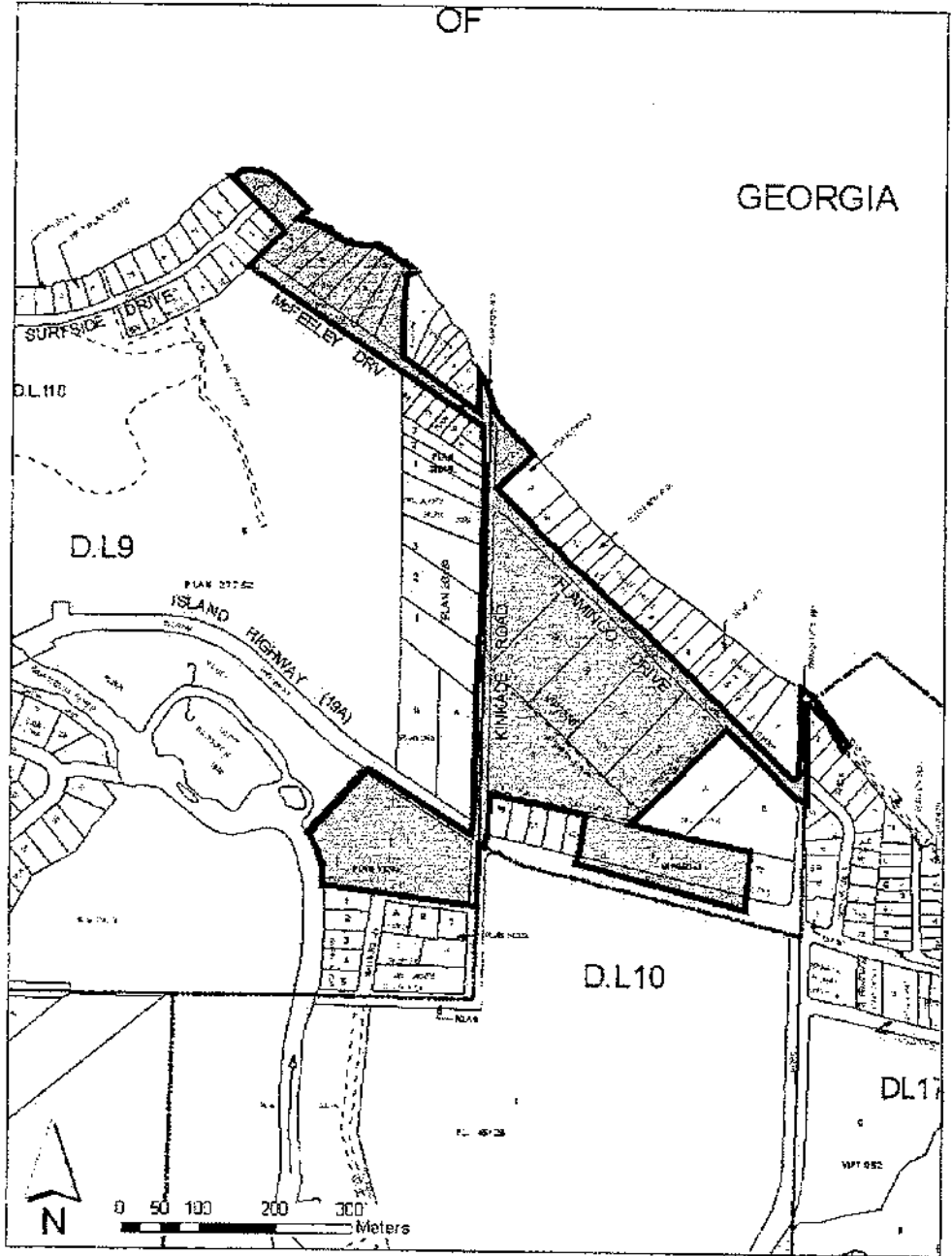
Adopted this _____ day of _____, 2005.

CHAIRPERSON

DEPUTY ADMINISTRATOR

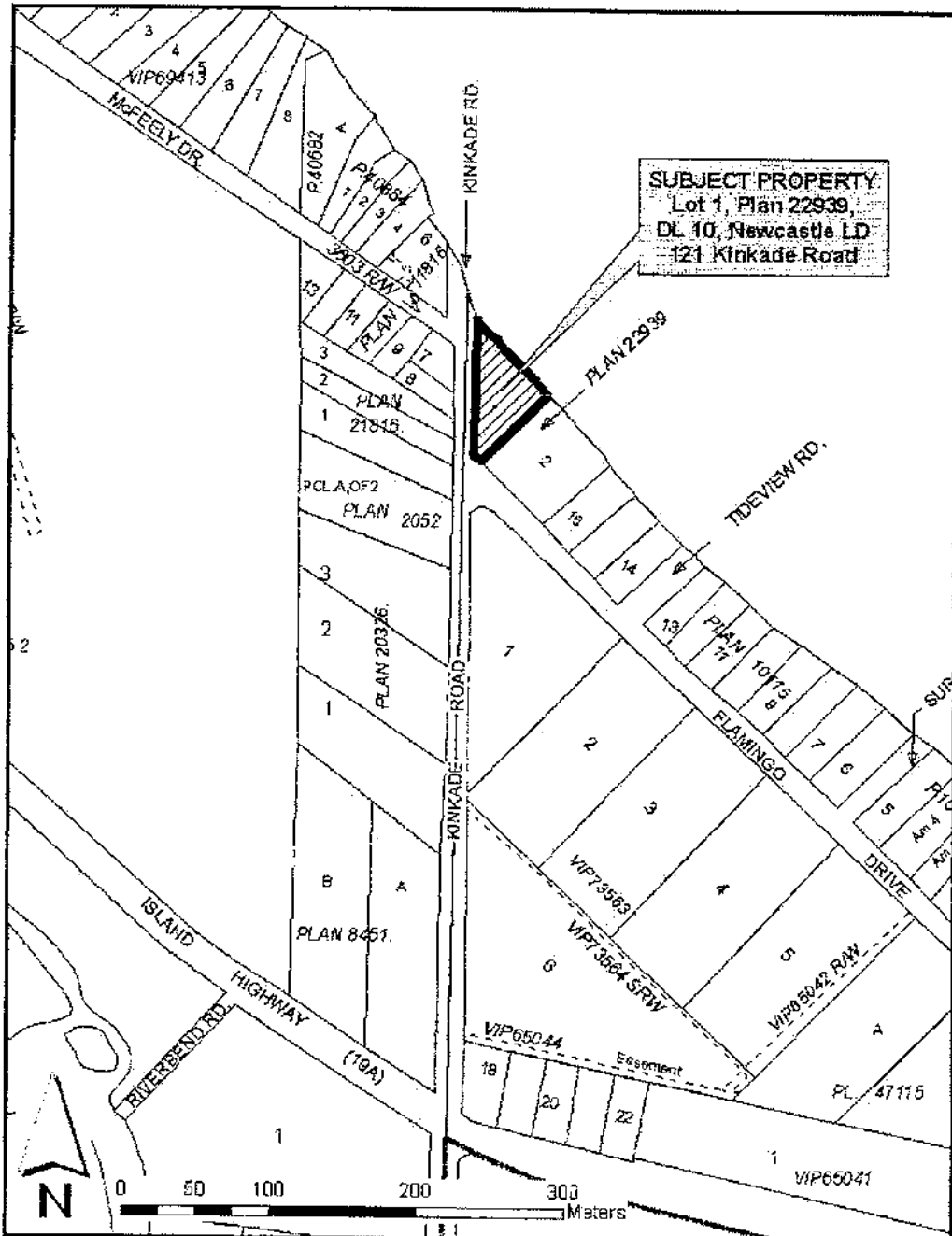
Chairperson

Deputy Administrator



Chairperson

Deputy Administrator



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.32

**A BYLAW TO AMEND THE NORTHERN COMMUNITY
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 889**

WHEREAS the Board has enacted the "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993", as amended, which establishes the Northern Community Sewer Local Service Area;

AND WHEREAS the Board wishes to amend Schedule 'C' to include the property legally described as Lot 1, District Lot 10, Plan VIP22939, Newcastle Land District;

AND WHEREAS the Board wishes to amend Schedule 'E' to exclude the property legally described as Lot 1, District Lot 10, Plan VIP22939, Newcastle Land District;

AND WHEREAS the Board has obtained the consent of at least two thirds of the participants;

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

1. This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Area Amendment Bylaw No. 889.32, 2005".
2. Schedules 'C' and 'E' attached to and forming a part of Bylaw No. 889.31 are hereby deleted and replaced with Schedules 'C' and 'E' attached to and forming part of this bylaw.

Introduced and read three times this ____ day of _____, 2005.

Received the approval of the Inspector of Municipalities this ____ day of _____, 2005.

Adopted this ____ day of _____, 2005.

CHAIRPERSON

GENERAL MANAGER, CORPORATE SERVICES

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, APRIL 21, 2005, AT 2:00PM
AT OCEANSIDE PLACE**

Attendance:

Frank Van Eynde
Patty Biro
Jack Wilson

Eve Flynn
Dave Bartram

Reg Nosworthy
Jo-ann Chase

Staff:

Tom Osborne

Mike Chestnut

Marilynn Newsted
Recording Secretary

Absent:

Chris Burger

CALL TO ORDER

Chair Van Eynde called the meeting to order at 2:00pm.

MINUTES

- 3.1 MOVED Commissioner Bartram, SECONDED Commissioner Biro, that the Minutes of the District 69 Recreation Commission Regular Meeting held on March 17, 2005, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

- 4 MOVED Commissioner Flynn, SECONDED Commissioner Bartram, that the correspondence from The Corporation of Delta re: Municipal Fitness Challenge, Elisabeth Bakker re: Nanoose Place Landscaping Project and BC Senior Games Society re: 2007 and 2008 Senior Games be received.

CARRIED

FUNCTION REPORTS

- 5.1 Arena Supervisor Mike Chestnut reviewed the Oceanside Place Function Report highlighting the following items:

- Due to the increase of theft and vandalism the video surveillance equipment will be upgraded to provide more coverage and picture perfect surveillance tapes.
- The provision of professional security service at adult tournaments has had a positive effect.
- The ice requests for the 2005/06 season have exceeded the available ice at Oceanside Place. Four major users have asked for additional ice time and have been denied.
- The decrease in the year to date public skating figures would be due partly to the large volume of users when the facility opened and also to the cancellation of public skating to accommodate tournaments.
- A new trophy case for the lobby has been installed by the Oceanside Minor Hockey Association.

Mr. Osborne presented the Ravensong Aquatic Centre, the Recreation Coordinating Function and the Regional Parks and Trail and Community Parks reports highlighting the following items:

- John Wall has been hired as the Summer Recreation Assistant to coordinate the Summer Camp Program.
- A new pilot program the Traveling Playground for children will run this summer in the District neighbourhoods of Nanoose Bay, Errington and Bowser.
- The lack of fields in the District has made it difficult for the staff to find fields to accommodate all the users.
- The Kidfest Society has gained a few more volunteers to ensure the 2005 event will happen.
- The Regional Parks and Trails Plan has been approved.
- The Little Qualicum River Estuary Conservation Area official opening was held April 6 and the Englishman River Regional Park official opening was held April 10. The Cox Community Park on Gabriola Island will be officially opened on Saturday, April 23.
- \$260,000 in funding has been approved through the Province's Community Development Initiative Program for the pedestrian bridge crossing at Top Bridge.

MOVED Commissioner Nosworthy, SECONDED Commissioner Flynn, that the Function Reports be received.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that staff prepare a letter of thanks for the Oceanside Minor Hockey Association for the new trophy case.

CARRIED

BUSINESS ARISING FROM COMMUNICATION

7. MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that staff prepare a report with regard to the Corporation of Delta's Municipal Fitness Challenge giving options for the Department and the financial impact of the same.

CARRIED

MOVED Commissioner Flynn, SECONDED Commissioner Bartram, that the Commission support the City of Parksville, the Town of Qualicum Beach and the Regional District in preparing a bid to host the 2007 or 2008 BC Seniors Games with the condition that a volunteer Community Champion may be found to promote the bid.

CARRIED

NEW BUSINESS

- 8.1 Mr. Osborne reviewed the Parksville Curling Club Lease and Grant Funding Report.

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the Regional District, on behalf of the Parksville Curling Club, request that the City of Parksville seek electorate consent to lease the subject property to the RDN for a term of twenty years for the purpose of the operation of a public recreation facility.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the request that staff meet with Executives from the Parksville Curling Club to review funding arrangements to be considered by the Board during budget deliberations for the 2006 Annual budget should they still be required for the upgrade and replacement of refrigeration equipment at the Club, be deferred until a future date when more information has been received.

CARRIED

- 8.2 Arena Supervisor Mike Chestnut reviewed the Implementation of Three Month Passes at Oceanside Place report.

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the implementation of a three month pass program for Oceanside Place beginning September 1, 2005, be approved.

CARRIED

- 8.3 Commissioner Bartram reported on the RDN Services Review with regard to the payment by the Electoral Areas for Victim Services, Restorative Justice, COPS, Speed Watch and Auxiliary Police. To ensure the flexibility that may be required for the Board to make a

decision on the funding, staff have been asked to retain at least 50% of their remaining grant dollars until the Board is able to make a final determination which will likely be in late June.

Mr. Osborne reported that both the Community and Youth Grants funding has been fully used in the past.

- 8.4 Chair Van Eynde called for three volunteers to sit on the Recreation Services Fees and Charges Sub Committee.

Commissioners Bartram, Flynn and Nosworthy volunteered to sit on the Fees and Charges Sub Committee.

COMMISSIONER ROUND TABLE

Commissioner Bartram reported the RDN had prepared a rezoning application to designate the Big Qualicum River corridor as parkland.

Commissioner Flynn reported District schools will hold professional days April 29 and May 2.

ADJOURNMENT

MOVED Commissioner Flynn, SECONDED Commissioner Bartram that pursuant to section 242.2(1)(h) of the Local Government Act the Commission proceed to an In Camera meeting to consider legal matters.

CARRIED

NEXT MEETING

The next meeting will be held Thursday, May 19, 2005, at Oceanside Place, in the Multipurpose Room 1.

Frank Van Eynde, Chair

TO: Tom Osborne
Manager of Recreation and Parks

DATE: April 6, 2005

FROM: Mike Chestnut
Arena Supervisor

FILE:

SUBJECT: Implementation of Three Month Passes -- Oceanside Place

PURPOSE

To provide for the consideration and approval of new public session admission passes for Oceanside Place.

BACKGROUND

Since the opening of the facility, customers of Oceanside Place have been inquiring about the availability of monthly admission passes, similar to those offered at Ravensong Aquatic Centre. Currently monthly admission passes are not offered at Oceanside Place, although similar to Ravensong Aquatic Centre, Oceanside Place does provide a range of multi-admission passes, such as 10 admissions for the price of 9, that are available for both public skating and senior and adult scrub hockey. The absence of a monthly pass option at Oceanside Place may be perceived as a limiting factor regarding access to the facility and with the annual recreation services fee review process beginning later this spring, it is an opportune time to consider the implementation of a monthly pass system for the 2005 / 2006 season.

Admission fees for Oceanside Place are set for the period September 1st through to August 31st. In order to maintain a consistent purchase price throughout the public skating season, Oceanside Place pass prices would be set for the same term as other admission prices and not be transferable to a new season which in all likelihood will reflect a change to admission fees.

For departmental consistency Oceanside Place passes will use the same rate formula as the Ravensong Aquatic Centre for determining the purchase price of a pass:

- No# of weeks x 1.75 visits per week x applicable admission

Table I depicts the proposed rate structure for a three month pass and the proposed admission categories it would be applicable to for Oceanside Place. Prices are based on the current 2004 / 2005 admission rates and the previously described pricing formula. Rates for the 2005 / 2006 season will be implemented once determined by the Regional Board this summer.

Table I

Admission Category	3 Month Pass
Child	\$46.20
Youth	\$56.70
Adult	\$88.20
Senior	\$57.75
Family	\$168.00
Family with Rental	\$262.25
Parent & Tot	\$101.85

The 3 month pass option will not be offered for senior and adult public drop in (scrub) hockey as these sessions are offered three and five times a week respectively and therefore have the potential to create a decrease in admission revenues on the suggested formula that is based on either 2 or 1.75 uses per week.

Table II depicts the current 2005 rate structure and categories at the Ravensong Aquatic Centre.

Table II

Admission Category	3 Month	6 Month
Child	\$71.50	\$125.13
Youth	\$88.40	\$154.70
Adult	\$118.30	\$207.03
Senior	\$94.90	\$166.08
Family	\$222.30	\$389.03

ALTERNATIVES

1. To implement three month admission passes for Oceanside Place.
2. Not to implement three month admission passes for Oceanside Place.
3. Provide alternative direction to admission passes for Oceanside Place.

FINANCIAL IMPLICATIONS

It is difficult to forecast with any certainty whether the implementation of the proposed passes would have either a negative or positive influence on revenue. The unknown is if there is a drop in single admission and/or punch cards will they be offset by sales of the monthly passes. Pass usage patterns will require evaluation on an ongoing basis and financial impact will be assessed at the end of the first fiscal year of implementation.

COMMUNITY IMPLICATIONS

Providing the proposed three-month pass creates another option for the community to access recreation services. The pass also offers a financial incentive to use Oceanside Place and potentially increase usage and the overall benefits to the community through healthier lifestyles. Providing similar service and access options at both facilities also lends itself to consistency between the two functions, which in turn makes it easier for customer usage.

A regular skating season at Oceanside Place is typically 32 weeks or 8 months in duration. In order to avoid prorating and dealing with pass terms extending beyond the season Oceanside Place will offer only three month term options.

The proposed date for implementation is September 1, 2005 with information on the new options being presented in the Fall / Winter Active Living Guide.

SUMMARY

Currently there are service options for public admissions being offered at the Ravensong Aquatic Centre that are not available at Oceanside Place in the form of monthly passes. Based on requests from the public regarding the provision of this type of service, options to create another avenue for access to recreation

services in the form of a three month pass for admission to public skate sessions at Oceanside Place are being proposed.

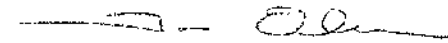
The absence a monthly pass option at Oceanside Place may be perceived as a limiting factor regarding access to the facility and with the annual recreation services fee review process beginning later this spring, it is an opportune time to consider the implementation of a monthly pass system for the 2005 / 2006 season.

RECOMMENDATION

That the implementation of a three month admission pass program for Oceanside Place beginning September 1, 2005, be approved.



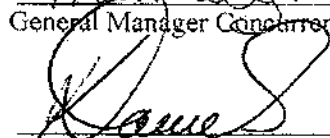
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence



REGIONAL DISTRICT OF NANAIMO		
APR 14 2005		
CHAIR	GMCMS	
	GMCrS	
CAO	GMDS	
	GMES	

MEMORANDUM

TO: Neil Connelly
General Manager of Community Services

DATE: April 14, 2005

FROM: Tom Osborne
Manager of Recreation and Parks

FILE: 0870-30-PCCS

SUBJECT: Parksville Curling Club Lease and Grant Funding

PURPOSE

To provide options for the Board’s consideration on extending the Lease for the District 69 Arena to the Parksville Curling Club and to review options to provide the Club funding for equipment upgrades to the facility.

BACKGROUND

On January 24, 2005, RDN staff met with Parksville Curling Club executive members to discuss the operation of the Curling Club. Based on this meeting, the Club wrote to the Regional District on February 14, requesting consideration on the following items:

1. To amend the term of the lease between the RDN and the Curling club to twenty years.
2. To advise the Club on the options for grants or loans from the RDN to assist them with equipment upgrades that will cost in excess of \$100,000.

The Club’s February 14, 2005 letter is attached as Appendix 1.

Amendment of Lease Term

A 1962 covenant and bylaw that provided for the City’s acquisition of the Parksville Community Park from the Parksville and District Community Society refers to the use of the parcel as a public park in perpetuity and indicates that no lease on any part of the parcel shall be for a period of greater than five years, subject to a majority vote of the owner/electors of the city.

The current lease with the Parksville Curling Club for the District 69 Arena expires on March 31, 2008. The length of the term was limited to the five-year term of the Lease that the RDN holds with the City of Parksville for the land of which the facility is situated upon. To ensure there was no overlapping of terms between the two agreements, the RDN’s lease with the Club for the use of the facility is two months less than the lease that the RDN has with the City for the land which ends on May 31, 2008.

The existing lease between the RDN and the City has a month to month holding over clause that allows the RDN to continue use of the facility at the end of the term and the RDN and City have an option to renew the lease at this time.

On April 13, 2005, the Parksville Curling Club held their Annual General Meeting in which the membership discussed the need for a longer-term lease arrangement. The Club's officials from that meeting have approached RDN staff that the Regional District, on the Clubs' behalf, request that the City of Parksville provide for a longer-term lease arrangement and to initiate the referendum process for this to take place.

Funding for Equipment Upgrades

The Club has notified the RDN that the following infrastructure upgrades to the facility are required: condenser, dehumidifier, and a Low Emissive ceiling.

- The condenser is a key piece of equipment for the refrigeration plant. The condenser has broken down twice in the last year and the club made short term but relatively expensive repairs to the unit to ensure it can operate on the short term. Should this piece of equipment not be able to be repaired, the refrigeration plant will become inoperable. Due to the importance of the condenser, the Curling Club has now ordered a replacement and will be funding it's cost using existing financial resources and have applied for assistance through other avenues such as the BC Gaming Commission. Estimated Costs: \$54,000 - \$70,000.
- The dehumidifier removes the humidity out of the air and affects the quality of the ice surface, and assists in the efficiency of the refrigeration plant. Estimated Cost: \$40,000.
- The Low Emissive ceiling (Low E ceiling) is a reflective ceiling system that will increase the insulation factor as well as increases illumination in the building therefore reducing operational costs. Estimated Cost: \$45,000.

As part of the referendum process for Oceanside Place, the public was advised that the operation of the Parksville Curling Club would not have any direct cost to the taxpayer. To date this has been achieved and the Club has been successful with their membership and higher then anticipated revenues. The Club is however, challenged to meet the above infrastructure costs and would like certainty in the lease should they have to borrow funds to see the upgrades take place. The Club is also looking to the RDN for options to assist in the above projects by way of grants or loans.

At the Regular Meeting of the Regional Board on March 22, 2004, the following resolution was approved:

"That the Regional District of Nanaimo make application for an infrastructure grant on behalf of the Parksville Curling Club for equipment requirements and that the District's share of the grant be borne by the Parksville Curling Club."

At the Curling Club's request, RDN staff has now completed the application for funding for the supply and installation of the Low E ceiling and submitted it to the Canada – BC Infrastructure Program for consideration. The estimated project costs is \$45,000 of which the Parksville Curling Club has committed to pay \$15,000 for the District's share of the grant.

ALTERNATIVES

1. a) On behalf of the Parkville Curling Club, request that the City of Parkville seek electorate consent to lease the subject property to the RDN for a term of twenty years for the purpose of the operation of a public recreation facility.

b) To continue to meet with Executives from the Parkville Curling Club to review funding arrangements to be considered by the Board during budget deliberations for the 2006 Annual budget should they still be required for the upgrade and replacement of refrigeration equipment at the Club.
2. a) On behalf of the Parkville Curling Club, request that the City of Parkville seek electorate consent to lease the subject property to the RDN for a term of ten years or an alternatively agreed term for the purpose of the operation of a public recreation facility.

b) To continue to meet with Executives from the Parkville Curling Club to review funding arrangements to be considered by the Board during budget deliberations for the 2006 Annual budget should they still be required for the upgrade and replacement of refrigeration equipment at the Club.
3. a) To request an extension to the City of Parkville for a new lease for a five-year term that will end five years from the date of signing therefore extending the lease to the spring of 2010.

b) To continue to meet with Executives from the Parkville Curling Club to review funding arrangements to be considered by the Board during budget deliberations for the 2006 Annual budget should they still be required for the upgrade and replacement of refrigeration equipment at the Club.
4. Provide alternative direction in regards to the lease with the Parkville Curling Club and City of Parkville as well as for funding of the requested operational equipment.

FINANCIAL IMPLICATIONS

Alternatives 1.a) and 2.a) will incur legal, staffing and advertising costs to the City of Parkville to conduct a referendum of which the municipality would likely request reimbursement for. City of Parkville officials have estimated that it would cost \$10,000 – \$15,000 to conduct a referendum at the time of the November 2005 municipal elections. This amount includes costs for legal advice, ballot preparation, and advertising and communications for the referendum. The Regional Board could request assistance from the Curling Club to cover these costs.

There are no direct costs related to Alternatives 1.b), 2.b), 3.a), and 3.b).

COMMUNITY IMPLICATIONS

The Curling Club is looking for certainty in their term of the Lease with the RDN, as they need to ensure their investment into funding significant equipment upgrades are protected. The RDN also needs to ensure the Club is viable as they are providing a valuable recreation service to the community and provide an economic benefit to the area by attracting curlers to bonspiels, which have been very successful to date. The existing lease with the Club has termination clauses and hold holder clauses that can be enacted if required.

Since the operating of the facility in the early 1970s, the City of Parksville and the RDN have worked very cooperatively to ensure the successful operation of the facility is maintained under the property covenant that limit agreements to a maximum of five-year terms. It is in the interest of all parties to ensure this cooperation continues in order to ensure the capital invested into the building is maintained.

INTERGOVERNMENTAL IMPLICATIONS

City of Parksville officials have indicated that they do not have a City Council resolution on the matter; but, staff would be receptive with implementing alternative 3.a).

SUMMARY

The Parksville Curling Club has requested assistance from the RDN in securing funds to replace aging infrastructure at the facility, which is owned by the RDN and leased to the Club for a five-year term. The Club has also requested that a longer term for the lease be secured between the Club, the RDN and the City of Parksville as per their February 14, 2005 letter and their discussions at the Club's Annual General Meeting held on April 13, 2005.

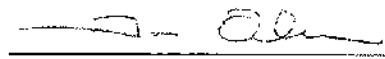
Due to the importance of the condenser, which was functioning poorly, the Curling Club has now ordered a replacement and will be funding it costs using existing financial resources and have applied for assistance through other avenues such as the BC Gaming Commission.

At the Curling Club's request, RDN staff have completed an application for funding for the supply and installation of the Low E ceiling and submitted it to the Canada – BC Infrastructure Program for consideration. The estimated project costs is \$45,000, which the Parksville Curling Club has committed to pay \$15,000 for the District's share of the grant.

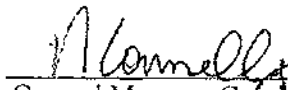
The term for the lease between the RDN and the City of Parksville for the site, and the lease between the RDN and the Parksville for the facility is limited to 5 years due to a covenant at the Parksville Community Park. The 1962 covenant and bylaw refers to the use of the parcel as a public park in perpetuity and indicates that no lease on any part of the parcel shall be for a period of greater than five years, subject to a majority vote of the owner/electors of the city.

RECOMMENDATIONS

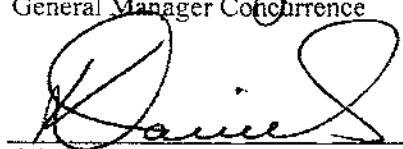
1. That the Regional District, on behalf of the Parksville Curling Club, request that the City of Parksville seek electorate consent to lease the subject property to the RDN for a term of twenty years for the purpose of the operation of a public recreation facility.
2. That staff continues to meet with Executives from the Parksville Curling Club to review funding arrangements to be considered by the Board during budget deliberations for the 2006 Annual budget should they still be required for the upgrade and replacement of refrigeration equipment at the Club.



Report Writer



General Manager Concurrence

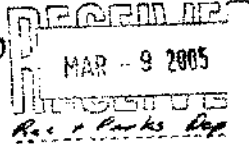


CAO Concurrence

Appendix 1

P.O. Box 1624
Parksville, B.C.
V9P 2H3
Tel: 250-248-3764

Parksville Curling Club



February 14, 2005

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

Attn: Kelly Daniels


Dear Mr. Daniels,

Thank you for the informational meeting regarding the lease of the Parksville Curling Club Facility. As a result of our meeting we request your consideration of the following two items:

1. As you are aware, the Parksville Curling Club wishes to ensure long term viability and growth. We would like to make a formal request to change the current term of our lease agreement and lease the building for a 20 year term.
2. Further, we are anticipating major upgrades to the facility in the near future. We will need to purchase a new condenser, a de-humidifier and install a low E ceiling. Initial cost projections indicate expenditures in excess of \$100,000. We understand that there is a possibility of grants or loans through the Regional District of Nanaimo to offset some of these costs. Please advise us further of our eligibility, and the process to make formal application.

Thanking you in advance for your attention to these matters and anticipating your response.

Sincerely,


K.T. (Curly) Kereluk
President
KTC/b
x.c. City of Parksville - PO Box 1390, Parkville BC V9P 2H3



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
REGIONAL GROWTH MONITORING ADVISORY COMMITTEE /
STATE OF SUSTAINABILITY PROJECT MEETING
HELD ON WEDNESDAY, APRIL 28, 2005
IN THE COMMITTEE ROOM

Present:

Director Bill Holdom	Chair
Director Dave Bartram	Deputy Chair
Brian Anderson	
Douglas Anderson	
Gordon Buckingham	
Adele McKillop	
Ross Peterson	
Sharon Thomson	

Also in attendance:

Christina Thomas	Senior Planner, Community Services
Neil Connelly	General Manager, Community Services
Dolores Funk	Guest

Absent:

Betty Collins
Janet Farooq
Sylvia Neden

CALL TO ORDER

Director Holdom called the meeting to order at 5:40 PM.

C. Thomas introduced guest Dolores Funk (a Malaspina University College geography student with an interest in a planning career that C. Thomas is mentoring through the Planning Institute of BC Mentorship Program). RGMAC members introduced themselves and highlighted why they are on the Committee.

MINUTES

The minutes from the previous meeting (March 10/05) were approved as presented.

OLD BUSINESS

a) Malaspina University College Participation to Obtain Youth Perspectives About Sustainability

C. Thomas updated the RGMAC about arrangements to develop a written record of the RGMAC March 30th meeting with the Malaspina University College geography class. C. Thomas indicated that B. Anderson volunteered to develop a short summary of the event.

RGMAC members shared their perspectives about the ideas expressed by the students at the meeting.

NEW BUSINESS

a). Sustainability Report

C. Thomas updated the RGMAC about the status of the work to collect and analyze the data for the 42 sustainability indicators approved by the RDN Board. C. Thomas indicated that Westland Resource Group is responsible for this work for 39 of the indicators, and that their work on 14 of the 39 indicators

is the subject of discussion for the April 28th meeting. C. Thomas indicated that she would be undertaking the work for indicator 1-CF1 (population growth, density, amount of land in areas designated for growth and not designated for growth), and that D. Funk would be providing assistance with indicator 1-S8 (number of, participation in, recreational and cultural programs offered by local government and post secondary institutions). C. Thomas indicated that a Request for Proposals would be prepared to solicit consultant proposals to undertake the groundwater indicator research work (the additional work the RDN Board provided \$6000 in funding to undertake). C. Thomas indicated that Westland Resource Group discovered that the data source regarding Crown forestry land (for indicator 1-R2, Amount of Private and Crown Forest Land) is not as good as originally anticipated, and that the consultant is exploring alternative ways of addressing this topic. Information regarding the Crown forestry land data issue was distributed to RGMAC members.

The RGMAC reviewed and discussed the materials submitted by Westland Resource Group for 14 of the 42 sustainability indicators. The RGMAC provided suggestions regarding additional work that should be undertaken to either obtain a better understanding of the data and trends for selected indicators, or to more clearly illustrate or describe data and trends for selected indicators.

R. Peterson suggested that RGMAC members take responsibility for developing written statements regarding what should ideally be happening in a sustainable region with the data for each sustainability indicator (e.g. we'd like to see the amount of greenhouse gases in the region decreasing) and why. It was noted that this material could be used in the development of the report about the sustainability of the region, and that the December 21, 2004 Westland Resource Group report, "State of Sustainability Project: Sustainability Indicators Selection" contains some of this information.

b) Regional Growth Monitoring Advisory Committee Meeting Dates

The next RGMAC meeting dates were set as follows: Wednesday, May 18 (5:00 PM to 9:00 PM), Wednesday, June 15 (5:00 PM to 9:00 PM) and Wednesday, June 29 (5:00 PM to 9:00 PM).

c).Development of Directional Statements for Sustainability Indicators

C. Thomas requested feedback regarding possible methods of developing the directional statements for each sustainability indicator, as suggested by R. Peterson. C. Thomas suggested that each RGMAC member identify the sustainability indicators that s/he would like to volunteer to prepare directional statements for, and e-mail this information to her by Monday, May 9, 2005. C. Thomas indicated that she could track which sustainability indicators are to be addressed by each RGMAC member, and compile RGMAC member submissions into one document for discussion at a future RGMAC meeting. A deadline for the RGMAC submissions would need to be set; it would likely be in mid June. The RGMAC concurred with this approach.

ADJOURNMENT

Director Holdom adjourned the meeting at approximately 9:00 PM.

Chair, Director Bill Holdom

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' RECREATION SERVICES STUDY PROJECT INAGURAL ADVISORY COMMITTEE MEETING HELD ON THURSDAY, APRIL 12, 2005, AT 4:30PM AT RDN ADMINISTRATION BUILDING

Attendance: H. Kreiberg G. Baltzer S. Gourlay S. Friesen-Ellis
Staff: T. Osborne N. Connelly D. Porteous
Consultants: B. Yates L. Thorn
Regrets: M. Johnson

CALL TO ORDER

Director Kreiberg called the meeting to order at 4:35 pm.

WELCOME AND INTRODUCTIONS

The Director welcomed the committee members and thanked them for agreeing to sit on the committee. Members of the committee, staff and consultants then introduced themselves.

BACKGROUND ON PROJECT

Director Kreiberg gave an overview on why the project was implemented and some background on the issues including:

The project is to provide for a survey of Electoral Area 'A' residents to be conducted in the spring to assess the level of local recreation needs and demands and to gauge the level of support for funding more direct community based recreation services. The survey is to also gauge Electoral Area 'A' residents' satisfaction with the existing funding agreement with the City of Nanaimo that provides access to that municipality's recreation services and facilities.

Upon the completion of the survey, the Regional Board will receive a report on the survey's findings and at that point could consider options to establish a local recreation function for Electoral Area 'A'. The consideration of the creation of a new service would require that electorate consent be obtained through a referendum. The referendum could be held at the same time as the local government elections scheduled for November 2005.

The Director also noted that a review of recreation services in the area was also a recommendation in the existing Official Community Plan for the Electoral Area.

TERMS OF REFERENCE

Mr. Osborne provided an overview of the Project Terms of Reference.

PROJECT SCHEDULE AND PHASES

Mr. Osborne reviewed the four phases of the project which include:

- Phase 1 – Public Survey (spring)

Conduct a mail out survey through the consulting firm Yates, Thorn and Associates that specializes in recreation services surveys and the development of recreation services master plans.

- Phase 2 – Report on Survey Findings (summer)

A report will be presented to the Regional Board on the findings of the survey and will provide options on the provision of recreation services to Electoral Area 'A'.

Should the Regional Board determine there is sufficient public support for localized recreation services for the Electoral Area 'A', a new recreation service function would be required and Phase 3 would be implemented.

- Phase 3 – Referendum (fall)

Service delivery options will be provided with recommendations to the Regional Board. Based on the selected option, a referendum question will be developed to ask residents of Electoral Area 'A' if they support the creation of a new recreation service function for Electoral Area 'A'. The referendum will be held during the local government elections in November 2005 to request electoral consent for the formation of a new recreation service function.

Mr. Yates and Ms. Thorn provided a timeline that they will be working toward in the implementation of the survey, which included: Initial Meeting with Committee April 12; review of draft survey to be completed in approximately two weeks; final sign off of the survey by April 26; two weeks to print for mailing by the middle of May (survey would have a May 31 return deadline allowing for an additional two weeks for late returns by mid June); and analyze findings and report to Regional Board in July.

METHODOLOGY

Mr. Yates and Ms. Thorn gave an overview of the survey methodology, which included: who it is to be mailed to (all property owners in Electoral Area 'A' - approximately 3,000 people), how it will look and how the results will be tabulated and analyzed.

COMMITTEE DISCUSSION ON SURVEY QUESTIONS

The Committee and consultants discussed timelines and methods for review of survey questions. It was agreed that the master survey document would be e-mailed to the Committee for their input the morning of April 13. Comments, questions or concerns are to be provided to the consultants by Friday midnight, April 15. The consultants would then take committee feedback and amend the document as required for the Committee's review the following week. The Committee would then meet on April 21st to review the final document and staff will then discuss with the Director and consultants final wording to then sign off on by April 26th.

ADJOURNMENT

The meeting adjourned at 6:20 pm.

NEXT MEETING

The next meeting will be held Thursday, April 21, 2005, the Cedar Heritage Centre at 6:00 pm.

H. Kreiberg, Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' RECREATION SERVICES STUDY
PROJECT ADVISORY COMMITTEE MEETING
HELD ON THURSDAY, APRIL 21, 2005, AT 6:00 PM
AT THE CEDAR HERITAGE CENTRE**

Attendance: H. Kreiberg S. Gourlay S. Freisen-Ellis

Staff: T. Osborne D. Porteous

Regrets: M. Johnson G. Baltzer

CALL TO ORDER

Director Kreiberg called the meeting to order at 6:10 pm.

ADOPTION OF MINUTES

MOVED, Ms. Gourlay, SECONDED, Ms Friesen-Ellis, that the minutes of the Electoral Area 'A' Recreation Services Study Project, held on April, 12, 2005 be adopted.

CARRIED

COMMITTEE REVIEW OF DRAFT SURVEY

Committee members and staff reviewed the draft survey that the consultants had completed. A number of revisions were addressed and noted throughout the survey. Mr. Porteous will compile the changes by Friday afternoon, April 22 and send to the consultant.

The consultant will revise the draft document for a final proof to be returned to the RDN by Monday, April 25. The survey will be shared with the Committee members for final review and Director Kreiberg and Mr. Osborne will provide for sign-off so that the survey can be printed and distributed.

WEBSITE INFORMATION / MEDIA INFORMATION

Mr. Osborne reported that information pertaining to the Project and the survey will be completed and posted on the RDN website by Friday, April 22. The website will be updated throughout the process and a FAQ sheet regarding frequently asked questions will be added as soon as the questions have been compiled.

Mr. Osborne also noted that there will be a media release to be sent by Friday, April 29 regarding the process and to inform residents of Electoral Area 'A' when the survey will be distributed.

Another media release will follow when the survey is being distributed to remind residents to watch for it in the mail.

Mr. Osborne concluded the meeting by informing the Committee members that the survey will be distributed to all homeowners in Cedar who contribute taxes for Southern Community Recreation including those who reside in British Columbia, but do not live in Cedar. However, any homeowners who live outside of British Columbia will not be addressed.

ADJOURNMENT:

The meeting was adjourned at 7:45 pm.

NEXT MEETING:

TBA – Committee members will be contacted regarding the next meeting date, which will take place near the end of June once the consultant's report regarding the results of the survey has been received by the RDN. The Committee will meet to review the findings and recommendations of the consultant. A recommendation by the Committee regarding future direction as per the results of the survey will be presented to the Regional District Board for consideration.

Chair

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE EMERGENCY PREPAREDNESS STANDING COMMITTEE
MEETING
HELD ON THURSDAY, APRIL 28 2005, AT 1900 HRS.
IN THE RDN BOARD CHAMBERS

Note: these minutes are not a verbatim recording of the proceedings, but are intended to summarize the comments of those in attendance.

Present:

Lou Biggemann, Committee Chair & Electoral Area Director
Henrik Kreiberg, Alternate Committee Chair & Electoral Area Director
Jani M. Thomas, RDN Emergency Preparedness Coordinator
Neil Connelly, GM Community Services
Garry Cox, Oceanside RCMP
Lou Racz, Nanaimo RCMP Inspector of Operations
Nanaimo EPC, Jim Kipp Nanaimo EPC
Brian Morgan, North Cedar VFD Chief
Chief Jason De Jong, North Oyster,
Tom Whipps, Lantzville VFD Fire Chief
Jamie Clark, Nanoose Bay VFD Deputy Fire Chief
Chief Don Brittain, Coombs/Hilliers VFD
Steve Anderosov, Bow Horn Bay VFD Fire Chief
Brenda and Carol Wright and Allen Tonn, Nanaimo SAR Managers
Ken Neden, Arrowsmith SAR Manager,
Martin Madelung, Min. of Transportation, Vancouver Island District Manager,
Maintenance and Rehabilitation
Tim Ewart, Min. of Forests, Coastal Fire Division,

Regrets:

Kelly Daniels, RDN CAO
Maureen Pearse, RDN EPC Alternate
Dean Monterey, Nanaimo Deputy Fire Chief of Operations
Doug Banks Parksville Fire Chief (also EPC)
Stewart Moore, Town of Qualicum Beach EPC
Chief Chris Jancowski, Town of Qualicum Beach Fire
Rob Boorman, BCAS North,
Bil Austin, BCAS South,
Chief Steve Ellis, East Wellington VFD
Chief Colin Catton, Errington VFD
Chief Nick Acciavatti, Dashwood VFD
Audrey Martin, Nanaimo ESS Co-Director
Keith Smith/ Bob Dendoff, Oceanside ESS Director(s)

Call to Order

Director Biggemann called the meeting to order at 1902 hours.

Introduction:

An introduction was given by the Committee Chair, Electoral Area Director Lou Biggemann and Neil Connelly was introduced to the Committee members and he discussed the recent corporate changes that brought the Emergency Preparedness Program under Community Services. The topic of the potential use of the Arrowsmith SAR facility as a potential ECC was added under New Business.

Emergency Preparedness Program Update:

J. Thomas provided a PowerPoint presentation and update of the Emergency Program to date including:

- UBCM (2004) training grant - all ECC team members have now undergone 'Basic Training'
 - ICSI-100, EOC1 Introduction to Emergency Management In BC, EOCII, Table Top exercise workshop, Policy Group/Senior Officials training
 - The project summary and financial statement has been submitted to UBCM and funds have been announced for further training this year.
- JEPP funding for training has been approved, and Emergency Evacuations and Media Relations in an Emergency are planned for 2005-early spring 2006.
- The Program was able to extend the reach of Reception Center (RC) coverage to the north (E.A. "H") by signing an Agreement with the Lighthouse Community Society. Oceanside ESS has been working on making this an operational RC, and has recruited local volunteers.
- The critical role of ESS has been reinforced through training and exercises. The Oceanside ESS team, coordinated by the Town of Qualicum Beach, the City of Parksville and the RDN continues training and drills, with an RC mock set up drill planned for the Lighthouse Community Center. In SD68, ESS requires development, and community awareness events promote volunteer opportunities. The opening of a new, larger RC in Cedar will be the stepping stone to creating a viable volunteer base.
- Bylaw 1416 was discussed; benefits of having a current bylaw that reflects the emergency management methodology of the day, and contains the various powers granted by provincial acts within the body of the bylaw.
- 2004 VIHA WNV project is near completion, with information brochures that were produced being distributed to recreation facilities, stakeholder agencies, public awareness events etc. A basic wetlands (proximal to residential pockets) map will be produced shortly, and then the project summary and accounting will be sent to VIHA.
- Agreement updates:
 - Lantzville has been added to the Emergency Management Agreement, with all parties having their original signed copy.
 - SD68 Fire Department 'umbrella' MAA to be re-visited, and 68 Fire Chiefs meetings to recommence
 - Cedar Community Hall License of Use Agreement (RC)

- The January Extreme Weather Events PEP summary was discussed, and operational lessons learned. The establishment of a call center operational guideline (OG) arose from this event, and a finance OG is forthcoming.
- Stakeholder meetings continue to be ongoing; the most recent was media. Communicating important information to the public en masse in a timely manner was another area to address that arose from the weather event.
- Plan Update – the 2004 version will be updated incorporating several new hazard contingency plans, streamlining of forms, and other sections. The MIECM held a two day retreat to collaborate on the regional emergency plan model. Specific OGs will continue to be developed.

Grants and Funding Initiatives:

- Tsunami Grant – feedback from the Committee members affirmed the project parameters of public education and hazard identification mapping.
- UBCM WNV Funding Initiative – application has been submitted with Medical Health Officer approval, however, CAO Daniels has requested a report be submitted to the Board outlining the project parameters.
- MoF Community Wildfire Protection Plans Funding Program – eligible and ineligible costs discussed. Fire Departments were encouraged to apply, as mapping data would add to the provincial strategic threat analysis, and aid in fuel management.

Public Awareness:

- Current articles on corporate website
- Articles on Grab'n'Go bags and West Nile Virus in Electoral Area Update
- Tsunami Article to be included in Regional Perspectives publication
- National Emergency Preparedness Week 1-7 May 2005. A Community Awareness event will be held at the new Cedar RC 4 May, 1900-2100 hrs, with various stakeholder agencies represented.
- Fire Protection District mapping – GIS Technician Kevin Robillard has been working with Fire Chiefs to make area specific maps that are intended to show much more detail, and hopefully cut down on response time.

2005 Fire Season Update:

Tim Ewart, Errington Coastal Fire Station (MoF Protection Branch) provided an overview of the 2004 fire season, and weather and other variables that will impact upon the 2005 fire season. 2004 had fewer fires than anticipated, despite being the hottest on record since 1958 he stated, due in part to the success of the Fire Smart program. Most fires took place in August, in the interior, due to lightning strikes, with the remainder mostly human caused.

Tim Ewart described the new Wildfire Regulation Act that has come into effect as a 'stand alone, results based legislation'. MoF does not want to be involved in local governments in fighting wildfires; they would like to see bylaws for burning permits in place. The biggest fire hazard concern this season is the build up of demolition debris, and unregulated slash burning. Timber companies and developers should be focusing on fuel management to reduce fire risk, by developing a slash abatement plan. Local governments are encouraged to have 'abatement plans' to reduce liability. Spider Lake, as an area of concern was brought up.

Designation of SD 68 and 69 Fire Branch Coordinators

The designation of SD 69 and SD 68 Fire Chiefs to act in the capacity of ECC Fire Branch Coordinators was discussed. Jim Kipp discussed the importance of fire presence in an operational ECC. Jani Thomas to circulate ICS copy of Fire Branch Coordinator to all Fire Chiefs. Doug Banks or Chris Jancowski were recommended by several members for the 69 area. Brian Morgan will organize and host a 68 Fire Chiefs meeting, where this issue will be addressed, along with the completion of the 68 Fire Departments MAA.

New Business

Allen Tonn inquired whether the Tsunami mapping would be available to selected users on the website. This possibility will be investigated along with WNV and other contracted data collection, for interactive use on the website.

Brian Morgan stated that N.C.I.D. will be constructing a new Fire hall, and inquired as to what is needed to set up an ECC. Jani Thomas will send information.

Next Meeting:

Next meeting to occur after the summer, in September.

Adjournment:

Adjourned at 2105 hrs.

Chair, Director Lou Biggemann

REGIONAL DISTRICT OF NANAIMO

MINUTES OF A MEETING OF THE GRANTS-IN-AID COMMITTEE
HELD ON FRIDAY, APRIL 29, 2005
AT 10:00 AM IN THE REGIONAL DISTRICT OFFICES

Present:

E. Hamilton	Chairperson
F. Van Eynde	Citizen Advisory Group
S. Selfjord	Citizen Advisory Group
L. Burgoyne	Administrative Assistant

SCHOOL DISTRICT 68

Funds available: \$ 2,653.00

MOVED F. Van Eynde, SECONDED S. Selfjord, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
Cedar Community Police Office	\$ 4,000	denied
Cedar School & Community Enhancement Society	\$ 1,078	\$ 800
Festival Gabriola	\$ 700	\$ 400
Gabriola Radio	\$ 2,245	denied
Nanaimo Pumpkin Festival	\$ 1,000	\$ 400
Nanaimo Search & Rescue	\$ 2,500	\$ 800
		<u>\$ 2,400</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

Cedar Community Police Office – grant request denied. The application did not provide adequate detail regarding the use of the requested funding. The applicant will be asked to re-submit the application to the Fall session of the Grants-in-Aid Committee with the requested additional information.

Cedar School & Community Enhancement Society - grant to be used towards the purchase of a spring rider truck for the preschool playground.

Festival Gabriola – grant to be used to pay for facility rental for the annual arts festival.

Gabriola Co-op Radio – grant request denied. The Committee considered Gabriola Co-op Radio a business venture and therefore the application does not fit into the grants-in-aid criteria. As well Section 182 of the Local Government Act precludes a Board from providing assistance to an industrial, commercial or business undertaking.

Nanaimo Pumpkin Festival – grant to be used for tractor rental during the Festival on October 15 and 16, 2005.

Nanaimo Search & Rescue – grant to be used to purchase a waterproof radio for their Swiftwater Team.

SCHOOL DISTRICT 69

Funds available: \$7,852.00

MOVED F. Van Eynde, SECONDED S. Selfjord, that the following grants be awarded:

Name of Organization	Amount Requested	Amount Recommended
Bard to Broadway Theatre Society	\$ 2,500	\$ 400
District 69 Family Resource Association	\$ 2,700	\$ 900
Ladies Auxiliary to Royal Canadian Legion – Bowser	\$ 5,598	\$ 2,000
Lighthouse Country Business Association	\$ 10,800	\$ 500
Oceanside Community Response Network	\$ 1,000	\$ 300
Old School House Arts Centre	\$ 5,000	\$ 900
Parksville Garden & Parkland Society	\$ 500	\$ 500
Qualicum Cat Rescue	\$ 500	\$ 500
		<u>\$ 6,000</u>

CARRIED

The Committee agreed that the following comments be conveyed to:

Bard to Broadway – grant to be used for materials and uniform expenses for their student theatre programs, Career in Theatre and Career & Personal Planning.

District 69 Family Resource Association – grant to be used to purchase a sand table with therapeutic play pieces, a child size table and chairs, puppets, books, puzzles, stuffed animals and toys for their Children Who Witness Abuse Program.

Ladies Auxiliary to Royal Canadian Legion Bowser Branch #211 – grant to be used towards the purchase of a dishwasher/sterilizer for the Legion's kitchen.

Lighthouse Country Business Association – grant to be used to purchase material for kids art classes at the Canada Day event.

Oceanside Community Response Network – grant to be used to purchase materials for training for their Peer Support Helper Program for advocacy and outreach activities.

The Old School House Arts Centre – grant to be used for equipment rental at the Qualicum Beach Harvest of Music event to be held in September 2005, *subject to* confirmation from the applicant that funding from other sources has been received and that the event will take place.

Parksville Garden & Parkland Society – grant to be used to purchase supplies required to create a garden at the Parksville Train Station and Water Tower. This will begin the 5-year plan for a beautification project of the site leading up its centennial celebration in 2010.

Qualicum Cat Rescue – grant to be used to assist low-income cat owners with emergency veterinary assistance.

ADJOURNMENT

The meeting adjourned at 11:00 AM.

CHAIRPERSON