

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, MARCH 14, 2006
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

5-15 **Margie Noonan & Sallie Dabb, KAIROS**, re water resolution.

MINUTES

16-21 Minutes of the regular Committee of the Whole meeting held February 14, 2006.

COMMUNICATIONS/CORRESPONDENCE

BUSINESS ARISING FROM THE MINUTES

PRESENTATION

2006 - 2011 Financial Plan. (Verbal)

Question/Answer Period.

ANNUAL BUDGET REPORTS

22-26 Nanaimo Regional Hospital District 2006 Annual Budget Bylaw No. 138.

27-45 Financial Plan 2006 to 2011 Amendment Bylaw No. 1474.01.

46-75 Parcel Tax Rate Bylaws No. 1180.06, 1181.06, 1182.06, 1183.05, 1184.06,
1185.06, 1186.06, 1187.06, 1188.06, 1189.06, 1190.05, 1191.06, 1192.06,
1193.06, 1194.06, 1206.05, 1336.03, 1371.02, 1481, 1482 and 1483.

COMMUNITY SERVICES

76-78 Request for the Use of Regional District Property.

RECREATION AND PARKS

79-90 Electoral Area 'A' Recreation and Culture Service Delivery.

91-96 Home Lake Regional Park Operations Plan Update.

REGIONAL GROWTH MANAGEMENT

97-99 Canada – BC Environmental Farm Program.

CORPORATE SERVICES

FINANCE

100-107 Bylaws to Complete the Borrowing of Funds for the Purchase of Mt. Benson Regional Park - Regional Parks Service Security Issuing Bylaw No. 1480 and Interim Financing (Regional Parks) Bylaw No. 1484.

DEVELOPMENT SERVICES

ENVIRONMENTAL SERVICES

UTILITIES

108-131 Water Bill Adjustments Due to Leaks -- Proposed Regulations & Rates Bylaw Amendments -- Bylaws No. 619.13, 700.14, 1097.09, 1172.07, 1383.03, 1434.02 and 1468.02.

132-136 Proposed Terms of Reference for the Drinking Water/Watershed Protection Stewardship Committee.

COMMISSION, ADVISORY & SELECT COMMITTEE

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

137-140 Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held February 6, 2006. (for information)

Regional Parks and Trails Advisory Committee.

141-143 Minutes of the Regional Parks and Trails Advisory Committee meeting held February 21, 2006. (for information)

Transit Business Plan Update Select Committee.

144-160 Minutes of the Transit Business Plan Update Select Committee meeting held March 2, 2006. (for information)

1. *That the Public Consultation Summary - District 69 Transit Proposal Report be received for information.*

2. *That the District 69 Transit Proposal -- Final Report recommendations as outlined below be approved:*

(a) *That staff proceed to refine service changes for District 69 transit for implementation in July.*

- (b) *That the 2006 requisitions be apportioned on the basis of 2005 service levels as outlined in the staff report.*
- (c) *That staff work with the participants to amend the cost sharing formula for 2007 and subsequent years to provide for more certainty of costs over a period of time, a mechanism to allow notice of change requests to be planned for in a more systematic way and an opportunity for a participant to accept or reject a change in their service levels and cost structure.*
- (d) *That any identifiable cost savings from the 2006 schedule changes be considered for retroactive adjustment to the participants in 2007 in recognition of no change in the cost apportionment formula for 2006.*
3. *That a letter be forwarded to BC Transit with a copy to the Minister, indicating that additional provincial funding assistance is required to provide for the required levels of transit service in the Regional District of Nanaimo.*

Intergovernmental Advisory Committee.

161-163 Minutes of the Intergovernmental Advisory Committee meeting held March 2, 2006. (for information)

Emergency Preparedness Standing Committee

164-167 Minutes of the Emergency Preparedness Standing Committee meeting held on February 16, 2006. (for information)

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

Oceanside Tourism Association

Regional Library Board

Regional Transportation Advisory Committee

Treaty Advisory Committee

Vancouver Island Health Authority Joint Capital Planning Committee

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

105-3555 Outrigger Road
Nanoose Bay, B.C.
V9P 9K1

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

March 3, 2006

Dear Directors of the Regional Board of Nanaimo,

Sallie Dabb of French Creek and I would like to thank you for the opportunity to present to you a Water Resolution for your consideration at the upcoming meeting of the RDN on Tuesday, March 14. We are representatives of the local KAIROS committee – that of the Parksville/Qualicum area.

To aid in the presentation, we forward to you now the accompanying material:

A copy of the Water Resolution,
A brochure explaining KAIROS, the organization that we represent, and
A copy of the pamphlet explaining the Water: Life before Profit campaign of which we are a part.

Thank you again, and I look forward to meeting you,



Margie Noonan
Resident of Electoral Area E.

Water Resolution

WHEREAS March 22 is World Water Day;

AND WHEREAS one in six people in the world do not have access to clean drinking water;

AND WHEREAS the UN Conference on Water in 1977 in Mar del Plata affirmed the right of all persons to access clean drinking water in order to satisfy their fundamental needs;

AND WHEREAS current World Bank loans for water services in developing countries frequently require the privatization of those services or an increase in water prices, thereby jeopardizing citizens' access to safe drinking water;

AND WHEREAS on September 11, 2005 the Board of Directors of the Federation of Canadian Municipalities passed a resolution calling on the federal government "to urge the World Bank to ensure access to clean, affordable water for the world's poor, and strengthen the role of the public sector and individual communities in setting water policies and delivering and regulating water services";

AND WHEREAS "*KAIROS: Canadian Ecumenical Justice Initiatives*" has asked Canadian municipalities to assist in its effort to have the federal government recognize water as a common good and access to drinking water as a basic human right;

AND WHEREAS 105 municipalities to date all across Canada have supported this initiative;

AND WHEREAS the Regional District of Nanaimo has acknowledged the importance of public control of its own water systems;

BE IT RESOLVED that the Regional District of Nanaimo ensure access to clean, safe water for all, now and for future generations by:

- *supporting publicly controlled water services that have genuine community participation; and
- *protecting and preserving natural sources of water for all life.

AND BE IT RESOLVED that the Regional District of Nanaimo call on the Government of British Columbia, provincially, nationally and internationally to

- *support publicly controlled water services that have genuine community participation; and
- *protect and preserve natural sources of water for all life.

AND BE IT FURTHER RESOLVED that the Regional District of Nanaimo call on the Government of Canada, nationally and internationally, to

- *support publicly controlled water services that have genuine community participation; and
- *protect and preserve natural sources of water for all life; and
- *oppose measures in federal, bilateral or multilateral agreements and policies that promote the privatization of water services.



Life before
Profit!

Bolivia,

3 March 2005. The streets of El Alto, a city of 800,000 people, are brought to a standstill. A mass of people led by the Federation

of Neighbourhood Committees, (FEJUVE), chants against the private company that controls their water services, "Aguas del Illimani has got to go!"

The people are demanding the company's withdrawal and an end to the privatization of their water services. Some 200,000 of El Alto's citizens are still without access to drinking water. "It's a luxury to have access to water," explains Miguel, a laid off worker now unable to pay his water bill. Julian Perez, a FEJUVE advisor, explains that by limiting access to water, "the company is depriving the people of El Alto of life itself."

**2005-2006
Joint campaign**



CANADIAN CATHOLIC ORGANIZATION FOR
**Development
and Peace**



A CATCH-22 FOR COUNTRIES SEEKING DEBT RELIEF

In 1997, the International Monetary Fund (IMF) and the World Bank put pressure on Bolivia to privatize the water services in El Alto and La Paz by making privatization a condition for debt relief. Without consulting the people, the government signed a 30-year contract with Aguas del Illimani, a subsidiary of Suez, the French multinational. The deal was lucrative for the company, explains Abel Mamani, President of FEJUVE. "It was guaranteed a 13% rate of return!"

In return for an agreement to increase rates, the company promised to increase the number of households connected to the water system. However, the company's interpretation of the 'area to be served' specified under the contract excluded several poor neighbourhoods that were home to thousands of people who migrated to the city from declining mining and rural regions.

This meant that 130,000 of the city's poorest people could not receive water service without paying for the pipes and labour involved. Even in the areas recognized by the company, 70,000 people did not have the \$544 required to hook up each house to the water and sewerage systems. This amount is equal to seven months' minimum salary. These people were forced to draw water wherever they could.

WHO DECIDES?

The situation in El Alto is not unique. Governments have privatized their water services in Accra, Ghana, in Manila, the Philippines, and in Hamilton, Ontario. Everywhere, discontent rises as rates increase and the public is excluded from participating in the process.

"The people of Bolivia did not choose to privatize their water system," explains Jim Shultz, Director of the

Democracy Center. "Like many poor

PRIVATIZATION AND THE ENVIRONMENT: A DANGEROUS MIXTURE?

Does the way a water system is managed have an impact on the environment? In the Province of Maldonado in

Water Declaration

DECLARATION OF THE CENTRE FOR INTERNATIONAL WATER AND ENVIRONMENTAL STUDIES (CIES) ON THE STATE OF WATER IN THE WORLD AND THE CHALLENGES OF THE 21ST CENTURY. CIES is a non-profit organization that promotes the development of water resources and the protection of the environment. It is a member of the International Association of Agricultural Universities (IAAU) and the International Association of Agricultural Universities (IAAU).

countries throughout the world, these choices were imposed on them when the World Bank decided to make privatization an explicit condition for obtaining assistance from the mid-1990s onward."

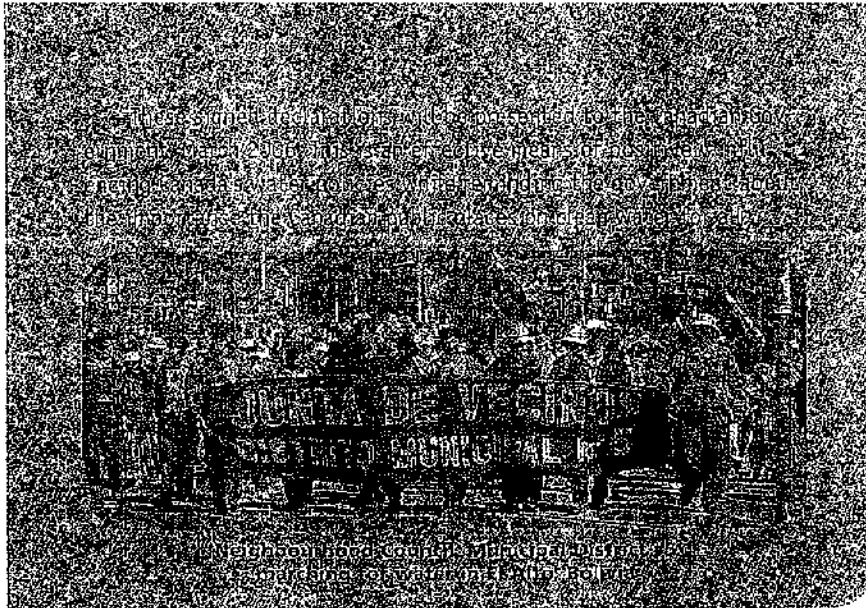
FEJUVE and the people of El Alto were successful in getting the contract with Aguas del Illimani terminated. They demanded that the management of the community's water resources be democratic and participatory. Yet, the World Bank and donor countries continue to press for a public-private partnership. For Ana Maria Vargas, a DEVELOPMENT AND PEACE partner in El Alto, such outside pressure is undemocratic. "When it comes to managing a nation's services," she says, "people should develop a consensus and carry out public policy from the bottom up not the top down."

WHO PROFITS?

The public management of water resources "is meant to develop a water system for the benefit of all, not to fatten the bank accounts of the few," says Abel Mamani. With public management, the dividends are returned to the people, largely in the form of improved services.

However, the private sector does

Uruguay, Aguas de la Costa, a subsidiary of Suez, was given the contract to deliver water. The private company was later accused of draining the Laguna Blanca dry and was sued for environmental



not see it this way. In 2001, the water resources sector of Suez alone generated more than \$18 billion in revenues and returned \$2.29 billion in dividends to stockholders. As a result, the bulk of the world's efforts at privatizing water have failed to improve access to safe drinking water, a fundamental human right.

CANADIANS ARE INVOLVED!

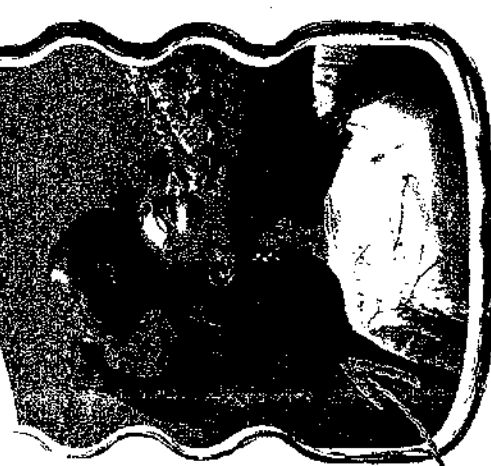
How does this concern us? The privatization of public water services is not unique to poor countries. Water management for a number of Canadian municipalities like Hamilton, Moncton and Montreal, was or still is being targeted by private interests.

Public-private partnerships, or PPPs, have become more commonplace. Through PPPs, the government gives a private company a long-term contract to design, implement and operate a public service. The arrangement raises a number of issues. Among other things, the right to citizen access to information and to democratic control can be eroded.

damages. It seems that conservation and the search for profits do not go hand-in-hand. When water becomes a commodity, we quickly forget that it is a sacred gift and a source for all life.

Water:
Tap into it!

BotTLing water and selling it at a profit is another way of privatizing a common good. It also causes environmental damage. To learn more, see our brochure 'Water: Tap into it!' on our web site or by request from the addresses on the back of this pamphlet.



TO FREELY CHOOSE ONE'S OWN FUTURE

The Canadian government supports water supply and sanitation projects in many Southern countries through the Canadian International Development Agency (CIDA). Some of these projects encourage private sector participation in managing water resources. Such a management model appears "tied" to program financing. But shouldn't this choice be made by the community itself?

Canada is a member of the World Bank and the International Monetary Fund. These institutions strongly promote privatizing other countries' water services, often regardless of what the public wants. It is ironic to recall that in Canada, our high standard of living is the result of communal choices and public ownership of services, such as water.

The Canadian government's policies should continue to reflect this priority. Canada should defend the rights of people everywhere to participate democratically in decisions that impact their lives, and to pursue the common good.



WATER
Development and Peace



Sign your action card today

I call on the Government of Canada, nationally and internationally, to ensure access to clean water for all, now and for future generations by:

- Supporting publicly or cooperatively controlled water services that have genuine community participation;
- Opposing measures in federal, bilateral or multilateral agreements and policies that promote the privatization of water services; and
- Protecting and preserving natural sources of water.

A JOINT INITIATIVE OF:

CANADIAN ECUMENICAL JUSTICE INITIATIVES
129 St. Clair Ave. West
Toronto, ON M4V 1N5
Toll-free: 1-877-463-8933
Toronto: (416) 463-5312
Web site: www.kairosCanada.org
E-mail: info@kairosCanada.org

Development and Peace
10 St. Mary St., Suite 420,
Toronto, ON M4Y 1J9
Toll-free: 1-800-494-1401
Toronto: (416) 922-1392
Web site: www.devp.org
E-mail: info@devp.org

KAIROS is the justice and peace organization of eleven Canadian churches and church agencies, including DEVELOPMENT AND PEACE. DEVELOPMENT AND PEACE is the official international development agency of the Canadian Catholic Church and a member of KAIROS.

Disponible en français

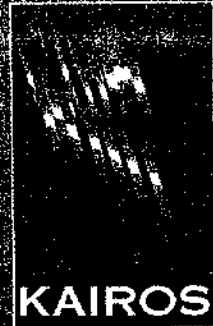
KAIROS

CHURCHES UNITING



FOR JUSTICE

www.kairos.org





*Muhtadi and the World Drummers
join with KAIROS to make our
voices heard for peace in Darfur,
Sudan.*

Who we are

KAIROS is a national grassroots coalition of individuals, churches, unions, and other organizations that have joined together to call for a just and lasting peace in the Middle East. We are a coalition of individuals, churches, unions, and other organizations that have joined together to call for a just and lasting peace in the Middle East.

What we do

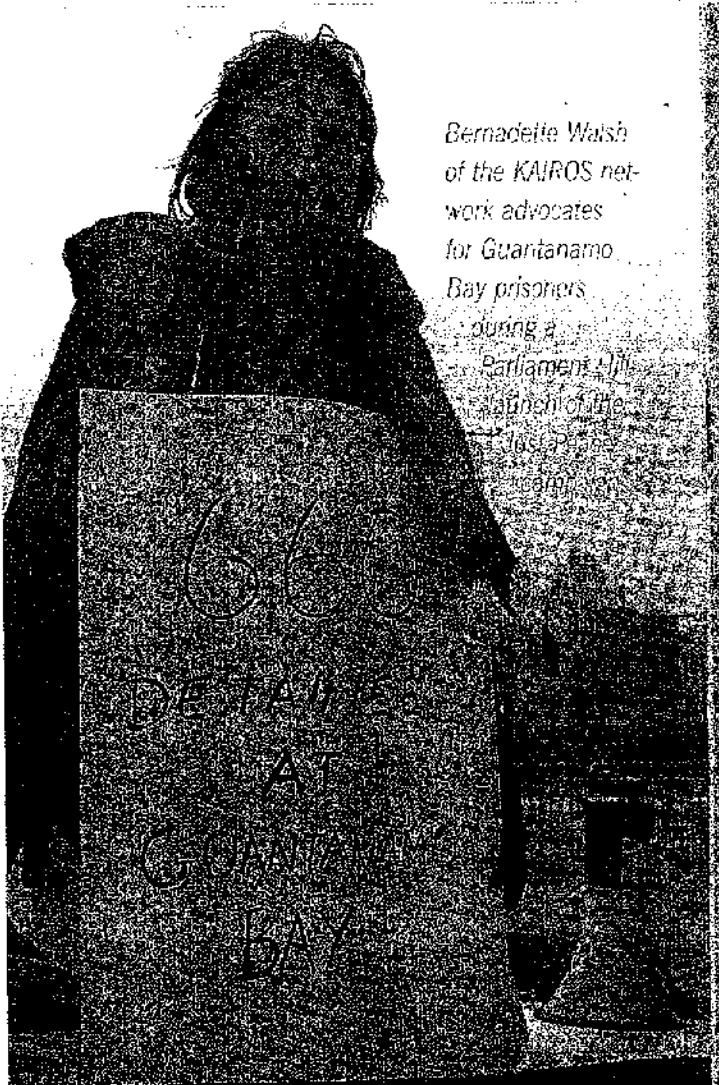
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Our approach

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Bernadette Walsh
of the KAIROS net-
work advocates
for Guantanamo
Bay prisoners

during a
Parliament Hill
branch of the
100th
anniversary

“Faced with the often discouraging reality of our world, KAIROS helps us to remain aware and active, rather than powerless. Thanks to the exceptional relationship of equality and reciprocity developed with partners in Québec, we can work together to call forth justice.”

Claire Doran, Réseau pour la responsabilité sociale des entreprises, Québec.

How we work

How we work is a key element of our mission. We are committed to a participatory and democratic process that respects the diversity of our members and partners. We work in a spirit of equality and reciprocity, and we value the contributions of all.

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Cathy McNicol of KAIROS partner Sabeel negotiates with Israeli soldiers to allow the KAIROS Middle East delegation entry into Nablus.

How you can get involved

Join a KAIROS local group

For information on how to join or start

a KAIROS group near you:

call 1-877-493-8533 ext. 24

or email info@kairoscanada.org

Take action

For resources to help you take action for justice

and join our annual campaigns, check out our

website at www.kairoscanada.org. Subscribe

to our monthly e-bulletin *Kairos Times*.

Give to the work of KAIROS

Use the online donation page of this brochure

to give to KAIROS and our partners around the

world. Your donation makes our work possible!

“We have never been heard before.

We thank KAIROS for giving us this

opportunity.”

Elizabeth Mak

New Suva, Council of Churches

KAIROS meets with a community in Mindanao, Philippines to investigate the impact of Canadian mining operations on Indigenous lands and peoples.



YOUR DONATION AT WORK

Religious communities speak out
on climate change at Imperial Oil
Annual Meetings.



Palestinian and Israeli women
work together for just peace.



KAIROS and Aboriginal peoples
hold Canada accountable at
the UN for failing to uphold
Indigenous rights.



Churches urge government
to fight HIV/AIDS through
debt cancellation and
increased aid.



A citizens' inquiry in
Manitoba documents the impact
of low wages on families.

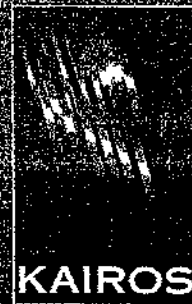


In Indonesia, church and
human rights organizations build
the peace necessary for genuine
reconstruction in Aceh.

Please see coupon on other side.

KAIROS Members

- ◆ The Anglican Church of Canada
- ◆ Canadian Catholic Organization for Development and Peace
- ◆ Canadian Conference of Catholic Bishops
- ◆ Canadian Religious Conference
- ◆ Christian Reformed Church in North America
- ◆ Friends for the Earth Canada
- ◆ Evangelical Lutheran Church in Canada
- ◆ Interfaith Centre for Dialogue
- ◆ Jewish Council for Public Affairs
- ◆ Muslim Council of Canada
- ◆ National Council of Churches in Canada
- ◆ United Church of Canada
- ◆ World Council of Churches



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, FEBRUARY 14, 2006, AT 7:00 PM
IN THE RDN BOARD CHAMBERS

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director B. Sperling	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director I. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director B. Johnston	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director G. Korpan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director D. Brennan	City of Nanaimo
Alternate	
Director L. Sherry	City of Nanaimo
Director J. Manhas	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
N. Connelly	General Manager of Community Services
J. Finnie	General Manager of Environmental Services
J. Llewellyn	Manager of Community Planning
M. Pearse	Manager of Administrative Services
N. Avery	Manager of Financial Services
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Sherry to the meeting and also introduced Paul Thompson, Senior Planner, who recently joined the Planning Department staff.

DELEGATION

Elin Ife, Lighthouse Country Business Association, re Proposed Qualicum Bay Arts & Cultural Centre.

Ms. Ife provided a short history of the Lighthouse Country Business Association including the vision statement and mandate for the development of the Qualicum Bay Arts and Cultural Centre and requested a letter of support for this project which will assist in their provincial funding application.

MINUTES

MOVED Director Holme, SECONDED Director Bartram, that the minutes of the Committee of the Whole meeting held January 10, 2006 be adopted.

CARRIED

COMMUNITY SERVICES

EMERGENCY PLANNING

Expansion of Coombs Hilliers Department Rescue Boundary.

MOVED Director Biggemann, SECONDED Director Westbrook, that the Regional District support the request from the CHFD to have PEP expand their current rescue boundary to the parking lot at Cathedral Grove.

CARRIED

Horne Lake Strata Corporation Application for Community Wildfire Protection Plan Provincial Funding.

MOVED Director Bartram, SECONDED Director Korpan, that the Horne Lake Strata Corporation application for provincial funding under the Community Wildfire Protection Plan be approved, and that an agreement with the Strata Corporation be developed to provide assurance of payment of their project share.

CARRIED

RECREATION AND PARKS

Oceanside Tourism Association Agreement.

MOVED Director Holme, SECONDED Director Westbrook, that the Service Agreement with the Oceanside Tourism Association for a term of three years beginning January 1, 2006 and ending on December 31, 2008, be approved.

CARRIED

MOVED Director Westbrook, SECONDED Director Biggemann, that Director Holme be appointed to the Oceanside Tourism Association as the Board's representative.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Grants-in-Aid Policy.

MOVED Director Bartram, SECONDED Director Young,;

1. That a maximum limit of \$5,000 be established for a grant in aid under this program.
2. That the process for grant requests exceeding \$5,000 as outlined in this report be added to the policy.
3. That Grant-in-Aid Policy A1.28 be approved as presented.

CARRIED

Vancouver Island Biosphere Request for Study Funding.

MOVED Director Biggemann, SECONDED Director Westbrook, that the Board approve raising from District 69 members, a one time grant-in-aid in the amount of \$8,350 for the preparation of a business plan for the Vancouver Island Biosphere Centre with terms and conditions as outlined in Alternative 1 of the staff report.

CARRIED

DEVELOPMENT SERVICES

ENGINEERING

Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.12 – Davenham Road – Area E.

MOVED Director Holme, SECONDED Director Bartram,:

1. That Lot 3, Plan VIP31921, DL 137, Nanoose District be included in the Rural Streetlighting Local Service Area.
2. That “Rural Streetlighting Local Service Area Boundary Amendment Bylaw No. 791.12, 2006” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

ENVIRONMENTAL SERVICES

UTILITIES

Water Leak Policy.

MOVED Director Holme SECONDED Director Manhas, that “Adjustment for Water Leak Policy D1.1 February 14, 2006” be approved.

CARRIED

Pump and Haul Local Service Area Amendment Bylaw No. 975.42 – 7463 Industrial Way – District of Lantzville.

MOVED Director Haime, SECONDED Director Burnett,:

1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 1, District Lot 85, Wellington District, Plan 15245. (Industrial Road in the District of Lantzville).
2. That “Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.42, 2006” be read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area ‘A’ Parks and Green Spaces Advisory Committee.

MOVED Director Burnett, SECONDED Director Korpan, that the minutes of the Electoral Area ‘A’ Parks and Green Spaces Advisory Committee meetings held November 17, 2005 and January 19, 2006 be received for information.

CARRIED

Nanoose Bay Parks and Open Space Advisory Committee.

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

CARRIED

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

MOVED Director Westbrook, SECONDED Director Holdom, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held October 20, 2005 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held November 30, 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 November 17, 2005 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the RDN apply for funding from the Province of BC Olympic/Paralympic Live Sites Program for the Ravensong Aquatic Centre Wellness Centre addition.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that \$10,000 in funding be allocated in the Regional District of Nanaimo's Five Year Financial Plan for 2006 to provide conceptual designs and drawings and for cost estimates for the Wellness Centre addition at the Ravensong Aquatic Centre.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the RDN, City of Parksville, Town of Qualicum Beach and School District 69 prepare a joint proposal in 2006 to apply for funding from the Province of BC Olympic/Paralympic Live Sites Program for the development of a track and field facility in the Oceanside area.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the minutes of the District 69 Recreation Commission meeting held January 26, 2006 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Johnston, that the Regional District participate in the City of Parksville and RDN Recreation and Parks reader board sign replacement project and grant application, and that \$10,000 from the District 69 Arena Function budget surplus be allocated in the 2006 Annual Budget for the Regional District's financial contribution to the reader board sign replacement project.

CARRIED

MOVED Director Bartram, SECONDED Director Johnston, that the Regional District endorse the Active Communities Initiative by registering Oceanside as an Active Community in the 20% Physical Activity Challenge, and that staff coordinate and implement the initiative with community partners on behalf of Oceanside residents.

CARRIED

Transit Business Plan Update Select Committee.

MOVED Director Holdom, SECONDED Director Brennan, that the minutes of the Transit Business Plan Update Select Committee meeting held January 26, 2006 be received for information.

CARRIED

MOVED Director Holdom, SECONDED Director Brennan, that the report on the District 69 Transit proposal be received for information.

CARRIED

MOVED Director Holdom, SECONDED Director Brennan, that the District 69 Transit Services proposal be submitted to public consultation and considered subject to BC Transit's cost sharing commitment and final Board review as part of the 2006 annual budget approval process.

CARRIED

MOVED Director Holdom, SECONDED Director Brennan, that staff be directed to review the formula for the allocation of costs among the transit participants.

CARRIED

Regional Hospital District Select Committee.

MOVED Director Westbrook, SECONDED Director Bestwick, that the minutes of the Regional Hospital District Select Committee meeting held January 30, 2006 be received for information.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 127.02, 2006" be introduced for first three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that "Nanaimo Regional Hospital District (Phase II Completion) Capital Amendment Bylaw No. 127.02, 2006" having received three readings be adopted.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that the Regional Board correspond with the Minister of Health seeking a review of the approach to cost sharing for health care capital within the Vancouver Island Health Authority.

CARRIED

Grants-in-Aid Advisory Committee.

MOVED Director Young, SECONDED Director Korpan, that the minutes of the Grants-in-Aid Advisory Committee meeting held February 6, 2006 be received for information.

CARRIED

Municipal Finance Authority.

The Chairperson announced that he will be putting forward his name for one of the two Municipal Finance Authority trustee appointments currently vacant.

Municipal Insurance Association.

Director Westbrook advised that he has been appointed Vice Chairperson to the Municipal Insurance Association.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Qualicum Bay Arts & Cultural Centre.

MOVED Director Bartram, SECONDED Director Brennan, that the Board provide a letter of support in principle for the Qualicum Bay Arts and Cultural Centre project.

CARRIED

NEW BUSINESS

BC Hydro Tree Removal.

The Chairperson noted that BC Hydro will be doing an inventory of hazardous trees along their major power lines in the Regional District and trees which are hazardous due to root rot or other causes will be removed.

ADJOURNMENT

MOVED Director Brennan, SECONDED Director Burnett, that this meeting terminate.

CARRIED

TIME: 7:50 PM

CHAIRPERSON



REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
DCC	MC
MAR - 7 2006	
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**MEMORANDUM
NANAIMO REGIONAL
HOSPITAL DISTRICT**

TO: C. Mason
Chief Administrative Officer

DATE: March 5, 2006

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Regional Hospital District 2006 Annual Budget

PURPOSE:

To introduce for approval the 2006 Annual Budget and for adoption, "Nanaimo Regional Hospital District 2006 Annual Budget Bylaw No. 138, 2006".

BACKGROUND:

The Regional Hospital District provides funding for capital equipment and projects owned and operated by the Vancouver Island Health Authority (VIHA). At this time one major capital project is underway - the perinatal (obstetrics and high risk nursery) portion of an expansion at the Nanaimo Regional General Hospital (Phase II). The surgical portion of the project was officially opened earlier this year. The timing of completion and entering into long term debt has been the overriding background behind the Hospital District budget since the year 2000. The Board recently approved final costs related to Phase II. The project budget is approximately \$39,000,000 with \$12.8 million provided by the Regional Hospital District and \$4 million provided by the Hospital Foundation. The 2006 budget includes debt servicing on approximately \$7,000,000 for this project. A remaining \$5,000,000 is projected to be borrowed in 2007 at which time the estimated debt servicing cost for this major project will peak at about \$1,200,000 annually.

Staff met very recently with representatives from VIHA and were provided with their request for additional and sustained financial support for annual capital projects and equipment purchases. VIHA has requested that we consider three year rolling envelopes of funding to provide more stability to their budget planning. While the 2006 budget does not provide the full amount of support desired by VIHA it does provides 80% of the requested target. Staff have insufficient time before March 31st to fully explore with the Board the longer term ramifications of a new approach and therefore no changes have been made to the 2006 budget as proposed in the fall of 2005.

ALTERNATIVES:

1. Approve the 2006 annual budget and adopt "Nanaimo Regional Hospital District 2006 Budget Bylaw No. 138, 2006".
2. Consider and approve amendments to the 2006 budget and adopt an amended annual budget bylaw.

FINANCIAL IMPLICATIONS:

Alternative 1

There are no changes to the property tax revenues or equipment allowances. The 2006 budget will raise property taxes of \$5,232,920, a 4.0% increase over 2005. In addition to the fixed debt servicing commitments the budget also includes allowances to fund smaller dollar value projects and capital equipment. Typically where a capital item costs more than \$100,000 we have borrowed for that purpose – therefore the budget projects spending in the following amounts:

Capital grants (from current property taxes)	\$ 2,004,800
Capital grants (borrow up to)	\$ 815,000

Alternative 2

Staff have no further recommendations for amendments.

SUMMARY/CONCLUSIONS:

Staff are recommending a 2006 budget which raises \$5,232,920 in property tax revenues for financing health care capital in the Regional District of Nanaimo – an increase of 4% over 2005. As noted above and in earlier reports, the increase is largely a result of finalizing long term debt for the surgical/obstetrical expansion at the Nanaimo Regional General Hospital. The budget also provides allowances for smaller dollar value equipment purchases and projects.

Very recently VIHA staff presented additional budget information. They are seeking approval for a larger and more sustained financial commitment to annual capital equipment and project funding. Staff have insufficient time to fully analyze and explore this information with the Board and have therefore made no changes to the original approved budget. The amounts provided in this 2006 budget will provide 80% of the amount recently requested by VIHA.

Staff recommend adopting the budget as attached to this report.

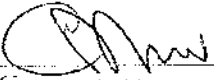
RECOMMENDATIONS:

1. That a 2006 Regional Hospital District budget which raises \$5,232,920 in property taxes be approved including 2006 capital project and equipment allowances in the following amounts:

Capital grants (from current property taxes)	\$ 2,004,800
Capital grants (borrow up to)	\$ 815,000

2. That "Nanaimo Regional Hospital District 2006 Budget Bylaw No. 138, 2006" be introduced for three readings.
3. That "Nanaimo Regional Hospital District 2006 Budget Bylaw No. 138, 2006" having received three readings be adopted.


Report Writer


CAO Concurrance

COMMENTS:

NANAIMO REGIONAL HOSPITAL DISTRICT

BYLAW NO. 138

**A BYLAW TO ADOPT THE ANNUAL
BUDGET FOR THE YEAR 2006**

WHEREAS the Board of the Nanaimo Regional Hospital District has considered an annual budget for the fiscal year ending December 31, 2006;

AND WHEREAS the Board is in agreement with the budget which has been considered;

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

1. This bylaw may be cited as the "Nanaimo Regional Hospital District 2006 Annual Budget Bylaw No. 138, 2006".
2. Schedule 'A' attached hereto and forming part of this bylaw is the Annual Budget for the Nanaimo Regional Hospital District for the year ending December 31, 2006.

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

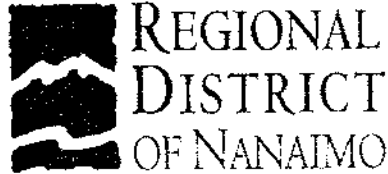
DEPUTY ADMINISTRATOR

.....
Chairperson

.....
Deputy Administrator

Property taxes	\$ 5,232,920
Grants in lieu	26,000
Interest	<u>53,000</u>
	<u>\$ 5,311,920</u>

Administration	\$ 8,495
Debt servicing	3,788,595
Capital grants	<u>2,004,800</u>
	\$ 5,801,890
Current surplus (deficit)	(489,970)
Prior year surplus applied	<u>1,117,670</u>
Net surplus for future years	<u>\$ 627,700</u>



REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
DA CCD	McF
MAR - 3 2006	
Cow.	
DATE:	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

March 5, 2006

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: 2006 to 2011 Financial Plan Update

PURPOSE:

To advise and summarize for the Board the final results of the 2006 budget and the financial plan for the years 2006 to 2011.

BACKGROUND:

Staff reported in October 2005 that the 2006 budget forecast an overall tax revenue increase of \$1.37 million dollars or 5.8% higher than 2005. The final budget presented with this report shows overall tax revenues of \$25,646,582 an increase of \$1.88 million over 2005 or an increase of 7.9%. Appendix 1 provides a summary list of the tax revenues for each major service provided by the Regional District. Appendix 2 shows the requisition amount for each member jurisdiction and for the Electoral Areas, the estimated change in tax rates from 2005. It is important to note that the Electoral Area tax rate comparisons in Appendix 2 are based on a fixed property value of \$100,000. Further comments regarding the projected tax cost in the Electoral Areas is provided later in this report.

Table 1 below summarizes the final 2006 property tax revenue changes:

Table 1	2005	2006	Change in dollars	Percent Change
Changed Service Levels/New General Services	756,540	1,169,200	412,660	N/A
Local Services - New	0	140,655	140,655	N/A
Existing Services - General	17,320,450	18,028,380	707,930	4.0%
Existing Services - Local	3,386,300	3,773,422	387,122	11.4%
Other Jurisdictions	2,297,620	2,534,925	237,305	10.3%
	23,760,910	25,646,582	1,885,672	7.9%

Changed Service Levels/New General Services is \$553,315 (\$412,660 + \$140,655) or 2.3% of the prior year tax revenue total.

Existing Services - General shows an increase over 2005 of approximately 4.0% – which is higher than inflationary estimates for 2005 and is further described below. General Services have tax implications for all properties in a jurisdiction, although not all services are supported by each member jurisdiction.

Existing Services - Local shows an increase over 2005 of \$387,122 or 11.4%. Local Services are provided to “neighbourhoods” and affect a subsection of the taxpayers in a jurisdiction. Approximately \$96,735 of the change in Local Services arises from increases in fire protection budgets. The remainder is found in our bulk water budgets in accordance with the projected long term capital plan.

Other Jurisdictions shows an increase of \$237,305 or 10.3% over the prior year. This category includes E911 service, the Vancouver Island Regional Library and cost sharing for municipal sportsfields and recreation facilities. Further details are provided below.

The final 2006 budget and financial plan include the results of operations for the year ended December 31, 2005. Bylaw 1474.01 is introduced in order to adopt the amended financial plan covering the years 2006 to 2011.

ALTERNATIVES

1. Approve the 2006 to 2011 financial plan as presented and proceed to adopt Bylaw 1474.01.
2. Amend the 2006 to 2011 financial plan and adopt Bylaw 1474.01 as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

The following summary comments are provided as context to the updated 2006 budget and financial plan. Additional schedules have been provided to summarize each of the segments identified in Table 1 above.

Appendix 3 - Changed Service Levels/New Services

Appendix 3 provides the details by member for changed service levels. The most significant among those noted is the addition of \$312,500 in new parcel tax revenues from the City of Nanaimo for our Regional Parks service. This was reported on in 2005 and represents 49% of the overall change noted in Table 1 above. Other changes since the fall of 2005 include:

Area A Recreation	\$ 55,000	(\$75,000 net of 2005 amount (\$20,000) raised for feasibility study and referendum)
Port Theatre	\$ 23,525	(new for Area C (E.Wellington/P.Valley) and Area E)
Grant in Aid	\$ 8,350	(Vancouver Island Biosphere – District 69 members only)
Grants in Aid	\$ 9,000	(Community Safety – District 69 members only)
	<u>\$ 95,875</u>	

Not included in 2006 tax revenues is \$55,000 authorized most recently to provide funds for a new Community Justice Service in District 69. The tax revenues for this new service will be raised for the first time in 2007 (\$110,000 for 2006 and 2007). The total increase for new tax revenues, including the new Community Justice Service would be \$608,315, representing a change of 2.6% over 2005 total tax revenues.

Other Jurisdictions (Appendix 1)

Appendix 1 lists the changes for the Regional District's participation in services managed by other jurisdictions. These include Emergency 911, the Vancouver Island Regional Library and municipal sportsfields and recreation facilities.

Both Emergency 911 services had fairly substantial increases over 2005 (refer to Appendix 1), in part because previous year surpluses have been fully applied and the tax requisition reflects the full contractual cost. For District 68 the requisition reflects the full operating costs of an amalgamated dispatch center in the City of Nanaimo serving the Cowichan Valley Regional District, City of Nanaimo, District of Lantzville and Electoral Areas A, B and C.

In District 69, the North Island 911 Corporation approved a budget which includes increased reserves for future capital equipment replacement. The general budget increase for the North Island 911 Corporation is compounded in District 69 by assessment growth in this area. The North Island 911 requisition is allocated among four Regional Districts on the basis of assessments and the assessment growth in District 69 was somewhat higher than in the other participating Regional Districts. More dollars will be recovered from District 69 although the tax rate per thousand is the same among all of the participating areas. This same result occurs within our own services, when a municipal or Electoral Area's assessments increases at a higher rate than others in a participating group.

Municipal facilities and sportsfields are shared on the basis of usage applied against the prior year operating results. The 2005 final results from the City of Nanaimo fell almost at their estimated budget whereas in prior years the results were somewhat lower than budgeted. No results are yet available from District 69 and so the budget has been set with a 2% cost increase.

Existing Services – General (Appendix 1)

General Services are listed on Appendix 1 March 9, 2006 in order of our organizational structure. These amounts are applied across an entire jurisdiction - although not all members participate in each service. There are no significant changes beyond those reported in October 2005 with the exception of the requisition for operations for the Regional Parks service. The operations requisition has been adjusted upward by \$33,000 since October 2005 to cover the cost of infrastructure improvements at Home Lake Regional Park which must be completed for the 2006 camping season.

Existing Services – Local (Appendix 1)

Local Services include fire protection, streetlighting, water and sewer utilities which cover specific neighbourhood areas within the Electoral Areas. Three new services are included in this list - Nanaimo River Fire, Melrose Terrace Water and Barclay Crescent Sewer. The Nanaimo River Fire Protection Service covers about 49 new properties adjacent to the Extension Fire Protection Service in Electoral Area C. Melrose Terrace was an existing strata based water service which petitioned the Regional District to take ownership and management of its facilities. Barclay Crescent Sewer is a new sewer collection system under construction in Electoral Area G, which benefited from a significant Canada/BC Infrastructure Grant. This project is estimated at \$3.9 million dollars with \$2.6 million flowing from the infrastructure program.

Capital Plans

Most capital plans presented in 2005 are unchanged; however staff would like to highlight the following:

- | | | |
|--|-------------------|-----------|
| French Creek wastewater plant – power upgrade (new) | (from DCC's) | \$500,000 |
| - following the installation of major new equipment it has come to light that the existing power supply should be upgraded before any further equipment upgrades are undertaken. This project arises from aspects related to growth and staff recommend funding it from Development Cost Charge reserves. There is no impact to existing taxpayers. | | |
| Nanaimo wastewater plant - Whalley Creek project (new cost) | (from operations) | \$884,000 |
| - this project involves relocating a stream on the property to make room for future expansion of the plant and was originally conceived and budgeted in 2004 at a cost of about \$350,000. Considerable environmental and trail requirements have since been required which have altered the budget significantly and delayed the start of the project to 2006. The budget is somewhat tentative given the rapid construction inflation environment. Staff have accommodated this higher cost by reducing the annual contribution to reserves. | | |

- Fairwinds Sewer Collection – forcemain replacement (proposed borrowing) \$1,000,000
- a forcemain located across the Fairwinds golf course is regularly failing earlier than expected including a recent unexpected break in 2006. The previous financial plan proposed raising \$500,000 over the next five years with replacement targeted for 2010. Based on current facts and higher construction costs the budget proposes borrowing to undertake this project. Final costs have yet to be determined. Future borrowing costs have resulted in an increase of about \$100 per property in the service area.

Appendix 4 - Property Assessments and Tax Rates

Appendix 4 illustrates the estimated tax cost within the Electoral Areas for general services at various assessment values. Taking Area A for example – the tables shows that the tax rate in Area A actually declined from \$1.44 to \$1.22 per \$100,000, a reduction of 12.4% - however, the general increase in property values will result in most owners paying more for Regional District services in 2006. To continue the example using Area A, a property which was valued at \$150,000 in 2005 would have paid approximately \$220.50 for general services. If that property is now valued at \$200,000 the tax cost will be \$254.00 an increase of \$33.50 or 15.1%.

Appendix 5 shows the end result of a specific initiative in 2005 through which seven water service areas on the Nanoose Peninsula were amalgamated into a single operating entity. Four of the seven services had no existing debt and will pay a parcel tax only for the new water service area (Nanoose Bay Peninsula Water). Two of the services have a small amount of remaining debt and a parcel tax is required for both the previous and the new amalgamated service. Each of the previous services had final surpluses in 2005 which will be set aside as a reserve to the credit of the prior service area. As capital projects are executed there will be an opportunity to apply those reserves to reduce the cost to those local taxpayers until the reserves are eliminated. The new Nanoose Bay Peninsula Water Service will also commence raising reserve funds which will benefit all of the property owners equally for future capital improvements.

Based on the foregoing, staff recommend approval of the revised 2006 budget and the amended 2006 to 2011 financial plan.

Alternative 2

There is still an opportunity to amend the budget prior to its adoption at the regular Board meeting on March 31st and staff will take any further direction in that regard following this meeting.

SUMMARY/CONCLUSIONS:

The 2006 annual budget has been updated to include several new initiatives following successful referendums in November 2005 as well as the intent of the members in District 69 to establish a new Community Justice Service and grants in aid for Community Safety programs. The general grant in aid budget also includes \$8,350 to assist the Vancouver Island Biosphere to prepare a business plan for its interpretive center – funded by the members of District 69.

New budgets include the Area A Recreation Service (\$75,000), Port Theatre Contribution Service (Area C (E.Wellington/P.Valley)and Area E) (\$23,525), the Melrose Terrace Water Service (\$18,585) and the Barclay Crescent Sewer Service (\$111,620).


Three changes to the prior capital plan have been outlined above. Of the three, two have been accommodated within the existing 2006 budget envelope and one has resulted in an increase in parcel taxes (Fairwinds Sewer approximately \$100 increase per property).

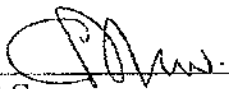
Staff have also provided information outlining the estimated Electoral Area tax rates for 2006 compared to 2005. Most Electoral Area tax rates have declined, however property values have once again risen an average of 23% across the Regional District. While most Regional District services had only modest tax revenue increases, the final calculated tax rates have declined less than the general increase in property values, therefore most property owners will see an increase in their property tax bills in 2006.

Staff recommend the financial plan as presented.

RECOMMENDATION:

1. That the 2006 to 2011 financial plan be approved as outlined in this report.
2. That "Regional District of Nanaimo Financial Plan 2006 to 2011 Amendment Bylaw 1474.01, 2006" be introduced for first three readings.
3. That "Regional District of Nanaimo Financial Plan 2006 to 2011 Amendment Bylaw 1474.01, 2006" having received three readings be adopted.


Report Writer


CAO Concurrence

COMMENTS:



2006 BUDGET - SUMMARY OF TAX REVENUES

	2005	2006 Final	\$ Annual Change	% Annual Change
CORPORATE SERVICES				
Administration	\$547,125	\$555,335	8,210	1.5%
Grants In Aid	42,500	59,850	17,350	40.8%
Electoral Areas	178,650	163,650	(15,000)	-8.4%
Feasibility Studies	20,000		(20,000)	-100.0%
	788,275	778,835	(9,440)	-1.2%
COMMUNITY SERVICES				
Regional Development	\$259,965	\$300,965	41,000	15.8%
Regional Parks - Operations	200,080	422,995	122,915	41.0%
- Capital	259,920	515,870	255,950	98.5%
Recreation Coordinating - Recreation	696,330	717,220	20,890	3.0%
- Sportsfields Agreement	203,055	207,095	4,060	2.0%
Oceanside Place	1,244,370	1,197,370	(47,000)	-3.8%
Ravensong Aquatic Center	1,198,490	1,222,460	23,970	2.0%
Gabriola Island Recreation Commission	69,795	69,795	0	0.0%
Area A Recreation		75,000	75,000	100.0%
Port Theater	41,635	65,160	23,525	56.5%
Community Parks	352,325	453,320	100,995	28.7%
Southern Community Transit	3,179,200	3,341,595	162,495	5.1%
D69 Community Bus	430,000	511,075	81,075	18.9%
D69 Custom Transit	5,335	0	(5,335)	-100.0%
Deasano Bay Emergency Wharf	8,360	8,360	0	0.0%
Emergency Planning	99,000	115,980	16,980	17.2%
Waterloo School	0	0	0	
	8,347,840	9,224,360	876,520	10.5%
DEVELOPMENT SERVICES				
Building Inspection	\$70,000	\$71,400	1,400	2.0%
Planning - Electoral Areas	879,550	932,325	52,775	6.0%
- Municipal Agreements	17,500		(17,500)	-100.0%
House Numbering	21,500	21,500	0	0.0%
	988,550	1,025,225	36,675	#DIV/0!
Bylaw Enforcement				
Unsanitary Premises (Old)				
Unsanitary Premises	\$13,180	\$7,640	(5,540)	-42.0%
Hazardous Properties	3,250	3,745	495	15.2%
Animal Control Area F	11,220	12,170	950	8.5%
Animal Control - Area A,B,C,D	55,000	56,100	1,100	2.0%
Animal Control Area E,G,H	67,685	69,035	1,350	2.0%
Noise Control	25,975	26,820	845	3.3%
	176,310	175,510	(800)	#DIV/0!
	1,164,860	1,200,735	35,875	#DIV/0!
ENVIRONMENTAL SERVICES				
Southern Wastewater Treatment	\$4,044,260	\$4,145,365	101,105	2.5%
Northern Wastewater Treatment	3,329,450	3,445,980	116,530	3.5%
Solid Waste Facilities	402,305	402,305	0	0.0%
	7,776,015	7,993,650	217,635	2.8%
ASSESSMENT BASED GENERAL PROPERTY TAX REVENUES				
	\$18,076,990	\$19,197,580	\$1,120,590	6.2%
LOCAL SERVICE AREA TAX REVENUES				
Duke Point Sewage Treatment	37,595	60,430	22,835	60.7%
Fire Protection	1,466,460	1,573,645	107,185	7.3%
Streetlighting	53,130	58,219	5,089	9.6%
Other Utilities	2,500	5,000	2,500	100.0%
Utility Services Parcel Taxes	1,826,615	2,216,783	390,168	21.4%
	3,386,300	3,914,077	527,777	115.6%
TAXATION FOR OTHER JURISDICTIONS				
Vancouver Island Regional Library	1,231,760	1,279,150	47,390	3.8%
SD 68 Emergency 911	61,145	74,080	12,935	21.2%
SD69 Emergency 911	345,855	434,930	89,075	25.8%
Southern Community Recreation - Facilities	501,615	500,620	(995)	-0.2%
- Sportsfields	157,245	186,145	28,900	18.4%
	2,297,620	2,534,925	237,305	10.3%
TOTAL PROPERTY TAX REVENUES				
	\$22,695,030	\$25,646,582	\$1,885,672	8.3%



**2006 BUDGET
SUMMARY OF REQUISITIONS BY MEMBER**

	2005	2006	Change from 2005	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City Of Nanaimo						
Regional Parks Parcel Tax						
City Of Parksville	7,962,044	8,597,472	635,428 7.98%	\$ 315,288	\$ -	\$ 320,140
		\$10.00				
Town of Qualicum Beach	3,068,355	3,211,629	143,274 4.67%	\$ 6,624	\$ 19,276	\$ 117,374
District of Lantzville	1,967,274	1,982,998	15,724 0.80%	\$ 2,186	\$ 16,797	\$ (3,259)
Electoral Area A	392,546	409,494	16,948 4.32%	\$ (17,269)	\$ 31,855	\$ 2,382
	870,993	986,171	115,178 13.22%	\$ 58,016	\$ 41,722	\$ 15,440
Tax cost per \$100,000						
Regional Parks Parcel Tax	\$147.44	\$122.00				
	\$147.44	\$132.00	-\$15.44 -10.5%			
Electoral Area B	\$80,008	646,826	66,818 11.52%	\$ 28,532	\$ 22,869	\$ 15,397
Tax cost per \$100,000	\$78.61	\$66.61				
	\$78.61	\$76.61	-\$2.00 -2.5%			
Electoral Area C (Benson/Arrowsmith/E. Wellington/P. Valley)	332,018	582,258	250,240 75.37%	\$ 1,340	\$ 181,664	\$ 67,230
Tax cost per \$100,000	\$71.44	\$79.27				
Regional Parks Parcel Tax	\$71.44	\$89.27	\$17.83 25.0%			
Electoral Area C (H. Wellington/P. Valley)	233,177	27,222	(205,955) -88.33%	\$ 22,075	\$ (158,407)	\$ (69,623)
Tax cost per \$100,000	\$150.01	\$89.77				
Regional Parks Parcel Tax	\$150.01	\$99.77	-\$50.24 -33.5%			



**2006 BUDGET
SUMMARY OF REQUISITIONS BY MEMBER**

	2005		2006		Change from 2005		Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area E	1,259,563	1,379,563	120,000	9.53%			\$ 28,446	\$ 34,272	\$ 57,282
Tax cost per \$100,000	\$115.98	\$109.80							
Regional Parks Parcel Tax	\$115.98	\$119.80	\$3.82	3.3%					
Electoral Area F	986,921	991,318	4,397	0.45%			\$ 22,392	\$ 6,275	\$ (24,270)
Tax cost per \$100,000	\$144.60	\$127.97							
Regional Parks Parcel Tax	\$144.60	\$137.97	-\$6.63	-4.6%					
Electoral Area G	1,399,633	1,497,078	97,445	6.96%			\$ 6,081	\$ 25,195	\$ 66,169
Tax cost per \$100,000	\$157.10	\$136.39							
Regional Parks Parcel Tax	\$157.10	\$146.39	-\$10.71	-6.8%					
Electoral Area H	838,774	907,798	69,024	8.2%			\$ 21,239	\$ 15,807	\$ 31,978
Tax cost per \$100,000	\$142.00	\$122.57							
Regional Parks Parcel Tax	\$142.00	\$132.57	-\$9.43	-6.6%					
General Assessment Based Property Taxes	19,891,306	21,219,827							
Percent change	5.3%	6.7%							
Local Services and Parcel Taxes	3,869,604	4,441,440							
Percent change	4.8%	14.8%							
Total Tax Revenues	23,760,910	25,661,267	1,900,357	8.0%			\$ 494,970	\$ 237,305	\$ 596,246
							2.33%	1.12%	2.81%



**2006 BUDGET
SUMMARY OF CHANGES FOR NEW SERVICE LEVELS**

	Community Planning/Development Processing	D60 Custom Transit	Emergency Planning	Community Parks	Regional Parks	Regional Growth Management	Area A Recreation	Port/Boatier Contribution	Grants in Aid	Total Change
City Of Nanaimo					312,500	3,140				315,640
City Of Parksville			3,493			529			6,693	7,223
Town of Qualicum Beach			3,241			462			2,263	6,218
District of Langsville	(17,500)					175				-14,084
Electoral Area A				25,000		246	55,000			55,246
Electoral Area B										25,600
Electoral Area C										0
Electoral Area C (E. Wellington P. Valley)				18,500		225		3,575		22,300
Electoral Area E			3,115			428		19,950	2,443	25,936
Electoral Area F			2,580	20,350		233			1,807	24,770
Electoral Area G			2,775			338			2,185	5,298
Electoral Area H		(5,333)	2,346	22,000		224			1,957	21,192
	(17,500)	(5,333)	17,350	86,450	312,500	6,006	55,000	23,525	17,380	495,340

**2006 BUDGET
SAMPLE TAX COST
BY ELECTORAL AREA**

ELECTORAL AREA A		ELECTORAL AREA B	
2005	2006	2005	2006
TAX COST	TAX COST	TAX COST	TAX COST
1.47	1.22	0.79	0.67
\$ 150,000	220.50	\$ 150,000	118.50
\$ 175,000	257.25	\$ 175,000	138.25
\$ 200,000	294.00	\$ 200,000	158.00
\$ 225,000	330.75	\$ 225,000	177.75
\$ 250,000	367.50	\$ 250,000	197.50
\$ 300,000	441.00	\$ 300,000	237.00
	183.00		100.50
	213.50		117.25
	244.00		134.00
	274.50		150.75
	305.00		167.50
	366.00		201.00
	10.00		10.00
	10.00		10.00
	10.00		10.00
	10.00		10.00
	10.00		10.00
	10.00		10.00
	193.00		110.50
	223.50		127.25
	254.00		144.00
	284.50		160.75
	315.00		177.50
	376.00		211.00

ELECTORAL AREA C		ELECTORAL AREA C(E.Wellington/P.Valley)	
2005	2006	2005	2006
TAX COST	TAX COST	TAX COST	TAX COST
0.71	0.79	1.50	0.90
\$ 150,000	106.50	\$ 150,000	225.00
\$ 175,000	124.25	\$ 175,000	262.50
\$ 200,000	142.00	\$ 200,000	300.00
\$ 225,000	159.75	\$ 225,000	337.50
\$ 250,000	177.50	\$ 250,000	375.00
\$ 300,000	213.00	\$ 300,000	450.00
	118.50		135.00
	138.25		157.50
	158.00		180.00
	177.75		202.50
	197.50		225.00
	237.00		270.00
	10.00		10.00
	10.00		10.00
	10.00		10.00
	10.00		10.00
	10.00		10.00
	10.00		10.00
	128.50		145.00
	148.25		167.50
	168.00		190.00
	187.75		212.50
	207.50		235.00
	247.00		280.00

REGIONAL DISTRICT OF NANAIMO
 NANOOSE BAY PENINSULA WATER SERVICES AMALGAMATION



	Madrona	Fairwinds	Nanoose	West Bay Estates	Arbutus Park Estates	Driftwood
2005	\$265	\$158	\$264	\$258	\$407	\$944
2006	\$0	\$0	\$90	\$0	\$0	\$654
Increase(Decrease)	-\$265	-\$158	-\$174	-\$258	-\$407	-\$290
Nanoose Bay Peninsula	\$245	\$245	\$245	\$245	\$245	\$245
Total Increase(Decrease)	-\$20	\$87	\$71	-\$13	-\$162	-\$45

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1474.01

**A BYLAW TO AMEND THE 2006
TO 2011 FINANCIAL PLAN**

WHEREAS the Regional District of Nanaimo shall pursuant to Section 815 of the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS certain amendments have been made to the financial plan adopted under Bylaw 1474, 2005;

AND WHEREAS, the Board has considered and approves the amendments to the financial plan;

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 the "Regional District of Nanaimo Financial Plan 2006 to 2011 Bylaw No. 1474.01, 2006".

2. Schedules 'A', 'B', 'B-1' and 'C' attached to this bylaw are hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2006 to December 31, 2011.

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator



**CONSOLIDATED
2006 to 2011 FINANCIAL PLAN**

	2005 Budget	2006	2007	2008	2009	2010	2011	SubTotal
Revenues								
Property taxes	(21,453,940)	(22,706,834)	(23,511,902)	(24,124,395)	(24,684,789)	(25,224,283)	(25,718,245)	(145,970,448)
Parcel taxes	(1,826,615)	(2,732,653)	(3,078,507)	(3,276,486)	(3,487,755)	(3,655,570)	(3,759,899)	(19,990,870)
Municipal agreements	(480,455)	(207,095)	(211,237)	(215,462)	(219,771)	(224,166)	(228,649)	(1,306,380)
	(23,760,910)	(25,646,582)	(26,801,646)	(27,616,343)	(28,392,315)	(29,104,019)	(29,706,793)	(167,267,698)
Operating revenues	(1,893,006)	(1,790,020)	(1,803,521)	(1,847,826)	(1,878,067)	(1,898,923)	(1,920,251)	(11,138,608)
Interest income	(285,000)	(285,000)	(287,850)	(287,850)	(287,850)	(287,850)	(287,850)	(1,724,250)
Transit fares	(3,080,325)	(3,190,465)	(3,317,396)	(3,632,063)	(3,752,788)	(3,932,687)	(4,009,386)	(21,834,785)
Landfill tipping fees	(6,218,000)	(7,250,000)	(7,000,000)	(7,140,000)	(7,282,800)	(7,428,456)	(7,428,456)	(43,529,712)
Recreation fees	(363,450)	(372,980)	(380,440)	(388,049)	(395,810)	(403,726)	(411,800)	(2,352,805)
Recreation facility rentals	(454,000)	(488,850)	(498,627)	(508,599)	(518,771)	(529,147)	(539,730)	(3,083,724)
Recreation vending sales	(21,000)	(21,500)	(21,500)	(21,500)	(21,500)	(21,500)	(21,500)	(129,000)
Recreation concession	(8,220)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	(36,000)
Recreation - other	(262,090)	(270,375)	(275,749)	(281,230)	(286,821)	(292,524)	(298,340)	(1,705,039)
Utility user fees	(2,679,571)	(2,959,644)	(3,021,175)	(3,082,910)	(3,145,953)	(3,210,336)	(3,231,085)	(18,651,103)
Operating grants	(4,179,368)	(3,951,010)	(3,716,210)	(3,716,210)	(3,728,710)	(3,716,210)	(3,783,518)	(22,611,858)
Planning grants	(5,000)	-	-	-	-	-	-	-
Grants in lieu of taxes	(95,600)	(96,230)	(96,230)	(96,230)	(96,230)	(96,230)	(96,230)	(577,380)
Interdepartmental recoveries	(2,574,091)	(2,928,060)	(3,039,413)	(3,130,941)	(3,225,444)	(3,323,023)	(3,422,548)	(19,069,429)
Transfer from reserves	(1,778,000)	(4,595,180)	(50,400)	(148,400)	(50,401)	(400,401)	(90,401)	(5,335,183)
Miscellaneous	(3,146,420)	(3,506,740)	(3,713,233)	(3,657,035)	(3,015,017)	(2,869,735)	(2,836,468)	(19,598,228)
Prior year (surplus)/deficit	(7,583,527)	(10,005,259)	(4,126,009)	(3,081,384)	(3,132,932)	(2,893,149)	(2,992,750)	(26,211,483)
Total Revenues	(58,187,578)	(67,363,895)	(68,155,399)	(68,622,570)	(69,217,409)	(70,413,916)	(71,083,106)	(384,856,295)
Expenditures								
Administration	2,065,855	2,588,206	2,594,456	2,600,765	2,607,140	2,613,564	2,616,811	15,620,942
Community grants	43,475	64,695	59,850	59,850	59,850	59,850	59,850	363,945
Legislative	301,370	311,990	312,903	373,825	315,356	316,302	377,258	2,007,634
Professional fees	1,642,489	2,003,330	1,195,887	1,185,131	1,159,909	1,162,221	1,176,568	7,883,046
Building Ops	1,909,899	1,984,011	2,001,142	2,019,073	2,037,831	2,064,781	2,092,172	12,199,010
Veh & Equip ops	4,039,148	4,576,735	4,676,582	4,800,699	4,839,381	4,913,128	4,997,691	28,804,216
Operating Costs	10,184,244	10,499,536	10,430,607	10,742,678	11,414,344	11,651,016	11,813,178	66,551,359
Program Costs	259,255	309,515	311,668	313,841	316,035	318,250	320,486	1,889,795
Wages & Benefits	15,650,354	16,783,042	17,205,282	17,540,965	17,858,364	18,218,018	18,524,485	106,130,156
Transfer to other gov/org	3,803,945	3,903,830	4,092,216	4,105,969	4,191,067	4,269,538	4,307,103	24,869,723
Debt financing	6,759,740	5,936,136	5,406,144	6,270,557	6,082,093	5,906,682	4,377,840	33,979,452
Contributions to reserve funds	1,910,418	4,118,430	3,542,193	4,550,781	4,785,099	3,858,751	6,621,932	27,477,186
Capital	6,321,690	10,165,430	2,254,390	839,365	622,360	2,075,315	475,565	16,432,425
SubTotal	54,891,882	63,244,886	54,083,320	55,403,499	56,288,829	57,427,416	57,760,939	344,208,889
New debt		-	1,007,595	73,689	37,431	2,750	53,559	1,168,124
Total expenditures	54,891,882	63,244,886	55,090,915	55,491,638	56,326,260	57,430,166	57,814,498	345,403,463
(Surplus)/deficit	(3,295,696)	(4,119,009)	(3,045,534)	(3,130,932)	(2,891,149)	(2,983,750)	(3,268,608)	(19,321,212)

Chairperson

Deputy Administrator



**CONSOLIDATED
2006 to 2011 FINANCIAL PLAN**

	2005 Budget	2006	2007	2008	2009	2010	2011	SubTotal
Source and Application of Funds								
Capital Fund								
Source of Funds								
Transfers from Operating	(6,321,690)	(9,980,930)	(2,257,890)	(839,365)	(622,360)	(2,075,315)	(475,565)	(16,251,425)
Transfers from Reserve Funds	(2,909,280)	(1,452,855)	(1,210,000)	(1,907,240)	(1,050,000)	(575,000)	(1,365,688)	(7,560,783)
Borrowed Funds	(5,820,635)	(8,836,790)	(737,000)	(371,600)	(25,000)	(509,050)	(3,150,998)	(13,630,438)
Bylaw funds on hand	0	0	0	0	0	0	0	0
Unexpended bylaw funds	0	0	0	0	0	0	0	0
Other sources	(948,000)	(498,400)	(302,000)	(100,000)	(200,000)	(203,000)	(2,022,600)	(3,326,000)
Total Sources of Funds	(15,999,605)	(20,768,975)	(4,506,890)	(3,218,205)	(1,897,360)	(3,362,365)	(7,014,851)	(40,768,646)
Funds Applied								
Operating capital	10,178,970	11,932,185	3,769,890	2,846,605	1,872,360	2,853,315	3,863,853	27,138,208
Unexpended capital funds	0	0	0	0	0	0	0	0
Loan authorizations	5,820,635	8,836,790	737,000	371,600	25,000	509,050	3,150,998	13,630,438
Total Funds Applied	15,999,605	20,768,975	4,506,890	3,218,205	1,897,360	3,362,365	7,014,851	40,768,646
Reserve Funds								
Transfers to Operating Fund	0	0	0	(58,000)	(1)	(350,001)	(1)	(408,003)
Transfers from Operating Fund	(1,910,418)	(4,302,430)	(3,726,190)	(4,334,781)	(4,569,099)	(3,942,751)	(6,505,932)	(26,589,026)
Other Sources (DCC's etc)	(1,942,000)	(1,656,600)	(2,388,000)	(5,980,000)	200,000	(1,397,000)	322,600	(10,899,000)
Transfers to Capital Fund	2,909,280	1,377,855	1,135,000	1,832,240	1,050,000	575,000	1,365,688	7,335,783
Reserve Fund Transactions	(943,138)	(4,581,175)	(4,979,193)	(8,492,541)	(3,419,099)	(5,114,751)	(4,817,644)	(30,502,243)



Chairperson

Deputy Administrator

	<u>2006</u>
	<u>Final</u>
CORPORATE SERVICES	
Administration	\$555,335
Grants In Aid	59,850
Electoral Areas	163,650
Feasibility Studies	<u>778,835</u>
COMMUNITY SERVICES	
Regional Development	\$300,965
Regional Parks - Operations	422,995
- Capital	515,870
Recreation Coordinating - Recreation	717,220
- Sportsfields Agreement	207,095
Oceanside Place	1,197,370
Ravensong Aquatic Center	1,222,460
Gabriola Island Recreation Commission	69,795
Area A Recreation	75,000
Peel Theater	65,160
Community Parks	453,320
Southern Community Transit	3,341,695
D69 Community Bus	\$11,075
D69 Custom Transit	0
Descauso Bay Emergency Wharf	8,360
Emergency Planning	115,980
Waterloo School	0
	<u>9,224,360</u>
DEVELOPMENT SERVICES	
Building Inspection	\$71,400
Planning - Electoral Areas	932,325
- Municipal Agreements	
House Numbering	<u>21,500</u>
	<u>1,025,225</u>
Bylaw Enforcement	
Unightly Premises (Old)	
Unightly Premises	\$7,640
Hazardous Properties	3,745
Animal Control Area F	12,170
Animal Control - Area A, B, C, D	56,100
Animal Control Area E, G, H	69,035
Noise Control	<u>26,820</u>
	<u>175,510</u>
	<u>1,200,735</u>
ENVIRONMENTAL SERVICES	
Southern Wastewater Treatment	\$4,145,365
Northern Wastewater Treatment	3,445,980
Solid Waste Facilities	<u>402,305</u>
	<u>7,993,650</u>
ASSESSMENT BASED GENERAL PROPERTY TAX REVENUES	
	<u>\$19,197,580</u>
LOCAL SERVICE AREA TAX REVENUES	
Duke Point Sewage Treatment	60,430
Fire Protection	1,573,645
Streetlighting	58,219
Other Utilities	5,000
Utility Services Parcel Taxes	<u>2,216,783</u>
	<u>3,914,077</u>
TAXATION FOR OTHER JURISDICTIONS	
Vancouver Island Regional Library	1,279,150
SD 68 Emergency 911	74,080
SD69 Emergency 911	434,930
Southern Community Recreation - Facilities	560,620
- Sportsfields	186,145
	<u>2,534,925</u>
TOTAL PROPERTY TAX REVENUES	<u>\$25,646,582</u>

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Chairperson

Deputy Administrator

	<u>2006</u>
	<u>Final</u>
LOCAL SERVICES TAX REVENUES	
FIRE DEPARTMENTS	
Errington Fire Volunteer	209,480
Extension Fire Volunteer	105,000
Coombs-Hilliers Fire Volunteer	192,985
Nanoose Bay Fire Volunteer	275,350
Dashwood Fire Volunteer	162,900
Bow Horn Bay	150,540
Yellow Point Fire Contract	115,120
Wellington Fire Contract	42,840
Parksville (Local) Fire Contract	55,000
French Creek Fire Contract	253,980
Nanaimo River Fire	10,450
	<u>1,573,645</u>
STREETLIGHTING	
Fairwinds Streetlighting	12,675
Rural Areas Streetlighting	9,860
French Creek Village Streetlighting	5,964
Highway Intersections Streetlighting (French Creek)	2,040
Morningstar Streetlighting	10,730
Sandpiper Streetlighting	9,275
Hwy # 4 (Area F)	2,675
Englishman River Community	5,000
	<u>58,219</u>
NOISE CONTROL	
Noise Control Area A	6,255
Noise Control Area B	4,140
Noise control Area C	8,000
Noise Control Area E	4,220
Noise Control Area G	4,205
	<u>26,820</u>
PORT THEATER CONTRIBUTION	
Electoral Area A	13,900
Electoral Area B	13,915
Electoral Area C	13,820
Electoral Area C(defined)	3,575
Electoral Area E	19,950
	<u>65,160</u>
UTILITIES	
Englishman River Community Stormwater	5,000
	<u>5,000</u>
COMMUNITY PARKS	
Electoral Area A	75,000
Electoral Area B	115,600
Electoral Area C	11,720
Electoral Area D	23,000
Electoral Area E	50,000
Electoral Area F	43,000
Electoral Area G	55,000
Electoral Area H	80,000
	<u>453,320</u>

Chairperson

Deputy Administrator



	<u>2006</u>
	<u>Final</u>
PARCEL TAX REVENUES	
WATER UTILITIES	
Nanoose Peninsula	569,150
Madrona	0
Fairwinds	0
Arbutus Park Estates	0
West Bay Estates	0
Nanoose	90,490
Driftwood	7,850
Surfside	17,510
French Creek	46,895
Englishman River Community	45,610
Morningstar Creek Water	(4,430)
San Pareil Water	75,269
Melrose Place	18,585
Decourcey Water	4,594
Nanoose Bulk Water	453,705
French Creek Bulk Water	128,355
	<u>1,453,583</u>
SEWAGE COLLECTION UTILITIES	
French Creek	302,730
Fairwinds	307,395
Surfside Sewer	13,080
Pacific Shores	28,375
Barclay Crescent	111,620
	<u>763,200</u>
TOTAL PARCEL TAX REVENUES	<u><u>2,216,783</u></u>

REGIONAL DISTRICT OF NANAIMO
CAPITAL PLAN 2006 to 2011

Sch C to R.D. of Nanaimo
2006 to 2011 Financial Plan
Amendment Bylaw 1474.01

Chairperson

Deputy Administrator

	2006	2007	2008	2009	2010	2011	Total
CORPORATE SERVICES							
General office furniture/equipment							
General administration - central printers							0
Admin central laser printer	6,900						6,900
Admin central colour printer			4,500				4,500
Admin central reception workstation	4,000						4,000
Paper shredder	3,500						3,500
Mail processing equipment	3,500						3,500
CAO general allowance							0
CAO laser printer		2,500					2,500
Human Resources workstation	2,000						2,000
Secretary general allowance							0
Finance							0
Laser printer - primary	6,000						6,000
Laser printer (Accounts Payable)			1,000				1,000
Information Systems							0
Laser printer			2,500				2,500
GIS - plotter	15,000						15,000
							0
							0
	40,000	2,500	8,000	0	0	0	43,500
Vehicles							
Vehicle - Bylaw Enforcement (3 vehicles - 4 yr cycle) (cost recovered from other departments)	82,280 (48,000)	24,000 (24,000)	36,000 (36,000)	12,000 (12,000)	24,000 (24,000)	36,000 (36,000)	194,280 (190,000)
	14,280	0	0	0	0	0	14,280
							0
Building/Engineering Structures							
Roof repairs	100,000		45,000				145,000
							0
							0
	100,000	0	45,000	0	0	0	145,000
Central Computer Servers							
RDN1 - ISA Firewall					5,510		5,510
RDN2 - O/A Server			6,900				6,900
RDN23 - Exchange e-mail					6,900		6,900
RDN4 - SQL Database / Class Server	6,900					6,900	13,800
RDN5 - Web Server - internal (Vadim VCH, Mapping)					5,510		5,510
RDN6 - Intranet / Index Server		5,900					5,900
RDN7 - Domain controller / DNS / DHCP				5,510			5,510
RDN8 - Data replication server				8,875			8,875
- Data Storage cabinet for data replication				19,200			19,200
RDN9 - Backup / Profile / Print Server				5,510			5,510
RDN10 - Arena Print Server DNS / DHCP	2,500					2,500	5,000
RDN11 - Pool Print Server DNS / DHCP	2,500					2,500	5,000
RDN12 - Geoware Solid Waste Server			8,875				8,875
RDN13 - Antivirus / Domain Ctr / Dev Tools Server			5,510				5,510
RDN14 - Passlite Transit SQL Server					5,510		5,510
RDN15 - Vadim Finance Server			14,445				14,445
RDN16 - IT Development Server							0
RDN17 - Class Payment Server * (utilize replaced server from 2006)							0
RDN18 - Class e-connect Server							0
RDN20 - Mapping Server (Arc SDE)		8,875					8,875
EMC CX300 SAN Storage Array	68,160					68,160	136,320
McDATA Flex Port SAN Switch	7,900					7,900	15,800
Qlogic 2340 HBA's	6,020					6,020	12,040
PV114T LTO-3 Dual Tape Drive	9,630					9,630	19,260



REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
DA CCD	MoF
MAR - 7 2006	
COW	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: March 6, 2006

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: 2006 Parcel Tax Rate Bylaws

PURPOSE:

To introduce for three readings and adoption 2006 parcel tax rate bylaws for the Regional District's water and sewer utility services.

BACKGROUND:

Section 200(1) of the *Community Charter* requires that parcel tax rates be established by bylaw and that the report describing the basis of calculation be made available to the public upon request. As in prior years, parcel taxes will be levied in 2006 on properties within certain water and sewer utility services of the Regional District on the basis of a single amount for each parcel of land. The parcel tax rate for Regional Parks was established earlier this year by an amendment to the establishing bylaw and no further bylaw is required for that service.

Parcel tax revenues for any service area are determined as the amount, after deducting user fees and prior year surpluses, to meet current expenditures and ensure a reasonable operating surplus. The Regional District prepares and certifies an assessment roll annually which establishes the number of taxable parcels. The parcel tax rate is simply the result of dividing the annual revenue by the number of parcels certified on the assessment roll.

Section 201(3) of the *Community Charter* also permits a parcel tax rate to be waived or reduced where the local government has determined that an owner has paid for part of the construction of the works and services in the service area. In the French Creek Sewer Service Area a \$100 reduction is granted to 1,591 (out of a total of 1,701) properties for this purpose.

ALTERNATIVES:

1. Give the bylaws three readings and adoption.
2. Amend the budget(s) and adopt amended bylaws as necessary.

FINANCIAL IMPLICATIONS:

The parcel tax rolls will be certified on March 22nd, 2006 therefore the amounts shown in the table below are estimates at this time.

SERVICE AREA NAME	BYLAW	2006 BUDGETED REVENUES	NO. OF PARCELS	PARCEL TAX RATE Year 2005	PARCEL TAX RATE Year 2006	Increase (Decrease)
Nanoose Bay Peninsula Water	1481	\$569,150	2,320	amalgamated service	\$245	\$245
Arbutus Park Estates Water	1180.06	\$Nil	138	\$407	\$Nil	(\$407) amalgamated under Nanoose Bay Peninsula
Decourcey Water	1181.06	\$4,594	5	\$892	\$919	\$27
Fairwinds Community Sewer	1182.06	\$307,395	661	\$375	\$465	\$90
Fairwinds Water	1183.05	\$Nil	658	\$158	\$Nil	(\$158) amalgamated under Nanoose Bay Peninsula
French Creek Community Sewer	1184.06	\$302,730	110 1,591	\$290 \$190	\$273 \$173	(\$17)
French Creek Bulk Water	1185.06	\$128,355	1,972	\$46	\$65	\$19
French Creek Community Water	1186.06	\$46,895	237	\$176	\$198	\$22
Madrona Point Water	1187.06	\$Nil	297	\$265	\$Nil	(\$265) amalgamated under Nanoose Bay Peninsula
Nanoose Bay Bulk Water	1188.06	\$453,705	2,323	\$184	\$195	\$11
Nanoose Water Supply	1189.06	\$90,490	1,009	\$264	\$90	(\$174) amalgamated under Nanoose Bay Peninsula
Pacific Shores Community Sewer	1190.05	\$28,375	90	\$298	\$315	\$17
San Pareil Water	1191.06	\$75,269	288	\$255	\$261	\$6
Surfside Community Sewer	1192.06	\$13,080	18	\$697	\$727	\$30
Surfside Water	1193.06	\$17,510	39	\$440	\$449	\$9
West Bay Estates Water	1194.06	\$Nil	171	\$258	\$Nil	(\$258) amalgamated under Nanoose Bay Peninsula
Morningstar Water	1206.05	(\$4,430)	6	\$Nil	(\$738)	(\$738)
Driftwood Water	1336.03	\$7,850	12	\$944	\$654	(\$290) amalgamated under Nanoose Bay Peninsula

SERVICE AREA NAME	BYLAW	2006 BUDGETED REVENUES	NO. OF PARCELS	PARCEL TAX RATE	PARCEL TAX RATE	Increase (Decrease)
				Year 2005	Year 2006	
Englishman River Community Water	1371.02	\$45,610	155	\$410	\$294	(\$116)
Melrose Terrace Water	1482	\$18,585	28	new service	\$664	new service
Barelay Crescent Sewer	1483	\$111,620	233	new service	\$479	new service

SUMMARY/CONCLUSIONS:

The *Community Charter* requires that parcel tax rates be established by bylaw and that the Board consider a report describing the basis of calculation. Parcel taxes are currently levied within the water and sewer utility service areas of the Regional District on the basis of a single amount for each parcel land. The number of parcels recorded on the annual assessment roll is divided into the budgeted revenue requirement to determine a rate per parcel.

As an exception to the one rate per parcel model, and as consideration that some property owners have paid directly for the cost of constructing the supply infrastructure there may be a reduction to the parcel tax rate otherwise charged. In the French Creek Sewer Service Area, a \$100 reduction is granted to 1,591(out of a total of 1,701) properties for this purpose.

RECOMMENDATIONS:

Bylaw No. 1180.06

1. That "Arbutus Park Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1180.06, 2006" be introduced and read three times.
2. That "Arbutus Park Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1180.06, 2006" having received three readings be adopted.

Bylaw No. 1181.06

1. That "Decourcey Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1181.06, 2006" be introduced and read three times.
2. That "Decourcey Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1181.06, 2006" having received three readings be adopted.

Bylaw No. 1182.06

1. That "Fairwinds Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1182.06, 2006" be introduced and read three times.
2. That "Fairwinds Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1182.06, 2006" having received three readings be adopted.

Bylaw No. 1183.05

1. That "Fairwinds Water Service Area Parcel Tax Rate Amendment Bylaw No. 1183.05, 2006" be introduced and read three times.
2. That "Fairwinds Water Service Area Parcel Tax Rate Amendment Bylaw No. 1183.05, 2006" having received three readings be adopted.

Bylaw No. 1184.06

1. That "French Creek Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1184.06, 2006" be introduced and read three times.
2. That "French Creek Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1184.06, 2006" having received three readings be adopted.

Bylaw No. 1185.06

1. That "French Creek Bulk Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1185.06, 2006" be introduced and read three times.
2. That "French Creek Bulk Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1185.06, 2006" having received three readings be adopted.

Bylaw No. 1186.06

1. That "French Creek Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1186.06, 2006" be introduced and read three times.
2. That "French Creek Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1186.06, 2006" having received three readings be adopted.

Bylaw No. 1187.06

1. That "Madrona Point Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1187.06, 2006" be introduced and read three times.
2. That "Madrona Point Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1187.06, 2006" having received three readings be adopted.

Bylaw No. 1188.06

1. That "Nanose Bay Bulk Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1188.06, 2006" be introduced and read three times.
2. That "Nanose Bay Bulk Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1188.06, 2006" having received three readings be adopted.

Bylaw No. 1189.06

1. That "Nanose Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1189.06, 2006" be introduced and read three times.
2. That "Nanose Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1189.06, 2006" having received three readings be adopted.

Bylaw No. 1190.05

1. That "Pacific Shores Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1190.05 2006" be introduced and read three times.
2. That "Pacific Shores Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1190.05, 2006" having received three readings be adopted.

Bylaw No. 1191.06

1. That "San Pareil Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1191.06, 2006" be introduced and read three times.
2. That "San Pareil Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1191.06, 2006" having received three readings be adopted.

Bylaw No. 1192.06

1. That "Surfside Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1192.06, 2006" be introduced and read three times.
2. That "Surfside Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1192.06, 2006" having received three readings be adopted.

Bylaw No. 1193.06

1. That "Surfside Properties Water Supply Specified Area Parcel Tax Rate Amendment Bylaw No. 1193.06, 2006" be introduced and read three times.
2. That "Surfside Properties Water Supply Specified Area Parcel Tax Rate Amendment Bylaw No. 1193.06, 2006" having received three readings be adopted.

Bylaw No. 1194.06

1. That "West Bay Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1194.06, 2006" be introduced and read three times.
2. That "West Bay Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1194.06, 2006" having received three readings be adopted.

Bylaw No. 1206.05

1. That "Morningstar Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1206.05, 2006" be introduced and read three times.
2. That "Morningstar Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1206.05, 2006" having received three readings be adopted.

Bylaw No. 1336.03

1. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.03, 2006" be introduced and read three times.
2. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.03, 2006" having received three readings be adopted.

Bylaw No. 1371.02

1. That "Englishman River Community Water Supply Service Area Parcel Tax Rate Bylaw No. 1371.02, 2006" be introduced for first three readings.
2. That "Englishman River Community Water Supply Service Area Parcel Tax Rate Bylaw No. 1371.02, 2006" having received three readings be adopted.

Bylaw No. 1481

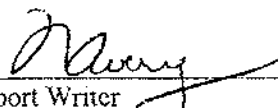
1. That "Nanoose Bay Peninsula Water Supply Service Area Parcel Tax Rate Bylaw No. 1481, 2006" be introduced for first three readings.
2. That "Nanoose Bay Peninsula Water Supply Service Area Parcel Tax Rate Bylaw No. 1481, 2006" having received three readings be adopted.

Bylaw No. 1482


1. That "Melrose Terrace Water Supply Service Area Parcel Tax Rate Bylaw No. 1482, 2006" be introduced for first three readings.
2. That "Melrose Terrace Community Water Supply Service Area Parcel Tax Rate Bylaw No. 1482, 2006" having received three readings be adopted.

Bylaw No. 1483

1. That "Barclay Crescent Sewer Service Area Parcel Tax Rate Bylaw No. 1483, 2006" be introduced for first three readings.
2. That "Barclay Crescent Sewer Service Area Parcel Tax Rate Bylaw No. 1483, 2006" having received three readings be adopted.



Report Writer



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1180.06

**A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE ARBUTUS
PARK ESTATES WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 930, 1994, levy a parcel tax to meet the annual costs of the Arbutus Park Estates Water Local Service Area.

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Arbutus Park Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1180.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Arbutus Park Estates Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of Nil by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be Nil).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1181.06

**A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE DECOURCEY
WATER LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1096, 1998, levy a parcel tax to meet the annual costs of the Decourcey Water Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Decourcey Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1181.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Decourcey Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$4,549.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$919.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1182.06

**A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE FAIRWINDS
SEWERAGE FACILITIES LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 947, 1994, levy a parcel tax to meet the annual costs of the Fairwinds Sewerage Facilities Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Fairwinds Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1182.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Fairwinds Sewerage Facilities Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$307,395.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$465.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006

CHAIRPERSON

DEPUTY ADMINSTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1183.05

**A BYLAW TO AMEND THE PARCEL TAX
WITHIN THE FAIRWINDS WATER
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 1288, 2002, levy a parcel tax to meet the annual costs of the Fairwinds Water Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Fairwinds Water Service Area Parcel Tax Amendment Bylaw No. 1183.05, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Fairwinds Water Service Area.
4. The rate per parcel tax shall be the amount obtained by dividing the sum of Nil by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be Nil).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1184.06

A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE FRENCH CREEK
SEWERAGE FACILITIES LOCAL
SERVICE AREA

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Bylaw No. 813, 1990, levy a parcel tax to meet the annual costs of the French Creek Sewerage Facilities Local Service Area;

AND WHEREAS parcel tax levies may be waived or lessened pursuant to Section 201(3) of the *Community Charter*;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "French Creek Sewerage Facilities Local Service Area Parcel Tax Rate Amendment Bylaw No. 1184.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the French Creek Sewerage Facilities Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$302,730.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (estimated to be \$273.00).
5. A reduction in the tax levied under paragraph four (4) shall be granted to each parcel of land, the present or previous owner of which has constructed at their own expense any portion of the sewerage or drainage system of the local service area.
6. The annual reduction in parcel tax levies referred to in paragraph five (5) shall be One Hundred Dollars (\$100.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1185.06

**A BYLAW TO AMEND THE PARCEL TAX
RATE WITHIN THE FRENCH CREEK
BULK WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1050, 1996, levy a parcel tax to meet the annual costs of the French Creek Bulk Water Supply Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "French Creek Bulk Water Supply Local Service Area Parcel Tax Rate Amendment Bylaw No. 1185.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the French Creek Bulk Water Supply Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$128,355.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (estimated to be \$65.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1186.06

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
FRENCH CREEK WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 874, 1992, levy a parcel tax to meet the annual costs of the French Creek Water Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "French Creek Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1186.06. 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the French Creek Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$46,895 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (estimated to be \$198.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1187.06

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
MADRONA POINT WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 788, 1989, levy a parcel tax to meet the annual costs of the Madrona Point Water Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Madrona Point Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1187.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Madrona Point Water Local Service Area.
4. The rate per parcel tax shall be the amount obtained by dividing the sum of Nil by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be Nil).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1188.06

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
NANOOSE BAY BULK WATER SUPPLY
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1049, 1996, levy a parcel tax to meet the annual costs of the Nanoose Bay Bulk Water Supply Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Nanoose Bay Bulk Water Supply Local Service Area Parcel Tax Rate Amendment Bylaw No. 1188.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Nanoose Bay Bulk Water Supply Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$453,705.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$195.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1189.06

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
NANOOSE WATER SUPPLY
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1372, 2004 levy a parcel tax to meet the annual costs of the Nanoose Water Supply Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled, enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Nanoose Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1189.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Nanoose Water Supply Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$90,490 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$90.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1190.05

**A BYLAW TO AMEND THE PARCEL TAX
WITHIN THE PACIFIC SHORES SEWER
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1021, 1996, levy a parcel tax to meet the annual costs of the Pacific Shores Sewer Local Service Area.

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Pacific Shores Sewer Local Service Area Parcel Tax Amendment Bylaw No. 1190.05, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Pacific Shores Sewer Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing \$28,375.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (estimated to \$315.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1191.06

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
SAN PAREIL WATER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1170, 1999, levy a parcel tax to meet the annual costs of the San Pareil Water Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "San Pareil Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1191.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the San Pareil Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$75,269.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$261.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1192.06

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
SURFSIDE SEWER LOCAL
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1124, 1998, levy a parcel tax to meet the annual costs of the Surfside Sewer Local Service Area.

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Surfside Sewer Local Service Area Parcel Tax Rate Amendment Bylaw No. 1192.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Surfside Sewer Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$13,080.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (estimated to be \$727.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINSTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1193.06

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
SURFSIDE PROPERTIES WATER
SUPPLY SPECIFIED AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 694, 1985, levy a parcel tax to meet the annual costs of the Surfside Properties Water Supply Specified Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 360 of the *Local Government Act*, as follows:

1. This bylaw may be cited as "Surfside Properties Water Supply Specified Area Parcel Tax Rate Amendment Bylaw No. 1193.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Surfside Properties Water Supply Specified Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$17,510.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$449.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1194.06

A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
WEST BAY ESTATES WATER
LOCAL SERVICE AREA

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Conversion Bylaw No. 929, 1994, levy a parcel tax to meet the annual costs of the West Bay Estates Water Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "West Bay Estates Water Local Service Area Parcel Tax Rate Amendment Bylaw No. 1194.06, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the West Bay Estates Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of Nil by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be Nil).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1206.05

**A BYLAW TO AMEND THE PARCEL TAX
WITHIN THE MORNINGSTAR WATER
LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1125, 1998 levy a parcel tax to meet the annual costs of the Morningstar Water Local Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 360 of the *Local Government Act*, as follows:

1. This bylaw may be cited as "Morningstar Water Local Service Area Parcel Tax Amendment Bylaw No. 1206.05, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Morningstar Water Local Service Area.
4. The rate per parcel shall be the amount obtained by dividing (negative) \$4,430.00 by the number of parcels certified on the roll under (3) above. (the parcel tax amount is estimated at (negative) \$738.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1336.03

**A BYLAW TO AMEND THE PARCEL TAX
RATES WITHIN THE DRIFTWOOD WATER
SUPPLY SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1255, 2001, levy a parcel tax to meet the annual costs of the Driftwood Water Supply Service Area;

AND WHEREAS the Board wishes to provide for the reduction of a parcel tax where a property prepays or pays toward the cost of constructing the works authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001" in accordance with Section 201(3) of the *Community Charter*;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.03, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Driftwood Water Supply Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$7,850.00 by the number of parcels certified on the 2005 annual assessment roll prepared under (3) above (the rate is estimated to be \$654.00).
5. The parcel tax rate in (4) above shall be reduced by \$654.00 for those properties listed on Schedule 'A' to this bylaw in consideration of the prepayment of costs under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".
6. The parcel tax rate in (4) above shall be reduced for those properties listed on Schedule 'C' in the year following the year in which payment of the charges listed on Schedule 'B' to this bylaw is made, in relation to costs incurred under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

.....
Chairperson

.....
Deputy Administrator

The following properties shall have the parcel tax established under Section 4 (\$654.00) reduced pursuant to Clause (5), in consideration of the prepayment of the cost of works and services authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

Folio 769-10029.601	Lot A, Plan 47448, DL 102, LD 33
Folio 769-10029.611	Lot 2, VIS 3905
Folio 769-10029.612	Lot 1, VIS 3905
Folio 769-10029.613	Lot 3, VIS 3905
Folio 769-10029.650	Lot 1, Plan 21022, DL 102, LD 33
Folio 769-10029.656	Lot 4, Plan 21022, DL 102, LD 33
Folio 769-10029.658	Lot 5, Plan 21022, DL 102, LD 33
Folio 769-10029.660	Lot 6, Plan 21022, DL 102, LD 33
Folio 769-10029.664	Lot 8, Plan 21022, DL 102, LD 33
Folio 769-10029.666	Lot 9, Plan 21022, DL 102, LD 33
Folio 769-10029.670	Lot 11, Plan 21022, DL 102, LD 33
Folio 769-10029.672	Lot 12, Plan 21022, DL 102, LD 33
Folio 769-10029.680	Lot A, Plan 23437, LD 33
Folio 769-10029.685	Lot B, Plan 23437, DL 84 & 102, LD 33
Folio 769-10029.690	Lot C, Plan 23437, LD 33
Folio 769-10029.692	Lot D, Plan 23437, LD 33
Folio 769-10029.694	Lot E, Plan 23437, LD 33
Folio 769-10029.696	Lot F, Plan 23437, LD 33
Folio 769-10029.700	Lot 1, Plan 25462, DL 102, LD 33

.....
Chairperson

.....
Deputy Administrator

Where a property listed on Schedule 'C', after January 31, 2006, pays the following charges related to "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001", the parcel tax rate shall be reduced in accordance with Section 6 as consideration of the prepayment of the cost of works and services authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

2006	10,731.20
2006	10,343.39
2006	9,940.07
2007	9,520.61
2008	9,084.38
2009	8,630.69
2010	8,158.86
2011	7,668.16
2012	7,157.83
2013	6,627.08
2014	6,075.10
2015	5,501.05
2016	4,904.03
2017	4,283.13
2018	3,637.40
2019	2,965.84
2020	2,267.41
2021	1,541.05
2022	785.63
2023	0.00

Chairperson

Deputy Administrator

The following properties are identified for the purposes of Section 6:

Folio 769-10029.620	Lot 1, Plan 37193, DL 102, LD 33
Folio 769-10029.625	Lot 2, Plan 37193, DL 102, LD 33
Folio 769-10029.652	Lot 2, Plan 21022, DL 102, LD 33
Folio 769-10029.654	Lot 3, Plan 21022, DL 102, LD 33
Folio 769-10029.662	Lot 7, Plan 21022, DL 102, LD 33
Folio 769-10029.668	Lot 10, Plan 21022, DL 102, LD 33
Folio 769-10029.674	Lot 13, Plan 21022, DL 102, LD 33
Folio 769-10029.676	Lot 14, Plan 21022, DL 102, LD 33
Folio 769-10029.678	Lot 15, Plan 21022, DL 102, LD 33
Folio 769-10029.705	Lot 2, Plan 25462, DL 102, LD 33
Folio 769-10029.710	Lot 3, Plan 25462, DL 102, LD 33
Folio 769-10029.715	Lot 3, Plan 25462, DL 102, LD 33

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1371.02

**A BYLAW TO AMEND THE
PARCEL TAX RATE WITHIN THE
ENGLISHMAN RIVER COMMUNITY WATER
SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1354, 2003 levy a parcel tax to meet the annual costs of the Englishman River Community Water Supply Service Area;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Englishman River Community Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1371.02, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Englishman River Community Water Supply Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$45,610.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$294.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1481

**A BYLAW TO ESTABLISH A PARCEL TAX
WITHIN THE NANOOSE BAY PENINSULA
WATER SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its "Nanoose Bay Peninsula Water Service Area Amaigamation Amendment Bylaw No. 867.01, 2005, levy a parcel tax to meet the annual costs of the service;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "'Nanoose Bay Peninsula Water Service Area Parcel Tax Bylaw No. 1481, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Nanoose Bay Peninsula Water Service Area.
4. The rate per parcel tax shall be the amount obtained by dividing the sum of \$569,150.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$245.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1482

**A BYLAW TO ESTABLISH THE PARCEL TAX
RATE WITHIN THE MELROSE TERRACE
COMMUNITY WATER SUPPLY SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its "Melrose Terrace Community Water Supply Service Area Establishment Bylaw No. 1397, 2004", levy a parcel tax to meet the annual costs of the service;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Melrose Terrace Community Water Service Area Parcel Tax Bylaw No. 1482, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Melrose Terrace Community Water Supply Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$18,585.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$664.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1483

**A BYLAW TO ESTBALISH THE PARCEL TAX
RATE WITHIN THE BARCLAY CRESCENT
SEWER SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo may, pursuant to its "Regional District of Nanaimo Barclay Crescent Sewer Service Establishing Bylaw No. 1391, 2004", levy a parcel tax to meet the annual costs of the service;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts pursuant to Section 200 of the *Community Charter*, as follows:

1. This bylaw may be cited as "Barclay Crescent Sewer Service Area Parcel Tax Rate Bylaw No. 1483, 2006".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2006 on each parcel recorded on the annual assessment roll prepared for the Barclay Crescent Sewer Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$111,620.00 by the number of parcels certified on the 2006 annual assessment roll prepared under (3) above (the rate is estimated to be \$479.00).

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR



OF NANAIMO		
CHAIR	GM Cms	
CAO	GM ES	
DA CCD	MoF	
MAR - 8 2006		
Con		

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: March 6, 2006

FROM: Neil Connelly
General Manager, Community Services

FILE:

SUBJECT: Request for the Use of Regional District Property

PURPOSE

To review a request for the use of part of the RDN's land by Nanaimo Search and Rescue and to provide for a Regional District position.

BACKGROUND

The Regional Board at its January 24, 2006 meeting passed the following resolution:

"That staff be directed to prepare a report for the Board's consideration regarding the request for land by Nanaimo Search and Rescue."

Nanaimo Search and Rescue in January 2005 forwarded a letter to the Regional District requesting the use of the lot behind the RDN administration building and the Vancouver Island Regional Library building to allow them to construct a building to serve as their operational base. The Regional District finalized plans with the City of Nanaimo in September 2005 for the construction on the new roadway project through the RDN property in 2006. The Regional District has also received correspondence from the Vancouver Regional Library expressing interest in acquiring the land for library purposes and as a possible site for a new North Nanaimo Branch Library at some time in the future.

The property area is approximately 0.8 ha (2 acres) in size. It will be separated from the balance of the Regional District property, which includes the transit yard and the main administration building, with the construction of the new public roadway, Enterprise Way, this spring by the City.

A map of the area is attached. The Regional District 10 acre parcel was acquired from the province in 1972. The grant was made to the RDN "so long as the land and premises are used for administrative centre purposes." This reverter clause, which is referenced on title provides for the land to automatically revert back to the Crown if the land ceases to be used for RDN administrative purposes.

A long term strategy for Regional District space needs and the property has not been developed. The transit yard is nearing full capacity and parking at the main administration building is often fully occupied. It would need to include plans for the transit operation, administrative space needs, and other potential Regional District uses over the longer term. At this time, without a strategy it is difficult to anticipate the future requirements for the land.

ALTERNATIVES

1. To enter into an agreement with the Nanaimo Search and Rescue Society to provide for their use of the property.
2. That the Regional Board decline the request for the use of RDN property until an assessment of future Regional District space and land needs is undertaken and a longer term strategy for the use of the property is developed.

FINANCIAL IMPLICATIONS

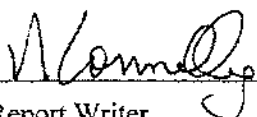
1. Arrangements to provide for the use of an area of Regional District property to an external organization would generate legal costs in the form of surveys and agreements. Confirmation from the province on the approach to be taken would also be required to ensure consistency with the 1972 order from the Crown.
2. There are no current plans for the preparation of a long term strategy for the use of the RDN property but it could be scheduled as part of the work program and budget approval process for 2007.

SUMMARY

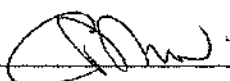
An area of the Regional District property, which houses the main administration building and the transit operation, will be bisected by the construction of a new public roadway in 2006. The Nanaimo Search and Rescue Society has requested whether they could acquire this portion of Regional District property to locate their facilities. Given the restrictions on the Regional District's use of the parcel, which dates back to the conditions that were placed by the province in 1972 and the need for an assessment of future RDN space needs, staff are recommending that the request be denied at this time. The preparation of a long term strategy for the use of the entire RDN parcel could be undertaken as part of the Board's approval of next years work program and budget.

RECOMMENDATION

That the Nanaimo Search and Rescue request for the use of RDN property be declined until an assessment of future Regional District space and land needs is undertaken and a longer term strategy for the use of the property is developed.



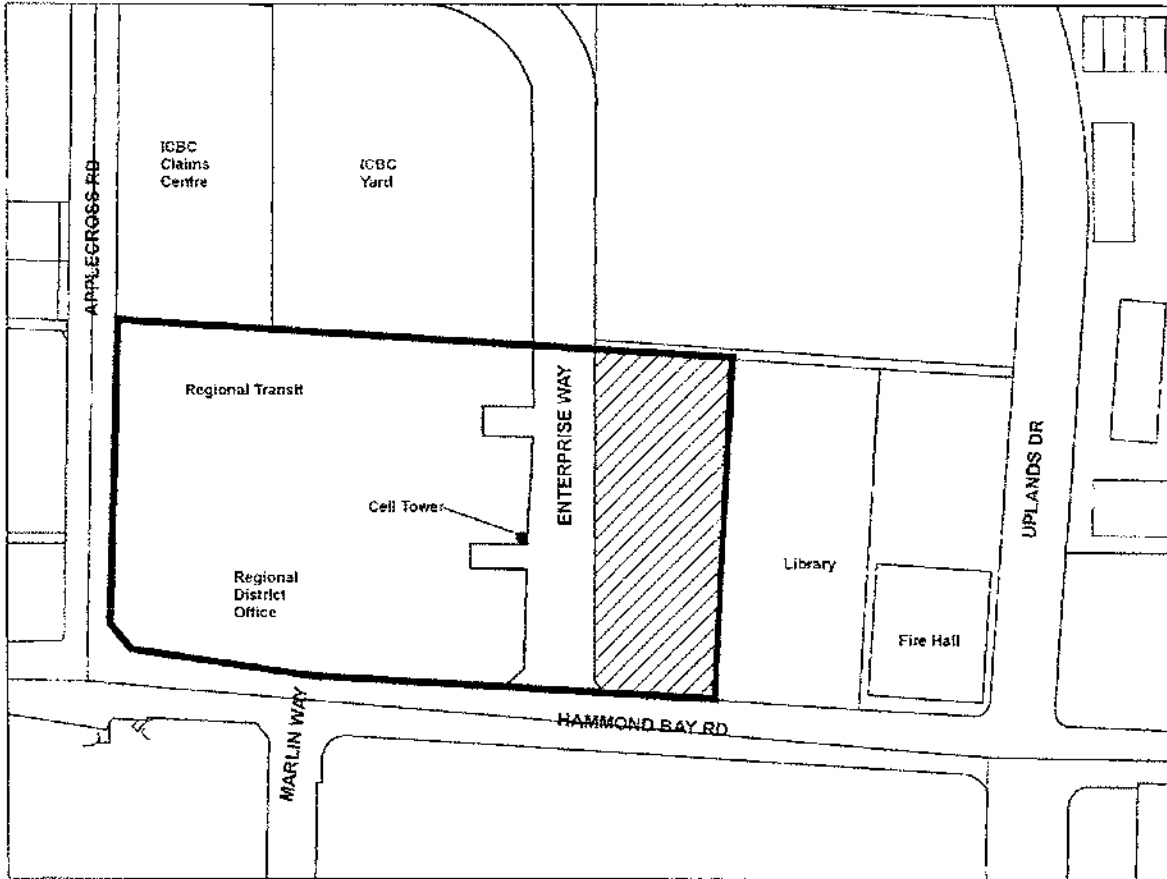
Report Writer



CAO Concurrence

COMMENTS:

reports/community/mr cow request for land use RDN property





REGIONAL DISTRICT OF NANAIMO	
CHAIR	GM Cms
CAO	GM ES
DA CCD	MoF
MAR - 8 2006	
COW.	

MEMORANDUM

TO: Neil Connelly
General Manager of Community Services

DATE: March 6, 2006

FROM: Tom Osborne
Manager of Recreation and Parks

FILE:

SUBJECT: Electoral Area 'A' Recreation and Culture Service Delivery

PURPOSE

To consider service delivery methods for the newly created Electoral Area 'A' Recreation and Culture Service Function.

BACKGROUND

On November 19, 2005 residents of Electoral Area 'A' voted in favour of establishing a new Recreation and Culture Service Function and approved Bylaw 1467.

The new function now gives the Regional District of Nanaimo (RDN) the ability to provide and fund local recreation and culture services and to acquire, construct and operate recreation and culture facilities in Electoral Area 'A'. However, residents may continue to use recreation facilities, fields and services operated by the City of Nanaimo as provided for in the District 68 Sports Field and Recreation Services Agreement, renewed this year for a five year term.

Prior to the referendum, three service delivery alternatives were initially proposed regarding the provision of recreation and cultural services in Electoral Area 'A'. These included:

- the formation of a new Society to provide the service through an agreement with the RDN, similar to what is currently in place on Gabriola Island;
- entering into an agreement with an existing Society such as the Cedar School and Community Enhancement Society or the Comets Sports Recreation and Culture Society; and,
- the creation of a Board appointed Recreation and Culture Commission with staff hired by the RDN to provide and administer the service, similar to service delivery in District 69 or the City of Nanaimo.

Following the referendum the Electoral Area Director and staff met with representatives from each of the two existing Societies and explored these options. The preference expressed by both organizations was that the RDN provide the service by either establishing a new Society or directly through the RDN. The representatives were not interested in administering and implementing the services through their respective organizations.

In addition, for either of the selected delivery models to be most effective, it will be important for the RDN to ensure that there is jurisdictional and broad community representation on the Society or an advisory committee. For example the constitution of a society or the Terms of Reference for a new Electoral Area 'A' Recreation and Culture Commission (*Appendix 1*) should require appointments from

Cedar, South Wellington, Cassidy and Yellow Point, in addition to representation from individuals from sports and cultural associations or backgrounds.

Staff and the Electoral Area Director also understand from meetings with representatives of the existing societies that there remains a need to better identify the recreation and cultural services that are required by the community, and that the RDN undertake a Recreation Master Plan process to achieve this so as to provide conclusive recommendations as to the best service delivery model for implementation.

It was proposed by the Cedar School and Community Enhancement Society at their Regular meeting on February 6, 2006 that the RDN form a project committee for such a process. Attached as *Appendix 2* are proposed Terms of Reference for the Recreation and Culture Services Master Plan, should this alternative be considered.

ALTERNATIVES

1. That the Regional District assist with the formation of a new Recreation and Culture Society in Electoral Area 'A' and to enter into an agreement with the Society to provide recreation and culture services to the area.
2. That the Terms of Reference for a new Electoral Area 'A' Recreation and Culture Commission be approved and staff retained to work with the Commission in the provision and implementation of programs and services to the area.
3. That the Regional Board implement a Recreation and Cultural Master Plan process to better identify the recreation and cultural services that are required by Electoral Area 'A', and that the Terms of Reference for the project (*Appendix 2*) be approved.

FINANCIAL IMPLICATIONS

The establishing bylaw for the service proposes a requisition of the greater of \$96,750 or an amount equal to \$0.150 per \$1,000 times the net taxable values of land and improvements in Electoral Area 'A'. The 2006 Annual Budget provides for a tax requisition of \$75,000 and it is anticipated that during the initial years \$75,000 should be sufficient to fund the service in addition to an annual Cost of Living or Consumer Price Index increase.

Following are budget considerations for each of the three alternatives. Budget figures for Alternative 1 and 2 are preliminary and approximate and will need to be adjusted accordingly within the appropriate limits once a service model is determined and implemented.

Alternative 1 – Service provided through a Society

Revenue Accounts	2006 Annual
Tax Requisition	\$75,000
Surplus Prior Year	\$0.00
Total Revenues	\$75,000
Expense Accounts	
RDN General Expenses	\$1,000
RDN Staff Wages – Manager and Supervisor (includes benefits)	\$7,200
Transfer to Other Organizations	\$65,000
Total Expenses	\$73,200
Surplus / (Deficit)	\$1,800

Alternative 2 – Service provided by the Regional District

Revenue Accounts	2006 Annual
Tax Requisition	\$75,000
Program Revenue	\$15,000
Surplus Prior Year	\$0.00
Total Revenues	\$90,000
Expense Accounts	
General Expenses	\$20,000
Program Expenses	\$15,000
Staff Wages – Manager and Supervisor (includes benefits)	\$7,200
Programmer Wages includes benefits (25 hours per week)	\$45,000
Total Expenses	\$87,200
Surplus / (Deficit)	\$2,800

Alternative 3 – RDN to undertake development of a Recreation and Culture Services Master Plan

The amount of \$20,000 is required to retain a consulting firm to undertake the Master Plan that will be funded by the Electoral Area 'A' Recreation and Culture Function.

STAFFING IMPLICATIONS**Alternative 1 – Service provided through a Society**

Should the Board provide for the community to form a new society to deliver the service, staff will assist with public meetings and help the local community form a society and develop an agreement for the Society to provide the service. Timelines will be dependent on how soon the community can establish a Society to enter into an agreement with the RDN. Some funding has been allocated within the EA 'A' budget to offset wages related to work performed by RDN staff.

Alternative 2 – Service provided by the Regional District

If it is decided that the RDN provide the service directly, postings for a new Recreation and Culture Commission will be sent out in the spring and the hiring of program staff and formalizing the program would take place late spring and into the summer for implementation in the fall. RDN managerial and supervisory staff will be responsible to oversee the direct administration, operations, as well as maintaining regular contact with the Commission. Should it be determined advantageous at a later date, the RDN may wish to consider amalgamating the existing Electoral Area 'A' Parks and Open Space Advisory Committee with the Commission to have one advisory committee oversee localized parks, recreation and culture services.

Alternative 3 – RDN to undertake development of a Recreation and Culture Services Master Plan

To undertake a Recreation and Culture Services Master Plan, administrative assistance, technical support, liaison and communication will be coordinated by the Manager of Recreation and Parks and the Recreation Program Supervisor. At present, there is limited staff time available to undertake the plan; therefore, it is recommended the development of the Plan be done later this fall.

COMMUNITY IMPLICATIONS

Should it be decided that the Regional District provide direct service starting in 2006, attached as *Appendix 1* are the Terms Reference for the Electoral Area 'A' Recreation and Culture Commission that could be approved by the Regional Board. Community individuals representing various areas of EA 'A' would need to be prepared to sit on the Commission for a two year commitment, working on behalf of the community, in an advisory capacity to staff and the Board.

However, if it be decided that a new Society be formed to provide the service, then community individuals would need to work together with staff to establish the Society and commit time and energy to work on behalf of the community for set periods of time to administer the recreation and culture services through an agreement with the RDN that would include that aforementioned Terms of Reference.

If it is determined that a Recreation and Culture Services Master Plan is the best approach initially, then an Electoral Area 'A' Recreation and Cultural Services Master Plan Advisory Committee will be formed and follow a similar approach in terms of representation from the community as would be done with setting up a Commission. The implementation of a Recreation and Culture Service Master Plan would set a definitive course for the function that will meet the needs of the community in terms of the service to be implemented.

SUMMARY/CONCLUSION

Residents of Electoral Area 'A' voted in favour of establishing a new Recreation and Culture Service Function in 2005.

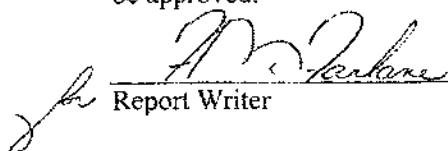
After the referendum three service delivery alternatives were proposed including the formation of a new society, working with an existing society and a Recreation and Culture Commission appointed by the Board with staff hired to provide and administer the service.

The Area Director and staff met with representatives of two current societies in Electoral Area 'A' and explored these alternatives and it became evident that these organizations were not prepared to enter into an agreement with the RDN to provide the service. However, staff and the Area Director found through the meetings with the existing societies that there remained a need to better identify the recreation and cultural services required by the community. This led to a new third alternative of hiring a consultant to undertake a Recreation and Culture Master Plan for Electoral Area 'A' along with establishing a new Society or a Board appointed Commission.

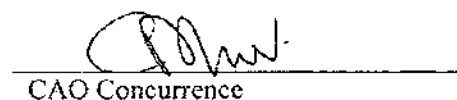
Based on these discussions and past experience a master plan process would help determine more clearly the needs of the community and provide direction with respect to which service delivery model would be most effective. As a result, staff are recommending Alternative 3.

RECOMMENDATION

That the Terms of Reference for the Recreation and Cultural Services Master Plan for Electoral Area 'A' be approved.


Report Writer


General Manager Concurrence


CAO Concurrence

APPENDIX 1

Electoral Area 'A' Recreation and Culture Commission

DRAFT

Terms of Reference

Purpose

To establish a Recreation and Culture Commission for Electoral Area 'A' to provide recommendations and advice to staff and the Regional District of Nanaimo Board regarding recreation and culture services and issues in Electoral Area 'A'.

Membership

1. The Electoral Area 'A' Recreation and Culture Commission will be appointed by the Regional Board as follows:
 - the Electoral Area 'A' Director or designate;
 - the Regional Board Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission; and,
 - up to six Members at Large who are residents of Electoral Area 'A'. Appointment selection will factor in representation for the communities of Cedar, South Wellington, Cassidy and the portion of Yellow Point in the Regional District of Nanaimo. In addition consideration will be given to individuals representing sports or cultural organizations or backgrounds.
2. The Commission will consist of a maximum of eight members and may operate without all positions being occupied. A quorum shall consist of five members.
3. For the first year of operation only the terms for Members at Large shall be staggered with three members appointed for a two-year term and a maximum of three members appointed for a one-year term. Beginning in the second year a maximum of three new members will be appointed for a two-year term. The Area 'C' Director or designate and the City of Nanaimo representative will be on the Commission for the tenure of their respective Board appointments.

Procedures

1. The Commission shall elect a chairperson and recording secretary annually at the first meeting of each calendar year.
2. The Commission may meet as required and will structure its activities to meet at least six times per year. The Commission is not required to meet every month of the year.
3. Minutes of Commission meetings will be forwarded to the Regional District Board for information.

Responsibilities

1. Make recommendations and provide advice to the Regional Board and staff regarding a wide range of recreation and culture program issues including planning, development and implementation of recreation and culture services.
2. Liaise, provide leadership and work with community and neighbourhood groups on a wide range of recreation and culture programs and services.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on recreation and culture programs and services.
4. Provide community input into planning documents including the development and updating of a recreation and culture services master plans.
5. Work within the objectives and policies of local Official Community Plans and any other statutory plans that are applicable to Electoral Area 'A'.

Financial Considerations

The Commission will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans. The Commission will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

Reporting and Authority

In the provision of their services to the Electoral Area 'A' Recreation and Culture Commission, Commission members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.

APPENDIX 2

REGIONAL DISTRICT OF NANAIMO

RECREATION AND CULTURAL SERVICES MASTER PLAN FOR ELECTORAL AREA 'A'

TERMS OF REFERENCE

MARCH 2006

PURPOSE

To prepare a Recreation and Cultural Services Master Plan (RCSMP) that will define the future direction, philosophy, policies, priorities and actions for the Regional District of Nanaimo's provision of recreation and cultural services in Electoral Area 'A' in the short and long term. The RCSMP is a strategic plan that will provide the basic framework that will shape and guide RDN recreation and cultural services for the Electoral Area for the next 10 years (2007-2016).

BACKGROUND

The Regional District of Nanaimo established the Electoral Area 'A' Recreation and Cultural Services Function in 2005 following a referendum held on November 19, 2005. The function was established to serve a broad range of individuals and families residing throughout the Electoral Area which includes the communities of Cedar, South Wellington, Cassidy and a portion of Yellow Point. The population of the area based on the 2001 census statistics is 6,423.

Leading up to the referendum the RDN Board appointed the Electoral Area 'A' Recreation Services Study Advisory Committee to develop and implement a survey through the consulting firm, Yates, Thorne and Associates. The study was done to determine the level of satisfaction with the current recreation services provided for Area 'A' residents and gauge support for the creation of a local recreation and culture service function. The survey also provided information on where residents participate in recreation programs and facilities and identified what type of services they would like to access locally. Based on the finding of the survey, the Committee recommended to the Regional Board to conduct the referendum in the fall of 2005.

Once the referendum passed it was necessary to determine the most effective service model for the Area. Initially three alternatives were explored regarding the provision of recreation and cultural services in Area 'A', including the formation of a new society to provide the service

through an agreement with the RDN; entering into an agreement with an existing society such as the Cedar School and Community Enhancement Society or the Comets Sports Recreation and Culture Society; or forming a Board appointed Recreation and Culture Commission with staff hired by the RDN to provide and administer the service.

The Area Director and staff met with and explored these options with the two current Societies aforementioned and it became evident that these organizations were not prepared to enter into an agreement with the RDN to provide the service. However, staff and the Area Director found through the meetings with the existing Societies that there remained a need to better identify the recreation and cultural services required by the community before deciding on which of the two remaining alternatives would best accommodate the situation in Area 'A'. This led a new third alternative of hiring a consultant to undertake a Recreation and Culture Master Plan for Area 'A'.

RECREATION and CULTURAL SERVICES MASTER PLAN – CONTENT

The Recreation and Cultural Services Master Plan (RCSMP) is a strategic plan that will be used to provide guidance, direction and provide recommendations to the Regional Board and the Recreation and Parks Department regarding the delivery of recreation services in Area 'A' to the year 2016. The RCSMP will be based on the community's vision and feedback related to the services provided in terms of community needs and expectations.

The RCSMP will need to provide a philosophy, mission and vision for the new service, as well as provide recommendation pertaining to service delivery options and implications on Regional District administration, budgets, facilities, programming, and staffing.

In particular, the RCSMP will address the following issues for the Electoral Area:

1. Provision of local recreation and cultural services in relation to:
 - current and future demands for recreation services and facilities;
 - existing services being provided through local societies, community groups and associated facilities, and School District 68 community schools;
 - population growth and changing demographics; and,
 - similar services provided by the City of Nanaimo and the Town of Ladysmith.
2. Objectives the RCSMP will provide include:
 - To ensure community support for the Master Plan recommendations by providing for public involvement in the process;
 - A review of the current services being provided locally and regionally;
 - Development of a clear and concise vision statement for the provision of recreation and cultural services;
 - A review of provision of recreation and cultural services to all age groups;
 - A review and inventory of all public community recreation & cultural facilities as well as sports fields, and determine the need for additional facilities and amenities;
 - Determine the need for inclusive recreation services and a financial access program;
 - Determine financial priority strategies regarding short term and long term operations, and trends for recreation services and facilities; and,
 - Based on the vision, mandate, emerging trends, and community input, develop a Recreation and Cultural Services Master Plan that meets existing and future needs for the service area, and includes setting out recommendations service and funding provisions.

PROJECT MANAGEMENT

The Regional District will retain a project consulting firm to develop the Master Plan in conjunction with staff and a Board appointed committee called the Area 'A' Recreation and Cultural Services Master Plan Advisory Committee consisting of:

- the Electoral Area 'A' Director or designate;
- the Regional Board Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission and;
- up to six Members at Large who are residents of Electoral Area 'A'. Appointment selection will factor in representation for the communities of Cedar, South Wellington, Cassidy and the portion of Yellow Point. In addition consideration will be given to individuals representing sports or cultural organizations or backgrounds.

This Committee will:

- review preliminary data and findings;
- review draft reports;
- attend scheduled open houses; and,
- provide recommendations to the RDN Board on the RCSMP process.

Administrative assistance, technical support, liaison and communication will be coordinated by the Manager of Recreation and Parks and the Recreation Program Supervisor.

LEVEL OF EFFORT AND BUDGET

The RDN has allocated \$20,000 for completion of the RCSMP to include all fees, expenses, sub-contractors, consultation, and applicable taxes.

PUBLIC CONSULTATION PROGRAM

The Regional District of Nanaimo's Public Consultation policy measures a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the RCSMP will be achieved through meeting the following goals:

- ensuring that the style of consultation is inclusive;
- providing meaningful opportunities for public input and participation;
- making all relevant information about the planning process readily available to the public;
- presenting information to the public in a clear, understandable and concise form;
- making available for review all public input gained during the planning process; and,
- accurately and objectively recording and assessing public input.

A key role of the Consultant in compiling the RCSMP is to develop, lead and interpret a community-wide input process that contributes to the project's objectives.

The public input process must use a varied approach to obtaining input in order to maximize participation and must include but is not limited to:

- consultation with the Master Plan Advisory Committee and staff of the RDN Recreation and Parks Department;

- interviews with local community sport, recreation and cultural organizations and staff at the City of Nanaimo Parks, Recreation and Culture Department, School District 68 including Community Schools Coordinators; and,
- a minimum of two Open Houses to solicit views, comments and opinions and to present the *draft* RCSMP and receive comments prior to the preparation of the final document.

PROJECT CONSULTANT PROPOSAL

The Project Consultant proposal must outline a consultation process that:

- will not direct or control the scope of the project;
- will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues;
- will account for different stakeholder knowledge levels in regards to the delivery of Recreation services;
- will utilize a varied approach to obtain input from a wide range of Regional District residents; and,
- will obtain detailed and accurate input that will yield data that can be analyzed.

The Consultant's proposal is to include:

- Proposed methodology and table of contents for the RCSMP. A work program detailing stages, timing and deliverables. This work program will detail all phases, including research, public involvement and plan development.
- Information as to the qualifications, ability and past experience of the company with similar projects, including references of other Recreation Services Master Plan projects the consultant has completed, preferably in a Regional District setting.
- A list of the personnel who will work on the project, their individual experience specifically related to recreation service planning process and what their role will be.
- A list of sub-consultants, including their company and staff experience specifically related to their role.
- A schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - a) sub-consultants;
 - b) *draft* Master Plan;
 - c) all disbursements;
 - d) hourly rate schedule of personnel assigned to the project and man-hour requirements for each;
 - e) Federal Goods and Services Tax; and,
 - f) all other fees associated with the project.

The Expected Outcome of the Recreation and Cultural Services Master Plan:

The Project Consultant is expected to provide a Recreation and Cultural Services Master Plan that must deliver a prioritized set of recommendations based on input from local residents, societies and stakeholder groups, governments and agencies and research that will provide the Regional District with guidelines for planning, decision-making and management of recreation and cultural services and resources in Electoral Area 'A' over the next 10 years (2007-2016).

The Consultant will provide a complete electronic copy of the RCSMP, including any appended materials, in Microsoft Word Version 97 or higher format as well as 20 presentation quality

copies. The Recreation and Cultural Services Master Plan and any supporting reports or materials provided will become the property of, and for the sole use of, the Regional District of Nanaimo.

SCHEDULE

The following is the proposed schedule for the development of the RCSMP:

2006

March	RCSMP Terms of Reference Received by Regional Board Committee of the Whole.
May	Project Consultant Retained.
July / August	Consultant's project work underway; review of resources and inventory work commences.
July	Appointments of Recreation Services Master Plan Advisory Committee.
September	Consultant's work continues; meeting with Recreation Services Master Plan Advisory Committee, stakeholder groups and staff; development of <i>draft</i> RCSMP.
October	Open Houses to solicit input and feedback on Oceanside recreation services and facilities.
November	Completion of <i>draft</i> RCSMP.
December	Open Houses on <i>draft</i> RCSMP.

2007

January	Completion of RCSMP.
February	RCSMP received by Regional Board Committee of the Whole.
February	RCSMP approved by Regional Board.

Note: The schedule may be revised based on timelines proposed by selected Project Consultant in consultation with the Recreation Services Master Plan Advisory Committee.

RESOURCES

The Regional District will have available to the Project Consultant the following resource information:

- RDN Electoral Area 'A' Recreation Services Study - June 2005
- RDN Electoral Area 'A' Community Trails Study - Revised May 2005
- RDN Regional Parks and Trails Plan - March 2005
- RDN Electoral Area 'A' OCP
- RDN Regional Growth Management Plan
- City of Nanaimo Parks, Recreation and Culture Master Plan - 2005

SUMMARY

The Regional District of Nanaimo Recreation and Parks Department is preparing to undertake a Recreation and Culture Services Master Plan for Electoral Area 'A' to explore in greater depth the current and future needs for recreation and cultural programs and services and to determine the best service delivery model for the Area based on the Department's current situation and community feedback.

The Regional District is committed to developing a planning process that will guide the Department and the community for the next ten years (2007 – 2016) and that will include specific actions to be considered and implemented as deemed appropriate during that period.

This planning process will be guided by an Advisory Committee and staff in conjunction with a retained consultant. The process will take approximately ten months to complete.



REGIONAL DISTRICT OF NANAIMO		
CHAIR	GM Cms	
CAO	GM ES	
DA CCD	MoF	
MAR - 8 2006		
Cow		

MEMORANDUM

TO: Tom Osborne
Manager of Recreation and Parks

DATE: March 3, 2006

FROM: Joan Michel
Parks and Trails Coordinator

FILE: 6240 20 HOLA

SUBJECT: Horne Lake Regional Park Operations Plan Update

PURPOSE

To provide information and recommendations on a revised operations plan for Horne Lake Regional Park (HLRP).

BACKGROUND

The current three-month operating contract for HLRP with Island Pacific Adventures Ltd. (IPAL) expires on March 31, 2006. This contract is the fourth in a series of short term agreements with IPAL, who is also the park operator of neighbouring Horne Lake Caves Provincial Park. This agreement with IPAL followed the early termination in September 2003 of the first five-year operating agreement for HLRP with another park operating company that was unable to meet the agreement's terms and obligations. It was found that the first operating agreement failed because park revenues were inadequate to sustain operations and generate revenues to finance operations and development.

Over the course of 2003-2005, staff examined how HLRP could be operated and developed in keeping with the 2003 Management Plan goal that the Park fund be self sustaining. Following a series of reports to the Regional Board, staff proposed a park financing model based on long-term private sector investment in park operations and development. By permitting private investment and development, and providing the time needed to recoup such an investment, it was debated that revenues could be sufficient to carry the Park without RDN subsidy. It should also be noted that the RDN, itself, cannot make a financial commitment extending beyond five years without voter authority obtained through the alternate approval mechanism or referendum. The proposed private sector financing model for HLRP helped shape the comprehensive management zone established for the Park in September 2005 and formed the basis for an updated HLRP Management Plan approved by the Regional Board in November 2005.

In December 2005, the RDN advertised a Request for Expressions of Interest in the 20 year development and operations of HLRP. Three parties made inquiries and IPAL submitted an expression of interest. In January 2006 the RDN requested a proposal from IPAL, which was received in early February 2006.

The IPAL proposal to develop and operate HLRP for the period 2006-2025 was assessed by RDN staff with the assistance of financial consultants from Grant Thornton Consultants, in Victoria. As submitted, the 20 year IPAL proposal is not deemed feasible. The proposal partially addresses HLRP Management Plan development goals, introduces a number of revenue generating attractions for the Park, but still

comes up short by at least \$250,000 for basic park infrastructure over the 20 year planning period. Barring consideration of an operating and development agreement stretching 30 years and more that might provide a private contractor with sufficient time to fully fund the Park and recoup investment, it is concluded that regular RDN subsidy of HLRP will be required to finance sustainable operations and development at the Park. This situation is similar to that being faced by BC Parks with the recent failure of many of its 10 year park bundle agreements, including those for the mid-Island area.

IPAL is currently examining other external funding sources that could potentially fill the financing gap in their proposal or provide the wherewithal for the RDN to advance the potential pace of its development at HLRP. To provide IPAL the time to conclude this investigation and to address the immediate need for a new HLRP operating contract and movement on the development front this year, an approach and an agreement, which includes the following components has been drafted.

- (a) the current request for proposal process involving IPAL continue for the remainder of 2006;
- (b) the RDN and IPAL execute a Memorandum of Understanding that acknowledges:
 - (i) continuing RDN and IPAL interest in identifying viable external sources of development funding for HLRP;
 - (ii) a commitment to reconsider a long-term RDN-IPAL contract should an external funding source be found and a feasible proposal to finance 20 years of operation and development at HLRP without RDN subsidy is produced by the end of October 2006; and,
 - (iii) the need to conclude negotiations of any such 20 year agreement by the end of December 2006;
- (c) the RDN renew the operating contract with IPAL for a period of five years, with the understanding that:
 - (i) the contract will terminate at the end of 2006 should a 20 year agreement prove feasible and be approved by the Regional Board; and,
 - (ii) in the absence of a 20 year agreement the RDN will, by the end of 2006, revise the HLRP Management Plan to reflect the elimination of the financial self-sustainability management goal, the RDN's commitment to a continuing park subsidy, a new operating agreement framework based on a five-year contract and a costed five-year development plan for the Park.

A copy of the Memorandum of Understanding is attached as *Appendix 1*.

In addition, direct funding from the Regional District is required to provide for basic infrastructure for the park and campground in 2006. This could be accommodated through a \$33,000 tax requisition increase to the regional parks operations budget. It would allow for the provision of potable water and improved septic facilities for park users.

ALTERNATIVES

1. Approve a Memorandum of Understanding with Island Pacific Adventures Ltd. to provide for a 5-year operating agreement and for a potential longer term agreement and provide for adjustments to the regional parks operations budget to account for \$33,000 in needed infrastructure expenditures at the park.
2. Provide alternative direction on approaches for the operation of Home Lake Regional Park.

FINANCIAL IMPLICATIONS

The 2006 provisional budget for regional parks will need to be updated to reflect the additional HLRP park subsidy of \$33,000 for this year to undertake urgent infrastructure issues that require attention such as the provision of potable water and improving the septic system at the Park. Staff have amended the budget that will be presented to the Regional Board in March as part of the 2006 Annual Budget approval process to reflect this approach.

CITIZEN IMPLICATIONS

No interruption to the 2006 camping season is expected under Alternative 1. Service to users of the Park this year should improve to the extent that it is possible to complete planned development, including a new well that will provide potable water.

SUMMARY

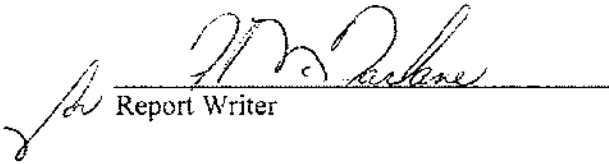
The current three month operating contract for HLRP with Island Pacific Adventures Ltd. (IPAL) expires on March 31, 2006. This contract is the fourth in a series of short agreements with IPAL, the same park operator of neighbouring Home Lake Caves Provincial Park. Over the course of 2003-2005 staff examined how HLRP could be operated and developed in keeping with the 2003 Management Plan goal that the Park fund be self sustaining. Following a series of reports to the Regional Board, staff proposed a park financing model based on long-term private sector investment in park operations and development.

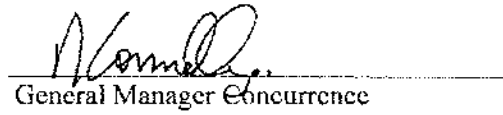
In December 2005, the RDN advertised a Request for Expressions of Interest in the 20 year development and operations of HLRP. Three parties made inquiries and IPAL submitted an expression of interest. In January 2006, the RDN requested a proposal from IPAL, which was received in early February 2006. The IPAL proposal to develop and operate HLRP for the period 2006-2025 was assessed by RDN staff with the assistance of financial consultants from Grant Thornton Consultants, in Victoria. As submitted, the 20 year IPAL proposal is not deemed feasible. The proposal partially addresses HLRP Management Plan development goals, introduces a number of revenue generating attractions for the Park, but still comes up short by at least \$250,000 for basic infrastructure over the 20 year planning period. IPAL is currently examining other external funding sources that could potentially fill the financing gap in their proposal or provide the wherewithal for the RDN to advance the potential pace of its development at HLRP. IPAL will continue to explore other investment sources and wishes to keep the long-term agreement option open.

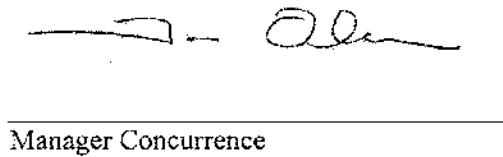
As a result of these developments, a Memorandum of Understanding between the two parties has been prepared. It provides for a 5-year operating agreement with IPAL and for work to be advanced in 2006 for a potential longer term agreement. In addition, staff are proposing to undertake some needed infrastructure improvements in the park this year, which will require a \$33,000 tax requisition increase to the regional parks operations budget, as part of the Board's consideration of the final 2006 budget.

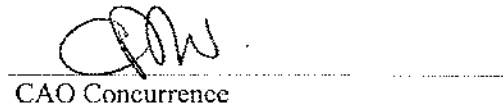
RECOMMENDATIONS

1. That the Memorandum of Understanding with Island Pacific Adventures Ltd. to provide for a 5-year operating agreement for Home Lake Regional Park and for a potential longer term agreement, be approved.
2. That the regional parks operations budget be adjusted as part of the final 2006 budget approval process, to provide for a \$33,000 tax requisition increase to allow for infrastructure expenditures at Home Lake Regional Park.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

COMMENTS
reports\cs\mr 6240 20 HOL.A

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM is made the day of , 2006

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(the "RDN")

OF THE FIRST PART

AND:

Island Pacific Adventures Ltd.
Box 3531
Courtenay, BC V9N 6Z8

("IPAL")

OF THE SECOND PART

WHEREAS:

In December 2005 the RDN advertised a request for expressions of interest in the 20 year development and operations of Horne Lake Regional Park and IPAL was the only proponent to duly respond;

In January 2006 the RDN asked IPAL to prepare a proposal for the 20 year development and operations of Horne Lake Regional Park and IPAL duly responded;

The IPAL proposal did not meet the terms of the RDN's request for a self-sustaining park insofar as the IPAL proposal identified a financial shortfall of at least \$250,000 required to fund IPAL's proposed park development over the 20 year term specified; and,

IPAL is currently under contract with the RDN to operate Horne Lake Regional Park until March 31, 2006.

NOW THEREFORE the RDN and IPAL agree as follows:

1. The RDN supports IPAL's request to explore third-party sources of financing for Horne Lake Regional Park development in order to see if already identified financial shortfalls in IPAL's long-term proposal can be eliminated.

2. The RDN will assist IPAL as required until October 31, 2006 in an exploration of third-party funding sources. If by that time IPAL is unable to show reasonable evidence that the financial shortfall in its proposal can be addressed to the satisfaction of the both parties, the RDN will terminate all discussions with IPAL concerning a 20 year development and operations plan for Home Lake Regional Park. If it can be reasonably determined by October 31, 2006 that additional financing is obtainable, the RDN will proceed with the negotiation of a 20 year agreement with IPAL based on an examination of the entire IPAL proposal. If no tentative agreement between the RDN and IPAL has been reached by December 31, 2006, the RDN will terminate all negotiations with IPAL concerning a 20 year development and operations plan for Home Lake Regional Park, unless both parties agree to extend the timeframe in the case of a pending decision by a potential funding agency.
3. The RDN and IPAL will extend the current Home Lake Regional Park Operating Agreement for a new term of April 1, 2006 to March 31, 2011. Execution of a 20 year Home Lake Regional Park development and operations agreement between the RDN and IPAL by year-end 2006 as referenced in clause 2 will trigger the immediate termination of the 2006-2011 operating agreement.
4. If by October 31, 2006 the RDN has determined that no satisfactory resolution to the financial shortfall identified in IPAL's 20 year development and operations proposal has been found, the RDN will by year-end 2006 revise the 2005 Home Lake Regional Park Management Plan in order to eliminate the management goal of park financial self-sufficiency, provide a costed five-year park development plan and revise the park operating framework to reflect the use of five-year operating agreements and the RDN's commitment to finance park development and operations as required, unless both parties agree to extend the timeframe in the case of a pending decision by a potential funding agency.

Island Pacific Adventures Ltd.

Name of signatory

Signature

Regional District of Nanaimo

Name of signatory

Signature



REGIONAL DISTRICT OF NANAIMO			
CHAIR		GM Cms	
CAO	W	GM ES	
DA CCD		MoF	
MAR - 5 2006			
Cow			

MEMORANDUM

TO: Neil Connelly
General Manager, Community Services

DATE: February 28, 2006

FROM: Christina Thomas
Senior Planner, Community Services

FILE: 0620 20 CABC

SUBJECT: CANADA – BC ENVIRONMENTAL FARM PROGRAM

PURPOSE

The purpose of this report is to provide information about a possible role for the RDN in supporting the Canada - BC Environmental Farm Program.

BACKGROUND

On January 24, 2006, the RDN Board directed staff to investigate and report about a possible role for the RDN in supporting the Canada - BC Environmental Farm Program. The impetus for these directives was a Regional Growth Monitoring Advisory Committee (RGMAC) November 29, 2005 recommendation that the RDN explore how it might support the Program.

Canada – BC Environmental Farm Program

The Canada-BC Environmental Farm Program is a partnership between Agri-Food Canada, the BC Ministry of Agriculture and Lands, and the BC Agriculture Council to promote a sustainable agriculture industry in BC.

The objectives of the Environmental Farm Program are to:

- encourage farmers and ranchers to be better stewards of the land;
- ensure the future of the BC agricultural industry through the further implementation of beneficial management practices;
- foster partnerships with agencies;
- be a proactive process to help farmers and ranchers identify environmental opportunities and risks on their own land;
- improve farm profitability;
- improve public perception of agriculture;
- reduce conflicts between agricultural and environmental interests; and
- reduce wildlife impacts on agricultural lands.

The Environmental Farm Program strives to achieve its objectives by facilitating the delivery of educational workshops to farmers and by publishing reference material. The Program is applicable to farms of all sizes.

The educational workshops provide information and instruction to farmers regarding the preparation of an environmental farm plan. Environmental farm plans identify the environmental strengths of a farm, identify and prioritize any potential risks to the environment, and identify tools and techniques to be used to manage those risks. A recognized environmental farm planning program advisor¹ is available to help farmers create and approve environmental farm plans. Farmers who obtain approval of an environmental farm plan are eligible to apply for financial incentives through the National Farm Stewardship Program to implement the actions identified in the plan.

Key reference materials that have been published as a part of the Environmental Farm Program include the following:

- a brochure about the Canada BC Environmental Farm Program;
- a brochure about beneficial management practices;
- a newsletter called *The Planning Advisor*;
- a reference guide for the Canada BC Environmental Farm Program that includes information about all of the elements to consider in an environmental farm plan (i.e. farmstead, livestock, crops, pest management, soil amendments, stewardship areas, soil, water, air, biodiversity);
- a planning workbook for farmers to use as a guide to prepare environmental management plans for their farms².

Possible Role for Regional District of Nanaimo

Staff have reviewed the Canada-BC Environmental Farm Program, and suggest that the following activities be considered by staff as a part of our liaison with the community and involvement in the development of official community plans:

1. Informing RDN residents about the program through RDN publications such as news releases, the *Regional Perspectives* newsletter, and electoral area newsletters;
2. Distributing Canada-BC Environmental Farm Program brochures at the RDN administration office and at related RDN public events; and
3. Encouraging farmers to participate in the Program by including policies in official community plans, and through RDN newsletters.

ALTERNATIVES

1. To receive the report.
2. To receive the report, and provide additional direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications in the receipt of this report.

¹ A recognized environmental farm planning advisor is someone who has completed a 2 week training course delivered by the Ministry of Agriculture and Lands, achieving a minimum of 75% on the course examination and assignments and having signed a Practice and Confidentiality Agreement. The local recognized farm planning advisor is Mary-Jane Douglas of the Comox Valley Farmers Institute.

² The listed reference documents are available on the BC Agricultural Council web site at www.bcac.bc.ca.

GROWTH MANAGEMENT IMPLICATIONS

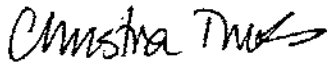
RDN activities to support the Canada-BC Environmental Farm Program would be consistent with the Regional Growth Strategy interest in encouraging and supporting agricultural uses on lands designated by the RGS as Resource Lands and Open Space while respectively supporting other RGS interests in encouraging uses of the land that are respectful of the environment.

SUMMARY

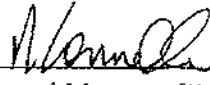
Information is provided about the Canada - BC Environmental Farm Plan Program, as directed by the RDN Board on January 24, 2006. The Canada-BC Environmental Farm Program is a partnership between Agri-Food Canada, the BC Ministry of Agriculture and Lands, and the BC Agriculture Council to promote a sustainable agriculture industry in BC. Staff will liaise with those involved in the Program as appropriate.

RECOMMENDATION

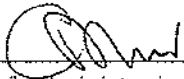
That the report about the Canada-BC Environmental Farm Program be received.



Report Writer



General Manager Concurrence



Chief Administrative Officer



REGIONAL DISTRICT OF NANAIMO		
CHAIR		GM Cms
CAO	Cow	GM ES
DA CGD		MOF
MAR - 7 2006		
Cow		

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: March 6, 2006

FROM: N. Avery
Manager, Financial Services

FILE:

SUBJECT: Bylaws to Complete the Borrowing of Funds for the Purchase of Mt. Benson Regional Park

PURPOSE:

To introduce for first three readings:

Regional District of Nanaimo (Regional Parks Service) Security Issuing Bylaw No. 1480, 2006; and Regional District of Nanaimo Interim Financing (Regional Parks) Bylaw No. 1484, 2006

BACKGROUND:

In order to secure the funds for the purchase of Mt. Benson lands staff are introducing two bylaws as required under the *Local Government Act*. Bylaw No. 1480 will authorize the Municipal Finance Authority to secure debt proceeds for this purchase (term is five years). However, given the short time frame for repaying this debt it may be advantageous for the Regional District to finance the purchase on an interest only basis using the Municipal Finance Authority's interim financing program. In order to participate in the interim program, a temporary borrowing bylaw is required. Staff are introducing both bylaws simultaneously to provide the maximum flexibility for the Regional District. The bylaws may be adopted directly by the Board once loan authorization Bylaw No. 1476 has been approved by the Province and returned to the Regional District.

ALTERNATIVES:

1. Introduce Bylaws No. 1480 and 1484 for first three readings.
2. Do not introduce Bylaw No. 1480 (bylaw to secure fixed term debt) at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

The Regional District has a number of options for financing this purchase. Cash resources may be used to advance the funds and interest would be charged internally at the same rates available with the Municipal Finance Authority interim financing program. Alternatively, the Regional District can borrow either on an interest only basis or through a fixed term debt instrument. Under any of these options, the cost of servicing and repaying the debt has been provided in the financial plan. The bylaws simply provide access to a full range of financing options.

Alternative 2


This alternative would provide for borrowing on an interest only basis – either internally as outlined under Alternative 1 or through the Municipal Finance Authority’s interim financing program. A security issuing bylaw to fix the term and rate on the debt can be introduced at any time. Staff recommend Alternative 1 as providing the greatest range of financing options.


SUMMARY/CONCLUSIONS:

Staff are introducing two bylaws related to the borrowing for the purchase of Regional Parks land on Mt. Benson. The bylaws are intended to provide a maximum range of financing options. Bylaw No. 1480 allows the Regional District to enter into a fixed repayment schedule. Bylaw No. 1484 allows the Regional District to borrow on an interest only basis through the Municipal Finance Authority. Given the short time frame for this particular financial obligation, staff suspect that financing on an interest only basis will prove to be the most cost effective alternative. The bylaws cannot be adopted until loan authorization Bylaw No. 1476 has received Provincial approval and the quashing period is complete.

RECOMMENDATION:

1. That “Regional District of Nanaimo (Regional Parks Service) Security Issuing Bylaw No. 1480, 2006” be introduced for three readings.
2. That “Regional District of Nanaimo Interim Financing (Regional Parks) Bylaw No. 1484, 2006” be introduced for three readings.


Report Writer


C.A.O. Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1480**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN
AGREEMENT RESPECTING FINANCING BETWEEN THE
REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL
DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY
OF BRITISH COLUMBIA (THE "AUTHORITY")**

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1476	Regional Parks	\$950,000	Nil	\$950,000.00	5	\$950,000.00

Total Financing pursuant to Section 825 \$950,000.00

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Nine Hundred and Fifty Thousand Dollars (\$950,000.00) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Manager of Financial Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Manager of Financial Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1476, the anticipated revenues accruing to the Regional District from the operation of the said Regional Parks Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Regional District of Nanaimo (Regional Parks Service) Security Issuing Bylaw No. 1480, 2006".

Introduced and read three times this 28th day of March , 2006.

Adopted this _____ day of _____, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. cited as "Regional District of Nanaimo (Regional Parks Service) Security Issuing Bylaw No. , 2006", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Manager of Financial Services thereof.

Chairperson

Manager of Financial Services

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1484

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING
OF MONEY PENDING THE ISSUANCE OF SECURITIES
WHICH HAVE BEEN AUTHORIZED**

WHEREAS it is provided by Section 823.2 of the *Local Government Act* that the Regional Board may, where it has adopted a loan authorization bylaw and, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

AND WHEREAS by "Regional District of Nanaimo Regional Parks and Trails Service Loan Authorization Bylaw No. 1476, 2006", the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$950,000.00 for the purpose of purchasing land for Regional Parks purposes;

AND WHEREAS no notice has been served on the Board or its Secretary in regard to quashing the said, "Regional District of Nanaimo Regional Parks and Trails Service Loan Authorization Bylaw No. 1476, 2006";

AND WHEREAS the borrowing power under the said Bylaw No. 1476 has been temporarily deferred;

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

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$950,000.00 solely for the purposes specified in the said "Regional District of Nanaimo Regional Parks and Trails Service Loan Authorization Bylaw No. 1476, 2006".
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson or Deputy Chairperson and Manager, Financial Services of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.

4. This bylaw may be cited as "Regional District of Nanaimo Interim Financing (Regional Parks) Bylaw No. 1484, 2006".

Introduced and read three times this 28th day of March, 2006

Adopted this day of, 2006.

CHAIRPERSON

DEPUTY ADMINSTRATOR



**REGIONAL
DISTRICT
OF NANAIMO**

REGIONAL DISTRICT OF NANAIMO		
CHAIR		GM Cms
CAO	<i>CDW</i>	GM ES
DA COO		MoF
MAR - 9 2006		
<i>CDW</i>		

MEMORANDUM

TO: Mike Donnelly, ASET
Manager of Utilities

DATE: March 2, 2006

FROM: Deb Churko, ASET
Engineering Technologist

FILE: 5500-22-01

SUBJECT: Water Bill Adjustments Due to Leaks
Proposed Regulations & Rates Bylaw Amendments

PURPOSE

To present the Board with proposed amendments to the Water Service Area Regulations and Rates Bylaws to allow for the collection of fees for water billing adjustments, meter accuracy tests, meter re-reading, and water meter replacement within the Regional District of Nanaimo water service areas.

BACKGROUND

At the February 14th, 2006 Committee of the Whole meeting, a staff report was brought forward to introduce a revised leak policy with respect to water leaks on private property. The *Adjustment for Water Leak Policy D1.1* was adopted at the February 28th, 2006 meeting of the Board. The policy described new conditions under which a water bill adjustment would be made for a water leak. Accordingly, new fees were proposed to recover our costs for processing applications for billing adjustments, meter accuracy testing, extra meter readings, and meter replacement. The fee schedule must now be incorporated into the Regulations and Rates Bylaws for each water service area. The following fees will apply:

Water Bill Adjustment Fees

Administration Fee	\$20.00 (all applications)	
Meter Accuracy Test Fee	\$50.00 (if requested by applicant)	
Meter Re-reading Fee	\$50.00 (if requested by applicant)	
Meter Replacement Fee	\$200.00 (if requested by applicant)	[all fees subject to GST]

As part of the proposed bylaw amendment process, staff have added the Water Bill Adjustment Fees to Schedule 'C' of each Regulations and Rates bylaw, and the new *User Fee Adjustment for Water Leaks Application Form* is included as Schedule 'E'. The bylaw amendments will also clarify the one-year claim period, and refer the applicant back to the leak policy which describes the procedure for making a billing adjustment application. These changes have no effect on the existing user rates.

ALTERNATIVES

1. Approve the proposed Regulations and Rates Bylaw Amendments.
2. Do not approve the proposed amendments.

IMPLICATIONS

The Water Bill Adjustment Fees must be included in the rate schedules for each water service area in order to be enforceable. Should the proposed bylaw amendments not be adopted, the fees would not be put into effect.

FINANCIAL IMPLICATIONS

Currently no fees are in place to recover our costs for extra meter readings, extra invoicing, repeat requests, etc. The proposed bylaw amendments will allow for revenue to recover those costs. Fees collected for each application will be credited back to the applicant's water service area.

SUMMARY/CONCLUSIONS

The fees proposed in the *Adjustment for Water Leak Policy DI.1* allow for the collection of fees for processing applications for billing adjustments, meter accuracy testing, extra meter readings, and water meter replacement. The proposed bylaw amendments provide both the application form and the fees prescribed for these requests. The bylaw amendments will also clarify the one-year claim period, and refer the applicant back to the leak policy which describes the procedure for making a billing adjustment application.

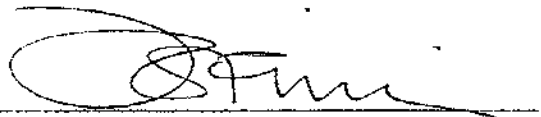
RECOMMENDATIONS

1. That Regional District of Nanaimo, "French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.13, 2006" be introduced for three readings.
2. That Regional District of Nanaimo, "French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.13, 2006" having received three readings be adopted.
3. That Regional District of Nanaimo, "Surfside Properties Water Supply Specified Area Regulations and Rates Amendment Bylaw No. 700.14, 2006" be introduced for three readings.
4. That Regional District of Nanaimo, "Surfside Properties Water Supply Specified Area Regulations and Rates Amendment Bylaw No. 700.14, 2006" having received three readings be adopted.
5. That Regional District of Nanaimo, "Decourcey Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1097.09, 2006" be introduced for three readings.
6. That Regional District of Nanaimo, "Decourcey Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1097.09, 2006" having received three readings be adopted.
7. That Regional District of Nanaimo, "San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.07, 2006" be introduced for three readings.
8. That Regional District of Nanaimo, "San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.07, 2006" having received three readings be adopted.

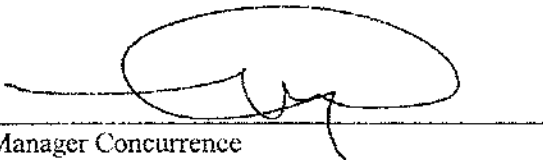
9. That Regional District of Nanaimo, "Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383.03, 2006" be introduced for three readings.
10. That Regional District of Nanaimo, "Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383.03, 2006" having received three readings be adopted.
11. That Regional District of Nanaimo, "Melrose Terrace Water Local Service Area Rates and Regulations Amendment Bylaw No. 1434.02, 2006" be introduced for three readings.
12. That Regional District of Nanaimo, "Melrose Terrace Water Local Service Area Rates and Regulations Amendment Bylaw No. 1434.02, 2006" having received three readings be adopted.
13. That Regional District of Nanaimo, "Nanose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468.02, 2006" be introduced for three readings.
14. That Regional District of Nanaimo, "Nanose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468.02, 2006" having received three readings be adopted.



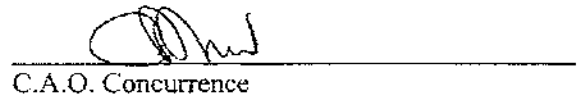
Report Writer



General Manager Concurrence



Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 619.13

**A BYLAW TO AMEND FRENCH CREEK WATER
SUPPLY SPECIFIED AREA REGULATIONS AND
RATES BYLAW NO. 619, 1983**

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

1. The "French Creek Water Supply Specified Area Regulations and Rates Bylaw No. 619, 1983" is hereby amended by:
 - (a) Amending Section 6(c) by deleting the words "since the end of the period for which such water user rates or charges were made" and replacing them with "from the date the water bill was issued".
 - (b) Inserting the following sentence as Section 6(d) and renumbering 6(d) to 6(e):

“(d) All water rates and charges being disputed by the user will be handled in accordance with *Adjustment for Water Leak Policy D1.1.*”
 - (c) Repealing Schedule 'C' and substituting Schedule 'C' attached hereto and forming part of this bylaw.
 - (d) Adding new Schedule 'E' to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.13, 2006".

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

.....
Chairperson

.....
Deputy Administrator

SCHEDULE 'C'

SERVICE CONNECTION, FIRE HYDRANT USE, AND WATER BILL ADJUSTMENT FEES AND CHARGES

1. **Connection Charges**
 - (a) To existing servicing connections \$ 580.00
 - (b) To new service connections \$ 1,000.00
(Applicant to pay any additional costs)

2. **Reconnection** to any water service disconnected pursuant to this bylaw \$ 100.00

3. **Hydrant Use Fees**

Application fee payable on receipt of the application	\$ 50.00
Inspection and Maintenance fee	\$ 125.00
Damage deposit on RDN equipment*	\$ 500.00
Consumption charge per cubic meter	\$ 2.00

* Note: The damage deposit will be returned to the applicant less any other noted charges.

4. **Water Bill Adjustment Fees**

Administration Fee (all applications)	\$ 20.00
Meter Accuracy Test Fee (if requested by applicant)	\$ 50.00
Meter Re-reading Fee (if requested by applicant)	\$ 50.00
Meter Replacement Fee (if requested by applicant)	\$ 200.00

Chairperson: _____

Deputy Administrator: _____



**UTILITIES DEPARTMENT
USER FEE ADJUSTMENT FOR WATER LEAKS
APPLICATION FORM**



APPLICANT'S NAME: _____ Acct. No. _____

MAILING ADDRESS: _____ Postal Code _____

PROPERTY ADDRESS (if different than above): _____

TELEPHONE: _____ CELL: _____ FAX: _____ EMAIL: _____

- RDN Water Service Area: _____
- Cause of Leak: _____
- Date Leak was discovered: _____ Date repaired: _____
- Repairs done by: _____ Meter Reading _____
- Insurance Claim for Repairs: Yes No Receipts attached _____

I understand and agree to the following:

- Administration fee is \$20.00 (all applications)
- Meter re-reading is \$50.00 (if requested by applicant)
- Meter accuracy test is \$50.00 (if requested by applicant)
- Meter replacement is \$200.00 (if requested by applicant)

PLEASE NOTE: YOUR ACCOUNT WILL BE REVIEWED. IF AN ADJUSTMENT IS WARRANTED IT WILL BE CALCULATED BELOW.

SIGNED: _____ DATE: _____

Personal information collected on this form is collected for the purpose of processing this application and for administration and verification. The personal information is collected under the authority of the *Local Government Act* and RDN bylaws. If you have any questions about this collection, contact the Manager of Utilities at 6300 Hammond Bay Road in Nanaimo or by phone at 390-6560. Personal information or business information submitted on this form is not considered to be supplied in confidence. Applicant's initials _____

This Section for RDN Use Only

Type of Leak: Service Line Other

Original Water Bill Amount _____ Adjusted Discount Date _____

Original Discount Date _____

Administration Fee (\$20)	_____	\$20.00
Meter Accuracy Test Fee (\$50)	_____	_____
Meter Re-reading Fee (\$50)	_____	_____
Meter Replacement Fee (\$200)	_____	_____
	(7% GST)	_____
Customer's 3 Year Historical Average Consumption	_____	_____
Value of 50% Excess Water (not for service line leaks)	_____	(max. \$1500)
	10% Discount (if applicable)	_____
Amount to Invoice:		\$ _____

Refund/Invoicing Approved by _____ Date: _____

Manager of Utilities

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 700.14

**A BYLAW TO AMEND SURFSIDE PROPERTIES WATER
SUPPLY SPECIFIED AREA REGULATIONS
AND RATES BYLAW NO. 700, 1986**

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

1. The "Surfside Properties Water Supply Specified Area Regulations and Rates Bylaw No. 700, 1986" is hereby amended by:
 - (a) Amending Section 6(b) by deleting the words "since the end of the period for which such water user rates or charges were made" and replacing them with "from the date the water bill was issued".
 - (b) Inserting the following sentence as Section 6(c) and renumbering 6(c) to 6(d):

“(c) All water rates and charges being disputed by the user will be handled in accordance with *Adjustment for Water Leak Policy D1.1.*”
 - (c) Repealing Schedule 'C' and substituting Schedule 'C' attached hereto and forming part of this bylaw.
 - (d) Adding new Schedule 'E' to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Surfside Properties Water Supply Specified Area Regulations and Rates Amendment Bylaw No. 700.14, 2006".

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

.....
Chairperson

.....
Deputy Administrator

SCHEDULE 'C'

SERVICE CONNECTION, FIRE HYDRANT USE, AND WATER BILL ADJUSTMENT FEES AND CHARGES

1. **Connection Charges**
 - (a) To existing servicing connections \$ 580.00
 - (b) To new service connections \$ 1,000.00
(Applicant to pay any additional costs)

2. **Reconnection** to any water service disconnected pursuant to this bylaw \$ 100.00

3. **Hydrant Use Fees**

Application fee payable on receipt of the application	\$ 50.00
Inspection and Maintenance fee	\$ 125.00
Damage deposit on RDN equipment*	\$ 500.00
Consumption charge per cubic meter	\$ 2.00

- * Note: The damage deposit will be returned to the applicant less any other noted charges.

4. **Water Bill Adjustment Fees**

Administration Fee (all applications)	\$ 20.00
Meter Accuracy Test Fee (if requested by applicant)	\$ 50.00
Meter Re-reading Fee (if requested by applicant)	\$ 50.00
Meter Replacement Fee (if requested by applicant)	\$ 200.00

Chairperson

Deputy Administrator



**UTILITIES DEPARTMENT
USER FEE ADJUSTMENT FOR WATER LEAKS
APPLICATION FORM**



APPLICANT'S NAME: _____ Acct. No. _____
 MAILING ADDRESS: _____ Postal Code _____
 PROPERTY ADDRESS (if different than above): _____
 TELEPHONE: _____ CELL: _____ FAX: _____ EMAIL: _____

- RDN Water Service Area: _____
- Cause of Leak: _____
- Date Leak was discovered: _____ Date repaired: _____
- Repairs done by: _____ Meter Reading _____
- Insurance Claim for Repairs: Yes No Receipts attached _____

I understand and agree to the following:

- Administration fee is \$20.00 (all applications)
- Meter re-reading is \$50.00 (if requested by applicant)
- Meter accuracy test is \$50.00 (if requested by applicant)
- Meter replacement is \$200.00 (if requested by applicant)

PLEASE NOTE: YOUR ACCOUNT WILL BE REVIEWED. IF AN ADJUSTMENT IS WARRANTED IT WILL BE CALCULATED BELOW.

SIGNED: _____ DATE: _____

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This Section for RDN Use Only

Type of Leak: Service Line Other

Original Water Bill Amount _____ Adjusted Discount Date _____
 Original Discount Date _____

Administration Fee (\$20)	_____	\$20.00
Meter Accuracy Test Fee (\$50)	_____	
Meter Re-reading Fee (\$50)	_____	
Meter Replacement Fee (\$200)	_____	
	(7% GST)	_____
Customer's 3 Year Historical Average Consumption	_____	
Value of 50% Excess Water (not for service line leaks)	_____	(max. \$1500)
	10% Discount (if applicable)	_____
Amount to Invoice:		_____ \$

Refund/Invoicing Approved by _____ Date: _____

Manager of Utilities

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1097.09

**A BYLAW TO AMEND DECOURCEY WATER
SUPPLY LOCAL SERVICE AREA RATES AND
REGULATIONS BYLAW NO. 1097, 1998**

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

1. The "Decourcey Water Supply Local Service Area Rates and Regulations Bylaw No. 1097, 1998" is hereby amended by:
 - (a) Amending Section 6(f) by deleting the words "since the end of the period for which such water user rates or charges were made" and replacing them with "from the date the water bill was issued".
 - (b) Inserting the following sentence as Section 6(g) and renumbering 6(g) and (h) to 6(h) and (j):

“(g) All water rates and charges being disputed by the user will be handled in accordance with *Adjustment for Water Leak Policy D1.1.*”
 - (c) Repealing Schedule 'C' and substituting Schedule 'C' attached hereto and forming part of this bylaw.
 - (d) Adding new Schedule 'E' to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Decourcey Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1097.09, 2006".

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator

SCHEDULE 'C'

SERVICE CONNECTION, FIRE HYDRANT USE, AND WATER BILL ADJUSTMENT FEES AND CHARGES

1. **Connection Charges**
 - (a) To existing servicing connections \$ 580.00
 - (b) To new service connections \$ 1,000.00
(Applicant to pay any additional costs)

2. **Reconnection** to any water service disconnected pursuant to this bylaw \$ 100.00

3. **Hydrant Use Fees**

Application fee payable on receipt of the application	\$ 50.00
Inspection and Maintenance fee	\$ 125.00
Damage deposit on RDN equipment*	\$ 500.00
Consumption charge per cubic meter	\$ 2.00

- * Note: The damage deposit will be returned to the applicant less any other noted charges.

4. **Water Bill Adjustment Fees**

Administration Fee (all applications)	\$ 20.00
Meter Accuracy Test Fee (if requested by applicant)	\$ 50.00
Meter Re-reading Fee (if requested by applicant)	\$ 50.00
Meter Replacement Fee (if requested by applicant)	\$ 200.00

Chairperson

Deputy Administrator



**UTILITIES DEPARTMENT
USER FEE ADJUSTMENT FOR WATER LEAKS
APPLICATION FORM**



APPLICANT'S NAME: _____ Acct. No. _____
 MAILING ADDRESS: _____ Postal Code _____
 PROPERTY ADDRESS (if different than above): _____
 TELEPHONE: _____ CELL: _____ FAX: _____ EMAIL: _____

- RDN Water Service Area: _____
- Cause of Leak: _____
- Date Leak was discovered: _____ Date repaired: _____
- Repairs done by: _____ Meter Reading _____
- Insurance Claim for Repairs: Yes No Receipts attached _____

I understand and agree to the following:

- Administration fee is \$20.00 (all applications)
- Meter re-reading is \$50.00 (if requested by applicant)
- Meter accuracy test is \$50.00 (if requested by applicant)
- Meter replacement is \$200.00 (if requested by applicant)

PLEASE NOTE: YOUR ACCOUNT WILL BE REVIEWED. IF AN ADJUSTMENT IS WARRANTED IT WILL BE CALCULATED BELOW.

SIGNED: _____ DATE: _____

Personal information collected on this form is collected for the purpose of processing this application and for administration and verification. The personal information is collected under the authority of the *Local Government Act* and RDN bylaws. If you have any questions about this collector, contact the Manager of Utilities at 6300 Hammond Bay Road in Nanaimo or by phone at 390-6560. Personal information or business information submitted on this form is not considered to be supplied in confidence. Applicant's initials _____

This Section for RDN Use Only

Type of Leak: Service Line Other

Original Water-Bill Amount _____ Adjusted Discount Date _____
 Original Discount Date _____

Administration Fee (\$20)	_____	\$20.00
Meter Accuracy Test Fee (\$50)	_____	_____
Meter Re-reading Fee (\$50)	_____	_____
Meter Replacement Fee (\$200)	_____	_____
	(7% GST)	_____
Customer's 3 Year Historical Average Consumption	_____	_____
Value of 50% Excess Water (not for service line leaks)	_____ (max. \$1500)	_____
	10% Discount (if applicable)	_____
Amount to Invoice:		\$ _____

Refund/Invoicing Approved by _____ Date: _____

Manager of Utilities

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1172.07

**A BYLAW TO AMEND SAN PAREIL WATER
SUPPLY LOCAL SERVICE AREA RATES AND
REGULATIONS BYLAW NO. 1172, 1999**

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

1. The "San Pareil Water Supply Local Service Area Rates and Regulations Bylaw No. 1172, 1999" is hereby amended by:
 - (a) Amending Section 7(f) by deleting the words "since the end of the period for which such water user rates or charges were made" and replacing them with "from the date the water bill was issued".
 - (b) Inserting the following sentence as Section 7(g) and renumbering 7(g) and (h) to 7(h) and (i):

“(g) All water rates and charges being disputed by the user will be handled in accordance with *Adjustment for Water Leak Policy D1.1.*”
 - (c) Repealing Schedule 'C' and substituting Schedule 'C' attached hereto and forming part of this bylaw.
 - (d) Adding new Schedule 'E' to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.07, 2006".

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator

SCHEDULE 'C'

SERVICE CONNECTION, FIRE HYDRANT USE, AND WATER BILL ADJUSTMENT FEES AND CHARGES

1. **Connection Charges**
 - (a) To existing servicing connections \$ 580.00
 - (b) To new service connections \$ 1,000.00
(Applicant to pay any additional costs)

2. **Reconnection** to any water service disconnected pursuant to this bylaw \$ 100.00

3. **Hydrant Use Fees**

Application fee payable on receipt of the application	\$ 50.00
Inspection and Maintenance fee	\$ 125.00
Damage deposit on RDN equipment*	\$ 500.00
Consumption charge per cubic meter	\$ 2.00

- * Note: The damage deposit will be returned to the applicant less any other noted charges.

4. **Water Bill Adjustment Fees**

Administration Fee (all applications)	\$ 20.00
Meter Accuracy Test Fee (if requested by applicant)	\$ 50.00
Meter Re-reading Fee (if requested by applicant)	\$ 50.00
Meter Replacement Fee (if requested by applicant)	\$ 200.00

Chairperson

Deputy Administrator



**UTILITIES DEPARTMENT
USER FEE ADJUSTMENT FOR WATER LEAKS
APPLICATION FORM**



APPLICANT'S NAME: _____ Acct. No. _____
MAILING ADDRESS: _____ Postal Code _____
PROPERTY ADDRESS (if different than above): _____
TELEPHONE: _____ CELL: _____ FAX: _____ EMAIL: _____

- RDN Water Service Area: _____
- Cause of Leak: _____
- Date Leak was discovered: _____ Date repaired: _____
- Repairs done by: _____ Meter Reading _____
- Insurance Claim for Repairs: Yes No Receipts attached _____

I understand and agree to the following:

- Administration fee is \$20.00 (all applications)
- Meter accuracy test is \$50.00 (if requested by applicant)
- Meter re-reading is \$50.00 (if requested by applicant)
- Meter replacement is \$200.00 (if requested by applicant)

**PLEASE NOTE: YOUR ACCOUNT WILL BE REVIEWED. IF AN
ADJUSTMENT IS WARRANTED IT WILL BE CALCULATED BELOW.**

SIGNED: _____ DATE: _____

Personal information collected on this form is collected for the purpose of processing this application and for administration and verification. The personal information is collected under the authority of the *Local Government Act* and RDN bylaws. If you have any questions about this collection, contact the Manager of Utilities at 6300 Hammond Bay Road in Nanaimo or by phone at 390-6560. Personal information or business information submitted on this form is not considered to be supplied in confidence. Applicant's initials _____

This Section for RDN Use Only

Type of Leak: Service Line Other

Original Water Bill Amount _____ Adjusted Discount Date _____
Original Discount Date _____

Administration Fee (\$20)	\$20.00
Meter Accuracy Test Fee (\$50)	_____
Meter Re-reading Fee (\$50)	_____
Meter Replacement Fee (\$200)	_____
	(7% GST)
Customer's 3 Year Historical Average Consumption	_____
Value of 50% Excess Water (not for service line leaks)	(max. \$1500)
	10% Discount (if applicable)
Amount to Invoice:	\$ _____

Refund/Invoicing Approved by _____ Date: _____
Manager of Utilities

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1383.03

**A BYLAW TO AMEND ENGLISHMAN RIVER COMMUNITY
WATER SUPPLY SERVICE AREA RATES AND
REGULATIONS BYLAW NO. 1383, 2004**

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

1. The "Englishman River Community Water Supply Service Area Rates and Regulations Bylaw No. 1383, 2004" is hereby amended by:
 - (a) Amending Section 7(f) by deleting the words "since the end of the period for which such water user rates or charges were made" and replacing them with "from the date the water bill was issued".
 - (b) Inserting the following sentence as Section 7(g) and renumbering 7(g) and (h) to 7(h) and (i):

“(g) All water rates and charges being disputed by the user will be handled in accordance with *Adjustment for Water Leak Policy D1.1.*”
 - (c) Repealing Schedule 'C' and substituting Schedule 'C' attached hereto and forming part of this bylaw.
 - (d) Adding new Schedule 'E' to this bylaw.
2. This bylaw may be cited for all purposes as "Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383.03, 2006".

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator

SCHEDULE 'C'

SERVICE CONNECTION, FIRE HYDRANT USE, AND WATER BILL ADJUSTMENT FEES AND CHARGES

1. **Connection Charges**
 - (a) To existing servicing connections \$ 580.00
 - (b) To new service connections \$ 1,000.00
(Applicant to pay any additional costs)

2. **Reconnection to any water service disconnected pursuant to this bylaw** \$ 100.00

3. **Hydrant Use Fees**

Application fee payable on receipt of the application	\$ 50.00
Inspection and Maintenance fee	\$ 125.00
Damage deposit on RDN equipment*	\$ 500.00
Consumption charge per cubic meter	\$ 2.00

- * Note: The damage deposit will be returned to the applicant less any other noted charges.

4. **Water Bill Adjustment Fees**

Administration Fee (all applications)	\$ 20.00
Meter Accuracy Test Fee (if requested by applicant)	\$ 50.00
Meter Re-reading Fee (if requested by applicant)	\$ 50.00
Meter Replacement Fee (if requested by applicant)	\$ 200.00

Chairperson

Deputy Administrator



**UTILITIES DEPARTMENT
USER FEE ADJUSTMENT FOR WATER LEAKS
APPLICATION FORM**



APPLICANT'S NAME: _____ Acct. No. _____

MAILING ADDRESS: _____ Postal Code _____

PROPERTY ADDRESS (if different than above): _____

TELEPHONE: _____ CELL: _____ FAX: _____ EMAIL: _____

- RDN Water Service Area: _____
- Cause of Leak: _____
- Date Leak was discovered: _____ Date repaired: _____
- Repairs done by: _____ Meter Reading _____
- Insurance Claim for Repairs: Yes No Receipts attached _____

I understand and agree to the following:

- Administration fee is \$20.00 (all applications)
- Meter re-reading is \$50.00 (if requested by applicant)
- Meter accuracy test is \$50.00 (if requested by applicant)
- Meter replacement is \$200.00 (if requested by applicant)

**PLEASE NOTE: YOUR ACCOUNT WILL BE REVIEWED. IF AN
ADJUSTMENT IS WARRANTED IT WILL BE CALCULATED BELOW.**

SIGNED: _____ DATE: _____

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This Section for RDN Use Only

Type of Leak: Service Line Other

Original Water Bill Amount _____ Adjusted Discount Date _____

Original Discount Date _____

Administration Fee (\$20)	\$20.00
Meter Accuracy Test Fee (\$50)	_____
Meter Re-reading Fee (\$50)	_____
Meter Replacement Fee (\$200)	_____
	(7% GST)
Customer's 3 Year Historical Average Consumption	_____
Value of 50% Excess Water (not for service line leaks)	(max. \$1500)
	10% Discount (if applicable)
Amount to Invoice:	\$ _____

Refund/Invoicing Approved by _____ Date: _____

Manager of Utilities

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1434.02

**A BYLAW TO AMEND MELROSE TERRACE WATER
LOCAL SERVICE AREA RATES AND
REGULATIONS BYLAW NO. 1434, 2005**

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

1. The "Melrose Terrace Water Local Service Area Rates and Regulations Bylaw No. 1434, 2005" is hereby amended by:
 - (a) Amending Section 7(f) by deleting the words "since the end of the period for which such water user rates or charges were made" and replacing them with "from the date the water bill was issued".
 - (b) Inserting the following sentence as Section 7(g) and renumbering 7(g) and (h) to 7(h) and (i):

“(g) All water rates and charges being disputed by the user will be handled in accordance with *Adjustment for Water Leak Policy D.I.I.*”
 - (c) Repealing Schedule 'C' and substituting Schedule 'C' attached hereto and forming part of this bylaw.
 - (d) Adding new Schedule 'E' to this bylaw.
2. This bylaw may be cited for all purposes as "Melrose Terrace Water Local Service Area Rates and Regulations Amendment Bylaw No. 1434.02, 2006".

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator

SCHEDULE 'C'

SERVICE CONNECTION, FIRE HYDRANT USE, AND WATER BILL ADJUSTMENT FEES AND CHARGES

1. **Connection Charges**
 - (a) To existing servicing connections \$ 580.00
 - (b) To new service connections \$ 1,000.00
(Applicant to pay any additional costs)

2. **Reconnection** to any water service disconnected pursuant to this bylaw \$ 100.00

3. **Hydrant Use Fees**

Application fee payable on receipt of the application	\$ 50.00
Inspection and Maintenance fee	\$ 125.00
Damage deposit on RDN equipment*	\$ 500.00
Consumption charge per cubic meter	\$ 2.00

- * Note: The damage deposit will be returned to the applicant less any other noted charges.

4. **Water Bill Adjustment Fees**

Administration Fee (all applications)	\$ 20.00
Meter Accuracy Test Fee (if requested by applicant)	\$ 50.00
Meter Re-reading Fee (if requested by applicant)	\$ 50.00
Meter Replacement Fee (if requested by applicant)	\$ 200.00

Chairperson _____

Deputy Administrator _____



**UTILITIES DEPARTMENT
USER FEE ADJUSTMENT FOR WATER LEAKS
APPLICATION FORM**



APPLICANT'S NAME: _____ Acct. No. _____
 MAILING ADDRESS: _____ Postal Code _____
 PROPERTY ADDRESS (if different than above): _____
 TELEPHONE: _____ CELL: _____ FAX: _____ EMAIL: _____

- RDN Water Service Area: _____
- Cause of Leak: _____
- Date Leak was discovered: _____ Date repaired: _____
- Repairs done by: _____ Meter Reading _____
- Insurance Claim for Repairs: Yes No Receipts attached _____

I understand and agree to the following:

- Administration fee is \$20.00 (all applications)
- Meter accuracy test is \$50.00 (if requested by applicant)
- Meter re-reading is \$50.00 (if requested by applicant)
- Meter replacement is \$200.00 (if requested by applicant)

PLEASE NOTE: YOUR ACCOUNT WILL BE REVIEWED. IF AN ADJUSTMENT IS WARRANTED IT WILL BE CALCULATED BELOW.

SIGNED: _____ DATE: _____

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This Section for RDN Use Only

Type of Leak: Service Line Other

Original Water Bill Amount _____ Adjusted Discount Date _____

Original Discount Date _____

Administration Fee (\$20)	\$20.00
Meter Accuracy Test Fee (\$50)	_____
Meter Re-reading Fee (\$50)	_____
Meter Replacement Fee (\$200)	_____
	(7% GST) _____
Customer's 3 Year Historical Average Consumption _____	_____
Value of 50% Excess Water (not for service line leaks) _____	(max. \$1500) _____
10% Discount (if applicable) _____	_____
Amount to Invoice:	\$ _____

Refund/Invoicing Approved by _____ Date: _____

Manager of Utilities

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1468.02

**A BYLAW TO AMEND NANOOSE BAY PENINSULA
WATER LOCAL SERVICE AREA RATES AND
REGULATIONS BYLAW NO. 1468, 2005**

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

1. The "Nanoose Bay Peninsula Water Local Service Area Rates and Regulations Bylaw No. 1468, 2005" is hereby amended by:
 - (a) Amending Section 7(f) by deleting the words "since the end of the period for which such water user rates or charges were made" and replacing them with "from the date the water bill was issued".
 - (b) Inserting the following sentence as Section 7(g) and renumbering 7(g) and (h) to 7(h) and (i):

“(g) All water rates and charges being disputed by the user will be handled in accordance with *Adjustment for Water Leak Policy D1.1.*”
 - (c) Repealing Schedule 'C' and substituting Schedule 'C' attached hereto and forming part of this bylaw.
 - (d) Adding new Schedule 'E' to this bylaw.
2. This bylaw may be cited for all purposes as "Nanoose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468.02, 2006".

Introduced and read three times this 28th day of March, 2006.

Adopted this 28th day of March, 2006.

CHAIRPERSON

DEPUTY ADMINISTRATOR

Chairperson

Deputy Administrator

SCHEDULE 'C'

SERVICE CONNECTION, FIRE HYDRANT USE, AND WATER BILL ADJUSTMENT FEES AND CHARGES

1. **Connection Charges**
 - (a) To existing servicing connections \$ 580.00
 - (b) To new service connections \$ 1,000.00
(Applicant to pay any additional costs)

2. **Reconnection** to any water service disconnected pursuant to this bylaw \$ 100.00

3. **Hydrant Use Fees**

Application fee payable on receipt of the application	\$ 50.00
Inspection and Maintenance fee	\$ 125.00
Damage deposit on RDN equipment*	\$ 500.00
Consumption charge per cubic meter	\$ 2.00

* Note: The damage deposit will be returned to the applicant less any other noted charges.

4. **Water Bill Adjustment Fees**

Administration Fee (all applications)	\$ 20.00
Meter Accuracy Test Fee (if requested by applicant)	\$ 50.00
Meter Re-reading Fee (if requested by applicant)	\$ 50.00
Meter Replacement Fee (if requested by applicant)	\$ 200.00

Chairperson

Deputy Administrator



**UTILITIES DEPARTMENT
USER FEE ADJUSTMENT FOR WATER LEAKS
APPLICATION FORM**



APPLICANT'S NAME: _____ Acct. No. _____
 MAILING ADDRESS: _____ Postal Code _____
 PROPERTY ADDRESS (if different than above): _____
 TELEPHONE: _____ CELL: _____ FAX: _____ EMAIL: _____

- RDN Water Service Area: _____
- Cause of Leak: _____
- Date Leak was discovered: _____ Date repaired: _____
- Repairs done by: _____ Meter Reading _____
- Insurance Claim for Repairs: Yes No Receipts attached _____

I understand and agree to the following:

- Administration fee is \$20.00 (all applications)
- Meter re-reading is \$50.00 (if requested by applicant)
- Meter accuracy test is \$50.00 (if requested by applicant)
- Meter replacement is \$200.00 (if requested by applicant)

PLEASE NOTE: YOUR ACCOUNT WILL BE REVIEWED. IF AN ADJUSTMENT IS WARRANTED IT WILL BE CALCULATED BELOW.

SIGNED: _____ DATE: _____

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This Section for RDN Use Only

Type of Leak: Service Line Other

Original Water Bill Amount _____ Adjusted Discount Date _____
 Original Discount Date _____

Administration Fee (\$20)	_____	\$20.00
Meter Accuracy Test Fee (\$50)	_____	
Meter Re-reading Fee (\$50)	_____	
Meter Replacement Fee (\$200)	_____	
	(7% GST)	_____
Customer's 3 Year Historical Average Consumption	_____	
Value of 50% Excess Water (not for service line leaks)	_____	(max. \$1500)
	10% Discount (if applicable)	_____
Amount to Invoice:		\$ _____

Refund/Invoicing Approved by _____ Date: _____

Manager of Utilities

Members of the committee will be reimbursed out of pocket expenses incurred as a result of attending meetings. Those reimbursements will be subject to RDN policy.

SUMMARY/CONCLUSIONS

The Board has approved the establishment of a Drinking Water / Watershed Protection Stewardship Committee and directed staff to develop Terms of Reference. The Terms of Reference are attached for the Board's consideration.

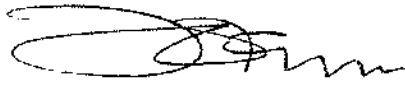
RECOMMENDATION

1. That the Drinking Water/Watershed Protection Stewardship Committee Terms of Reference be approved.

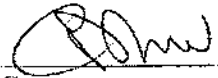
Report Writer



General Manager Concurrence



CAO Concurrence



COMMENTS:

Terms of Reference

March 2006

Drinking Water / Watershed Protection Stewardship Committee

Purpose

To identify action items and initiatives that support the protection of surface and groundwater drinking water sources for RDN Electoral Area residents and to provide recommendations to the Board regarding key drinking water and watershed protection activities to be considered for the 2007 budget.

The Stewardship Committee will bring together and focus the considerable work already carried out by the RDN with respect to drinking water and watershed protection. It will provide the forum by which broad representation from the region will assist in shaping the direction of DW/WP.

Committee Roles and Responsibilities

The Drinking Water / Watershed Protection Stewardship Committee will be an advisory committee and will provide for a technical sub-committee as required.

The committee will:

- Determine priority actions and initiatives for the protection of surface and groundwater drinking water sources.
- Provide recommendations to the Board regarding key strategies and initiatives relating to drinking water and watershed protection to be included in the 2007 annual budget;
- liaise with Electoral Area residents;
- liaise with the Vancouver Island Health Authority Watershed Protection Steering Committee;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with the general public;
- provide input and feedback on technical reports and other documents prepared for the committee's information;

Membership Criteria/Selection

The committee will consist of up to 15 members. Members will be selected by the Board through an application process or by agency appointment. Membership representation will be as follows:

- | | |
|---|--------------------------------------|
| 1. Electoral Area resident | 9. Stewardship Group Representative |
| 2. Electoral Area resident | 10. Stewardship Group Representative |
| 3. Electoral Area resident | 11. VIHA |
| 4. Electoral Area resident | 12. Ministry of Environment |
| 5. Well Drilling Industry Representative | 13. Islands Trust |
| 6. Private Water Purveyors Representative | 14. RDN (Staff) |
| 7. Water Improvement Dist. Representative | 15. RDN (Chair) |
| 8. First Nations Representative | |

Membership may be adjusted as needs or issues arise. The application for non-appointed members for committee membership will be promoted through advertisements in local media. Applications must demonstrate the applicant's:

- representation of one of the sectors listed above;
- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in drinking water and watershed protection issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to drinking water and watershed protection issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

Term

Initial members will be appointed by the RDN Board to an 18 month term. Alternate member appointments will be approved by the committee as required. If a member must resign from the committee, their position will be filled through the application process.

In general there may be up to 12 meetings per year of the committee with the provision for workshops or other presentations at the committee's discretion.

Members are expected to attend all committee meetings.

Participation Costs

Out of pocket expenses incurred as result of attending meetings will be reimbursed subject to RDN policy.

Decision Making

Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion.

DW/WP committee meetings will be open to the public; however non-committee members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegate's request to speak to the committee will be at the discretion of the committee.

Chairperson

The chair will be one of the RDN Board members appointed to the committee in order to provide a direct link between the advisory committee and the Board.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY
COMMITTEE MEETING HELD ON
FEBRUARY 6, 2006**

**NANOOSE LIBRARY HALL
NANOOSE ROAD, NANOOSE BAY**

Attendance:

Gabrielle Carlidge	Paula Young	Anette Thingsted
George Holme (Area E Director)	Kiwi Stanners	Stephen Watson
Frank Van Eynde (District 69 Recreation Commission Rep)		

Staff:

Jeff Ainge, RDN Parks Supervisor

CALL TO ORDER

Jeff Ainge called the meeting to order at 7:00 pm and acted as Chairperson until the election of officers was complete.

INTRODUCTIONS

The Committee members introduced themselves. Ms Thingsted was welcomed to the Committee.

ADOPTION OF THE AGENDA

MOVED F. Van Eynde, SECONDED G. Carlidge that the agenda be adopted as presented. CARRIED

ELECTION OF OFFICERS

Mr. Ainge thanked Mr. Van Eynde for his work as Chairperson over the past year and called for volunteers interested in filling the role of Chairperson for the coming year. There were none.

MOVED G. Holme, SECONDED S. Watson that Mr. Van Eynde be nominated as Chairperson. Mr. Van Eynde accepted the nomination and with no other nominations was acclaimed into the Chair.

There were no volunteers or nominations for Recording Secretary. Ms. Thingsted offered to take on the role at the next meeting after she had had a chance to understand how the Committee works. Mr. Ainge offered to take minutes for the remainder of the meeting.

Mr. Van Eynde assumed the role of Chair for the remainder of the meeting.

DELEGATIONS

1. Mr. Bud McFarland was unable to attend as a delegation however Mr. Ainge indicated that Mr. McFarland would like to attend at a future meeting to provide additional information on a proposal to construct a walking/biking trail on Claudet Road.
2. Mr. Floyd Harry (Nanoose Naturalists) had been invited by the Committee to appear as a delegation in response to his recent work inventorying broom and other issues within local parks. Mr. Harry was unclear as to the reason for his invitation. He expressed concern that trails and parks are becoming

lost to vegetation growth, that the time to take action is now, and that setting priorities for work in the parks and building those parks was not a role for the Nanoose Naturalists.

MOVED G. Cartlidge, SECONDED S. Watson that the Committee express its gratitude for the work completed by the Nanoose Naturalists in preparing the inventory report. CARRIED

3. Mr. Jim Lettic, President of Nanoose Property Owners and Residents' Association (NPORA), thanked the POSAC members for their volunteer efforts in representing the community interests and working on behalf of parks in Nanoose. Mr. Lettic spoke to the current Fairwinds development application before the Regional Board, and the issue of Sensitive Ecosystem Protection. Mr. Lettic expressed concern (shared by many at a recent Public Information Meeting) that designation of parkland does not equate to preservation and protection of Sensitive Ecosystems. A wide ranging discussion with the Committee followed, touching on such issues as active and passive park definitions, parkland criteria in the OCP, value of passive parkland, the responsibility and ability to manage sensitive natural features, longer range park planning by developers, the intent of the *Local Government Act* with respect to parkland, and the lack of vision in past parkland dedications in Nanoose Bay.

LATE DELEGATIONS

MOVED G. Holme, SECONDED K. Stanners that Mrs. Pertson be accepted as a late delegation.

CARRIED

Mrs. Pertson, NPORA Board member and President of Nanoose Bay Conservation Society, spoke to the importance of protecting Sensitive Ecosystems in their entirety not through fragmentation or designating them as parkland. Mrs. Pertson asked that the Committee and the RDN consider creative means of encouraging the Fairwinds developers to set aside the sensitive areas from development. With regards to parkland dedication applications in general, Mrs. Pertson asked that the Committee not feel pressured into making rush decisions and that they take the time to visit the site and get information beyond that provided by developers and planners. In closing, Mrs. Pertson asked that covenants for protection of Sensitive Ecosystems be held by expert agencies and that the Committee not refer to the highpoint on the Fairwinds trail system as "Dave's Lookout" but simply as the Lookout.

MINUTES

MOVED G. Holme, SECONDED K. Stanners that the minutes of the November 7, 2005 meeting be approved. CARRIED

BUSINESS ARISING FROM MINUTES

In response to there being no formal policy pertaining to attendance at Committee meetings, Mr. Watson suggested that a "three strikes and you're out rule" be instigated.

MOVED S. Watson, SECONDED G. Holme that if an appointed member of the Committee misses three consecutive meetings without valid reason or advance notice, they be requested to step down. CARRIED

COMMUNICATIONS & CORRESPONDENCE

MOVED G. Holme, SECONDED G. Cartlidge to receive the following items of correspondence:

- November 18, 2005 letter to Ministry of Transportation regarding Claudet Road trail proposal.
- January 9, 2006 response from Ministry of Transportation regarding Claudet Road trail proposal.

- December 2, 2005 and January 4, 2006 letters to Ministry of Agriculture and Lands accepting renewal of Lease over Nanoose Road Community Park.
- December 8, 2005 letter from Ministry of Agriculture and Lands providing executed renewal of Lease over Nanoose Road Community Park. CARRIED

BUSINESS ARISING FROM DELEGATIONS, COMMUNICATIONS & CORRESPONDENCE

Mr. Ainge advised that a meeting of RDN Planning staff and Fairwinds is scheduled to take place shortly and park staff are scheduled to have input. Regarding the process involving Parks and Open Space Advisory Committees in parkland dedication, Mr. Ainge advised that Board Directors and senior staff are due to meet to discuss this topic.

In response to Mr. Harry's delegation regarding the priorities for broom removal and park development, staff will meet with Committee members (Mr. Van Eynde and Mr. Stanners) to begin setting priorities and a work plan.

REPORTS & DISCUSSION ITEMS

- a) Director's Update. Director Holme advised the Committee of the following items:
 - He will be participating in a meeting with staff and Fairwinds in the next two weeks.
 - He met with representatives of three local residents' associations (Fairwinds, NPORA and North-West Nanoose) on December 16th and is meeting them again February 12th.
 - He will be on vacation from March 19th for several weeks and will miss the April POSAC meeting.
- b) Community Park budget. J. Ainge provided a summary of the 2005 expenses and 2006 intended expenses. Of note was the transfer of \$90,000 from operating surplus funds into a new reserve fund.
- c) Nanoose Place Landscaping project. P. Young provided an update on upcoming work (Phase 2) to take place at the rear of Nanoose Place. Soil, plants and mulch has been assembled and a work/planting session will be planned. Contractors have been contacted to set up their involvement. Volunteers have taken ownership of different areas of the recently improved landscaped areas and maintenance is proceeding well.
- d) Staff update. J. Ainge provided an update on local and regional items including:
 - Installation of bollard at Schooner Ridge Pathway was complete.
 - Recent rains and winds had caused some trees in parks to fall, including within Nanoose Road Community Park. Remedial and preventative work is planned.
 - The Trans Canada Trail is temporarily closed in the vicinity of Haslam Creek due to industrial operations.
 - The Recreation Services Master Plan is being reviewed. Public input will be sought.

QUESTIONS AND COMMENTS FROM THE FLOOR

Mr. Lettic spoke of the work being done to upgrade the emergency fire lane around Nanoose Place and the cost of doing that work. J. Ainge responded that Recreation and Financial Services staff were preparing a report that would enable capital projects for community halls to be considered for funding under the Electoral Area Community Parks budgets. Prior to that though, the Board would need to approve the altering of the bylaws and budgets may need to be amended.

COMMITTEE ROUND TABLE

P. Young asked that the Committee consider the 10 acre parkland parcel at the corner of Claudet and Northwest Bay Roads and make this a priority project for 2006. She is willing to volunteer time to work there brushing in a trail or clearing invasive plants.

NEXT MEETING DATE

The next meeting will take place at 7.00 pm on Monday, April 3, 2006 at the Nanoose Library Hall.

IN CAMERA

MOVED G. Holme, SECONDED S. Watson that pursuant to Section 90 (1)(e) of *The Community Charter*, the Committee proceed to an *In Camera* meeting to consider a land acquisition item.

CARRIED

ADJOURNMENT

The regular meeting adjourned at 8.45pm.

Frank Van Eynde

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL PARKS AND TRAILS ADVISORY COMMITTEE MEETING
HELD ON TUESDAY, FEBRUARY 21, 2006
IN THE RDN COMMITTEE ROOM**

Present:

Director Larry McNabb, Chair
Director Joe Stanhope
Director Maureen Young
Director David Bartram
Frank Van Eynde
Peter Rothermel
Harriet Rueggeberg

Staff:

Tom Osborne, Manager of Recreation and Parks
Jeff Ainge, Parks Supervisor

CALL TO ORDER

Director McNabb called the meeting to order at 2:30 pm.

MINUTES

MOVED Director Bartram, SECONDED Director Stanhope that the minutes of the October 25, 2005 Regional Parks and Trails Advisory Committee be received.

CARRIED

COMMUNICATIONS / CORRESPONDENCE

MOVED Director Bartram, SECONDED Director Stanhope, that the following correspondence be received:

- Barry Penner, Minister of Environment, re Trans Canada Trail Relocation Trust Fund;
- Englishman River Watershed Recovery Plan Steering Committee re Pacific Salmon Endowment Foundation Funding;
- Pacific Salmon Endowment Fund Society re Englishman River Watershed Recovery Plan;
- Jeff Ainge, RDN Parks Supervisor re Malaspina University-College Woodlot License 0020 Management Plan (Mt. Benson area);
- Island Pacific Adventures re Horne Lake Regional Park 2005 Final Report;
- Jeff Ainge, RDN Parks Supervisor re Land Use Agreements for Trail with Island Timberlands, Trans Canada Trail and Arrowsmith Trail; and,
- Jeff Ainge, RDN Parks Supervisor re Land Use Agreements for Trail with TimberWest, Arrowsmith Trail.

CARRIED

REPORTS

Horne Lake Regional Park Operating Agreement

T. Osborne provided to the Committee copies of the proposal submitted through the Request for Proposal (RFP) process by Richard Varela of Island Pacific Adventures Ltd. (IPAL). Mr. Osborne noted that the proposal in its current form falls short of meeting the requirements for funding and development of infrastructure for the long term development and operation of the Park. Staff are pleased with the credentials and expertise IPAL brings to the Park and will continue to work with IPAL through the RFP process to determine if a long term contract can be obtained. IPAL, which is the Parks current operator as well as the operator for Horne Lake Caves Provincial Park, has agreed to enter into an interim operating agreement for up to five years on the condition that anniversary dates be set to determine if IPAL and the RDN are able to conclude a long term agreement. The RDN Board at the March 2006 Board Meeting will be presented with the Memorandum of Understanding for such an arrangement. In addition, the 2006 budget will be adjusted to provide for capital such as water and septic infrastructure that is urgently required. Mr. Osborne noted to the Committee that BC Parks just recently had to re-issue an RFP for the operation of the Provincial Parks in middle and northern Vancouver Island, which includes Rath Trevor and Miracle Beach as the large operating company, Osprey, withdrew from their operating contract.

The Chair requested that Board reports on Park issues such as the long term operation of the Horne Lake Regional Park be received first by the Regional Parks and Trails Advisory Commission for their recommendation.

Englishman River Regional Park Lease with The Nature Trust

T. Osborne informed the Committee that the wording on the 99 year lease with The Nature Trust of BC for the RDN management of Englishman River Park was nearing completion. There was some discussion about the naming of the park as The Nature Trust wanted the word "conservation" in the park name. RDN staff were unable to provide for this as this would be inconsistent with other Regional Parks and the area itself is not identified in the Regional Parks and Trails Plan as a conservation area but a Regional Natural Area, which can contain lands that have conservation values. A Conservation Area designation has been used for the Little Qualicum Estuary where limited outdoor activities are permitted. In conclusion, it was agreed that the name of the Park will stand as is, with the addition of a subtitle in signage to read "A Conservation Area along the River Corridor".

Top Bridge Crossing over Englishman River

T. Osborne informed the Committee that this project is to be completed by the end of the year; however, to date, staff have been unable to dedicate the time required to advance the project substantially. It is the intention for preliminary site location work to take place, including meeting with the various agencies involved, i.e., the City of Parksville, The Nature Trust and the Ministry of Transportation. By late spring, staff are looking to procure a design for the project and then for this design to be used in the tender documents for construction later in the year.

Tour Dates for Tour of Regional Parks and Trails

The Committee indicated that mid-April 2006 would be an ideal time for a tour of the Regional Parks starting with the southern portion. A tour date has been set for Wednesday, April 19th, and will include Nanaimo River, Morden Colliery Trail, Descanso Bay and Benson Creek Falls.

NEXT MEETINGS

The Committee agreed to meet on the first Tuesday of every second month.

- *Regional Parks and Trails Advisory Committee Meeting
Tuesday, April 4, 2006
2:30 pm, RDN Committee Room*
- *Regional Parks and Trails Tour (South)
Wednesday, April 19, 2006
8:30 am Departure, RDN Administration Building
(Group vehicle and snacks provided. Please provide own lunch.)*

IN CAMERA

MOVED Director Stanhope, SECONDED Director Bartram, that pursuant to Section (90)(1)(e) of *The Community Charter*, the Committee proceed to an In Camera meeting to consider items related to land.

CARRIED

ADJOURNMENT

Director McNabb adjourned the meeting at 3:22 pm.

Chair, Director Larry McNabb

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT BUSINESS PLAN UPDATE SELECT COMMITTEE MEETING HELD ON THURSDAY, MARCH 2, 2006, AT 12:00 NOON IN THE COMMITTEE ROOM

Present:

Director L. McNabb	Chairperson
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director B. Avis	Town of Qualicum Beach
Director I. Joe Burnett	Electoral Area 'A'
Director J. Stanhope	Electoral Area 'G'
Director B. Johnston	City of Parksville
Councillor J. Wilson	Town of Qualicum Beach

Also in Attendance:

N. Connelly	General Manager, Community Services
D. Trudeau	Manager, Transportation Services
L. Kiteley	Superintendent, Transportation Services
H. Cook	BC Transit
B. Clemens	City of Nanaimo

Regrets:

Director J. Manhas	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach

MINUTES

MOVED Director Stanhope, SECONDED Director Holdom, that the minutes of the Transit Business Plan Update Select Committee meeting held on January 26, 2006 be received for information. CARRIED

CORRESPONDENCE

MOVED Director Johnston, SECONDED Director Brennan that the letter from G. Slocombe, Chair BC Transit, dated February 13, 2006 be received for information. CARRIED

ADMINISTRATION

Public Consultation Summary – District 69 Transit Proposal

MOVED Director Brennan, SECONDED Director Stanhope that the Public Consultation Summary – District 69 Transit Proposal Report be received for information. CARRIED

District 69 Transit Proposal – Final Report

MOVED Director Brennan, SECONDED Director Avis that the District 69 Transit Proposal – Final Report recommendations as outlined below be approved:

1. That staff proceed to refine service changes for District 69 transit for implementation in July.
2. That the 2006 requisitions be apportioned on the basis of 2005 service levels as outlined in the staff report.

3. That staff work with the participants to amend the cost sharing formula for 2007 and subsequent years to provide for more certainty of costs over a period of time, a mechanism to allow notice of change requests to be planned for in a more systematic way and an opportunity for a participant to accept or reject a change in their service levels and cost structure.
4. That any identifiable cost savings from the 2006 schedule changes be considered for retroactive adjustment to the participants in 2007 in recognition of no change in the cost apportionment formula for 2006. CARRIED

Transit Advertising (Verbal Report)

N. Connelly explained how the RDN benefits from advertising on transit buses. The contract renewal with Lamar Advertising was recently negotiated by BC Transit.

MOVED Director Brennan, SECONDED Director Holdom that the verbal report on RDN transit advertising be received and that staff report on the program arrangements as administered by BC Transit. CARRIED

Committee Terms of Reference (Verbal Report)

N. Connelly gave a brief overview of the history of the Terms of Reference for the Committee.

MOVED Director Holdom, SECONDED Director Brennan that the staff report on the committee terms of reference be received for information. CARRIED

Transit Bus Stops – Area ‘A’ (Verbal Report)

N. Connelly gave a brief report on providing pullouts for transit bus stops in Electoral Area ‘A’. It was noted that while pullouts provide better traffic flow on single lane roads they are expensive to construct and the roadways are a provincial responsibility. A meeting is to be scheduled with the Ministry of Transportation.

MOVED Director Burnett, SECONDED Director Stanhope that the staff report on the transit bus stops in Area ‘A’ be received for information. CARRIED

Transportation Needs – Electoral Area ‘H’ (Verbal Report)

MOVED Director Johnston, SECONDED Director Stanhope that the staff report on transportation needs in Electoral Area ‘H’ be received for information. CARRIED

A meeting is to be scheduled with the Vancouver Island Health Authority and the Wheels for Wellness Society invited to attend to speak to their roles in assisting with transportation needs.

RDN Member for Regional Transportation Advisory Committee

The Committee agreed that the Board Chairman would select the representative for the Regional Transportation Advisory Committee.

NEW BUSINESS

The Committee discussed the letter from G. Slocombe, Chair, BC Transit and expressed concerns regarding future funding for transit.

MOVED Director Holdom, SECONDED Director Johnston that a letter be forwarded to BC Transit with a copy to the Minister, indicating that additional provincial funding assistance is required to provide for the required levels of transit service in the Regional District of Nanaimo. CARRIED

Director Brennan requested that staff provide a report on potential transit pass and fare product arrangements that the Department could develop with major employers in the region.

ADJOURNMENT

The meeting was adjourned at 1:30 pm.

L. McNabb, Chair

TO: Neil Connelly
GM Community Services

DATE: February 21, 2006

FROM: Laura Kiteley
Acting Manager -- Transportation Services

SUBJECT: Qualicum Beach & Parksville Transit Review

PURPOSE

To provide a summary of the public consultation results from the meetings held in Qualicum Beach and Parksville on the District 69 Transit review and service proposals.

BACKGROUND

Staff undertook the following advertising initiatives in an effort to inform the public of the Open House, thereby enabling them to attend the meeting of their choice:

- Staff requested BC Transit develop a web page that would specifically display the open house information, and the questionnaire, where customers could answer it online and submit it. The Regional District of Nanaimo website was linked to this site;
- Staff developed brochures for the open houses and made them available on all buses for a two-week period prior to the first open house;
- BC Transit placed ads in the Occanside area papers;
- Staff developed posters and placed them in local businesses in the Occanside area and civic buildings.

As part of the public consultation process, staff held open houses in Qualicum Beach on February 15th and Parksville on February 21st. Afternoon and evening sessions were conducted in both locations, providing four different opportunities for individuals in the four electoral areas to meet with staff, review the proposals, discuss alternatives, and have all queries answered about the proposed changes.

Staff developed a questionnaire that asked respondents to answer a series of questions about their transit usage. In addition, respondents were asked for specific information on where transit users live and what routing they wanted from their transit system if the changes proposed did not reflect their needs. It is attached as Appendix 1.

Fifty-seven residents attended the Open house in Qualicum Beach, as well as Councillor Wendy Maurer for both sessions and Councillor Jack Wilson for the afternoon session. Forty residents attended the afternoon session, comprised primarily of local seniors currently using the transit system, and disabled residents. Neil Connelly gave a formal presentation, and questions and answers followed this presentation. Seventeen residents attended the evening session, primarily commuters, students and advocates for increasing the handyDART service. As fewer people attended, the approach involved discussing the proposals on a more one-on-one basis. Both methods worked very well and all respondents were encouraged to fill out the questionnaires as they provide staff with further direction on the proposals presented in written form.

Forty-two residents attended the Open House in Parksville, as well as Mayor Sandy Herle and Director Barry Johnson for both sessions and RDN Board chair Joe Stanhope for the evening session. Thirty-nine residents attended the afternoon session, where Neil Connelly gave the same formal presentation that the residents of Qualicum Beach received. A question and answer period followed, where residents were invited to speak to us directly if they required clarification or had other comments they wanted to share. A number of residents were advocating for the reimplementation of the handyDART system as they are finding it difficult to access the system with the hours currently available. Three residents attended the evening session, and due to the small numbers, were able to speak with staff one-on-one. The evening participants were primarily advocating the reintroduction of handyDART, and more frequency of service. Again, they were requested to fill in the questionnaires to provide staff with further feedback in written form.

...2...

Twenty-Five respondents filled in the questionnaires, with the following summarizing what respondents indicated were their priorities for Transit Service in Qualicum Beach:

- Twenty-one respondents live in Qualicum Beach, two in area G and two in Bowser;
- Twenty respondents currently use the conventional transit system, nine use the community bus or both;
- Eight respondents use the direct route to Nanaimo; three indicated they go back and forth to Parksville, and fifteen indicated they only travel in the Qualicum Beach area;
- Four the respondents that said they do not currently use the transit system, five indicated the trips take too long, four indicated the Qualicum Beach loop frequency was inadequate and six indicated they could not access handyDART when they needed it;
- Five respondents indicated they take transit for work purposes, four for school, ten for medical, and all twenty five indicated they also use it for shopping and errands;
- When asked if the handyDART is reintroduced would they make use of it, four indicated they would, eleven said they would not, the rest did not respond;
- When asked if the changes proposed would enable or encourage them to ride the system more often, nine said they would, eleven said they would not and the balance did not respond.

When reviewing comments on improvements to the proposed changes in Qualicum Beach respondents would like to see, the following patterns emerged:

- Ten respondents indicated continuation of service in the west side, even on a limited schedule was essential;
- Ten respondents indicated that a more streamlined approach was their preferred option for getting to and from Nanaimo and Parksville;
- Five respondents indicated they would prefer the schedule stay the same;
- Four respondents wanted the reintroduction of handyDART;
- Three respondents wanted to extend their praise of the drivers providing the service;
- Two respondents indicated increased frequency of the service around Qualicum Beach would encourage more use of the system, while two others indicated increased, but streamlined service to the hospital in Nanaimo is important, both now and in the future. Two respondents wanted service to continue into Eaglecrest and one wanted it to remain on Qualicum Beach Road.

Twenty-two respondents filled in the questionnaires, with the following summarizing what respondents indicated were their priorities for Transit Service in Parksville:

- Seventeen respondents live in Parksville, two in area G, three in area E;
- Nineteen respondents currently use the transit system, ten of them use the conventional system, one the handyDART and eight the community bus;
- Fourteen respondents indicated they use the direct route to Nanaimo the most, twelve use the Parksville loop/community bus;
- Four respondents that are not using the transit system very often, four indicated the travel time is too long, five indicated the frequency to Nanaimo is insufficient, one indicated the frequency to Qualicum Beach is not sufficient and one indicated they cannot access handyDART when they need it;
- Three respondents indicated they take transit for work purposes, two use it for school, eight use it for medical and twenty indicated they also use it for shopping and errands;
- Three respondents indicated they will use the handyDART if reintroduced;
- Six respondents indicated they would use the conventional system if the proposed changes go through while nine indicated they would use it less or not at all.

When reviewing comments on improvements to the proposed changes in Parksville respondents would like to see, the following patterns emerged:

- Twelve respondents want increase frequency throughout the day, primarily to Nanaimo but also within Parksville, and two specifically wanted more early morning buses;
- Four want routing back to the Parksville Civic and Technology Center & four others want the routing to stay the same;
- Three indicated a need for more shelters and benches;
- Two indicated interest in the reintroduction of handyDART
- One wanted the service to go to San Paniel

...3...

The following conclusions from the above summaries include:

1. Retaining service (even in limited form) in the west side of Qualicum Beach, yet continuing with the streamlined approach that was proposed was equally important to respondents. A small number felt that reintroducing handyDART was important, yet nearly the same number responded they wanted to keep things the way they are.
2. Increasing frequency in service from what they already have was extremely important to the respondents in Parksville, and a small number want the routing to continue past the Civic and Technology Centre, are interested in handyDART and a few would like more benches/shelters.

ALTERNATIVES

1. That the summary report on the public consultation in District 69 Transit service and proposal be received and that it be referenced in the review and implementation of potential service changes in 2006;
2. That the summary report be received with changes as directed by the Committee.

FINANCIAL IMPLICATIONS

Completion and submission of financial ramifications of the proposals presented are being completed under a separate report.

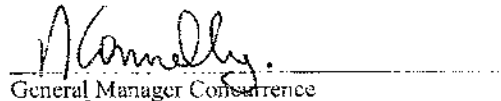
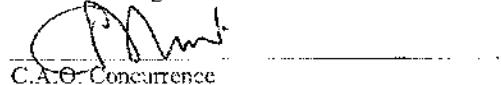
SUMMARY/CONCLUSIONS

After the completion of both Open Houses, the feedback from residents in both locations was quite different, outlining each communities diverse needs when it comes to what they need from their transit system. Qualicum Beach is divided between wanting to retain service on the west side and wanting to have a streamlined system that gets residents to/from Parksville and Nanaimo. Parksville overwhelmingly outlined their need for increased service frequency to Nanaimo. Open House participants liked the idea of reintroducing the handyDART system, and both communities had respondents that felt the schedule should remain the same.

RECOMMENDATION

1. That the summary report on the Qualicum Beach & Parksville Transit Review be received for information.


Report Writer


General Manager Concurrence

C.A.O. Concurrence

Tabulation of questionnaire results

Total Respondents

22

In What area do you live

Qualicum = 0
 Parksville = 17

 Area G = 2
 Area E = 1
 Other = 2

San Periel, West Hirst, Oceanside School,
 McVicar, Corfield, Jensen/Craig, Downtown,
 Chestnut/Pym, Acacia St. S., City, Morrison,
 French Creek,
 Nanoose
 Nanoose/Northwest Bay Rd, Nanaimo

Do you Currently use Transit

Yes = 19
 No = 3
 Conventional = 10
 handyDART = 1
 Community = 7

If yes how often do you typically take transit?

Every Weekday or more = 7
 2-3x per week = 6
 2-3x per month = 4
 Once per month or less = 2
 Other = 4

6 months of the year for 2 weeks at a time
 Used system until you stopped going into
 San Periel with the 21, 2 years ago
 Times are the problem. Seldom use, no
 way to get home later at night
 4-6 x per month

Which route do you use most often?

21 direct to
 Nanaimo = 14
 22 Parksville
 Loop = 8
 23 Qualicum
 Loop = 2
 Community
 Bus = 4
 handyDART = 0

If no, please indicate why?

Travel time too
 Long = 4
 Frequency to/from
 Nanaimo no
 sufficient = 5
 Frequency to/from
 Qualicum not
 sufficient = 1
 handyDART
 service unavailable
 when I need it = 1
 If handy dart is the
 service you require
 how often would
 you use it? = 1

	Days/week = 2 Trips/week = 2 Other = 2	Bus drivers don't all assist me with my walker onto the bus to enable getting on easier for me. Because it is too inconvenient and complicated and take me out of my way.
What is your main reason for taking a trip by Transit?	Travel to work = 3 Travel to school = 2 Medical = 8 Shopping/ Errands = 11 Other = 9	Volunteer Service I would enjoy just enjoying the scenic route by bus Non specific Pleasure Ferry Recreation for teens Evening entertainment, return not available Movies Travel to Vancouver
Will you ride the handyDART bus more often with the proposed change?	Yes = 3, 7x per week No = 6	
Will you ride the conventional bus to Nanaimo more often with the proposed changes	Yes = 6, 18x per week No = 9	

How could we make the proposed changes better for you?

- Change service times-provide service from QB to Parksville between 7:30 am to 9:00 am. More frequent service, every 1/2 hour.
- Reinstate some sort of service to San Paniel. Make information more available and less confusing.
- Bus service more frequent than every 2 hours. Bus Shelters.
- Qualifications. Decrease age use of hanyDART to 70 instead of 80.
- Better service from Parksville to Malaspina College in the afternoon and a possibility so I could attend later afternoon classes.
- Bring express bus back to the main stop at the Civic Centre
- Give us each copies of the proposed changes, comparing the present use and let us look at it at our leisure and then we can make better comments
- Put the community bus at noon hour back to get to Wembley Mall
- The present route is more convenient for me. The express should still stop at the Parksville City Centre.
- The bench is already there and because of shortage of shelters - people can wait undercover at the civic centre when it is raining
- On time service
- It is very important for teens to have access to weekend evening recreation. The result of not accessing is too many teens partying and vandalizing
- More frequent buses from Woodgrove to Parksville via Northwest Bay Road in afternoon
- I need to take the transit bus to work, college and to come home from appointments and work.
- Bring back the 12 noon and the 3 pm service re: Parksville Loop
- Leave the community bus times as is.
- The proposed changes do not suit me at all. The present system is just fine.

Direct to Wembley from loop in Parksville

No change would be great

I like 21 just running on highway 19a through Parksville but for others, consider on direction on hwy, other on Hirst and Stanford

Please use the following space to record any other comments or suggestions on improving what has been proposed.

Easier bus service directly to NRGH instead of waiting so long at the transfer points

Start earlier, express needs to stop at civic centre. More frequency. Needs to be on time.

Never tried going to Nanaimo because of fear of not being able to get back. What happened to the 10am bus on McVicar? Need bus shelter and bench. It is hard to stand for a long time. Could the bus not start on McVicar instead of it sitting and waiting 10 minutes to 1/2 hour at city hall?

Every hour would be better for the Community bus. Long 2 hour waits with shopping is no picnic, especially in the rain

I suggest you all use transit to get a feel of what we are going through. Make sure that it's a windy and rainy day. Try standing on the highway or crossing it.

Keep the express bus coming to the City Hall

Both the schedule booklet and the phone service is very confusing.

I think you are dealing with a bad union outlook.

Our teens need a bus returning from Woodgrove on Friday and Saturday evenings. I think a specific newsletter to high schools would increase ridership on evening runs.

As the secretary for the Seniors drop in, I came to find out what changes, if any were proposed particularly for handyDART. I was also curious to hear how visionary your approach to transit is, and how you would cope with Oceansides increasingly older population and their need for 'short trips' to lab, x-ray, specialists outside this community. Thank you for your time and expertise.

Please indicate bus stops in towns on bus map with a small sign for ex: Bus stops at shopping centres should be clearly marked. Ex: 21 from Rutherford. I never know where to wait.

I need the transit to get around and I need to know where will the bus stops will be now

There is separate entrance that could be used at Remax to Wembley mall and cut out the extra loop and go direct from Parksville

Any change may affect my employment

Leave as is. Handy for shopping at Wembley and Woodgrove. 2 years ago service was excellent.

I am retired. Any change would affect my ability to get around - may have to move.

Try to allow riders for some significant portion of "dead head". Consider shared taxi like Kingston Ontario (at least in late '80s) shared van-like Indonesia, Thailand, China

Tabulation of questionnaire results

Total Respondents

25

In What area do you live

Qualicum = 21
Parksville = 0

Qualicum Woods, 1st Ave, Canyon Cres., Parkwood/Schley, Westside, Qualicum Manor, Hoy Lake, Little Qualicum River Estates, Island Hwy west of Shady Rest, Garrett Rd., Qualicum Rd., Eaglecrest

Area G = 2
Area E = 0
Other = 2

Belyea Rd
Bowser

Do you Currently use Transit

Yes = 20
No = 7
Conventional = 7
handyDART = 0
Community = 9

If yes how often do you typically take transit?

Every Weekday or more = 9
2-3x per week = 9
2-3x per month = 1
Once per month or less = 1
Other = 2

5-6x per month, 4-5x per week

Which route do you use most often?

21 direct to Nanaimo = 8
22 Parksville Loop = 3
23 Qualicum Loop = 15
Community Bus = 5
handyDART = 2

If no, please indicate why?

Travel time too Long = 5
Frequency to/from Nanaimo not sufficient = 4
Frequency to/from Qualicum not sufficient = 6
handyDART service unavailable when I need it = 2
If handy dart is the service you require how often would you use it? =

Convenience of car outweighs bus service
Schedule confusing, Depends on health, school, etc, Once per month for recreation outings with a group (minimum)

Qualicum Open House Feb. 15, 2006

Make handyDART available for recreational outings.

Keep Hoylake in route

Shorter route times to Qualicum from Nanaimo. No back tracking, more buses from the mall (Woodgrove) to Qualicum like 4:15 pm as well as the other 2. The Qualicum buses are spread out (in time wise)

If you leave the Westend without service I will not be riding more. Keep buses running on Island Hwy west past the apartment blocks

Not suitable as I wouldn't use bus to Nanaimo

To have the route #21 direct and not to go through Eaglecrest, etc useless stops

Wouldn't ride more with changes as I would have no way to get to the Civic Centre. Provide service to Island Hwy West to 3100 block past the apartment blocks

PLEASE maintain at least minimal service morning, late afternoon/early evening to Kincade via North Island Hwy. Important businesses there

Keep the Qualicum Rd and Eaglecrest loops. Lots of students use the bus on days off.

I would like our service to stay as it is. Please keep going through Eaglecrest!

Satisfied the way it is. Our high taxes, are paying for bus service

Customer FIRST. Do NOT eliminate local service. Create some sort of dedicated taxi service in town to/from downtown/civic centre/ other areas of town, partially paid.

You're doing fine

Keep the Garrett Street connection. The community should not stop service to the west side of the community - it does not allowed these people access to town

Please use the following space to record any other comments or suggestions on improving what has been proposed.

I ride the bus 5 days per week. More direct to Qualicum please. No more back tracking

I would like to see more visible signage with the times on the pole. Lots of tourists ask me about where and when to catch a bus, maybe in front of chamber office (a sign) at the tourist office or town hall outside

Keep west Qualicum routes, that connect with commuter bus to Nanaimo Many people can not get to Civic Centre to get to Nanaimo

I'm interested in the idea of using a handyDART bus to beach and beyond. I am on disability. Could we get a list made up of all bus riders with phone numbers to get a committee together-we could get a person to talk to council regarding concerns-I could type the list if that helps. Concerned for tourists, need bus.

Guests I have over also need bus on holidays. I am currently 49, concerned as I age as well as for others to have better access to hospital routes.

I love the bus. I swim every day at Ravensong and I need the bus.

This week on the news we are told that Qualicum has the largest number of SENIORS in Canada. Most with health issues getting worse all the time soon to affect driving

Transit guides. Put routes in numerical order rather than inserting 44 and 56 out of sequence.

Qualicum Manor residents are mostly frail and unable to use the transit system as it currently is, independently. The only outings they have are with family or friends in private vehicles! The lift is required to transport many residents.

Express route needs to route through Parksville to Qualicum & more time offers between 7 to 9 am and 4 to 6 pm

More direct service to hospital. At present there are too many transfers and waits.

At present haven't used bus as schedule is confusing...where to pick up bus in QB to return home.

I ride the bus everyday, 5 days a week. More direct to Qualicum and not stop where it does not need to because people don't get on.

I like it as is.

Need improved service to hospital from Woodgrove

Community bus or small bus similar would seem to be adequate for all service north of Wembley

Excellent service. Schedule could be easier to read.

Days/week = 0
 Trips/week = 0
 Other = 4

What is your main reason for taking a trip by Transit?

Travel to work = 5
 Travel to school = 4
 Medical = 10
 Shopping/
 Errands = 15
 Other = 10

Babysitting volunteering, tutoring, library
 Most everything I need is in Qualicum
 Recreational
 Hospital, Woodgrove Mall
 Restaurant
 Kids go to Nanaimo
 Pick up Kids. Volunteer work
 QB Senior Activity Service
 Visiting

Will you ride the handyDART bus more often with the proposed change?

Yes = 4, 16.25x per week
 No = 11

Will you ride the conventional bus to Nanaimo more often with the proposed changes

Yes = 9, 21x per week
 No = 11

How could we make the proposed changes better for you?

Have the evening route #21 more direct, not going to eaglecrest, etc. Useless stops
 I am happy with the local service in QB. Driver's are terrific
 21 Commuter bus leaving Country Club at 5:00 more direct to Qualicum. Heavy ridership to Parksville Centre, many offloads at mall, but few and far between getting off on routes around Parksville, such as Springwood, Pym, Temple, no riders getting off in Eaglecrest.
 Need the bus from Village Way down Memorial to beach and back. To catch greyhound. To transport 3 yr old grandson back and forth to village way home.
 Keep the bus coming down Canyon and Garrett
 In the area of Qualicum Beach, Chestnut St, Schley Rd as well as up Arbutus, there are approximately 150 townhouses (3 townhouse units) and 32 condominiums at least. Can you drive from the pool on Arbutus? Also, walking on First Ave to town. Is in turn faster than going on the bus. We do need small bus from Qualicum Beach. Lot of people would use it more if you make it more convenient going to do some shopping, doctors, dentist appointments, older people in Qualicum don't go much to Parksville on the bus. I've been using the bus since 1998, it looks to me that we are going to have less frequent schedule. You have to adjust your driving with population of Qualicum (40% seniors). It is important to find the best possible way to bring people to town not to go down to the beach and drive all around for 20 minutes before you come to town.
 Leave service on the west side of Qualicum to Kincade or I must get ready to move after living in our "perfect" home for 15 years.
 Use commuter buses to feed into main highway route, reducing travel times between Parks/Qual and Nanaimo

Very happy with the bus drivers/excellent

Complete praise and appreciation of the bus drivers and present service.

By rider, part by town (150,000 will cover a lot of shared taxi costs) Inter-urban service from c.c is fine but is immaterial for intra-town journeys. Money, union considerations are important but not more important than SERVICE

Not just how many people ride the bus should be considered but who rides the transit system (ie. Disabled people). The service should provide service to its most vulnerable citizens and needy citizens, even on a curtailed schedule.

Leave bus alone. It is alright as it is.

TO: Carol Mason
Chief Administrative Officer

DATE: February 23, 2006

FROM: Neil Connelly
General Manager of Community Services

FILE: 8620-30

SUBJECT: District 69 Transit Proposal – Final Report

PURPOSE

To bring forward information related to the proposal to adjust transit service in July, to outline the changes in the allocations of costs among the participants and the approach to be taken with regards to the 2006 budget.

BACKGROUND

The Transit Select Committee at its January 26, 2006 meeting considered a staff report related to the District 69 Transit review and the proposal to amend the routes and schedule and passed the following resolutions:

“That the District 69 Transit Services proposal be submitted to public consultation and considered subject to BC Transit’s cost sharing commitment and final Board review as part of the 2006 annual budget approval process.”

“That staff be directed to review the formula for the allocation of costs among the transit participants.”

Public Open House and Information Meetings were held on February 15th in Qualicum Beach and on February 21st in Parksville to allow for public and bus rider feedback on the transit service in general and the proposed changes. A separate report summarizes the public comments received on the potential service adjustments under consideration for implementation in July 2006.

Staff are also engaged in discussions with BC Transit over the level of provincial cost sharing provided for in the Annual Operating Agreement (AOA) for 2006-2007. BC Transit has confirmed that the level of funding from the province will be consistent with the amount that has been projected for the District 69 transit service in the RDN’s 2006 budget. When the AOA is finalized by BC Transit, it will be forwarded to the Board for approval in March for cost share funding starting in April with the province’s new fiscal year.

The Transit Select Committee at its January 26, 2006 meeting received a report on a revised District 69 transit service proposal for information and requested more detailed information on the financial implications to the transit service participants.

As an integrated transit service between both District 68 and District 69 there are some constraints to making significant changes in service levels in only certain parts of the Regional District. Staff have worked within the existing service hours provided in District 69 while attempting to address the desire for changes in the way the service is provided.

Costs are apportioned among the participants in both transit service areas on the basis of "usage" by way of a combination of service hours (77%) and service kilometers (23%). Within the District 69 service area, the allocation of costs for the two years since the introduction of community bus in 2004 is outlined in the chart below.

CHART NO. 1		District 69 Transit Budget Allocations			
	2004 \$ (fixed due to part year change)	%	2005 \$ (full year estimate of service based on original 2004 route design)	%	
Parksville	165,713	40.2	158,953	37	
Qualicum	149,455	36.3	160,798	37.4	
Area 'E'	40,607	9.8	44,591	10.4	
Area 'G'	56,170	13.6	65,657	15.3	
Total	\$411,945		\$430,000		

The service proposal under consideration for implementation in July would result in the elimination of routes and service in both Qualicum Beach and Area G. The total hours of service however would remain relatively constant, with a shift of hours to Parksville and Area E. In place of some of the conventional service in Qualicum Beach and Area G, there would be a dedicated HandyDART van to provide improved custom service for the two municipalities and the two electoral areas.

The allocations based on the 2006 budget and the revised service proposal under the current cost allocation formula are outlined in the chart below.

CHART NO. 2	2006 (current service, full year)		2006 (revised service proposal, full year)	
	\$	%	\$	%
Parksville	188,944	37.0	271,483	53.1
Qualicum	191,091	37.4	109,626	21.5
Area 'E'	52,998	10.4	85,605	16.8
Area 'G'	78,041	15.3	44,361	8.7
Total	\$511,074		\$511,075	

Staff have concluded that the current formula does not sufficiently acknowledge the largely fixed cost nature of the transit service. Employees, vehicle leases and general administration do not vary significantly unless deep changes are made to the overall level of service and actual operating costs can be reduced. With this in mind, staff explored new alternatives for the cost allocation formula, which would place some emphasis on a fixed base cost for all participants plus a service level based component.

Regional District staff consulted with staff from Parksville and Qualicum Beach and given the short time frame for budget adjustments for all parties for this year propose the following:

1. The 2006 requisition will be assessed using the 2005 service allocations.

2. Regional District staff will review the route proposals further to determine whether in fact overall costs can be reduced, thereby reducing the financial impact of the changes under consideration. The desire is to implement the proposed service changes in July.
3. In tandem with this final stage of the service changes, a new cost apportionment formula will be developed to provide more certainty on the cost of transit services over a period of time, provide a notice period to enable changes to be planned in a more measured way and to formulate a mechanism on agreeing to cost reallocations as a result of service level changes.

The new cost allocation formula will be applied in 2007 and where possible, will be adjusted to reflect the compromise among the participants for the service changes implemented in July 2006.

ALTERNATIVES

1. Implement the revised service proposal in July and allocate the 2006 requisition using the 2005 service level formula and proceed with refining and recommending a revised formula for 2007 as outlined above.
2. Implement the revised service proposal in July and adjust the 2006 requisition allocations in accordance with the service based formula as shown in Chart 2, prorated for the part year transition in 2006.
3. Do not make any changes to the current transit service in 2006.

FINANCIAL IMPLICATIONS

1. Participant's costs would be as shown in Chart 2 (column 1).
2. Participants costs are estimated as:

	2005 Formula	2006 Prorated	Change
Parksville	\$ 188,944	\$ 230,215	41,271
Qualicum Beach	191,091	150,360	(40,731)
Electoral Area F	52,998	69,300	16,302
Electoral Area G	78,041	61,200	(16,841)
Total	\$511,074	\$511,075	

3. Participants costs would be as shown in Chart 2 (column 1) however this is not recommended as it does not improve service as requested.

CONCLUSION

A proposal to change the routing and scheduling of transit in District 69 in July 2006 has been the subject of public consultation. In tandem with examining route changes, discussion has also proceeded regarding the apportionment of costs for 2006 among the service participants.

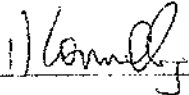
Staff have concluded from these particular service changes that the current formula does not sufficiently consider the relatively fixed cost structure of transit services and the significant constraints to making

service changes in one area, which can result in costs unacceptable to another participating area. Following discussions with staff from the member municipalities of Parksville and Qualicum Beach staff believe more time is required with regards to reviewing the formula to ensure it best reflects the desire on all parties for stability in their cost structure. Staff recommend proceeding under Alternative 1. This alternative provides for the service changes to proceed in July with 2006 requisition apportioned using the 2005 service levels. A new formula will be implemented in 2007 and where possible, retroactive adjustments for the revised 2006 service levels will be applied.


In addition, over the next several months, more detailed planning work will be undertaken to plan for and communicate with the public on the service adjustments scheduled for July implementation.

RECOMMENDATIONS

1. That staff proceed to refine service changes for District 69 transit for implementation in July.
2. That the 2006 requisitions be apportioned on the basis of 2005 service levels as outlined in the staff report.
3. That staff work with the participants to amend the cost sharing formula for 2007 and subsequent years to provide for more certainty of costs over a period of time, a mechanism to allow notice of change requests to be planned for in a more systematic way and an opportunity for a participant to accept or reject a change in their service levels and cost structure.
4. That any identifiable cost savings from the 2006 schedule changes be considered for retroactive adjustment to the participants in 2007 in recognition of no change in the cost apportionment formula for 2006.



Report Writer



CAO Concurrence

COMMENTS:

reports\comm srv\2006\8626-39 nr District 69 Transit Proposal Final Report



**Minutes for the Meeting held:
Thursday, March 2, 2006 @ 2:00 PM
Regional District of Nanaimo -Committee Room
6300 Hammond Bay Road, Nanaimo, BC**

Present:

- Andrew Tucker, Nanaimo
- Ian Howat, Lantzville
- Bob Lapham, RDN
- Blaine Russell, Parksville
- Pam Shaw, Lantzville
- Christina Thomas, RDN
- Paul Butler, Qualicum Beach
- Brent Mueller, MCS
- Neil Connelly, RDN

Item

1. Call to order.

N. Connelly called the meeting to order at 2:00 PM.

2. Minutes from Previous Meeting

The IAC received the minutes from the previous meeting (Nov.17/05) as presented.

3. Old Business

a) Urban Containment Implementation Agreement

C. Thomas updated the IAC about the status of the Urban Containment Implementation Agreement (UCIA), as follows:

- At the November 17, 2005 IAC meeting the IAC reviewed the UCIA and the September 7, 2005 legal opinion about the UCIA, requested that RDN staff meet with District of Lantzville staff to determine if there are any outstanding issues to be addressed in the UCIA, and requested that the RDN solicitor be requested to amend the UCIA in accordance with his recommendations;
- On January 17, 2006, RDN staff met with District of Lantzville staff to confirm if the District has any outstanding issues with the UCIA. District staff provided information about the outstanding issues.
- The RDN solicitor amended the UCIA to respond to the recommendations in the legal opinion and the information about District of Lantzville concerns.

I. Howat stated that an alternative approach which involves considering an Urban Containment Boundary change as a subset of a Regional Context Statement approval is desired to achieve greater consistency with the *Local Government Act*. I. Howat noted that the criteria and process in the existing draft UCIA could fit into this new approach. The IAC discussed this approach, concurred with it, requested staff to have the UCIA redrafted to conform to this approach, and requested that another opportunity be provided for the IAC to discuss this amended UCIA prior to conveying it to the RDN Committee of the Whole/Board for consideration.

b) Best Practices Guide for Regional Growth Strategy – Nodal Development

C. Thomas updated the IAC about the status of the development of a best practices guide for the Regional Growth Strategy about nodal development, as follows:

- The IAC was invited to review and provide comments about a draft version of the brochure in December of 2005;

- Changes were made to the brochure to respond to IAC member comments;
- The RDN received 1000 printed copies of the brochure, and copies are available to the member municipalities for distribution to the public. The brochure will also be available in digital form, for the member municipalities to place on their web sites or disseminate electronically, if they wish. The brochure will be available at the RDN administration office and on the RDN web site.

Each IAC member was provided with a few copies of the brochure, and information was solicited about the number and format (i.e. electronic, hardcopy) of brochures each jurisdiction would like.

c) Green Buildings Project

C. Thomas updated the IAC about the status of the Green Buildings Project, as follows:

- Staff will be reporting to the RDN Committee of the Whole/Board about future work the RDN could undertake to encourage the construction of green buildings in the region this Spring;
- Prior to reporting to the RDN Committee of the Whole/Board about the matter the RDN CAO will be discussing a draft report on the matter with the administrators for each of the RDN member municipalities;
- It is anticipated that the RDN will recommend the creation of a technical committee comprised of representatives from each of the municipalities for the purpose of providing a forum to discuss and develop responses for various sustainability issues, including the development of a mutually agreeable approach to encouraging green building construction in the region.

I. Howat stated that the District of Lantzville building bylaw includes a section on green building guidelines.

A. Tucker stated that it is anticipated that City of Nanaimo staff will be reporting to Council about the development of a green building policy for the City next month.

d) State of Sustainability Project

C. Thomas updated the IAC about the status of the State of Sustainability Project as follows:

- Staff is presently soliciting consultant proposals [1] to research and write the report using the data that was collected last year; and [2] to collect data about five groundwater indicators and write the section of the report pertaining to the five groundwater indicators.
- Staff is also making arrangements for various individuals to serve as voluntary technical advisors in the development of the report. Possible technical advisors identified or secured to date include approximately a dozen people recommended by the Regional Growth Monitoring Advisory Committee, provincial government staff identified by Brent Mueller, and individuals suggested by members of the IAC. IAC members were invited to serve as technical advisors.
- Two sustainability reports will be prepared: a longer, comprehensive technical report, and a short version to be published as a special edition of the RDN Regional Perspectives newsletter. The plan is to make both reports available to the public at the RDN offices and on the RDN web site.
- It is anticipated that the report will be completed this summer, and be the focus of a public workshop in the fall of 2006.

P. Butler suggested that Mark Roseland be invited to serve as a technical advisor for the report.

4. New Business

The IAC also discussed the following items:

- N. Connelly stated that the RDN will be conducting an orientation workshop/s for all RDN

member municipality councilors and all RDN board directors this spring for the purpose of providing information about regional growth management work generally, and the Regional Growth Strategy specifically, and planning activities in the electoral areas. IAC members suggested that the orientation workshop include a presentation from someone who can speak passionately about sprawl, such as Mark Roseland.

- A. Tucker stated that the City of Nanaimo is initiating a comprehensive review of its OCP in the Spring of 2006, and invited suggestions regarding possible speakers.
- B. Mueller stated that the Cowichan Valley Regional District is considering the development of a Regional Growth Strategy, and indicated that representatives from the RDN and the Capital Regional District might wish to meet with CVRD representatives about this in the future. B. Mueller also suggested that CVRD staff member Tom Anderson might be interested in attending RDN IAC meetings to learn more about our RGS approach.
- B. Mueller stated that the Province is considering the development of a provincial strategy for the coastal Douglas fir, and asked if members have an interest in this.
- N. Connelly stated that the RDN will be making arrangements to host an annual meeting of the entire IAC. B. Mueller committed to talking with Luigi Sposato (Ministry of Agriculture and Lands) about the meeting, and conferring with RDN staff on possible approaches to the meeting.

5. Adjournment.

N. Connelly adjourned the meeting at 4:00 PM.

Chair, N. Connelly

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EMERGENCY PREPAREDNESS STANDING COMMITTEE MEETING HELD ON THURSDAY, FEBRUARY 16 2006, AT 1900 HRS. IN THE RDN BOARD CHAMBERS

Present:

Director Lou Biggeman, RDN EA 'F', Committee Chair
Director Maureen Young, RDN EA 'C'
Al Young, Extension Fire Department Executive member
Jani M. Thomas, RDN Protective Services/Emergency Preparedness Coordinator
Neil Connolly, GM Community Services, RDN
Bill Nadeau, Oceanside RCMP
Earl Billingsley, School District No. 69
Chief Colin Catton, Errington VFD
Brenda Wright and Kevin MacNeill, Search Managers, Nanaimo Search and Rescue
Debra Rees, Oceanside ESS Director Alternate/PIO
Tim Ewart, Brian MacIntosh, Ministry of Forests, Coastal Fire Center

Call to Order

Director Biggeman called the meeting to order at 1902 hours.

Introduction

An introduction was given by the Committee Chair and he invited members present to introduce themselves and their agency's role in emergency management. Brian McIntosh, Fuels Management Specialist, Coastal Fire Center, Mid Island Zone was added as a speaker under New Business to discuss Community Wildfire Protection Plans. Director Biggeman advised the Committee that the Building Inspection Bylaw amendment issue would be tabled.

Emergency Preparedness Program Review *(as per Sec 3.b, (i), (ii) and (iii) of Bylaw 1416)*

J. Thomas provided a PowerPoint presentation and annual update of Emergency Program activities for 2005, and goals and objectives for 2006.

2005

- Emergency Measures Bylaw No. 1416 adopted
- District of Lantzville added to the Emergency Management Agreement
- January 2005 Weather Events (minor flooding/landslip) -- 100% reclamation from PEP
- Installation of Emergency Generator and Transfer Switch
- Communications -- purchase of satellite phone (voice/data)
- Training:
 - Elected Officials/leadership in an Emergency or Disaster
 - Emergency Public Information/Media Relations
 - Table Top exercise
 - Phone call fan out drill (PEP tsunami alerting test)
 - Very supportive and active agency stakeholder participation
 - RDN Emergency Coordinator participation in other jurisdiction Emergency Reception Center opening drills, agency site exercises.

- Grant Projects:
 - Vancouver Island Health Authority (VIHA) grant project - Emergency larviciding field study, risk analysis and emergency larviciding plan.
 - Ministry of Forests Community Wildfire Protection Plans (CWWP). Project completed for Errington, in process for Extension and Home Lake Strata Council, and more RDN applications in process for next phase of funding.
- RDN Emergency Reception Centers (RC):
 - Lighthouse RC - operational with a strong core of valued volunteers
 - Cedar Community Hall RC - first step complete of attaining an Agreement with the Society
- Emergency Social Services (ESS):
 - Oceanside group funded by RDN, Parksville and Qualicum Beach continues to be an active and growing group of talented volunteers
 - Gabriola Island ESS has an expanded and very strong team of volunteers
 - The proposed cost sharing Agreement for ESS provision with the City has not proceeded. ESS in RDN south (Electoral Areas 'A' and 'C') to be a focus for 2006
- Public Awareness:
 - 14 presentation/events
 - Radio interviews
 - Newspaper articles
 - Mail out information upon request and to schools
 - Articles in RDN mass mail out productions
 - Website

2006

- Increased focus on Neighborhood Emergency Program Groups
 - Groups to date: Madrona, Fairwinds, Gabriola Island, Springwood, Eaglecrest, Craig Bay
- Locate an Emergency RC in Electoral Area 'C'
- Make the Cedar RC operational
- Establish Emergency Communications Plan and internal Crisis Call Center
- Development of ESS for Electoral Areas 'A' and 'C'
- Tsunami Table Top exercise during National Emergency Preparedness Week, 7-13 May 2006
- Emergency Evacuations course (*completed*)
- Emergency Coordinator training (*ongoing*)
- Emergency Management and ESS orientation to RDN union staff in key departments
- Phone call fan out drill
- Website update
- Establish working groups for essential service business continuity
- Grant Projects:
 - Tsunami PEP grant
 - Ministry of Forests, CWPPs
 - UBCM grant - Hazard Vulnerability Risk Analysis

New Business

Community Wildfire Protection Plans:

B. McIntosh provided an overview of the CWWP programs. This opportunity arose from the recommendations of the Filmon report and the Ministry of Forests made funds available with UBCM administering the grants and funding programs. The focus for fuel load data collection is in the FireSmart identified 'red/extreme or orange/high' risk zones.

The collected data and plans will provide collateral benefit to the RDN Hazard Vulnerability Risk Analysis. Mr. MacIntosh encouraged Fire Departments to undertake CWPPs and future pilot projects for fuel management plans to increase fire safety for the public and better response capability for fire fighting. Since Errington Fire Department has a completed CWPP, the Coast Fire Center will be able to assist the Errington Fire Department this summer with some fuel management when fire crews are not busy.

Tim Ewart stressed encouraging home owners to be aware of the FireSmart Program and public awareness materials and to prune, thin and remove fuel debris from around houses.

Director Young commented that there was a very heavy fuel load in Electoral Area 'C' and stated that logging activities and slash areas were of concern. Development slash debris sometimes causes more concern than wildfire in BC's coastal rain forest ecosystem. Tim Ewart responded that industry is aware of slash requirements and will work with Ministry of Environment regarding smoke control. Controlled burning and monitoring will be undertaken by Ministry of Forestry, Protection Branch. Sue Handel, the Information Officer for Coastal Fire Station, will be working on key messaging for the public and focusing on the issue of smoke management.

J. Thomas indicated that a meeting with the District 68 Fire Chiefs would be held 16 March 2006, 1900 hrs. at the N. Cedar Fire Hall to discuss further RDN participation in third phase of this grant funding. Feedback from this meeting will be presented at the next Committee meeting.

Roundtable Discussion

Errington Fire Chief Colin Catton described the work done to achieve fire underwriter's certification. They are the first department west of Ottawa to receive this certification, which has created significant savings per household in fire insurance rates. The Gabriola Island Fire Department will be readying for a similar assessment later this year.

Earl Billingsley would like the RDN Emergency Coordinator to discuss emergency preparedness and interface of emergency plans with the School District 69 PAC and administration. Debra Rees added that an understanding of ESS be shared with the schools and that Oceanside ESS would be hosting the Vancouver Island Emergency Preparedness Conference in Parksville in 2007. She advised that planning, interagency support and dialogue is underway and anticipates continued and growing support.

Next Meeting

Jani Thomas announced that the next meeting would take place April 20, 2006 and that the focus would be on fire season pre-planning and evacuations. The format of the meeting will be more of an interagency working group. Nanaimo and Oceanside RCMP, FSS, Search and Rescue (SAR) and provincial stakeholders will discuss their roles in an evacuation. The goal is to compare plans and find and remedy problems as part of the integrated preparedness process.

Tim Ewart suggested that the new Senior Regional Manager for PEP be invited to this meeting.

Adjournment

Adjourned at 0210 hrs.

Chair, Director Lou Biggemann