

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, AUGUST 28, 2007  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

1. **CALL TO ORDER**
- SPECIAL PRESENTATION**
  - Norma Stumborg**, re Provincial Board of Examiners Senior Certificate in Local Government Administration.
2. **DELEGATIONS**
  - 7 **Gordon Wyness**, re Smoke Pollution in Nanoose Bay.
3. **BOARD MINUTES**
  - 8-16 Minutes of the Board meeting held July 24, 2007.
4. **BUSINESS ARISING FROM THE MINUTES**
5. **COMMUNICATIONS/CORRESPONDENCE**
  - 17 **D. Gaudry and B. Hourston, Nanaimo & Area Land Trust**, re Nanaimo Airport.
  - 18-19 **G. Brown, Ministry of Community Services**, re Madrona Sewer Servicing Infrastructure Grant.
  - 20-26 **F. & A. Middleton**, re DVP Application No. 90628 (4594 Maple Guard Drive – Electoral Area ‘H’).
6. **UNFINISHED BUSINESS**
7. **STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**
  - 7.1 **ELECTORAL AREA PLANNING STANDING COMMITTEE**
    - 27-29 Minutes of the Special Electoral Area Planning Committee meeting held July 24, 2007. (for information)

## PLANNING

### ***AMENDMENT APPLICATIONS***

**Zoning Amendment Application No. ZA0706 – Fern Road Consulting Ltd., on behalf of John and Susan Peyton – Spider Lake Road – Area H. (Electoral Area Directors except EA ‘B’ – One Vote)**

- 1. That the request from Fern Road Consulting Ltd. to waive Board Policy No. B.1.1 entitled “Registration of Land Title Office Documents in Conjunction with the Amendment Application Process” for Zoning Amendment Application No. 0706 be denied.*
- 2. That Zoning Amendment Application No. ZA0706, as submitted by Fern Road Consulting Ltd. on behalf of John and Susan Peyton, to rezone Lot 3, Block 360, Newcastle District, Plan 35096 from Subdivision District ‘B’ to Subdivision District ‘D’ be approved to proceed to public hearing subject to the conditions outlined in Schedule No. 1.*
- 3. That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.342, 2007” be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*
- 4. That “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.342, 2007” proceed to public hearing.*
- 5. That the public hearing on “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.342, 2007” be delegated to Director Bartram or his alternate.*

### ***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. 60713 – Burrell – 3145 Yellow Point Road – Area A. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Permit Application No. 60713.**

*That Development Permit Application No. 60713, to vary “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, for the property legally described as Lot 7, Section 1, Range 7, Cedar District, Plan 28656 be approved subject to the conditions outlined in Schedules No. 1, 2, 3, 4 and 5.*

**Development Permit Application No. 60714 – Plotnikoff – Lot 2, Shoreline Drive – Area H. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Permit Application No. 60714.**

*That Development Permit Application No. 60714, to vary “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006”, for the property legally described as Lot 2, District Lot 28, Newcastle District, Plan 24584 be approved subject to the conditions outlined in Schedules No. 1, 2, 3 and 4.*

**Development Permit Application No. 60715 – Maibach Industries Ltd. – 2093 South Wellington Road – Area A. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Permit Application No. 60715.**

*That Development Permit Application No. 60715, to vary “Regional District of Nanaimo Sign Bylaw No. 993, 1995”, to recognize an existing fascia sign, increasing the maximum number of signs to six (6) for the property legally described as Lot 1, Section 12, Range 7, Cranberry District, Plan 18166 be approved subject to the conditions outlined in Schedules No. 1 and 2.*

### **DEVELOPMENT VARIANCE PERMIT APPLICATIONS**

**Development Variance Permit Application No. 90628 – Pope – 4594 Maple Guard Drive – Area H. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Variance Permit Application No. 90628.**

*That Development Variance Permit Application No. 90628, to legalize the siting of a studio located at Lot 9, District Lot 40, Newcastle District, Plan 16121 be approved subject to the conditions outlined in Schedules No. 1, 2 and 3.*

**Development Variance Permit Application No. 90704 – Five Cedar Poultry Farm – 2663 Barnes Road – Area A. (Electoral Area Directors except EA ‘B’ – One Vote)**

**Delegations wishing to speak to Development Variance Permit Application No. 90704.**

*That Development Variance Permit Application No. 90704, to legalize the siting of an existing barn located at the Westerly 10 acres of the Easterly 45 acres of Section 17, Range 3, Cedar District, be approved according to the terms outlined in Schedule No. 1.*

### **OTHER**

**Electoral Area ‘G’ Official Community Plan Update. (Electoral Area Directors except EA ‘B’ – One Vote)**

*That the Electoral Area ‘G’ Official Community Plan Update report be received for information.*

- 7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE
- 7.3 EXECUTIVE STANDING COMMITTEE
- 7.4 COMMISSIONS

**7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

**Electoral Area 'A' Parks and Green Space Advisory Committee.** (All Directors – One Vote)

30-31 Minutes of the Electoral Area 'A' Parks and Green Space Advisory Committee meeting held May 17, 2007. (for information)

1. *That RDN Parks staff initiate discussions with the City of Nanaimo Parks staff regarding replacement of an outdoor washroom facility at the Cable Bay Trail which is managed by the City.*

**Electoral Area 'E' Parks and Open Space Advisory Committee.** (All Directors – One Vote)

32-34 Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held July 30, 2007. (for information)

1. *That the Electoral Area 'E' Parks and Open Space Advisory Committee invite the Fairwinds Consultants to provide the committee with a more concrete proposal that details the plan for parks and trails in the Fairwinds Development Area.*
2. *That the request for sewer servicing connection to 3312 Dolphin Drive through community park land be denied.*

**Electoral Area 'F' Parks and Open Space Advisory Committee.** (All Directors – One Vote)

35-36 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held June 18, 2007. (for information)

**Electoral Area 'H' Parks and Open Space Advisory Committee.** (All Directors – One Vote)

37-39 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held June 26, 2007. (for information)

1. *That the Regional Board direct staff to review funding options from the Area 'H' Community Parks Function Budget for the floor replacement at Lighthouse Community Centre through a renewed funding agreement with the Lighthouse Community Centre Society and to fund \$1,000 for annual maintenance costs at the facility over the next four years beginning in 2008.*

(Electoral Area Directors except EA 'B' – One Vote)

2. *That the Regional Board accept the Parkland Dedication proposal for Lot 1, Plan 17597 and Lot 6, Plan 12132, both of District Lot 32, Newcastle District, subject to the satisfactory completion of the bank remediation in accordance with prescribed engineering requirements and future trail connection, to be reviewed by the Department of Fisheries and Oceans with input from the Nile Creek Enhancement Society and subdivision conditions set out by Regional District Development Services Department.*

**Transit Select Committee.** (All Directors – One Vote)

40-67 Minutes of the Transit Select Committee meeting held August 21, 2007. (for information)

(Nanaimo, Lantzville, Parksville, Qualicum Beach, Electoral Areas 'A', 'C', 'E', 'G' – Weighted Vote)

1. *That staff be directed to implement the changes to the transit financial plan during the upcoming budget cycle in order that the 2008 transit expansion can be accommodated.*
2. *That staff be directed to advise BC Transit that the Regional District of Nanaimo is in support of the planned expansion for Custom Transit in 2008/09 and the additional costs associated with this expansion.*

(All Directors – One Vote)

3. *That staff be directed to prepare a new schedule with routing for the #1's and #2's via Wallace Street for 2008.*

## 8. ADMINISTRATOR'S REPORTS

- 68-71 Terms of Reference – Liquid Waste Advisory Committee. (All Directors – One Vote)
- 72-73 Contract for Security Services at Regional Landfill. (All Directors – Weighted Vote)
- 74-76 Contract for French Creek Pollution Control Centre Biosolids Program – SYLVIS Environmental Inc. (All Directors – Weighted Vote)
- 77-78 Arbutus Park Water Service Area – Release of Reserve Funds. (All Directors – Weighted Vote)
- 79-80 French Creek Water Service Area – Water Main Replacement – Release of Reserve Funds. (All Directors – Weighted Vote)

- 81-82                    Amendment to Signing Authority and Appointment of Deputy Officer for Financial Administration. (All Directors – One Vote)
- 83-97                    Operating Results to June 30, 2007. (All Directors – One Vote)
- 98-104                  Pump and Haul Local Service Area Amendment Bylaw No. 975.46, 2007 – 600 South Road – Electoral Area ‘B’. (All Directors – One Vote)
- 105-107                Surfside Sanitary Sewer – Proposed Property Inclusions. (All Directors – One Vote)

**9.        ADDENDUM**

**10.      BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**11.      NEW BUSINESS**

**12.      BOARD INFORMATION (Separate enclosure on blue paper)**

**13.      ADJOURNMENT**

**Lee, Clair**

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**From:**

**Sent:** August 15, 2007 4:13 PM

**To:** Lee, Clair

**Subject:** Board Meeting Aug. 28/2007

Dear Ms. Lee

Further to our telephone conversation, I would like to request an opportunity to address the Board of Directors of the RDN at the Aug 28/2007 board meeting at 7:00pm.

I will be discussing a health issue in Nanoose Bay....namley Smoke Pollution!!

Thank you,

Gordon Wyness  
1506 Beaver Creek Wharf Road  
Nanoose Bay V9P 9C4  
250-468-1664

15/08/2007

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JULY 24, 2007, AT 7:03 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 L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director S. Herle	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director L. McNabb	City of Nanaimo
Director G. Korpan	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director D. Brennan	City of Nanaimo
Director J. Manhas	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr. of Corporate Administration
N. Avery	Gen. Mgr., Finance & Information Services
T. Osborne	Gen. Mgr. of Recreation & Parks
D. Trudeau	Gen. Mgr. of Transportation Services
P. ThorkeIsson	Gen. Mgr. of Development Services
J. Finnie	Gen. Mgr. of Environmental Services
N. Tonn	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Directors Dempsey and Unger to the meeting.

**DELEGATIONS**

**Bill Grose, re Animal Control Bylaw and Vicious Dog Designation.**

Mr. Grose sent his regrets and provided correspondence respecting animal control and vicious dog designation.



**BOARD MINUTES**

MOVED Director McNabb, SECONDED Director Holme, that the minutes of the regular Board meeting held June 26, 2007 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**K. Seggie, South Wellington and Area Community Association, re Airport.**

MOVED Director Holme, SECONDED Director Young, that the correspondence received from the South Wellington and Area Community Association regarding airport runway and industrial expansion, be received.

CARRIED

**D. Wallace, J.E. Anderson and Associates, re Amendment of Conditions at 430 Evergreen Way.**

MOVED Director Holme, SECONDED Director Young, that the correspondence from J.E Anderson and Associates with respect to Condition 2 of Schedule to the proposed building strata conversion on 430 Evergreen Way, Parksville, be received.

CARRIED

**B. Grose, re Animal Control Bylaw and Vicious Dog Designation.**

MOVED Director Holme, SECONDED Director Young, that the correspondence from Mr. Grose with respect to the RDN animal control bylaw and the vicious dog designation be received.

CARRIED

**UNFINISHED BUSINESS**

**BYLAWS**

**Public Hearing & Third Reading.**

**Report of the Public Hearing held July 17, 2007 with Respect to Bylaw Amendment Bylaw Nos. 239.03 and 500.341 – Angela Quek, Pacific Edge Architecture Inc. on behalf of Kijosa Investment Corporation (Timberlands Pub) – 1680 Timberlands Road – Area A.**

MOVED Director Burnett, SECONDED Director Holme, that the Report of Public Hearing containing the Summary of Minutes and Submissions of the Public Hearing held on July 17, 2007 as a result of public notification of “Regional District of Nanaimo Land Use Contract Authorization Bylaw Amendment Bylaw No. 239.03, 2007” and “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.341, 2007” be received.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that “Regional District of Nanaimo Land Use Contract Authorization Bylaw Amendment Bylaw No. 239.03, 2007” be given 3<sup>rd</sup> reading and be referred to the Ministry of Transportation for approval pursuant to the *Transportation Act*.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.341, 2007” be given 3<sup>rd</sup> reading and be referred to the Ministry of Transportation for approval pursuant to the *Transportation Act*.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that the conditions as outlined in Schedule No. 1, as amended, be secured and/or completed by the applicant to the satisfaction of the Regional District prior to consideration of adoption of Bylaw Nos. 239.03, 2007 and 500.341, 2007.

CARRIED

**For Adoption.**

**French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.40.**

MOVED Director Westbrook, SECONDED Director Herle, that "French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.40, 2007" be adopted as amended.

CARRIED

**Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.45.**

MOVED Director Westbrook, SECONDED Director McNabb, that "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.45, 2007" be adopted as amended.

CARRIED

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Bartram, SECONDED Director McNabb, that the minutes of the Electoral Area Planning Committee meeting held July 10, 2007 be received for information.

CARRIED

**PLANNING**

**DEVELOPMENT VARIANCE PERMIT APPLICATIONS**

**Development Variance Permit Application No. 90705 – Gilley – 3063 Lofthouse Road – Area A.**

MOVED Director Burnett, SECONDED Director Bartram, that Development Variance Permit Application No. 90705, to permit the siting of a barn located at Lot 2, Section 14, Range 5, Cedar District, Plan 9939, be approved subject to the terms outlined in Schedule No. 1.

CARRIED

**Development Variance Permit Application No. 90710 – LaRoche – SW Corner of the Benson Meadows Development (off Northwood Road) – Area C.**

MOVED Director Young, SECONDED Director Bartram, that Development Variance Permit Application No. 90710, to permit the construction of a single residential dwelling with a maximum height of 11.5 m on the property legally described as Lot 16, Sections 12 and 13, Range 2, Mountain District, Plan VIP80085 on Northwood Road, be approved subject to the conditions outlined in Schedules No. 1, 2, 4, and 5.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

MOVED Director Burnett, SECONDED Director Manhas, that the minutes of the Committee of the Whole meeting held July 10, 2007 be received for information.

CARRIED

**CORPORATE SERVICES**

**ADMINISTRATION**

**Special Occasion License/Special Event Permit – Status Report.**

MOVED Director Holme, SECONDED Director Biggemann, that the Special Occasion License/Special Event Permit Status Report be received for information.

CARRIED

**FINANCE & INFORMATION SERVICES**

**Resolution to Lock in Rates for Long Term Debt.**

MOVED Director Korpan, SECONDED Director McNabb, that the officer responsible for the Financial Administration of the Regional District of Nanaimo be authorized to lock in interest rates with the Municipal Finance Authority on Loan Authorization Bylaw No. 1392 (Barclay Crescent Sewer) for the full term of the bylaw.

CARRIED

**Administration Computer Equipment Reserve Expenditure.**

MOVED Director Brennan, SECONDED Director Manhas, that \$39,430 to purchase Storage Area Network (SAN) hardware and related software be approved as an expenditure from the “Administration Computer Equipment Reserve Fund Establishment Bylaw No. 924, 1994”.

CARRIED

**Planning Services Fees & Charges Bylaw Amendment Bylaw No. 1259.05.**

MOVED Director Westbroek, SECONDED Director Bartram, that “Regional District of Nanaimo Planning Services Fees and Charges Bylaw Amendment Bylaw No. 1259.05, 2007” be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Bartram, that “Regional District of Nanaimo Planning Services Fees and Charges Bylaw Amendment Bylaw No. 1259.05, 2007” having been read three times, be adopted.

CARRIED

**Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.01 and Fairwinds (Nanoose) Wastewater Treatment Development Cost Charges Amendment Bylaw No. 1443.01.**

MOVED Director Holme, SECONDED Director Biggemann, that “Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.01, 2007” be read three times and forwarded to the Ministry of Community Services for approval.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that “Fairwinds (Nanoose) Wastewater Treatment Development Cost Charges Amendment Bylaw No. 1443.01, 2007” be read three times and forwarded to the Ministry of Community Services for approval.

CARRIED

***DEVELOPMENT SERVICES***

**BYLAW ENFORCEMENT**

**Animal Control Contracts – Districts 68 and 69.**

MOVED Director Holme, SECONDED Director McNabb, that the contract for animal control services with the Parksville-Qualicum SPCA, which incorporates an increase of 2 percent per annum, be renewed for the term of March 1, 2007 to February 28, 2010.

CARRIED

MOVED Director Manhas, SECONDED Director Holme, that the contract for animal control services with the Nanaimo Animal Shelter Ltd., which incorporates an increase of 2 percent per annum, be renewed for the term of March 1, 2007 to February 28, 2010.

CARRIED

***ENVIRONMENTAL SERVICES***

**SOLID WASTE**

**Solid Waste Management Regulation Amendment Bylaw No. 1428.02.**

MOVED Director Bartram, SECONDED Director Herle, that this item be referred back to staff.

CARRIED

**UTILITIES**

**French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.41 and Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.47 – Inclusion of Properties into Local Service Areas (864 Reid Road) – Area G.**

MOVED Director Westbroek, SECONDED Director Herle, that “French Creek Sewerage Facilities Local Service Area Amendment Bylaw No. 813.41, 2007” be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Herle, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.47, 2007” be introduced and read three times.

CARRIED

**Nanoose Bay Peninsula Water Service Area – Release of Reserve Funds – Well Drilling Program.**

MOVED Director Holme, SECONDED Director McNabb, that the Board approve the release of up to \$23,000 from the Nanoose Bay Peninsula Water Service Area reserve fund for the construction of a test water supply well on RDN property at Claudet Road and Northwest Bay Road.

CARRIED

**Request for Sewer Servicing – 3312 Dolphin Drive – Area E.**

MOVED Director Holme, SECONDED Director McNabb, that the Board support sanitary sewer servicing to 3312 Dolphin Drive through the community park to Highland Road and instruct staff to refer the request to the Parks & Open Space Advisory Committee for comment and to initiate the petitioning process for the inclusion of this property into the Fairwinds Sanitary Sewer Service Area.

CARRIED

**Storm Water – Rainwater Management Practices Review.**

MOVED Director Bartram, SECONDED Director Brennan, that the Board approve funding up to \$20,000 from the Community Works Fund for the rainwater Management Practices Review.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**Electoral Area ‘E’ Parks and Open Space Advisory Committee.**

MOVED Director Holme, SECONDED Director Manhas, that the minutes of the Electoral Area ‘E’ Parks and Open Space Advisory Committee meeting held June 4, 2007 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 June 21, 2007 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that staff provide a full review of fees and charges in the spring of 2008 to include the Fees and Charges policy; past, current and future Regional District rates in relation to mid Island fees and charges; Vancouver Island Fees and Charges survey information provided by Port Alberni, implementation dates for rate changes; and operational budget comparisons associated with cost recovery rates for the mid Island region.

CARRIED

MOVED Director Bartram, SECONDED Director Herle, that the recommendations in the Fees and Charges report be approved as follows:

- a) That the program, admission and rental fees for Oceanside Place in 2007/08 be approved as outlined in Appendix A.
- b) That the program, admission and rental fees for Ravensong Aquatic Centre in 2008 be approved as outlined in Appendix B.
- c) That Recreation Coordinating program fees and recovery rates, administration fee and revenue-sharing percentage ratio for Term Instructor (Companies) agreements in 2008 be approved as outlined in Appendix C.

CARRIED

MOVED Director Bartram, SECONDED Director Herle, that staff make it a priority to initiate discussions with the School District regarding the development of a Partnership Agreement that addresses joint use, potential joint developments and program partnerships as stated in the RDN Recreation Services Master Plan for Oceanside, July 2006.

CARRIED

**Electoral Area ‘G’ Parks and Open Space Advisory Committee.**

MOVED Director Brennan, SECONDED Director Bartram, that the minutes of the Electoral Area ‘G’ Parks and Open Space Advisory Committee meeting held May 10, 2007 be received for information.

CARRIED

**Drinking Water-Watershed Protection Stewardship Committee.**

MOVED Director Bartram, SECONDED Director Herle, that the minutes of the Drinking Water-Watershed Protection Stewardship Committee meeting held June 6, 2007 be received for information.

CARRIED

**ADMINISTRATOR'S REPORTS**

**Barclay Crescent Sewer Project – Final Cost Estimate.**

MOVED Director Westbroek, SECONDED Director Manhas, that the update on the Barclay Crescent Sewer Project be received for information.

CARRIED

MOVED Director Westbroek, SECONDED Director McNabb, that staff prepare a letter to Ron Cantelon, MLA, thanking him for his valued assistance in the procurement of grant funds from the Province to offset costs to the Barclay Crescent sewer project.

CARRIED

**Amendment Bylaw No. 500.339.**

MOVED Director Bartram, SECONDED Director Biggemann, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.339, 2007” be abandoned.

CARRIED

**Regional District Service Bylaws – Exemption from Inspector Approval.**

MOVED Director Holdom, SECONDED Director Herle, that boundary amendment and requisition limit amendment bylaws that no longer require Inspector approval be given at least a one month time period between the introduction and adoption of the bylaw and that staff be directed to amend the procedure bylaw to incorporate this procedure.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Nanaimo Airport.**

MOVED Director Burnett, SECONDED Director Young, that the Board write a letter to the Nanaimo Airport Commission requesting that the Commission consider holding a Public Information meeting to present details on the Phase One Airport Project and to allow an opportunity for public comment; and further that the Regional District offer to facilitate the Public Information meeting.

CARRIED

**Animal Control Bylaw and Vicious Dog Designation.**

MOVED Director Young, SECONDED Director Korpan, that the correspondence from Bill Grose be referred to staff to consider the suggestions proposed for incorporation into procedures for dealing with vicious dogs.

CARRIED

**Amendment of Conditions at 430 Evergreen Way.**

MOVED Director Holme, SECONDED Director Bartram, that Requirement No. 2, Schedule No. 1 "Conditions of Approval" to Strata Conversion Application File No. 3300 30 430 Evergreen Way be amended as follows:

- "2. Submission of a completion report prepared by a professional engineer with expertise in hydrology certifying that for each proposed strata unit, a drilled water well is constructed each of which, at a minimum, has a year round potable water supply in the amount of 3.5 m<sup>3</sup> per day and that the water supply meets the minimum Canadian Drinking Water standards or if a single shared well is developed, the Drinking Water Supply System will be constructed pursuant to all requirements of the *Drinking Water Protection Act* and *Drinking Water Protection Regulation*, and approval of the Drinking Water Supply System by the Drinking Water Protection Officer will be submitted to the Regional District. This report must be acceptable to the Regional District."

CARRIED

**NEW BUSINESS**

**Presentation – Governor General’s Recognition Award for Wildlife Habitat Canada Forest Stewardship – Warren & Bruce Cook.**

Director Bartram thanked Tom Osborne, Recreation staff and Linda Burgoyne for their exceptional efforts in making the award presentation by Her Honour Lieutenant Governor Iona Campagnolo on July 18, 2007 a great success.

**BOARD INFORMATION**

**Vancouver Island Regional Library Book Rate Petition.**

MOVED Director Burnett, SECONDED Director Korpan, that a letter of support of Bill C458 and protection of Canada’s public libraries’ access to concessionary postal rates for library material be forwarded to the District’s Member of Parliament.

CARRIED

**IN CAMERA**

MOVED Director Holme, SECONDED Director Young, that pursuant to Section 90(1)(g) of the *Community Charter* the Board proceed to an In Camera meeting to consider items related to legal issues.

CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Young, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 7:22 PM

**RISE AND REPORT**

**Nanaimo Airport.**

MOVED Director Burnett, SECONDED Director McNabb, that staff prepare a press release for the purpose of explaining the Regional District's jurisdiction over airport lands and its intention to develop a public consultation framework with the Nanaimo Airport Commission for the future development of airport lands.

CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Young, that the meeting terminate.

CARRIED

TIME: 7:25 PM

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION





#8 - 140 Wallace Street, Nanaimo, BC V9Z 5J1  
 Phone/Fax 250-714-1990 Email: admin@nalt.bc.ca  
 Website: [www.nalt.bc.ca](http://www.nalt.bc.ca)

July 4, 2007

Mr. Joe Stanhope  
 RDN Board Chairman  
 Regional District of Nanaimo  
 6300 Hammond Bay Road  
 Nanaimo BC

RDN			
CAO	<input checked="" type="checkbox"/>	GMF&IS	
GMDS		GMR&PS	
GMES		GMTS	
JUL 19 2007			
SMCA			
CHAIR		BOARD	<input checked="" type="checkbox"/>
Corres.			

Dear Mr. Stanhope and RDN Directors;

The Board of Directors of the Nanaimo & Area Land Trust wishes to express our concern that plans for the proposed expansion of the Nanaimo Airport appears to be proceeding with an apparent lack of due public process. We ask that the RDN Board reconsider your support for the application for funding now being requested by the Airport Commission until such time that the citizens of the area are given ample opportunity to make their views known regarding this major decision.

NALT's own interest in the planned expansion is heightened by the fact that many of our members and supporters freely gave of their time and energy to enhance a portion of the airport land adjacent to the runways as habitat for the small and critically endangered population of Coastal Vesper Sparrows. Just recently, and quite by chance, we have learned that there may soon be 737s flying in and out of Nanaimo on a regularly scheduled basis. This is disturbing and alarming information, to say the least – and, despite the reassuring news story in a recent issue of the Nanaimo Daily News (*Jets won't affect sparrows*), we are concerned that the increased traffic and noise factors may well pose a real threat to the well-being of the mating and nesting sparrows.

At the very least, we feel that such a proposal ought to be judged by the communities that will be affected by it. We ask, then, that the RDN Board reconsider its support for the Airport Commission's application for funds—unless and until it can be determined that the proposed airport expansion will not proceed until citizens and taxpayers in the area have had ample and advertised opportunities to give their input to this plan.

Yours sincerely,

Dean Gaudry and Barbara Hourston  
 Board Co-chairs, Nanaimo & Area Land Trust



CAO			
GMCB		GMBEPS	
GVE		GMS	
AUG 21 2007			
SMGR			
CHAIR		BOARD	✓
Correspondence			

Copy - J. Finnie ~~Person~~ *aw*

RECEIVED

AUG 21 2007

REGIONAL DISTRICT  
of NANAIMO

August 3, 2007

Ms. Maureen Pearse  
 Senior Manager of Corporate Administration  
 Regional District of Nanaimo  
 6300 Hammond Bay Road  
 Nanaimo, BC V9T 6N2

Dear Ms. Pearse:

Re: Madrona Sewer Servicing Infrastructure Grant

Thank you for your letter of July 9, 2007 regarding the Regional District of Nanaimo's (RDN) grant application under the Canada-B.C. Municipal Rural Infrastructure Fund (CBCMRIF) for the Madrona Sewer Servicing project and the eligibility requirements under the CBCMRIF program.

To confirm eligibility criteria, under the CBCMRIF, the eligibility criteria is identified as follows:

***To be considered eligible, applications must demonstrate that there is an adequate planning process in place with applicable bylaw(s) that promote future development in a sustainable fashion. This requirement can be met by either;***

*An approved (by Minister of Environment) Liquid Waste Management Plan (LWMP) for decentralized wastewater. The LWMP must address on-site sewage in a sustainable fashion, with the understanding that on-site sewage systems will be considered as permanent infrastructure. The LWMP must be supported by appropriate bylaws (OCPs, zoning, subdivision standards, etc.) At the minimum, the LWMP will address;*

- *Where the recipient is proposing development of new properties that will not receive community sewer, and the cumulative hydraulic loading from onsite sewage disposal systems can be safely and sustainably handled by the overall soils environment,*
- *a community plan for the management and maintenance of onsite septic systems,*

Ministry of  
Community Services

Local Government Infrastructure and  
Finance

Mailing Address:  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

Location:  
4th Floor - 800 Johnson Street  
Victoria BC V8W 1N3

Phone: (250) 356-9012  
Fax: (250) 356-1873

[www.gov.bc.ca/cserv](http://www.gov.bc.ca/cserv)

- a bio-solids management plan, and
- a septage collection plan;

**OR**

2. Confirmation that a bylaw is in place which requires community sewer service to all new lots of less than one hectare in size within the boundaries under the jurisdiction of the applicant.

Therefore, under the CBCMRIF program, this eligibility requirement must be implemented throughout the entire RDN jurisdiction in order for the Madrona Sewer Servicing project to be considered an eligible application. It should be mentioned that all other applications of this nature, projects designed to address failing on-site septic systems, would be deemed ineligible until this requirement is met.

I trust this confirms CBCMRIF eligibility requirements to your satisfaction. If you have any further questions or concerns, please do not hesitate to contact me at (250) 356-9012.

Yours truly,

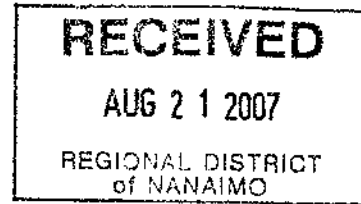


Glen Brown  
A/Director  
Infrastructure and Engineering

August 20, 2007

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

RDN			
CAO		GMP&IS	
GMDS		GMR&PS	
GMES		GMTS	
AUG 21 2007			
SMCA			
CHAIR		BOARD	✓
Correspondence			



To Whom It May Concern:

Re: Notice of Development Variance Permit Application No.90628  
4594 Maple Guard Drive Electoral Area "H"

We would like to request that this application for variance be denied. The "studio" in question in fact encroaches on our property and our fence has had to be moved as a result. It will impact us as well as any future owners of our property if this structure is allowed to remain where it is. We would therefore expect that the fence should follow the property line.

This studio was built prior to the clearing of our lot. Only after that was completed did we discover that the eaves were actually over the property line. We would also like to point out that these same neighbours voiced concern about the legality of structures being built in our area and that the by laws should be followed so that we do not have a "do it first and ask for forgiveness later" attitude. In fact this is exactly what they have done.

Enclosed are copies of the letters that were sent by our neighbours when they were asked to comment on our application for a variance and each one of them pointed out the need for rules and bylaws to be followed. Also enclosed are copies of the letters that were sent to our neighbours and the Regional District of Nanaimo by us at that time. As your records will show we have complied with the decision of the RDN and the shed was relocated at considerable expense.

Yours truly,

Frank & Anne Middleton  
4595 Berbers Drive, Bowser, B.C. V0R 1G0  
Enc.

July 31, 2006.

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

Dear Greg

Re: DVP90615  
4595 Berbers Drive, Bowser, B.C.

Please find attached a copy of the letter which can be forwarded to the 3 of our neighbours who have objected to our request for a variance on the shop built at this address. We hope this addresses their concerns.

We have owned property in this area for nearly 25 years and have lived here permanently for nearly 17 years and unfortunately have not kept up with the increased presence of the RDN in our rural area and for that we apologize. However, we are not the only ones who have built structures in this area which do not meet the latest RDN bylaws.

Once we were contacted by your office we began the process of requesting a "legal non-conforming" distinction for the building. At your request we received the necessary documentation for easement from the Department of Highways and we had the property surveyed showing the placement of the shed on the lot. We also had a notarized letter drawn up by our lawyer stating our intention of building our main residence within a specified time frame.

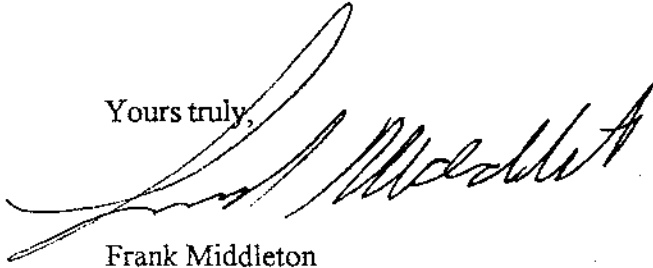
From our perspective however, we feel that we are being penalized for being in the middle of ongoing animosity between Mr. Pope and our builder. The discussions they had appear to have been yelling matches across the property. I asked both Mr. Pope and Mr. Sharpen at the time if they had any concerns about what I was building and they indicated that they did not. This makes their objection to the request for variance unexpected though not surprising. Mr. & Mrs. Kostich have only taken possession of Lot 10 within the past 60 days so though we respect their point of view they have not been aware of all the preceding events. The only property with a visual of the shed at this time is Mr. Pope as the back of his property borders that side of our lot. We have talked to other neighbours who either look at the shed side of the property or drive by it on a regular basis and none of them have any objection to either the building or its placement.

As we have indicated in our letter to them we had no intentions of breaking any laws when this shed was built and we do not want this process to degenerate into a witch hunt whereby neighbours are reporting each other to the RDN. But if they are concerned about what we are doing and have done then they should also be looking at themselves and others in the area if this is to be a level playing field.

I am also enclosing a copy of our letter of November 15, 2005, which was our request for a variance permit.

If you require any further information that will help in resolving this matter in our favour please do not hesitate to call me.

Yours truly,

A handwritten signature in black ink, appearing to read "Frank Middleton". The signature is written in a cursive style with a large, sweeping initial "F" that extends to the left.

Frank Middleton

**Laustsen, Denise**

From: melinda.pcpe@healthpoint.com  
Sent: July 20, 2006 2:44 PM  
To: Laustsen, Denise  
Subject: Objection to Variance App. [REDACTED], [REDACTED], District "H"

To the RDN Board of Directors:

My wife and I would like to voice our objection to the granting of this application.

First I'd like to give you a little background information.

Early in October 2005, after the owner marked out where he wanted the "garage", he was told by his builders, that the location contravened the building by-laws. They were told to build it where he'd laid it out. (the same builders, who are neighbours, also built our house and were very precise with us on current by-laws. I also contacted your offices to get the details as well. We hired a professional surveyor to lay out our buildings so that we would meet the existing building land use by-laws and avoid any issues with your office as well as unhappy neighbours).

I called the planning office and subsequently the by-law enforcement office before the concrete pad for this garage was poured to voice my concerns. I called the by-law office again roughly a week or so later after the pad had been poured and spoke to by-law officer for Area H (Tom ??) to ask if he was looking into it. I was told at that time, he'd received several complaints from other neighbours and would be looking into the matter. He also told me, that if the building contravened the bylaw it would have to be moved. I called again when the walls and trusses were going up, and was told he had not been to the property yet, but would be going in short order. Construction continued to completion. No one was ever advised as to the status of concerns made to the bylaw office.

Upon hearing about the subject variance application above, I spoke to the by-law officer, and he told me that when he finally got out to see the building in question, the roof was on. He also tells me that even if he had gone out in the early stages of construction, he had no authority to put a stop work order on the site. I have to question then - Why have by-law officers at all? I have made my concerns on this point to the Manager of Bylaw enforcement today.

Prior to this application, the names of complainants are never released. The owners of this property are wonderful people and great neighbours. I understand they have a right to know who is objecting and why. The last thing we want is animosity amongst neighbours, but we feel strongly enough about our reasons as follows.

1. We are very concerned with future buildings and sizes of such which may legally or illegally be built on this property as a result of the granting of the variance.
2. This area is changing rapidly, with much construction underway. People are investing hundreds of thousands of dollars into property, with homes selling upwards of \$850,000. A vacant waterfront lot in front of our home is currently for sale at \$450,000. It will sell and someone will eventually want to build on it. There are also several older smaller homes we look over, in our view of the ocean. Someday the owners may want to tear down and rebuild. Although some of our view will be lost eventually, we're not prepared to accept more than is allowed. We have bylaws after all. Right? Although owners have every right, just as we did, to develop their property within the property use bylaws, will they adopt the "do it first and ask for forgiveness later" attitude? This is a small community and word travels fast! Unless the simple by-laws we have in place are respected, no one can be assured that their value (monetary or otherwise) is not at risk. Ignorance of local development rules is no excuse. We had absolutely no problem

finding out the bylaws when building our dream retirement home and we lived on the mainland at the time.

3. Currently your office has a variance application to construct a home and garage on Mapleguard Drive. The owners have applied "the legal way" prior to construction. What message are you sending to them and others that may want to build here in the future?

Granting this variance sets a terrible precedent in Area H, which affects all homeowners here. Should we adopt a policy of "Build what you want - Where you want - Big as you want - Ignore the bylaws - the Regional District will give their blessing after the fact through a variance application"? I would be very disappointed if this were to be the case.

Thank you for your time and consideration of our objection.

Larry and Melinda Pope  
4594 Mapleguard Drive,  
Site 138, C-49, RR 1  
Bowser, BC V3R 1G0

PS.

I would like to see Electoral District H become a building permit and inspection area. Neighbours shouldn't have to be the inspectors. Not with property values as they are.

\*\*\*\*\*  
This transmission (including any accompanying attachments) is confidential, is intended only for the individual or entity named above, and is likely to contain privileged, proprietary and confidential information that is exempt from disclosure requests under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, use of or reliance upon any of the information contained in this transmission is strictly prohibited. If you have received this transmission in error, please immediately notify the sender by e-mail, and delete the original message.  
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*Muddleton / G Keller*

To: RDN Planning Department by fax July 23, 2006

**Re: Variance Application 90615**  
4595 Berbers Rd, Lot 68, District Lot 40, Newcastle Dist. Plan 21776

**From: Dean Sharpen, 4600 Maple Guard Drive, Bowser**  
**My Objection to Approval of the Variance**

JUL 24 2006

My property backs on to the above noted property that has applied for variance.

**I strongly disagree with approval for this application because of the precedent it sets.**

The owner was told by his builders, at the outset, he was in contravention of the development bylaws.

On the survey he has conveniently not shown the house that is now located on the property. I am very concerned with future buildings being erected in contravention to the lot coverage provision in the bylaws, which would impact the value of my property.

Since I live on the road side, facing the ocean, and have a reasonable view, I believe that approving this variance condones the idea, that, "you can build what you want, where you want, as big and high as you want, without regard for your neighbours quality of life and property value." I have an expectation that the RDN will protect me through the bylaws from those who choose to ignore them thinking they can get a variance approved after to make it legal.

I would hate to think that someone could buy one of the smaller houses or lots in front of me on the waterfront, build a huge oversized and over height home and take away my view because of any precedent you've now set.

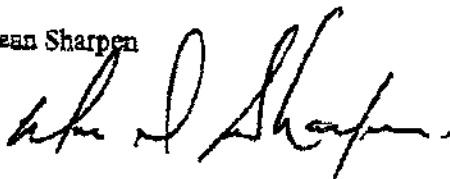
You currently have a variance application from property owners on Maple Guard who are going through the process legally. What do you say to them?

I'm sorry, but there are only four rules in the bylaw to follow in locating a building, in Area H. Surely this isn't hard to do.

Please enforce the bylaws.

Regards,

Dean Sharpen



July 19, 2006

Regional District of Nanaimo Planning Department  
6300 Hammond Bay Rd.  
Nanaimo, BC  
V9T 6N2

To Whom It May Concern

**RE: Lot 68, District Lot 40, Newcastle District, Plan 21776**

This is to inform you that as property owners, we are objecting to the *Development Variance Permit* requested by the owners of the abovesaid property. It is our belief that precedence will be set should a variance be granted and the beauty and nature of this landscape could radically change as a result.

Our home is Lot 10 Frontier and Mapleguard and believe that if a variance is granted to Lot 68, Lot 67 could follow, allowing more land space for the current owner to develop, thus, infringing on our property value and current privacy. Likewise, the character of this whole corner will inevitably change. Allowing a 4.6 meter variance is a significant amount of land when you consider the increasing property values in the area.

Unfortunately, without anyone to enforce bylaws, people will take liberties and face the results. The shed concerned was erected within the last 12 months, as was the home. As with the Lasqueti resident who was recently told she had to move her dwelling, it is the responsibility of the homeowner to research ALL regulations PRIOR to building.

Bowser/Deep Bay is a beautiful, serene area. Let's not begin to give the land away. This will only allow property owners to continue to take liberties. Trees and natural habitat growing on these reserved areas that are removed will affect birds and wildlife. Decreased property values will follow as many others seek to claim land where buildings were built illegally.

Please follow the existing *Regional District of Nanaimo land Use and Subdivision Bylaw No. 590, 1987* as it precedes this application date.

Without Prejudice

Norman and Cynthia Kostich  
Lot 10  
District lot 40, Newcastle District, Plan 21776.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SPECIAL ELECTORAL AREA PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, JULY 24, 2007, AT 6:00 PM  
IN THE RDN BOARD CHAMBERS

**Present:**

Director D. Bartram	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H

**Also in Attendance:**

M. Pearse	Senior Manager, Corporate Administration
P. Thorkelsson	General Manager, Development Services
G. Garbutt	Manager, Current Planning
N. Tonn	Recording Secretary

**LATE DELEGATION**

MOVED Director Stanhope, SECONDED Director Holme, that a late delegation be permitted to address the Committee.

CARRIED

**Larry and Melinda Pope, re Development Permit Application No. 90628 – Pope – 4594 Maple Guard Drive – Area H.**

Mr. Pope provided additional information with respect to Development Permit Application No. 90628 and requested the Board's approval, with emphasis on approval of the studio.

**MINUTES**

MOVED Director Holme, SECONDED Director Biggemann, that the minutes of the Electoral Area Planning Committee meeting held July 10, 2007 be adopted.

CARRIED

**PLANNING**

***AMENDMENT APPLICATIONS***

**Zoning Amendment Application No. ZA0706 – Fern Road Consulting Ltd., on behalf of John and Susan Peyton – Spider Lake Road – Area H.**

MOVED Director Stanhope, SECONDED Director Young,:

1. That the request from Fern Road Consulting Ltd. to waive Board Policy No. B.1.1 entitled "Registration of Land Title Office Documents in Conjunction with the Amendment Application Process" for Zoning Amendment Application No. 0706 be denied.

2. That Zoning Amendment Application No. ZA0706, as submitted by Fern Road Consulting Ltd. on behalf of John and Susan Peyton, to rezone Lot 3, Block 360, Newcastle District, Plan 35096 from Subdivision District 'B' to Subdivision District 'D' be approved to proceed to public hearing subject to the conditions outlined in Schedule No. 1.
3. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.342, 2007" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.
4. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.342, 2007" proceed to public hearing.
5. That the public hearing on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.342, 2007" be delegated to Director Bartram or his alternate.

CARRIED

#### ***DEVELOPMENT PERMIT APPLICATIONS***

##### **Development Permit Application No. 60713 – Burrell – 3145 Yellow Point Road – Area A.**

MOVED Director Burnett, SECONDED Director Young, that Development Permit Application No. 60713, to vary "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987", for the property legally described as Lot 7, Section 1, Range 7, Cedar District, Plan 28656 be approved subject to the conditions outlined in Schedules No. 1, 2, 3, 4 and 5, and subject to the notification procedures pursuant to the *Local Government Act*.

CARRIED

##### **Development Permit Application No. 60714 – Plotnikoff – Lot 2, Shoreline Drive – Area H.**

MOVED Director Holme, SECONDED Director Biggemann, that Development Permit Application No. 60714, to vary "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" and "Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006", for the property legally described as Lot 2, District Lot 28, Newcastle District, Plan 24584, be approved subject to the conditions outlined in Schedules No. 1, 2, 3 and 4 and subject to the Board's consideration of comments received as a result of public notification.

CARRIED

##### **Development Permit Application No. 60715 – Maibach Industries Ltd. – 2093 South Wellington Road – Area A.**

MOVED Director Burnett, SECONDED Director Young, that Development Permit Application No. 60715 to vary "Regional District of Nanaimo Sign Bylaw No. 993, 1995", to recognize an existing fascia sign, increasing the maximum number of signs to six (6) for the property legally described as Lot 1, Section 12, Range 7, Cranberry District, Plan 18166, be approved subject to the conditions outlined in Schedules No. 1 and 2, and the notification requirements of the *Local Government Act*.

CARRIED

#### ***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

##### **Development Variance Permit Application No. 90628 – Pope – 4594 Maple Guard Drive – Area H.**

The Chairperson noted that item No. 3 on Schedule 1 should be deleted.

MOVED Director Holme, SECONDED Director Stanhope, that Development Variance Permit Application No. 90628, to legalize the siting of a studio located at Lot 9, District Lot 40, Newcastle District, Plan 16121 be approved subject to the conditions outlined in Schedules No. 1, 2 and 3, and notification requirements of the *Local Government Act*.

CARRIED

**Development Variance Permit Application No. 90704 – Five Cedar Poultry Farm – 2663 Barnes Road – Area A.**

MOVED Director Burnett, SECONDED Director Biggemann, that Development Variance Permit Application No. 90704, to legalize the siting of an existing barn located at the Westerly 10 acres of the Easterly 45 acres of Section 17, Range 3, Cedar District, be approved according to the terms outlined in Schedule No. 1, and subject to the notification procedures pursuant to the *Local Government Act*.

CARRIED

***OTHER***

**Electoral Area ‘G’ Official Community Plan Update.**

MOVED Director Stanhope, SECONDED Director Holme, that the Electoral Area ‘G’ Official Community Plan Update report be received for information.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 6:22 PM

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CHAIRPERSON

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE ELECTORAL AREA 'A' PARKS AND GREEN SPACE ADVISORY REGULAR COMMITTEE MEETING HELD MAY 17, 2007

**Attendance:** Joe Materi  
Frank Garnish  
Jim Fiddick  
Lynnette Aldcroft  
Barbara Metcalf  
Gay Cunningham  
Joe Burnett (Area 'A' Director)  
Margaret Johnson

**Staff:** Wendy Marshall (Manager of Parks Services)

**Regrets:** Kerri-Lynne Wilson

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The meeting was called to order at 7:30 pm.

#### MINUTES

MOVED J. Burnett, SECONDED L. Aldcroft, that the last paragraph under New Business of the March 15, 2007, Electoral Area 'A' Parks and Green Spaces Advisory Committee Meeting Minutes be deleted.  
CARRIED

MOVED L. Aldcroft, SECONDED J. Materi, that the amended Minutes of the Electoral Area 'A' Parks and Green Spaces Advisory Committee Meeting held March 15, 2007, be approved.  
CARRIED

#### BUSINESS ARISING FROM MINUTES

Quennell Lake Accesses – Jim Fiddick asked for an update on accesses. The Department of Fish and Wildlife would like the Nanaimo Fish and Game Club, of which Jim is a member, to fund improvements to the Ritten Road boat access on Quennell Lake.

The committee is in the process of exploring and evaluating the water accesses. The next step is to get the committee together and look at possible sites. A date was set for May 27, 2007, for a committee site exploration.

Holden Lake Accesses – There is no available road access at this time. Tiesu Road has been blocked off for now by landowner. There will be no action at this time.

#### REPORTS AND DISCUSSION ITEMS

##### a) Director's Report – J. Burnett

- Cedar Estates Development – Cedar sewers should proceed in the near future which would initiate discussion with Cedar Estates developer regarding the adjacent MCT trail.
- The Nelson Road Beach Access is in. Beach control signage is required.
- Thelma Griffiths Community Park – Planning and installation of playground equipment and cleanup will start in July.
- Director Burnett reported he attended a day-long sustainability workshop

**b) Staff Report – Wendy Marshall**

- Kayak Ramp – The kayak ramp work is complete at Cedar Boat ramp
- Agricultural Land Reserve paperwork has been started for Cedar Skatepark.
- Three summer staff have been hired. Jonathan Lobb will set priorities for the summer students.
- Jonathan Lobb was the successful candidate for the Parks Operation Coordinator position. His old position Parks Technician will be filled shortly.
- Jeff Ainge's old position, now a Parks Planner position, will be posted.
- Tourist Signage - W. Marshall has been mapping out where signs will be erected.
- Staff met with the contractor for the website "Parksgo". The site has park maps with links to points of interest in the region.

**c) Cedar-South Wellington Community Trail Group– J. Materi**

- A broom removal work party at Nanaimo River Regional Park is to be held in the near future. J. Materi has discussed options with Jonathan Lobb. Cutting broom in the midsummer seems to be the best way to go. There will be a meeting with staff and J. Materi on June 8, 2007.
- J. Materi met with an older gentleman who would like to offer money to help maintain the MCT trail. Mr. Materi will pass the information on to J. Burnett and W. Marshall.

**COMMITTEE ROUND TABLE**

- MCT Trail Lease – W. Marshall reported it would be easier to re-lease MCT land. The current lease must expire before reapplying for a lease extension from the Ministry of Environment.
- F. Garnish noticed on a 2002 map that a piece of MCT seems to *not* be a part of the private land from Hemer Park to Boat Harbour. If the land is not in private hands, could it be leased from the Ministry of Environment? W. Marshall will investigate.
- Thatcher swimming hole at Nanaimo River Regional Park – The bank is eroding. Staff will survey the erosion at the June 8, 2007, staff meeting in the park.
- The kayak ramp design may need to be revisited. Kayakers have had some trouble negotiating the ramp. W. Marshall will have J. Lobb to look at it.
- An outdoor washroom facility is required at Cable Bay Trail.

MOVED M. Johnson, SECONDED J. Fiddick, that RDN Parks staff initiate discussions with the City of Nanaimo Parks staff regarding placement of an outdoor washroom facility at the Cable Bay Trail which is managed by the City

CARRIED

- The garbage can is not yet installed at the Cedar Boat Ramp – W. Marshall will look into it.

**NEXT MEETING**

Next meeting date - Thursday, September 6, 2007, 7:30pm at the Cedar Heritage Centre.

**ADJOURNMENT**

MOVED L. Aldcroft, SECONDED J. Burnett, that the meeting be adjourned at 8:55pm.

CARRIED

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Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD JULY 30, 2007**

**Attendance:** George Holme (Area E Director)  
Gabrielle Cartlidge  
Frank Van Eynde  
Floyd Harry  
Kiwi Stanners  
Anette Thingsted  
Stephen Watson

**Staff:** Wendy Marshall, Manager of Parks Services  
Mike Donnelly, Manager of Utilities

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**CALL TO ORDER**

The meeting was called to order at 7:00 pm by K. Stanners.

**DELEGATIONS**

MOVED F. Van Eynde, SECONDED S. Watson, that the presentation by Ms. Marianne Wade regarding the Fairwinds Development Parkland Study be received.

CARRIED

**MINUTES**

MOVED G. Holme, SECONDED G. Cartlidge, that the Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee held June 4, 2007, be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

Ms. W. Marshall provided beach access location information that was compiled in 2005. RDN parks crew will recheck these beach access locations to verify that the information is up to date. Then the RDN will identify which beach accesses will get new markers and work done. There is funding to install markers in 5-10 beach access locations a year.

Ms. W. Marshall provided the committee with a map of the Trans Canada Trail in Nanaimo. This map can also be accessed on the RDN website.

**BUSINESS ARISING FROM DELEGATIONS**

Ms. Marianne Wade and Mr. Thomas Roy, of Cascadia Biological Services, provided an update to the Committee on work done since the meeting on June 4, 2007. The consultants will meet with RDN staff on July 31, 2007 to discuss zoning and funding possibilities.

Ms. Wade and Mr. Thomas have looked at the Resort Municipality of Whistler's system for Leisure Park Zones. They will try to determine if these zones could be applied to the Fairwinds Park Development.



The consultants propose the use of 3 zones that would offer different levels of development and activity: 1.) Leisure Activity – recreation use and enjoyment e.g. picnic areas, dock, BBQ pits, playground 2.) Conservation Buffer – associated with riparian areas; 3.) Protected Area Network (PAN) – nature trails, wildlife viewing.

Ms. Marianne Wade and Mr. Thomas Roy intend to examine some of the outstanding issues and questions regarding their proposal, these include:

- Who would be responsible for development and maintenance of the trails and facilities?
- How would the proposed zoning fit with existing RDN zoning?
- What is the proposed costing for trail construction and facility construction?
- What will be the trail standards?
- How would the proposed conservation covenants be managed?
- How does the proposed park and trail plan fit with the trails and park areas identified in the Parks and Open Space Plan for Nanoose Bay?

The consultants intend to have a prepared Draft Neighbourhood Plan to present at a Public Information Meeting in late September.

MOVED F. Van Eynde, SECONDED S. Watson , that the Electoral Area 'E' Parks and Open Space Advisory Committee invite the Fairwinds Consultants to provide the committee with a more concrete proposal that details the plan for parks and trails in the Fairwinds Development Area.

CARRIED

## REPORTS

### a.) Director's Report – G. Holme

- The Electoral Area Planning Committee meeting and the Committee of the Whole meeting in August has been cancelled
- Meeting with the Fairwinds Ratepayers Association on July 31, 2007 to discuss water issues

### b.) Staff Update and Monthly Update and Community and Regional Parks and Trails – W. Marshall

- The summer crew is busy trail clearing for the Top Bridge project. The Top Bridge construction is 2 weeks behind schedule.
- The RDN Parks Department is still down two staff, and hopes to complete hiring this summer for a Parks Technician. A Parks Planner has been hired. By the fall all of the staff should be in place.
- W. Marshall is working on updating the parks website.
- The Management Planning process for Englishman River Regional Park has been initiated.

### c.) Update of Recent Parkland Dedications – W. Marshall

- Schirra Drive – there has been no movement on this file
- Timberstone Development – this development is held up due to issues with the well water
- Wall Beach/Ballenas – the board took money in lieu of a park in this development
- Oak Leaf – the property has been put up for sale again

MOVED G. Holme, SECONDED F. Van Eynde, that the Reports be received.

CARRIED

## **NEW BUSINESS**

### **3312 Dolphin Drive Request for Sewer Servicing – M. Donnelly, Manager of Utilities**

Property owners of 3312 Dolphin Drive are requesting that their property be serviced through adjacent park land to connect with an existing sewer line at Highland Road. There is currently nothing wrong with the septic field at this site. Future sewer servicing is planned for this property at a later date. In order to service this property with the Highland Road line, the sewer will have to be installed through designated park land. The green belt is a rocky site, with Garry Oak trees. Allowing the service line, could set a precedent for adjacent property owners requesting servicing through the park.

MOVED S. Watson SECONDED A. Thingsted, that the request for sewer servicing connection to 3312 Dolphin Drive through community park land be denied.

CARRIED

## **COMMITTEE ROUND TABLE**

G. Carlidge suggested that the Electoral Area 'E' Parks and Open Space Advisory Committee should spend some more time reviewing the information provided by Ms. Marianne Wade of Mews Consulting and Mr. Thomas Roy, of Cascadia Biological Services regarding the proposal for the Fairwinds Park and Trails Plan.

## **NEXT MEETING DATE**

The next meeting is tentatively scheduled for 7.00pm Monday, October 1 2007, at the Nanoose Library Hall.

## **ADJOURNMENT**

MOVED G. Holme SECONDED F. Van Eynde that the meeting be adjourned.

CARRIED

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Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD JUNE 18, 2007**

**Attendance:**

Don Brittain	Peter Doukakis
Robyn Elliott	Reg Nosworthy
Kebble Sheaff	Linda Tchorz
Lou Biggemann (Director)	

**Staff:**

Wendy Marshall, Manager of Parks Services (Acting Chair)

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**CALL TO ORDER**

Wendy Marshall called the meeting to order at 7:00 pm

**ELECTION OF CHAIR AND SECRETARY**

Peter Doukakis was elected chair by acclamation.  
Linda Tchorz was elected recording secretary by acclamation.

**MINUTES**

MOVED R. Nosworthy, SECONDED D. Brittain, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee Meeting held April 16, 2007, be approved.

CARRIED

**REPORTS**

**Director's Report**

Director Biggemann updated members of the committee regarding the Meadowood Fire Hall and new access road to Little Qualicum Estates. Director Biggemann advised he will be meeting with Kevin Falcon, Minister of Transportation and Highways, on July 13, as well as, the President of the Little Qualicum strata council.

**Monthly Update of Community Parks and Regional Parks and Trails Projects for March 2007.**

W. Marshall provided a summary overview noting the following:

- Work was carried out by Parks Crews in Errington Community Park to remove hazardous trees and replace bridges.
- Preparing for Top Bridge opening in July, with grand opening on BC River's Day, Sept. 30.
- Summer staff hired

- New Parks Planner position posting closed Friday. Parks Operation Coordinator newly filled by Jonathan Lobb.
- Lanarc chosen as consultants for the Management Plan for Englishman River Regional Park. Open houses to follow.

MOVED R. Elliott, SECONDED R. Nosworthy that the reports be received.

CARRIED

#### **NEW BUSINESS**

Committee members reviewed and discussed the Electoral Area 'F' Park Map. Plans were made to visit a selection of these parks on July 9, 2007.

#### **COMMITTEE ROUND TABLE**

R. Nosworthy reported that French Creek Elementary School playground equipment was delivered June 4 and installation should begin next week. Community interest groups would like to see a Community Park behind FCES, including a chip trail with exercise stations.

#### **NEXT MEETING**

Monday, September 17, 7:00 pm. at the Errington War Memorial Hall

#### **ADJOURNMENT**

MOVED D. Brittain, SECONDED K. Sheaff that the meeting be adjourned at 8:05 pm.

CARRIED

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Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD JUNE 26, 2007**

**ATTENDANCE:**      **Patty Biro**                      **Michael Procter**  
                         **Marguerite Little**      **David Bartram**              **Brenda Wilson**

**STAFF:**                      **Jonathan Lobb, Parks Operations Coordinator**

**REGRETS:**              **Barry Ellis**

**ABSENT:**                      **Valerie Weismiller**

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**CALL TO ORDER**

The meeting was called to order at 9:00am.

**MINUTES**

MOVED D. Bartram, SECONDED M. Little, that the Minutes of the Electoral Area H' Parks and Open Space Advisory Committee Meeting held May 15, 2007, be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

MOVED D. Bartram, SECONDED B. Wilson, that the correspondence received from J. Stanhope to Lieutenant Governor Campagnolo re: Wildlife Habitat Stewardship Award Ceremonies and P. Myhres re: Lighthouse Community Centre Extension of Maintenance and Upgrade Grant be received.

CARRIED

**BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE**

The Committee discussed the correspondence from P. Myhres regarding extension of the grant for capital improvements and operation funds for the Lighthouse Community Centre. Director Bartram explained the need for the hall improvements and the process required to obtain the necessary funds to complete the floor replacement project.

MOVED B. Wilson, SECONDED M. Little, that the Regional Board direct staff to review funding options from the Area H Community Parks Function Budget for the floor replacement at the Lighthouse Community Centre through a renewed funding agreement with the Lighthouse Community Centre Society and to fund \$1,000 for annual maintenance costs at the facility over the next four years beginning in 2008.

CARRIED

## REPORTS

### Director's Update

Director Bartram confirmed the Lieutenant Governor has been invited to present Warren Cook with the Wildlife Habitat Stewardship Award. A meeting is scheduled Thursday June 28th to review the logistics at Warren Cook's property.

In 2006 a Nile Creek Subdivision application to subdivide was received. The POSAC did make recommendations and the property owners removed their application. A new application has been received which addresses the original concerns of the Area H POSAC.

MOVED P. Biro, SECONDED B. Wilson, that the Regional Board accept the Parkland Dedication proposal for Lot 1, Plan 17597 and Lot 6, Plan 12132, Both of District Lot 32, Newcastle District subject to the satisfactory completion of the bank remediation in accordance with prescribed engineering requirements and future trail connection, to be reviewed by the Department of Fisheries and Oceans with input from the Nile Creek Enhancement Society and subdivision conditions set by Regional District Development Services Department.

MOVED D. Bartram, SECONDED M. Little, that the Reports be received as presented.

CARRIED

## NEW BUSINESS

### Wildlife Habitat Canada Forest Stewardship Recognition Award – Warren and Bruce Cook

- Event scheduled for July 18, 2007, at 2:00pm.

### BMX Track

- Debbie Robinson still in the process of gathering project costs.

### Rural Recreation Servicing District 69

- A summer recreation student will be gathering information on recreational needs and desires in Electoral Area 'H' during July and August.

## COMMITTEE ROUND TABLE

Ms. Biro requested J. Lobb assess the beach access in front of the Deep Bay fishing resort as it is steep and in need of repair. Mr. Lobb indicated the access is on MOT land and the RDN has no jurisdiction over that area. The matter will be deferred to the 2008 for review.

Ms. Little requested clarification regarding the requirement to obtain park use permits. Mr. Lobb explained special events held in public spaces are required to obtain permits. As there is some concern whether special event groups are being held responsible for maintaining the conditions of the parks, the Committee requested if it could be possible for the POSAC to be advised in advance of any special events taking place in the area parks.

Concern was raised about the park at the end of the Deep Bay Spit and whether the area will be kept clean over the summer. Committee members were asked to keep an eye on the area's conditions over the summer.

BC Hydro worked on the beach by Nile Creek in June of this year. The work was extensive, although they have done a good job of returning the beach to its original condition, giant backhoes were on the parking area and on the beach.

#### COMMITTEE INFORMATION

Next meeting date Friday, September 14, 2007, 9:00am  
Lighthouse Community Centre

#### ADJOURNMENT

MOVED D. Bartram, SECONDED M. Little, that the meeting be adjourned.

CARRIED

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Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE TRANSIT SELECT COMMITTEE  
MEETING HELD ON TUESDAY, AUGUST 21, 2007 AT 12:00 NOON  
IN THE COMMITTEE ROOM**

**Present:**

Director L. McNabb	Chairperson
Director J. Burnett	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director G. Holme	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director D. Brennan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Manhas	City of Nanaimo
Director S. Herle	City of Parksville
Director C. Haime	District of Lantzville

**Also in Attendance:**

C. Mason	Chief Administrative Officer
D. Trudeau	General Manager, Transportation Services
L. Kiteley	Manager, Transportation Services
P. Murray	BC Transit
A. McNally	IBI Group
D. Langille	IBI Group
J. Adair	Operations Superintendent
J. Pope	Manager, Fleet and Transit Planning
D. Neale	NSDA Architects
F. McFarlane	Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 12:00pm by the Chair.

**MINUTES**

MOVED Director Holme, SECONDED Director Stanhope, that the minutes of the Transit Select Committee meeting held on May 24, 2007 be adopted. CARRIED

**CORRESPONDENCE**

Canadian Urban Transit Association (CUTA) Issue Paper Update - May 2007

D. Trudeau noted that the recent *Issue Paper Update - May 2007* from CUTA was attached for information.

Email dated June 11, 2007 from Wayne Brown, Qualicum Beach, re trial of Parksville/Qualicum Beach Express Bus to BC Ferries (Departure Bay)



Email dated June 11, 2007 from Fran and Patrick Mattimoe, Qualicum Beach, in support of a trial run for a Parksville /Qualicum Beach Express Bus to BC Ferries (Departure Bay)

Email dated June 11, 2007 from Valerie Dyer, Qualicum Beach, in support of trial of Parksville/Qualicum Beach Express Bus to BC Ferries (Departure Bay)

D. Trudeau mentioned the increasing number of requests being received for bus service from Qualicum Beach to the BC Ferries. Although such expansion is not being considered in the upcoming service expansion, there might be an opportunity to initiate such a service in 2009 in the form of a pilot project.

Correspondence dated July 6, 2007 from BC Transit re Environmental Fuel Strategy – Update

Correspondence dated July 24, 2007 from BC Transit re invitation to a Transit Forum, hosted by the BC Transit Board of Directors in conjunction with the UBCM Annual Convention in Vancouver

D. Trudeau circulated the invitation to a Transit Forum being hosted by the BC Transit Board of Directors. Ten seats are reserved for members of the Transit Select Committee; if directors are interested in attending, please call him.

MOVED Director Brennan, SECONDED Director Holme, that all correspondence be received for information. CARRIED

#### **BC TRANSIT UPDATE**

P. Murray had no report at this time.

#### **ADMINISTRATION**

Project Update from IBI Group – PowerPoint Overview of the Service Evaluation Findings and Draft Service Concept Plans

D. Trudeau mentioned that a service review is underway to update Nanaimo Regional Transit's 5-year transit business plan, then introduced D. Langille, of the IBI Group, who provided a second overview of the findings to date. D. Langille noted that IBI had given a brief presentation at the last meeting on May 24, 2007 and then proceeded with a brief report to bring the members of the Committee up-to-date. The first round of public consultation has been completed, service plan principles have been reviewed and standards have been set for service and administration. There are three phases:

1. Service expansion to address existing routes with standing loads;
2. U-PASS service enhancements; and,
3. Full system restructuring (clean slate approach).

Representatives of the IBI Group are currently working through these phases with staff and BC Transit.

Director Manhas asked about the status of U-PASS and what the timeline is for introducing it. D. Trudeau noted staff is meeting again this fall with Malaspina University-College Administration and the Student Union to firm up timelines for a referendum vote. D. Trudeau noted the Student Union supported taking the U-PASS question to referendum in the last meeting that staff and BC Transit attended this spring. The target for establishing new routes is 2009.

Director Holdom inquired whether the Student Union is promoting the U-PASS. D. Trudeau noted that the President of the Student Union has been more positive in recent meetings and it has been understood that the Student Union will assist with promoting the U-PASS once an agreement is reached.

Director Holdom wondered if there is any way to encourage present student riders to write to their Student Union to promote support for the U-PASS. D. Trudeau said that when contacted, he encourages students to discuss their requests with the Student Union.

Director Young asked if an analysis on expanding Extension and South Wellington was being done in conjunction with the service review. D. Trudeau noted that it had been discussed and IBI Group had looked at densities and the Growth Management Plan. Ideally, phase three of the service review would provide the opportunity to look at new routes.

Director Young asked what the timeline is for such changes. D. Trudeau advised that it would be within the next 5 years. He indicated that expansion opportunities are reviewed very carefully and that perhaps an expansion could be done on a pilot basis but that pilots require funding for up to a two year period to determine whether or not the route could be maintained.

Director Burnett questioned if the Student Union agrees to the U-PASS, would every student be required to buy a pass and further, would it require subsidies from the tax payers? D. Trudeau confirmed that if there is a successful referendum on the U-PASS, then every student identified in the agreement between the Student Union and the RDN would be required to purchase a pass. D. Trudeau then referred to P. Murray, BC Transit, who confirmed that a joint expansion would be funded by Malaspina University-College and BC Transit, with little or no cost to the Regional District depending upon the level of the service increase.

Director Burnett asked if consideration has been given to providing service to Duke Point as part of the service review. D. Langille noted that when looking at densities, they focused mainly on where development is occurring; they had not recommended the service be extended to Duke Point at this time. He indicated IBI could review opportunities at Duke Point that would be considered in future expansions.

Director Stanhope said that in recent discussions he had with the President of Malaspina University-College, the President indicated that subsidizing parking is sending the wrong message to students. Further, Director Stanhope felt that staff should follow up with him on this as it may be an opportunity to promote U-PASS. D. Trudeau noted that Malaspina University-College administration had mentioned they were considering subsidizing the U-PASS through parking revenues in an effort to keep the cost of the pass to students as low as possible. Director Stanhope indicated that the transit service in the Comox-Strathcona area has been increased by introducing the use of the wireless internet on board and wondered if this could be done in the Regional District's service. D. Trudeau noted that the routes in District 68 and District 69 areas are shorter but it could be looked into.

#### 2008 Service Expansion

D. Trudeau presented the 2008 service expansion report.

MOVED Director Holme, SECONDED Director Brennan, that staff be directed to implement the changes to the transit financial plan during the upcoming budget cycle in order that the 2008 transit expansion can be accommodated. CARRIED

#### Nanaimo Regional Transit Fare Review

D. Trudeau presented the transit fare review report, which recommends a 10 cent increase to cash fares and a 10% increase to monthly fares. Additional comments from P. Murray of BC Transit were heard

regarding the possible loss of ridership when fares increase – usually about 3-4%. He also indicated that RDN Transit could risk losing some of their passenger base (market share) if fares were increased.

Director Holdom commented that he would prefer to rely on an increase in volume rather than an increase in fares.

Director Burnett noted that in the previous increase in 2006 where customers were encouraged to purchase monthly passes, overall revenues were either maintained or became less, and he wonders about continuing this strategy for 2008 increases. He asked if monthly passes have expiry dates. D. Trudeau noted that monthly passes are good only for the current month. Director Burnett then indicated that while transit ridership needs to increase, with transit encouraging everybody to buy monthly passes, perhaps the rates are too low, which is contributing to a flatter revenue growth than what was expected.

Director Manhas questioned why the cost of monthly passes was being increased. D. Trudeau stated that in order to minimize tax requisition impact, staff was recommending a fare increase. Approximately 10% increase in fare revenue would decrease the amount of tax requisition by approximately \$200,000. If additional funds are not raised from fares, the increased costs go to the tax requisition. Director Manhas noted that he is not opposed to a 5% increase for cash fares and 10% on monthly passes.

MOVED Director Brennan, SECONDED Director Holdom, that the fare increase report be referred back to consider other options such as a 5% increase. DEFEATED

Director Holdom stated that he is opposed to the fare increase. Getting more people out of their cars and onto buses is a financial boost for transit as well as being good for environmental reasons and increasing fares will not encourage people to do so.

MOVED Director Holme, SECONDED Director Stanhope, that staff be directed to proceed with a fare increase as outlined in Proposal 1, effective January 1, 2008. DEFEATED

#### Custom Transit Service Review

D. Trudeau reviewed the custom transit service report.

MOVED Director Stanhope, SECONDED Director Manhas, that staff be directed to advise BC Transit that the Regional District of Nanaimo is in support of the planned expansion for Custom Transit in 2008/09 and the additional costs associated with this expansion. CARRIED

#### Transit Routing – Bastion Street

D. Trudeau outlined the implications of transit routing in the Bastion Street area.

MOVED Director Holdom, SECONDED Director Brennan, that staff be directed to prepare a new schedule with routing for the #1's and #2's via Wallace Street for 2008. CARRIED

#### NSDA Architects

C. Mason introduced Mr. D. Neale whose firm is undertaking a site and facility planning project for the Transit site. These proposed changes would allow for our transit services to remain where they are now for an additional 20 years. Mr. Neale stated that they had looked at upgrading the present site to better

accommodate vehicles and to enhance safety and security. Some of the changes that are being considered are:

- modifying the transit administration building to improve the public entrance and have a separate entrance for staff.
- reorganize buses so that they park in 3 lots. There will be space for 72 buses and handyDART parking for about 20 vehicles.
- staff parking will increase to 155 spaces.
- include a wash bar for buses.
- relocate gas bar.
- move gates so that there is a one-way direct flow of traffic.

At this point, the members of the Transit Select Committee were invited over to the transit area so that they could see the actual building and site conditions.

#### **ADJOURNMENT**

MOVED Director Holme, SECONDED Director Brennan, that this meeting adjourn. CARRIED

#### **NEXT MEETING**

The next meeting of the Transit Select Committee will be held Thursday, October 4, 2007.

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L. McNabb, Chair

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**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** August 16, 2007

**FROM:** Dennis Trudeau  
General Manager of Transportation Services

**FILE:** 8500-01

**SUBJECT:** 2008 Service Expansion

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## PURPOSE

To present a report on the financial impacts of service expansions to the conventional and custom transit systems planned for 2008.

## BACKGROUND

### Conventional System

At the Regional District of Nanaimo (RDN) Board meeting held October 31, 2006, the Board directed staff to:

*prepare an analysis on changing Sunday's service to a Saturday level of service and introducing a service on statutory holidays.*

The motion was a result of service expansion requests from commuters and students working outside the hours of service currently offered by transit.

Staff has also been requested to provide options to address concerns about transit routes on Bastion Street. Staff has prepared a report (included in agenda) on an option that reduces the number of buses on Bastion Street while improving service to Port Place Mall. The recommended option will require 1,275 hours of additional service.

While the analysis on changing the service was being prepared, BC Transit advised staff on March 6, 2007, that for the first time in several years funding will be available for an expansion of transit services in 2008 at the historic cost sharing rate of 46.69%. The RDN would be responsible for the remaining costs but would receive any additional fare revenues generated by new or increased ridership due to the expansion, which would help offset these costs. At the RDN Board meeting held April 24, 2007, the Board directed:

*that staff be directed to advise BC Transit that the RDN is interested in taking advantage of the increased funding for expansion and that staff be directed to bring back options to the Board that provide detailed information on the financial impacts to the participants.*

Staff has prepared a schedule that takes advantage of the 4,800 hours of expansion offered to the RDN. The schedule improves Sunday service by approximately 50% and provides service on statutory holidays at the current Sunday levels. It also provides additional time for rerouting a portion of the scheduled runs (#1's and #2's) from Bastion Street to provide better service to the Port Place Mall. In addition runs have

been added on Monday to Friday to support some routes that were being heavily used. A detailed description of the changes in the schedule is attached (*Appendix 1*).

It is estimated that the expansion will increase operational costs by approximately \$610,000. The costs include the premiums for the additional runs scheduled on Sundays and statutory holidays plus extra costs for maintenance, fuel and dispatching. BC Transit has indicated that their cost share will contribute \$175,000 with the remaining \$435,000 funded through fares and tax requisition increases. A report (included in agenda) has been prepared on some options for fare increases that will assist in reducing tax requisition increases. Depending upon the approach used, as much as \$200,000 in additional revenue could be raised by a fare increase. That would mean \$235,000 would need to be raised by taxes in 2008 to fund the service increase for the conventional system.

#### Custom Transit

The Board has also requested that staff look for opportunities to obtain more funding for handyDart. A report has been prepared (included in agenda) that identifies an expansion opportunity with additional funding from BC Transit for handyDart of 2,400 hours.

The cost for this expansion is \$144,100 per annum, which includes operating and capital costs. If approved the expansion would not take place until April 2008, which would reduce the impact on the 2008 budget. The prorated cost for 2008 would be approximately \$108,100, which would be cost shared between BC Transit and the RDN. BC Transit's share would be \$44,300 while the remaining \$63,800 would be funded by an increased tax requisition and additional fares. It is expected that \$31,300 of additional fares would be realized so an increase of the tax requisition of \$32,500 would be required.

#### Cost Apportionment

Jurisdictions in BC use a number of strategies to apportion costs for transit operations that serve more than one community. They range from formulas based on population and assessment to those that use revenue hours and revenue kilometres. An analysis of the apportionment system used in the RDN was performed in 2006 to create a more equitable method that would allow for improvements to the operation without negatively impacting other participants with a large shift in tax burden and still recognize a usage component that reflects the benefits received in a community. On February 27, 2007 the Board directed staff to implement the following formula for allocating costs in the District 69 transit function:

- (a) 40% based on population;
- (b) the remainder allocated as 77% times the number of hours plus 23% times the number of kilometers; and,
- (c) that the cost apportionment formula be based upon the prior year's actual service received from January 1 to December 31 to be implemented in 2008.

The cost apportionment formula for the District 68 transit function has not changed from being solely based on the number of hours of use and number of kilometres of service they receive.

The financial plan approved for 2008 indicates a tax requisition of \$4,231,885. The service increases to the conventional and custom transit systems require an estimated increase of \$267,500, which is an increase of 6.3% over the 2008 financial plan. The tax requisition rate for the participants of the transit function in 2008 will remain the same as the rate established in 2007. The proposed changes to the 2008 schedule will be used to calculate the tax requisition rate for the 2009 budget year.

The proposed changes to the 2008 schedule have changed the total number of hours and kilometres that the participants receive and therefore affect their share of service. None of the changes are excessive as is indicated in Table 1. The biggest change is between Qualicum Beach and Nanoose, which can be

explained by the extra service on Sundays and statutory holidays and routing down Northwest Bay Road. The 2008 percentages will be used to apportion costs in the 2009 budget year.

Table 1

2007	Conventional & Custom Combined totals (with Deadhead)			2008	Conventional & Custom Combined total (with Deadhead)		
	Conventional	Custom	Combined		Conventional	Custom	Combined
	0.819	0.181			0.819	0.181	
Nanaimo	79.91%	16.81%	96.72%	Nanaimo	79.89%	16.81%	96.70%
Cedar	0.82%	0.18%	1.00%	Cedar	0.85%	0.18%	1.03%
Electoral Area "C"	0.00%	0.36%	0.36%	Area C	0.00%	0.36%	0.36%
Lantzville	1.17%	0.76%	1.92%	Lantzville	1.16%	0.76%	1.92%
Nanoose	9.74%	1.15%	10.89%	Nanoose	12.24%	1.15%	13.38%
Parksville	42.68%	13.29%	55.97%	Parksville	43.03%	13.29%	56.32%
Qualicum Beach	17.86%	2.02%	19.88%	Qualicum B.	15.32%	2.02%	17.33%
French Creek	11.62%	1.64%	13.26%	French Creek	11.32%	1.64%	12.96%

2008 Expansion Costs

As indicated, \$235,000 of additional tax revenue is needed to expand the conventional transit system. An additional \$32,500 is required to expand the custom transit system, which means the 2008 tax requisition in the financial plan for Transit will need to be increased by a total of \$267,500.

The 2008 service expansion directs 9% of the new hours to District 69 and 91% to District 68. Based on these percentages, the 2008 tax requisitions for District 69 and the District 68 are estimated to increase by \$24,075 and \$243,425 respectively to fund the \$267,500 tax requisition increase that is required for the expansion. The breakdown by participant is as follows.

The District 68 estimated increases in the tax requisition to accommodate the 2008 expansion are as follows:

Nanaimo	-	\$235,385
Cedar	-	\$2,507
Electoral Area C	-	\$867
Lantzville	-	\$4,666

As indicated in the apportionment section of this report the tax requisition in District 69 has 40% of the requisition based population with the remaining 60% on the basis of the prior year's actual service. Based on this the District 69 estimated increases in the tax requisition over the proposed 2008 financial plan will break down as follows:

Parksville	-	\$10,195
Qualicum Beach	-	\$7,282
Electoral Area E	-	\$2,833
Electoral Area G	-	\$3,765

It should be recognized that all of the above costs are based on preliminary projections and will not be confirmed until the overall 2008 budget process is complete. The new schedule still needs to have all the run cuts reviewed by the Scheduling Committee to ensure adequate breaks, recovery times and that

connections between routes will be maintained. In addition, the new schedule will require the support of our partner, BC Transit, and will need to be included in a new Annual Operating Agreement.

## ALTERNATIVES

1. Direct staff to implement the changes to the transit financial plan during the upcoming budget cycle in order that the 2008 transit expansion can be accommodated.
2. Direct staff to modify the 2008 expansion and make the necessary changes in the 2008 financial plan.

## FINANCIAL IMPLICATIONS

The financial implications are based upon a fare increase in 2008 (fare report in agenda). If fares are not increased the tax requisitions would have to be adjusted accordingly.

The District 68 estimated increase in the tax requisition over the forecasted 2008 financial plan for Transit will break down as follows:

	Projected 2008 Financial Plan	2008 Expansion Costs	2008 Financial Plan with Expansion	% Change to Requisition
Nanaimo	\$ 3,597,230	\$ 235,385	\$ 3,832,615	6.5 %
Cedar	\$ 37,270	\$ 2,500	\$ 39,780	6.7%
Area C	\$ 13,250	\$ 865	\$ 14,115	6.5%
Lantzville	\$ 71,560	\$ 4,665	\$ 76,225	6.5%
<b>Total</b>	<b>\$ 3,719,310</b>	<b>\$ 243,425</b>	<b>\$ 3,962,735</b>	<b>6.5%</b>

The District 69 estimated increases in the tax requisition over the forecasted 2008 financial plan for Transit will break down as follows:

	Projected 2008 Financial Plan	2008 Expansion Costs	2008 Financial Plan with Expansion	% Change to Requisition
Parksville	\$ 244,213	\$ 11,395	\$ 256,230	4.7%
Qualicum Beach	\$ 118,986	\$ 5,430	\$ 123,810	4.7%
Area E	\$ 67,363	\$ 3,220	\$ 70,660	4.7%
Area G	\$ 82,013	\$ 4,030	\$ 85,950	4.7%
<b>Total</b>	<b>\$ 512,575</b>	<b>\$ 24,075</b>	<b>\$ 536,650</b>	<b>4.7%</b>

Due to the integrated nature of the transit system any modifications will affect all the participants and their projected costs.



## GROWTH MANGEMENT IMPLICATIONS

Offering improved public transportation services provides people with realistic alternatives to owning and using cars. The proposed 2008 service expansion significantly improves the service on Sundays and statutory holidays. A common complaint from existing transit users and potential new users is that if they give up their car to use transit, they are stranded on Sundays and statutory holidays since the service is severely reduced or at certain times is non-existent.

A healthy transit system that encourages residents to reduce their use of automobiles is a desired goal of the RDN Growth Management Plan. The proposed 2008 service expansion for transit supports these goals.

## SUMMARY

The RDN Board has directed staff to prepare an analysis on the financial impacts of expanding transit service. Staff has prepared a expanded transit schedule that improves service on Sundays and statutory holidays as well as improving some of the Monday to Friday runs. In addition changes were made to two runs to address access issues on Bastion Street. The changes have an opportunity of cost share funding from BC Transit. A total of 4,800 hours are available for cost share and have all been utilized with the proposed expanded transit schedule. The proposed expanded service is planned to be implemented in January 2008.

The Board has also requested that staff look for opportunities to obtain more funding for handyDart. Staff has identified an expansion opportunity with additional funding from BC Transit for handyDart of 2,400 hours. The proposed expanded handyDart service is planned to be implemented in April 2008.

The total cost for the transit expansions to the conventional and custom transit systems is approximately \$718,000, of which BC Transit's share will be \$220,000. Staff expects approximately \$230,500 in increased fare revenue (custom and conventional), which leaves \$267,500 to be funded by an increased tax requisition.

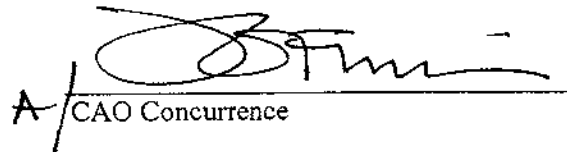
The costs are based on preliminary projections and will not be confirmed until the overall 2008 budget process is complete. The new schedule still needs to have all the run cuts reviewed by the Scheduling Committee to ensure adequate breaks, recovery times and that connections between routes will be maintained. In addition the new schedule will require the support of our partner BC Transit and be included in a new Annual Operating Agreement.

## RECOMMENDATION

Direct staff to implement the changes to the transit financial plan during the upcoming budget cycle in order that the 2008 transit expansion can be accommodated.



Report Writer



A/CAO Concurrence

COMMENTS:

APPENDIX 1

Page 1 of 2

Regular Service Period - Trips -Comparison

ROUTE #	Total Trips per Day M-F 2007	Total Trips per Day M-F 2008	Trips % Change YOY
1	68	70	2.94%
2	57	55	-3.51%
3	53	52	-1.89%
5	13	13	0.00%
6	15	15	0.00%
10	8	8	0.00%
12	3	3	0.00%
15	29	39	39.29%
44	65	65	0.00%
56	5	5	0.00%
8	17	24	41.18%
88	6	6	0.00%
89	8	8	0.00%
9	17	21	23.53%
90	17	16	-5.88%
91	2	2	0.00%
92	2	2	0.00%
93	2	2	0.00%
Totals	386	408	5.18%

ROUTE #	Total Trips per SAT 2007	Total Trips per SAT 2008	Trips % Change YOY
1	53	50	-5.66%
2	51	47	-7.84%
3	51	49	-3.92%
5	11	9	-18.18%
6	11	9	-18.18%
10	5	7	40.00%
44	53	48	-9.43%
56	8	5	-16.67%
8	16	15	-6.25%
88	6	6	0.00%
89	8	8	0.00%
9	16	14	0.00%
90	16	13	-18.75%
Totals	303	280	-7.59%

ROUTE #	Total Trips per SUN 2007	Total Trips per SUN 2008	Trips % Change YOY
1	19	20	5.26%
2	18	21	18.67%
3	18	21	18.67%
10	5	6	20.00%
44	17	21	23.53%
56	10	12	20.00%
8	9	10	11.11%
9	8	10	25.00%
90	0	7	100.00%
Totals	104	125	23.68%

ROUTE #	Total Trips per STAT 2007	Total Trips per STAT 2008	Trips % Change YOY
1	0	17	New Service
2	0	17	New Service
3	0	17	New Service
10	0	4	New Service
44	0	17	New Service
56	0	10	New Service
8	0	8	New Service
9	0	9	New Service
90	0	7	New Service
Totals		106	New Service

50

Regular Service Period - Revenue Distance Daily - Comparison

ROUTE #	Revenue Distance Per Day M-F 2007	Revenue Distance Per Day 2008	Total Revenue Distance % Change
1	1,107.65	1,125.17	1.6%
2	1,110.80	1,094.33	-1.5%
3	558.03	540.79	-3.1%
5	258.78	284.18	10.7%
6	239.98	252.11	5.1%
10	129.60	129.60	0.0%
12	28.20	22.88	-18.9%
15	383.60	534.30	39.3%
44	859.74	862.70	0.5%
56	121.27	118.66	-2.2%
8	322.30	474.90	47.3%
88	93.10	93.10	0.0%
89	89.16	89.16	0.0%
9	351.18	518.23	47.6%
90	617.44	602.94	-2.3%
91	87.59	89.89	2.4%
92	18.98	16.98	0.0%
93	11.49	11.49	0.0%
TOTALS	6,383.89	6,861.21	7.5%

ROUTE #	Total Revenue Distance SAT 2007	Total Revenue Distance SAT 2008	Total Revenue Distance % YOY
1	945.49	883.43	-6.56%
2	1046.39	967.96	-7.50%
3	542.45	510.65	-5.86%
5	230.54	295.46	-10.88%
6	184.6	167.94	-9.02%
10	80	112.00	40.00%
44	724.17	655.20	-9.52%
56	148.73	118.66	-20.22%
8	337.8	362.74	13.30%
88	93.1	93.10	0.00%
89	89.16	89.16	0.00%
9	323.52	380.49	17.61%
90	581.77	483.47	-13.91%
TOTALS	5307.72	5850.28	-4.85%

ROUTE #	Total Revenue Distance SUN 2007	Total Revenue Distance SUN 2008	Total Revenue Distance % YOY
1	333.87	353.50	5.94%
2	355.68	431.75	21.39%
3	184.5	214.64	16.34%
10	80	96.00	20.00%
44	231.88	286.20	0.00%
56	231.11	294.58	0.00%
8	81	259.69	220.60%
9	89.92	275.00	205.83%
90	0	300.96	100.00%
TOTALS	1587.56	2512.32	58.25%

ROUTE #	Total Revenue Distance STAT 2007	Total Revenue Distance STAT 2008	Total Revenue Distance % YOY
1	0	300.93	New Service
2	0	346.40	New Service
3	0	173.64	New Service
10	0	84.00	New Service
44	0	231.60	New Service
56	0	252.56	New Service
8	0	212.28	New Service
9	0	245.54	New Service
90	0	300.96	New Service
TOTALS	0	2127.91	New Service

APPENDIX 1  
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Regular Service Period - Revenue Hours - WOW Comparison				
ROUTE #	Total Revenue Hours (Running plus layovers) 2007	Total Revenue Hours (Running plus layovers) 2008	Difference	Total Revenue Hours % YOY
1	412.60	435.45	22.85	5.5%
2	295.08	313.36	18.28	6.2%
3	204.78	189.65	(16.13)	-7.9%
5	79.83	75.55	(4.28)	-5.4%
6	78.62	84.23	5.61	7.1%
10	33.73	37.99	4.26	12.6%
12	6.60	5.10	(1.50)	-22.7%
15	76.50	92.15	16.65	22.1%
44	242.08	227.58	(14.50)	-6.0%
56	45.23	43.17	(2.06)	-4.6%
8	75.30	117.40	42.10	55.9%
88	27.30	27.45	0.15	0.5%
89	28.98	29.07	0.09	0.3%
9	105.11	148.51	43.40	41.3%
90	97.67	103.27	5.60	5.7%
91	11.50	11.75	0.25	2.2%
92	3.25	3.00	(0.25)	-7.7%
93	8.85	5.00	(3.85)	-43.5%
<b>TOTALS</b>	<b>1,832.01</b>	<b>1,948.88</b>	<b>116.87</b>	<b>3.4%</b>
WEEK CALENDAR				
M-F	5			
SAT	1			
SUN	1			

Regular Service Period - Revenue Distance - WOW Comparison				
ROUTE #	Total Revenue Distance 2007	Total Revenue Distance 2008	Difference	Total Revenue Hours % YOY
1	6,817.41	6,862.78	45.37	0.7%
2	6,956.07	6,871.36	(84.71)	-1.2%
3	3,517.10	3,429.24	(87.86)	-2.5%
5	1,514.44	1,626.36	111.92	7.4%
6	1,384.50	1,428.49	43.99	3.2%
10	856.00	856.00	0.00	0.0%
12	141.00	114.40	(26.60)	-18.9%
15	1,918.00	2,671.50	753.50	39.3%
44	5,249.55	5,254.90	5.35	0.1%
56	986.19	1,008.54	20.35	2.1%
8	2,030.30	3,016.93	986.63	48.6%
88	558.60	558.60	0.00	0.0%
89	534.96	534.96	0.00	0.0%
9	2,169.34	3,246.84	1,077.50	49.7%
90	3,648.97	3,799.13	150.16	4.1%
91	437.95	448.45	10.50	2.4%
92	84.90	84.90	0.00	0.0%
93	57.45	57.45	0.00	0.0%
<b>TOTALS</b>	<b>38,862.73</b>	<b>41,888.63</b>	<b>3,025.90</b>	<b>7.5%</b>
WEEK CALENDAR				
M-F	5			
SAT	1			
SUN	1			

Spreadsheet - YOY Comparison					
Revenue Hours 2007	Revenue Hours 2008	Change	Revenue Distance 2007	Revenue Distance 2008	Change
92,251.78	97,153.63	4,901.85	1,970,388.06	2,073,491.89	103,103.83

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**TO:** Dennis Trudeau  
General Manager, Transportation Services

**DATE:** August 10, 2007

**FROM:** Laura Kiteley  
Manager, Transportation Services

**FILE:** 8500-05

**SUBJECT:** Nanaimo Regional Transit Fare Review

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#### PURPOSE

To consider a Regional District of Nanaimo Transit fare increase for 2008.

#### BACKGROUND

In January 2006, Nanaimo Regional Transit implemented the first increase in fares since 2003. Cash fares were the only category to rise while monthly pass holders were exempted. As 2008 approaches, and a service expansion is being contemplated, the monthly pass holders will benefit the most from increases to the transit system and, as such, it is logical they should share in the cost of any expansion that may be forthcoming. In addition, cash fares were reviewed and compared to what other systems are charging in order that an overall recommendation could be made.

As part of the fare analysis, a comparison with other conventional transit systems was undertaken to determine:

- whether RDN transit is charging similar, higher or lower fees; and,
- whether other systems reviewed are using BC Transit's recommendations on developing discount fares and, if not, whether their ridership has been negatively impacted.

The fares charged in similar systems for conventional transit are outlined in *Appendix 1*.

In Custom Transit (handyDART), customers are sensitive to any pricing changes, due to their limited ability to acquire additional funds. The last increase for Custom Transit went into effect in January 2006 and the current fares charged in the custom (handyDART) systems analyzed are outlined in *Appendix 1*.

Staff referred to the RDN Transit Ridership Profile - February 2007 when reviewing alternatives for conventional transit increases. This profile (*Appendix 2*), compiled by BC Transit staff, indicates that 48.4% of ridership is comprised of adults, 31% students, 6.2% seniors and 14.4% on provincially subsidized BC Bus passes. In addition, 20.5% of riders travel in the am peaks, 40.7% travel mid-day, 26.1% travel in the pm peak and 12.8% travel in the evening. These numbers demonstrate that the student and adult market comprise the bulk of the customers on RDN transit and the majority of the rides these customers take are between the am commute and dinner hour.

In each of the systems reviewed (*Appendix 3*), the ratios vary between cash fares, day passes and monthly fares. Additionally, the majority of systems include seniors with high school students and adults with college students in the tickets and day passes category. The monthly pass category is where systems separate college students from adults; strategically, this has many benefits to the transit system. When combining seniors with college students, seniors end up paying a higher fare, which is undesirable. In addition, the combined fare category keeps the structure artificially low for college students as they ride, on average, five days per week twice a day whereas seniors do not. By separating college students from seniors in the day pass & ticket category as other systems have, RDN transit will be able to design each category based on anticipated use of the system and in a more equitable manner.

In reviewing and comparing the cash, tickets, day and monthly passes for the other larger systems in BC, Nanaimo Regional Transit has the highest fares except for Victoria. Reasons for this include:

- The Regional District of Nanaimo has a long topography, which means that it is less efficient and more costly to run transit;
- Nanaimo Regional Transit has an aging fleet of buses that are costing more each year to maintain;
- Nanaimo transit has one zone system, as opposed to two that many of the larger systems have, which means that for one fare, you can ride from Cedar to Qualicum Beach as opposed to paying two fares as you would perhaps do in other systems. By blending the rates into one, it is more convenient for customers, easier for drivers, but contributes to the overall higher fare rate;
- Budgeting for the Nanaimo Regional Transit system has been based upon a user pay approach with support from provincial funding and local taxpayers. BC Transit pays approximately 29.5% while the local tax payer pays 40.3% and 30.2% comes from fares collected.

In discussing the issue with BC Transit, they cautioned Nanaimo Transit from increasing fares, due to the flat ridership growth and lower than average rides per hour growth that Nanaimo has experienced as compared with the other larger systems. The Board has been generally supportive of the user pay principal in services provided by the RDN. An important component in maintaining the existing funding model, which utilizes subsidies from BC Transit and the RDN Taxpayers, are fare revenues. Without increased fare revenue, the costs for maintaining the overall service may not be met and therefore staff is reviewing fare increase options.

In reviewing Custom Transit (handyDART) fares, staff is recommending an increase of 8% for the purchase of five tickets (twenty-five cents per ticket); however, staff is also proposing a new fare category in handyDART whereby customers could purchase 20 tickets, saving \$5.00 for every 20 tickets purchased, thereby the overall impact will be zero for bulk purchasers. This category provides \$.25 cents per ride savings and is in line with conventional transit discounts.

Staff believes that an effective marketing campaign designed to educate the public on the improved, enhanced benefits of taking public transit will mitigate potential losses. Highlights of the campaign would include improvements made to routing and service frequencies, the addition of select statutory holiday service and an enhanced Sunday service schedule. The customer will have tangibles they can see and will be able to determine how the fare increase will directly benefit them.

The planned 2008 expansions of the Conventional and Custom Transit systems will total over \$718,000 in 2008. BC Transit will assist with \$219,306 (\$175,000 for Conventional and \$44,306 for Custom) with the remaining \$498,000 funded through a fare and tax requisition increase.

Proposed options for increases for Nanaimo Regional Transit fares are outlined on the following page. (*For the purposes of doing the proposed new rate options the categories are showing combined adult/college student and student/senior in the cash fare, tickets and day passes but currently we do not do this*).

	Nanaimo - Current 2006	Nanaimo Proposal #1	Nanaimo Proposal #2	Nanaimo Proposal #3
<b>Cash Fare</b>				
Adult/College Student	\$ 2.25	\$ 2.35	\$ 2.40	\$ 2.25
Student/Senior	\$ 2.00	\$ 2.10	\$ 2.15	\$ 2.00
<b>Tickets</b>		\$ -		\$ -
Adult/College Student	\$ 20.25	\$ 21.15	\$ 21.50	\$ 20.25
Student/Senior	\$ 18.00	\$ 18.90	\$ 19.25	\$ 18.00
<b>Day Pass</b>		\$ -		\$ -
Adult/College Student	\$ 5.75	\$ 5.75	\$ 6.00	\$ 5.75
Student/Senior	\$ 4.50	\$ 4.75	\$ 4.75	\$ 4.50
<b>Monthly Pass</b>		\$ -		\$ -
Adult	\$ 58.00	\$ 64.50	\$ 65.00	\$ 58.00
College Student	\$ 47.00	\$ 53.50	\$ 55.00	\$ 47.00
Senior/Student	\$ 35.00	\$ 39.50	\$ 39.00	\$ 35.00
Semester Pass	\$ 150.00	\$ 169.50	\$ 172.50	\$ 150.00
<b>handyDART</b>				
All Passengers	\$ 3.00	\$ 3.25	\$ 3.25	\$ 3.25
Sheet of 5 tickets	\$ 13.75	\$ 16.25	\$ 16.25	\$ 16.25
Sheet of 20 tickets		\$ 60.00	\$ 60.00	\$ 60.00
<b>2006 Overall Transit Revenues</b>	\$ 2,322,595.50			
<b>2006 Overall handyDART Revenues</b>	\$ 178,114.64			
<b>Overall Revenue Projections</b>	\$ 2,500,710.14			
<b>2008 projected transit revenues</b>	\$ 2,322,595.50	\$ 2,512,566.22	\$ 2,545,413.63	\$ 2,322,595.50
<b>2008 projected handyDART revenues</b>	\$ 178,114.64	\$ 212,623.58	\$ 212,623.58	\$ 212,623.58
<b>2008 overall departmental revenues</b>	\$ 2,500,710.14	\$ 2,725,189.79	\$ 2,758,037.20	\$ 2,535,219.08
<b>2008 projected additional Transit Revenues</b>	\$ -	\$ 189,970.72	\$ 222,818.13	\$ -
<b>2008 projected additional handyDART revenues</b>	\$ -	\$ 34,508.94	\$ 34,508.94	\$ 34,508.94
<b>2008 Projected combined additional revenues</b>	\$ -	\$ 224,479.65	\$ 257,327.06	\$ 34,508.94

Staff is recommending Proposal 1 as it has minimal impact on cash fares while implementing a reasonable increase to the monthly fare products. This is the first monthly fare increase since 2003; the proposed expansion will benefit monthly users the most, therefore Proposal 1 provides for a nominal increase (\$.32 per day for adults, \$.24 for students) but provides the system with an additional revenues of approximately \$189,971 for transit, and \$34,509 for custom. This revenue will assist in reducing the overall tax requisition increase required for the planned 2008 expansion.

## ALTERNATIVES

1. Direct staff to increase fares using Proposal 1, effective January 1, 2008;
2. Direct staff to increase fares using Proposal 2 or 3, effective January 1, 2008.

## FINANCIAL IMPLICATIONS

The total cost for the transit expansions to the conventional and custom transit systems is approximately \$718,000 of which BC Transit's share will be \$220,000. Staff expect approximately \$230,500 (Option 1) in increased fare revenue (custom and conventional) which leaves \$267,500 to be funded by an increased tax requisition.

The costs are based on preliminary projections and will not be confirmed until the overall 2008 budget process is complete. The new schedule still needs to have all the run cuts reviewed by the scheduling committee to ensure adequate breaks, recovery times and that connections between routes will be maintained. In addition the new schedule will require the support of our partner BC Transit and be included in a new Annual Operating Agreement.

If no increase to fares is implemented, the increase to the tax requisition would be approximately \$498,000.

By increasing fares a nominal amount (only a dime for cash fares), it is anticipated that little or no loss in ridership will be sustained. Moreover, with the proposed expansion of service hours it is expected that Nanaimo Regional Transit could experience growth in ridership for 2008 of up to 3%. As the expansion hours have been directed towards providing statutory holiday service, improved Sunday service and enhanced service to the base runs that support Malaspina University-College, the system-wide improvements that will be realized are improvements that the top two ridership groups (students and adults) have been asking for in the numerous surveys that have been completed.

Finally, with the Federal Tax Credit that was introduced in July 2006, monthly pass holders will realize additional savings of up to 15.25% on their income tax, which makes the monthly pass an affordable option for meeting customer's transportation needs.

## CONCLUSION

In 2006, cash fares, tickets and day passes were increased in an effort to move a number of customers to monthly passes, thereby creating a more secure funding base. The strategy worked and staff has noticed a tangible shift from our farebox revenues (cash fares) to monthly passes in all categories; however, the result was higher than expected ridership but lower than expected revenues. While considering whether a fare increase should be introduced in 2008, staff did an in-depth analysis of fares and ratios used in other transit systems across BC to ascertain whether the guidelines BC Transit recommends were being used. Staff discovered that none of the systems reviewed are using the same ratios, yet these same systems are enjoying record increases in ridership growth. This indicates there is no one formula or ratio that is more or less successful. Further, it suggests that if timed correctly the market will bear increases when the riders recognize they are getting value for the additional money charged with little or no loss in ridership. The proposed fare increase is timed to coincide with the first major increase (expansion) in hours since 2000.

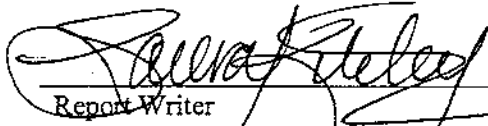
There have been substantial cost increases to providing transit services due to the higher rate we are required to pay for fuel, maintenance and ongoing wage and benefit improvements. These additional costs, combined with increased costs associated with the service expansion, require that consideration be

given to increasing fares, thereby passing a portion of the increased costs onto the customers that use the transit system.

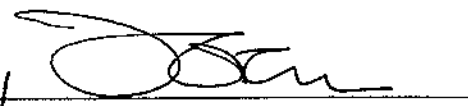
Staff recommends increasing the cash fares minimally by \$.10 cents and monthly fares by approximately 11%, (Proposal 1) on January 1, 2008, which is timed to coincide with the service expansion. This expansion will attract new riders and entice riders back to the system who may have left due to the lack of service on Sundays and statutory holidays. The base of converted riders now using monthly passes will also be maintained as the improved services on Sundays, mid-week, and the introduction of statutory holiday service is what the customers have been asking for. A comprehensive marketing campaign will be launched, designed to outline the benefits and convenience of using public transit.

**RECOMMENDATION**

That staff be directed to proceed with a fare increase as outlined in Proposal 1, effective January 1, 2008.

  
Report Writer

  
General Manager Concurrence

  
A/ CAO Concurrence



APPENDIX 1

	Nanaimo - effective Jan 2006	Whistler - effective Apr 2005	Kelowna - effective Sep 2003	Kamloops - effective Jan 2005	Prince George - effective Jan 2006	C.F. Valley - effective Jul 2004	Victoria Regional - effective Apr 2007
<b>Cash Fare</b>	<b>Cash Fare</b>	<b>Cash Fare</b>	<b>Cash Fare</b>	<b>Cash Fare</b>	<b>Cash Fare</b>	<b>Cash Fare</b>	<b>Cash Fare</b>
Adult/College Student	\$ 2.25	\$ 1.50	\$ 2.00	\$ 2.00	\$ 2.00	\$ 1.50	3.00
Student/Senior	\$ 2.00	\$ 1.25	\$ 1.75	\$ 1.50	\$ 1.50	\$ 1.25	2.25
<b>Tickets</b>	<b>sheet of 10</b>	<b>sheet of 10</b>	<b>sheet of 10</b>	<b>sheet of 20</b>	<b>sheet of 10</b>	<b>sheet of 10</b>	<b>sheet of 10</b>
Adult	\$ 20.25	\$ 13.00	\$ 18.50	\$ 30.00	\$ 15.00	\$ 13.50	27.00
Student/Senior/College	\$ 18.00	\$ 11.00	\$ 16.00	\$ 25.00	\$ 12.50	\$ 11.25	20.25
<b>Day Pass</b>	<b>Day Pass</b>	<b>Day Pass</b>	<b>Day Pass</b>	<b>Day Pass</b>	<b>Day Pass</b>	<b>Day Pass</b>	<b>Day Pass</b>
Adult	\$ 5.75		\$ 5.00	\$ 4.00	\$ 4.50	\$ 4.00	7.00
Student/Senior/College	\$ 4.50	\$ -	\$ 4.50	\$ 3.50	\$ 4.00	\$ 3.00	5.00
<b>Monthly Pass</b>	<b>Monthly Pass</b>	<b>Monthly Pass</b>	<b>Monthly Pass</b>	<b>Monthly Pass</b>	<b>Monthly Pass</b>	<b>Monthly Pass</b>	<b>Monthly Pass</b>
Adult	\$ 58.00	\$ 50.00	\$ 47.00	\$ 48.00	\$ 48.00	\$ 42.00	73.25
College Student*	\$ 47.00	\$ 35.00	\$ 38.00	\$ 39.00	\$ 32.00	\$ 34.00	65.25
Senior	\$ 35.00	\$ 35.00	\$ 33.00	\$ 33.00	\$ 32.00	\$ 34.00	42.00
Semester Pass*	\$ 150.00	\$ -	\$ 122.00		\$ -	\$ -	
*for college students, available at the college only			UPASS - \$50.00 per semester	UPASS - \$40.00 per semester		Four 1 month passes \$105.00	UPASS - \$61.00 per semester
<b>handyDART</b>	<b>handyDART</b>	<b>HD - Squamish</b>	<b>handyDART</b>	<b>handyDART</b>	<b>handyDART</b>	<b>handyDART</b>	<b>handyDART</b>
All Passengers	\$ 3.00	\$ 2.50	\$ 2.25	\$ 2.00	\$ 2.00	\$ 2.25	3.00
Book of 5 tickets	\$ 13.75	\$ -	\$ 11.25	\$ 10.00	\$ 10.00		13.50
Monthly Pass - unlimited, including transit			\$ 55.00	book of 20 tickets \$40.00			73.25

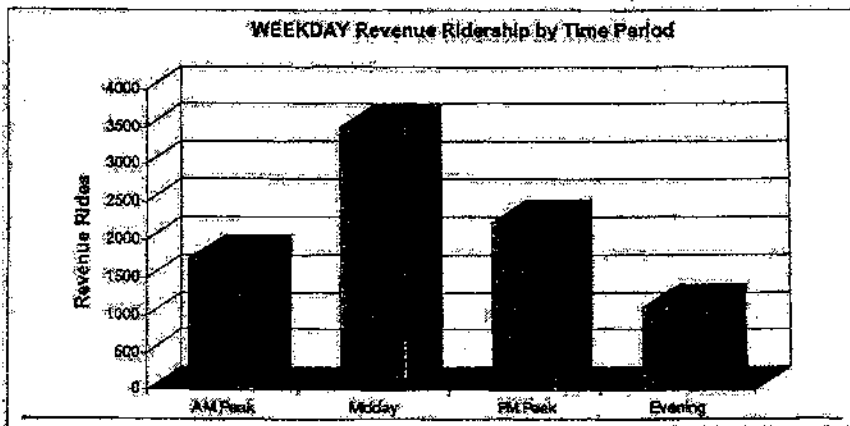
\*For systems that have Multi Zone fares, the rate shown is the highest zone, as that should be what they would charge in a single zone fare structure

\*Some systems have combined their senior & student fares (same fare), while others have them separate. In all cases, where they have been separated, student fares are lower, therefore the higher senior fare is noted, & the high school student fare is not noted.

APPENDIX 2 (Page 1 of 2)

Nanaimo Regional Two Week Count - Feb. 07

1.2 Weekdays

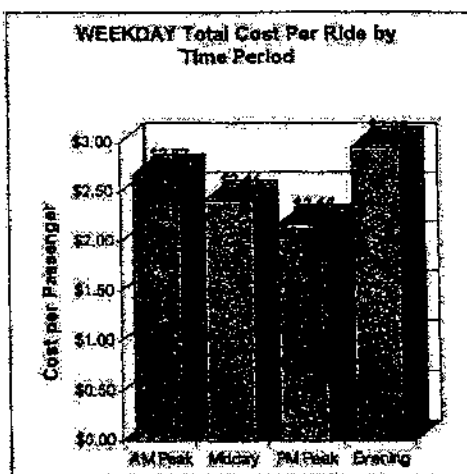
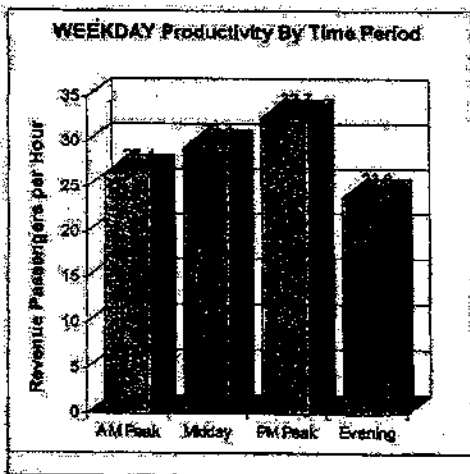


Weekday Revenue Ridership by Time Period

	Mon	Tue	Wed	Thu	Fri	Weekday
AM Peak	1,713	1,705	1,835	1,743	1,829	1,755
Midday	3,346	3,336	3,425	3,548	3,569	3,504
PM Peak	2,383	2,310	2,238	2,283	1,996	2,239
Evening	1,027	1,062	1,065	1,051	1,310	1,103
Total	8,475	8,413	8,562	8,604	8,003	8,611

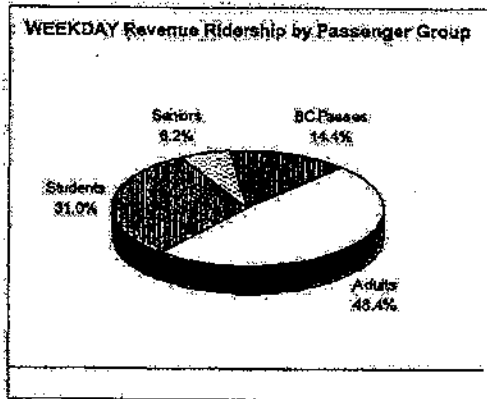
Percent Distribution

	Mon	Tue	Wed	Thu	Fri	Weekday
AM Peak	20.2%	20.3%	21.4%	20.3%	20.3%	20.5%
Midday	39.5%	39.7%	40.0%	41.2%	43.0%	40.7%
PM Peak	28.2%	27.5%	26.1%	26.3%	22.2%	26.1%
Evening	12.1%	12.5%	12.4%	12.2%	14.5%	12.8%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%



APPENDIX 2 (Page 2 of 2)

Nanaimo Regional Two Week Count - Feb. 07



**Weekday Total Ridership by Passenger Group**

Adults	4,167	48.4%
Students	2,673	31.0%
Seniors	536	6.2%
BC Passes	1,238	14.4%
<b>Total Rev. Pass.</b>	<b>8,614</b>	<b>100.0%</b>

<b>Rev. Passengers</b>	<b>8,611</b>	<b>91.0%</b>
Transfers	854	9.0%
<b>Total Pass.</b>	<b>9,464</b>	<b>100.0%</b>

### APPENDIX 3

#### Fare Structure Guidelines

The table below summarizes the fare structure guidelines and provides a sample fare structure that would result:

Fare Type	Guideline	Sample Fares*
<i>Cash Fares</i>		
Adult	Base fare	\$1.50
Student/Senior	80% of base	\$1.25
<i>Monthly Pass</i>		
Adult	Max. 30 x cash fare	\$45
Senior	Max. 30 x cash fare	\$36
Student	Max. 25 x cash fare	\$25
College Student	80% of adult pass	\$36
<i>Semester/ 4 month Pass</i>		
College Student	80% of 4 monthly passes	\$115
Student	80% of 4 monthly passes	\$80
<i>Annual Employee Pass</i>		
Adult	80% of 12 monthly passes	\$432
<i>Day Pass</i>		
Adult	2.5 x cash fare	\$3.75
Student/Senior	2.5 x cash fare	\$3.00
<i>Tickets (books of 10)</i>		
Adult	9 x cash fare	\$13.50
Students/Senior	9 x cash fare	\$11.25

\*This is a sample fare structure based on the guidelines. Note that some fares may be priced significantly below the maximum guideline.

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TO: Dennis Trudeau  
General Manager, Transportation Services

DATE: August 10, 2007

FROM: Laura Kiteley  
Manager, Transportation Services

FILE: 0400-01

SUBJECT: Custom Transit Service Review

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**PURPOSE**

To present a report on opportunities to obtain more funding for handyDART.

**BACKGROUND**

At the June 15, 2006 Board meeting the following resolution was approved:

*"That staff prepare a report on opportunities to obtain more funding for handyDART."*

In March 2007, BC Transit, our funding partner, provided RDN Transit with correspondence requesting that the RDN confirm it is in agreement with a planned expansion for the existing Custom Transit operation in 2008/09 (*Appendix I*). This expansion would provide an additional 2400 revenue hours per annum (cost shared with BC Transit) and it would be the first expansion to Custom Transit in well over ten years.

One of the benchmarks used in Custom Transit to determine whether need for the service has outgrown the ability to provide it is by tracking unmet trips (trip requests that cannot be accommodated). These unmet trips are tracked by month and by year and comparisons are then done to see how the service is doing.

The following is an analysis of unmet trips since 2004:

2004	2005	2006	2007
1494	1575	1575	*3200 (estimate)

\*2007 is not yet complete though there has been a dramatic increase in the number of people for whom Custom Transit staff are unable to provide rides, in part due to the increased demand from facilities requiring the service as well as an increase in new customers that have registered and are trying to book rides.

Additional imminent issues facing Custom Transit, other than the current level of unmet trips, is the expansion of service and care facilities in Districts 68 and 69 including:

- In District 68, the Nanaimo Seniors Village and Kiwanis Lodge are both expanding and have already inquired about accessing more service for their residents. "Origins", a new facility with 75 beds, will require service for their residents and there is a 150-bed development by the Southgate Mall underway that will require Custom Transit service. As the current projection includes refusing services to approximately 3200 people in 2007, without these expansions Custom Transit will be unable to accommodate the forthcoming requests from these facilities.
  - In District 68, 29.2% of all customers being transported are using mobility aids (wheelchairs or scooters) when they use the handyDART. While there is an accessible taxi in Nanaimo, it is most often booked and many do not have the resources to be able to take it if it is available.
  - 92% of the unmet trips are located in District 68.
- In District 69, an old high school is being converted into a lodge, now referred to as "The Gardens," and they are putting in over 100 beds. RDN's Custom Transit Coordinator has already met with their staff who are inquiring how their residents will get service as handyDART is currently full in Oceanside. Without an increase in hours the service will not be able to accept the majority of their requests.
  - In District 69, 37.2% of all people being transported are using mobility aids (wheelchairs or scooters) when they access the handyDART. These people have no other alternatives as Oceanside does not have an accessible taxi.
  - 8% of unmet trips are in District 69.

The current requests on the Custom Transit system, combined with imminent 'future' demands, would suggest that the system is beyond capacity and an increase in hours is required in order to accommodate any future requests from the facilities/organizations/groups that continue to expand and that continue to require custom transit services.

## **ALTERNATIVES**

1. That staff be directed to advise BC Transit that the Regional District of Nanaimo is in support of the planned expansion for Custom Transit in 2008/09 and the additional costs associated with this expansion;
2. That staff be directed to advise BC Transit that the Regional District of Nanaimo is not in support of the planned expansion for Custom Transit in 2008/09 and the additional costs associated with this expansion.

## **FINANCIAL IMPLICATIONS**

BC Transit cost shares approximately 41.7% of the Custom Transit budget, as represented in the Annual Operating Agreement, with the Regional District of Nanaimo. The projected increased cost for the 2400 hour expansion is \$144,084 per annum, which includes operating, capital and extra dispatcher costs. As the service expansion would not commence until April 2008, the pro-rated cost of \$108,063 would be shared by BC Transit, the RDN and fares. It is estimated that BC Transit's portion will increase by approximately \$44,306 while the balance will be raised through additional fare revenues of \$31,338 and an increase in the tax requisition of \$32,419.

The overall financial impact to the participants of the transit function is presented in the 2008 Service Expansion report included in the agenda.

## CONCLUSION

At the direction of the Board, staff has explored partnership opportunities for Custom Transit, including the service it provides to the hospital. In March 2007, BC Transit provided RDN Transit with correspondence requesting the RDN confirm it is in agreement with a planned expansion for the Custom Transit operation in 2008/09.

A number of senior and care facilities are expanding and adding additional beds, thereby requiring more Custom Transit service to accommodate the extra people. However, the Custom Transit system is currently at capacity and cannot accommodate additional requests from facilities/organizations/groups without a service expansion. The system is anticipating incurring 3200 unmet trips for 2007 and this is without any additional requests from the expanding organizations.

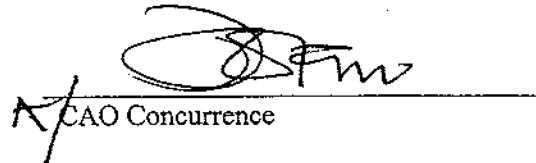
As there has been no service expansion in Custom Transit in over ten years, this increase in hours is necessary to maintain a quality level of service, to address access issues to the hospital and to meet the needs of the custom transit system both current and for 2008.

## RECOMMENDATION

That staff be directed to advise BC Transit that the Regional District of Nanaimo is in support of the planned expansion for Custom Transit in 2008/09 and the additional costs associated with this expansion.

  
Report Writer

  
General Manager Concurrence

  
CAO Concurrence

## APPENDIX 1

520 Gorge Road East,  
P.O. Box 610  
Victoria, British Columbia  
Canada V8W 2P3  
Phone (250) 385-2551  
Fax (250) 385-5639  
www.bctransit.com



March 27, 2007  
File: nan.23

Laura Kiteley  
Manager of Transportation Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo BC V9T 6N2

Dear Laura:

**SUBJECT:** Nanaimo Custom Transit Expansion

*Further to our discussions, this letter is to inform you that BC Transit will be requesting provincial funding for handyDART expansion in 2008/09, subject to local approval. The business plan calls for 1 additional vehicle and 2,400 annual hours of service plus additional Taxi Saver budget. The estimated cost of the expansion is \$125,000 plus approximately \$8,500 in local debt service. The operating costs would be cost shared based on traditional provincial cost sharing.*

*There has been no expansion to custom services for at least five years. Please advise if you wish to be included on the expansion list.*

*If you have any questions please call.*

Yours truly,

Steve Segal  
Custom Program Coordinator  
Municipal Systems Program



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TO: Carol Mason  
Chief Administrative Officer

DATE: August 10, 2007

FROM: Dennis Trudeau  
General Manager of Transportation Services

FILE: 8500-01

SUBJECT: Transit Routing - Bastion Street

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#### PURPOSE

To present a report on options for the bus stop on Bastion Street.

#### BACKGROUND

At the June 26, 2007 Board meeting the following resolution was approved:

*"that staff be directed to prepare a report on the Bastion Street Bus Stop that outlines options for consideration."*

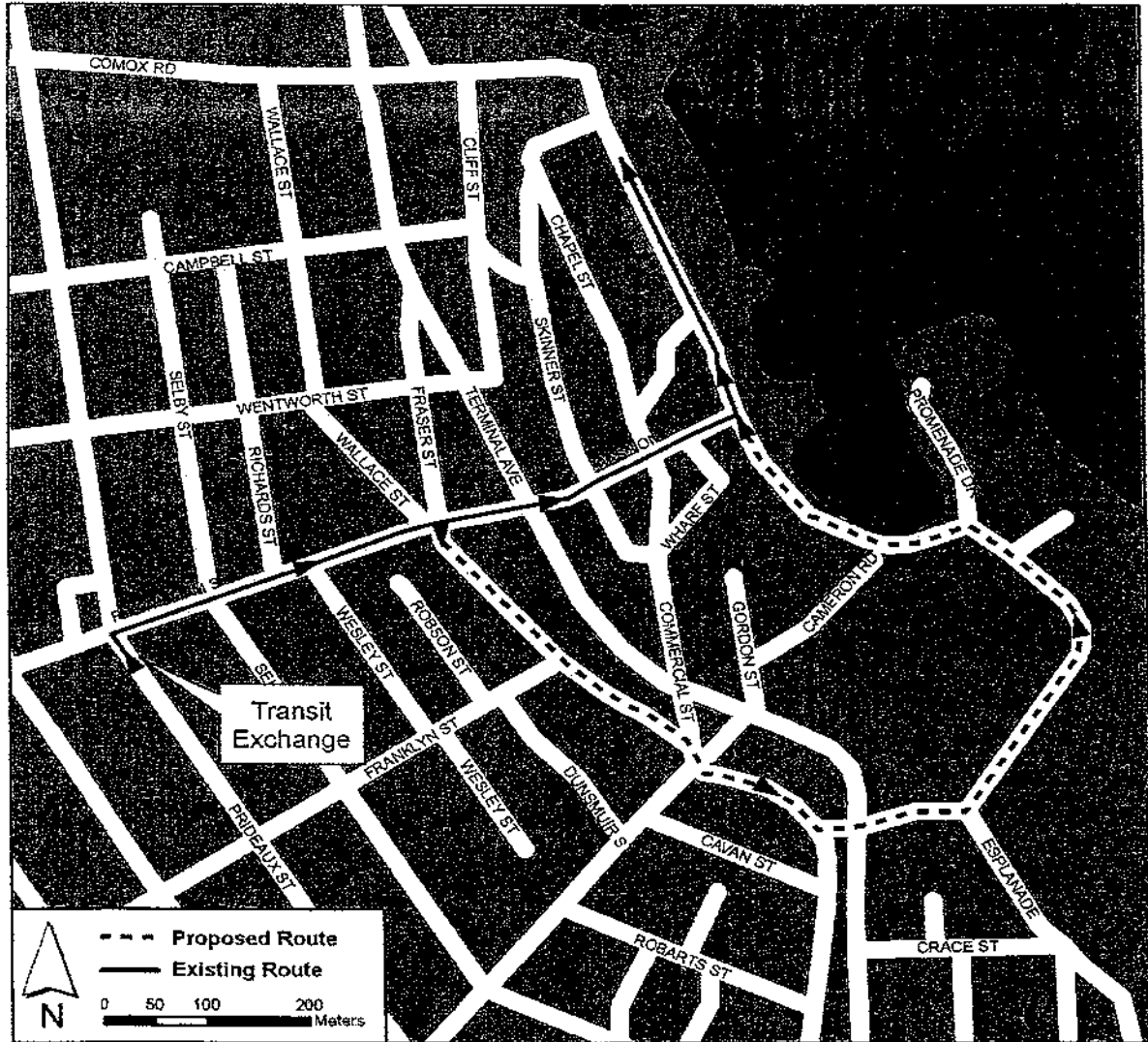
The motion was a result of correspondence received by the City of Nanaimo and the Regional District of Nanaimo regarding issues Bastion Street businesses were having with buses stopping on their street. The Nanaimo Regional Transit System has 12 routes that operate between Cedar and Qualicum Beach. Of these routes, 7 of them use Bastion Street to access the downtown. The Bastion Street stop has become a very popular transfer point since people who are in the downtown core can access transit at this location without walking to the Prideaux Street exchange. That popularity has had a negative impact on some local business owners, however, due to a general increase in foot traffic, garbage and the potential for crime. In addition, during inclement weather people stand in the doorways of various businesses while waiting for the bus. Finally, with Bastion Street having only two lanes, when buses stop on this street it can hinder traffic flow.

Staff met with City of Nanaimo staff to discuss the issue further and to develop options that would address concerns raised. Rerouting buses and/or moving stops were reviewed; however, due to the narrow streets in the downtown core, access for the transit fleet can be a challenge with some streets unable to accommodate buses. Further, certain routes cannot be moved off Bastion Street without seriously compromising the overall transit system. One option discussed improves the Bastion Street issues and access to the Port Place Mall area.

Staff proposes routing the #1's (Downtown/Woodgrove) and #2's (Hammond Bay) down Wallace Street and around the Port Place Mall to Front Street instead of going down Bastion Street. This would remove 325 buses per week from Bastion Street. The adjustment of the routing for the #1's and #2's will add 4 minutes onto each of these runs, which works out to an additional 1,275 hours for the year.

Wallace Street has historically been used by transit and is currently being used by some of the #3 Hospital buses on select runs. The engineering staff of the City of Nanaimo has been consulted regarding the proposed routing change and it has been determined that the stop line needs to be relocated at the Fitzwilliam-Wallace Street intersection to accommodate buses turning at this location. The new routes could be in place and in operation by January 2008.

The new routes proposed for the #1's and #2's are as follows:



## ALTERNATIVES

1. Direct staff to prepare a new schedule with routing for the #1's and #2's via Wallace Street for 2008.
2. Direct staff to look at other options.

## FINANCIAL IMPLICATIONS

The proposed schedule will increase service by 1,275 hours which will necessitate an increase to the 2008 budget. The timing for this expansion is excellent since BC Transit has indicated they are prepared to cost-share in a 4,800 hour expansion. Staff has reviewed the Board's previous directions to provide additional Sunday and statutory holiday service and has determined that the 1,275 hours needed to address the Bastion Street issues could be accommodated in this increase. A report dealing with the budgetary impacts of the 4,800 hour expansion has been prepared for review by the Transportation Select Committee.

The overall financial impact to the participants of the transit function is presented in the 2008 Service Expansion report which is included in the agenda.

## CITIZEN IMPLICATIONS


When the downtown exchange was relocated in 2005 access to Port Place Mall was changed. In public information surveys completed by staff throughout 2006 this change continues to be one of the major concerns customers have about the service offered downtown. The proposal to route the #1's and #2's around Port Place Mall is a major service improvement for the downtown core that has been requested by the public.

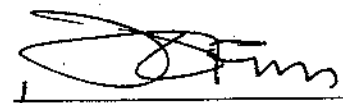
## CONCLUSION

At the direction of the Board, staff has reviewed options to address business concerns about transit buses being scheduled down Bastion Street. While rerouting all the buses from Bastion Street would seriously compromise the Nanaimo Regional Transit System, staff has developed an option that reroutes the #1's and #2's around Bastion Street using Wallace Street and going around Port Place Mall using Front Street. This will remove 325 buses from Bastion Street Monday through Sunday and improve access to Port Place Mall.

## RECOMMENDATION

That staff be directed to prepare a new schedule with routing for the #1's and #2's via Wallace Street for 2008.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
A/ CAO Concurrence

COMMENTS:



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# MEMORANDUM

**TO:** Sean De Pol  
Manager of Liquid Waste

**DATE:** August 13, 2007

**FROM:** Nadine Schwager  
Liquid Waste Coordinator

**FILE:** 5345-30

**SUBJECT:** Terms of Reference for Liquid Waste Advisory Committee

## PURPOSE

To establish the terms of reference for the Regional Liquid Waste Advisory Committee (RLWAC).

## BACKGROUND

In 2003 the Board established the Regional Waste Advisory Committee to provide the Board with advice and recommendations related to the development, implementation and monitoring of plans and policies for our liquid and solid waste initiatives. The term of the committee expired in December 2005. In June 2006 the committee met one last time to review progress on solid and liquid waste planning as well as review the terms of reference for the committee prior to advertising for new members. At this meeting it was agreed that the committee should be split into two separate committees – one for Solid Waste and one for Liquid Waste, given the unique technical and public consultation issues associated with these functions.

The LWMP review will include a review of:

- source control programs
- volume reduction programs
- stormwater management
- odour control programs
- rural area issues
- sewer service area strategies
- applicability of package sewage treatment plants
- programs for on-site disposal systems
- applicable legislation and criteria
- innovative treatment and re-use opportunities
- implementation schedules, costs and financing

The review will also look at the LWMP in the context of the Official Community Plans and the Regional Growth Strategy. The formation of the RLWAC will be one of the key components of stakeholder consultation. It will allow for public input and for discussion regarding the review and associated issues.

**ALTERNATIVES**

1. Approve the proposed terms of reference for the Regional Liquid Waste Advisory Committee.
2. Amend and approve the proposed terms of reference for the Regional Liquid Waste Advisory Committee.
3. Provide alternate direction to staff.

**FINANCIAL IMPLICATIONS**

The RDN's Liquid Waste Department will provide staff resources to the RLWAC, including arranging meetings, minute taking, distribution of materials and other administrative functions. A consultant will provide consulting services for the LWMP review.

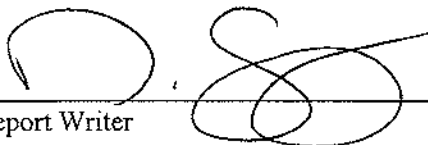
The review of the LWMP and the RLWAC activities will involve a considerable amount of staff time which will include working with our consultants on the various components of the LWMP. In addition, the implementation of the LWMP will require ongoing staff time beyond the review and amendment. It is proposed that this requirement be addressed through an additional FTE which will be identified in the 2008 budget process.

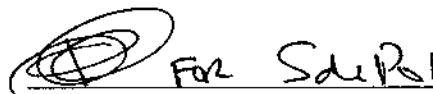
**SUMMARY/CONCLUSIONS**


As part of the upcoming review of the Liquid Waste Management Plan, RDN's Liquid Waste Department will need to establish a Regional Liquid Waste Advisory Committee (RLWAC). RDN staff is recommending the attached terms of reference for the RLWAC.


**RECOMMENDATION**

1. That the Board approve the terms of reference dated August 2007 for the Regional Liquid Waste Advisory Committee.

  
Report Writer

  
Manager Concurrence

  
General Manager Concurrence

  
CAO Concurrence

COMMENTS:

## Terms of Reference

August 2007

### Regional Liquid Waste Advisory Committee

#### Purpose

The primary role of the Regional Liquid Waste Advisory Committee (RLWAC) will be to advise the Board on the review and implementation of its Liquid Waste Management Plan (LWMP). The RDN's original LWMP was approved by the Province in 1997.

#### Committee Roles and Responsibilities

The RLWAC will:

- provide recommendations to the Board regarding programs and policies relating to liquid waste management;
- liaise between their constituents or organizations and the RDN by providing feedback to the RDN and increasing awareness of liquid waste issues;
- 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, discussion papers, and other documents prepared for the committee's information;
- review and become familiar with the RDN's LWMP;
- provide input and feedback on the amendment of the LWMP;
- review reports prepared by the RDN or its consultants;
- review and become familiar with the existing liquid waste management system in the RDN;
- identify tools and techniques to be employed in the monitoring and evaluation of the LWMP and its implementation; and
- make recommendations to increase the effectiveness of the LWMP.

#### Membership Criteria/Selection

The committee will consist of 18 members. Members will be selected by the Board through an application process. Membership representation will be as follows:

2 members	Business (e.g. Septage Haulers / On-Site Septic System Contractors – 1 north, 1 south)
2 members	Environment Community (e.g. Georgia Strait Alliance)
4 members	General Public (2 north, 2 south)
2 members	RDN Board
4 members	Municipal staff (Nanaimo, Parksville, Qualicum Beach and Lantzville)
1 member	Ministry of Environment
1 member	Environment Canada
1 member	Department of Fisheries and Oceans
1 member	Central Vancouver Island Health Unit

Membership may be changed as needs or issues arise and other organizations may be called on such as Ministry of Transportation and Islands Trust. The application 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 liquid waste issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to liquid waste 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**

Members will be appointed by the RDN Board for the duration of the LWMP review expected to last 18 to 24 months. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process.

In general there will be monthly meetings of the committee although periodically more frequent meetings may be required. Meetings are expected to be held mid-day.

Members are expected to attend all committee meetings and participate in public consultation activities. Lack of attendance may result in members having their membership revoked at the discretion of the committee. There is no remuneration for participation on the committee but if committee activities coincide with meal times, meals will be provided.

### **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.

RLWAC meetings will be open to the public, however non-RLWAC 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.



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**MEMORANDUM**

**TO:** Carey McIver  
Manager of Solid Waste

**DATE:** August 15, 2007

**FROM:** Margaret Warren  
Acting Superintendent of Solid Waste Facilities

**FILE:** 5360-55

**SUBJECT:** Contract for Security Services at Regional Landfill

**PURPOSE**

To obtain Board approval to enter into a 15 month contract with Footprints Security to provide security services at the Regional Landfill.

**BACKGROUND**

In order to protect the property and equipment of the RDN and/or its contractors from damage, vandalism or theft, security services are required at the Regional Landfill. Since October 2005, a contracted security person has been on-site continuously whenever the landfill is closed for business from 6:30 p.m. of each business day until 6:30 a.m. the following business day seven days per week to ensure that no unauthorized individuals enter facility.

A tender was recently issued to provide this security service at the Regional Landfill for a fifteen month period from October 1, 2007 to December 31, 2008. From five submitted tenders three were complete and are outlined below:

Company	Weekly Rate	Annual Cost	Total Contract Cost (Fifteen Months)
Footprints Security	\$1,650.51	\$85,826.52	\$107,514.00
Safety Net Security Ltd.	\$1,930.00	\$100,360.00	\$125,450.00
Securigard (Westguard)	\$2,110.96	\$109,769.92	\$137,212.40

The lowest tender was received from Footprints Security for a total contract cost of \$107,514.00.

**ALTERNATIVES**

1. Award the contract to provide security services at the Regional Landfill to Footprints Security.
2. Do not award a contract to provide security services.

**FINANCIAL IMPLICATIONS**

The 2007 Annual Budget for Solid Waste Management Facilities allocates \$87,550 to this service.



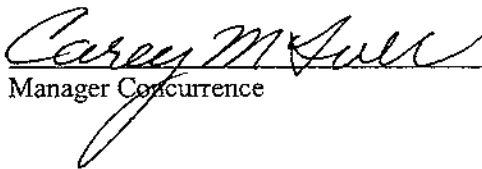
**SUMMARY**

In order to protect the property and equipment of the RDN and/or its contractors from damage, vandalism or theft, security services are required at the Regional Landfill. Since October 2005, a contracted security person has been on-site continuously whenever the landfill is closed for business from 6:30 p.m. of each business day until 6:30 a.m. the following business day seven days per week to ensure that no unauthorized individuals enter facility. A tender was recently issued to provide this security service at the Regional Landfill. Three qualified firms submitted complete responses: The low tender was from Footprints Security for a total contract cost of \$107,514.00.


**RECOMMENDATION**

That the Board award the contract for security services at the Regional Landfill to Footprints Security for a period of fifteen months commencing October 1, 2007 at a total cost of \$107,514.00.

*per*   
Report Writer

  
Manager Concurrence

  
General Manager Concurrence

  
CAO Concurrence

COMMENTS:



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<i>Aug 28 Board</i>			

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**TO:** Sean De Pol  
Manager of Liquid Waste

**DATE:** July 23, 2007

**FROM:** Nadine Schwager  
Liquid Waste Coordinator

**FILE:** 2240-20-SYL

**SUBJECT:** French Creek Pollution Control Centre Biosolids Program - SYLVIS Environmental Inc.

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**PURPOSE**

To consider entering into a new contract with SYLVIS Environmental Inc. to continue managing biosolids from the French Creek Pollution Control Centre.

**BACKGROUND**

On November 22, 2005, the Board awarded a two year contract for the composting of biosolids from the French Creek Pollution Control Centre (FCPCC) to SYLVIS Environmental Inc. (SYLVIS). As part of this contract, SYLVIS is currently transporting French Creek biosolids to the Producers Pit's biosolids recycling and soil product development program near Victoria. This program involves the use of biosolids soil products in local mine reclamation.

The SYLVIS contract will end December 31, 2007. The current biosolids management fee for FCPCC biosolids is \$62.58 per bulk tonne. There is not sufficient need at Producers Pit to continue taking biosolids there beyond September 30, 2007.

SYLVIS is proposing a new contract with Regional District of Nanaimo (RDN) to begin October 1, 2007 which will see SYLVIS partnering with Malaspina University-College (MUC). The destination of the FCPCC biosolids will be the MUC Forest Fertilization Project. The biosolids from the Greater Nanaimo Pollution Control Centre (GNPCC) are currently being used in the MUC Forest Fertilization Project under contract with MUC through February 28, 2010 at a cost of \$77 per bulk tonne.

The MUC Forest Fertilization Project is required to have a detailed operating plan compliant with the provincial Ministry of Environment's Organic Matter Recycling Regulation which governs the production, quality, and land application of certain types of organic matter and must meet all RDN Waste Stream Management License requirements. These requirements represent the safest and most responsible way to handle organic matter. The safety of the MUC project has been confirmed by a hydrogeological assessment conducted in 2003, which concludes that the MUC Forest Fertilization Project will not have any impact on groundwater quality in any of the wells located in the region.

SYLVIS is seeking a new biosolids management contract for four years, effective October 1, 2007. The 2007 contract price will be \$62.58 per bulk tonne, with \$77 per bulk tonne for the remainder of the contract. It is the intent of the new contract to recycle and use the FCPCC biosolids closer to Nanaimo. SYLVIS is committed to further diversifying the RDN biosolids program by identifying other activities for biosolids recycling. Four years allows for the development of additional biosolids management options such as other forest fertilization initiatives, fabricated soil, mine reclamation etc.

The proposed MUC Forest Fertilization Project will be more expensive than our current biosolids mine reclamation contract with SYLVIS. The MUC Forest Fertilization Project is more equipment intensive and includes costs such as road building and the rental of application equipment. These additional expenses are reflected in the increase in the contract price.

In order to avoid sending biosolids to the Regional Landfill, the Liquid Waste Department has investigated other options over the past few years. SYLVIS, an environmental consulting firm from the lower mainland, provides a range of services including residuals recycling and has demonstrated environmental solutions for the beneficial use of biosolids. They have developed biosolids solutions for various local governments across British Columbia, including the Capital Regional District and the Greater Vancouver Regional District. Through the RDN's Waste Stream Management Licensing role and inquiries to various companies and the Ministry of Environment, RDN staff are confident that the MUC Forest Fertilization project is the only facility that is currently operating and able to accept FCPCC biosolids aside from the Regional Landfill.

## ALTERNATIVES

1. Award a contract to SYLVIS Environmental Inc. to manage French Creek Pollution Control Centre biosolids for four years beginning October 1, 2007.
2. Issue a new Request for Quotations to manage biosolids from French Creek Pollution Control Centre.

## FINANCIAL IMPLICATIONS

### *Alternative 1*

No adjustments are required for the 2007 budget. The 2008 project cost proposed by SYLVIS to handle FCPCC biosolids is \$77 per tonne. SYLVIS has indicated that they are prepared to enter into a contract for four years. The total cost for the four year contract is projected to be approximately \$610,000 based on 8,000 tonnes of biosolids (2,000 tonnes per year).

### *Alternative 2*

The only other immediately available alternative is to take FCPCC biosolids to the Regional Landfill at \$100 per tonne, which would increase the FCPCC biosolids handling costs above Alternative 1 by approximately \$46,000/year. Staff explored other potential options for biosolids management (for GNPCC) and determined that facilities on Vancouver Island that might handle biosolids (International Composting Corporation, Fisher Road Recycling and Comox-Strathcona Regional District) do not currently have either the ability or capacity to accept our biosolids. With the exception of MUC, staff are not aware of any facilities on Vancouver Island that are currently in a position to bid on a new RFQ or accept biosolids under the conditions of an RFQ.

**ENVIRONMENTAL IMPLICATIONS**

Reusing biosolids saves expensive landfill space for waste materials that do not have the potential to be beneficially re-used. SYLVIS is committed to providing long-term sustainable solutions for biosolids management.

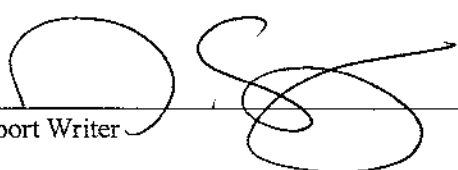
**SUMMARY/CONCLUSIONS**


SYLVIS will be unable to take French Creek Pollution Control Centre biosolids to Producer's Pit beyond September 30, 2007. SYLVIS is proposing a four year contract with RDN beginning on October 1, 2007 to utilize French Creek biosolids in the Malaspina University-College Forest Fertilization Project. The contract rate for 2007 would remain the same as the existing contract. The new contract rate for 2008 would be \$77 per bulk tonne. This is the same rate that is paid for Greater Nanaimo Pollution Control Centre biosolids which are managed by Malaspina University-College.

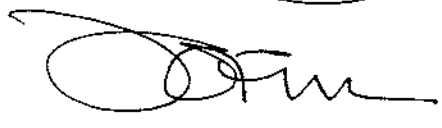
RDN staff recommend that the four year contract with SYLVIS be approved. Any other options for biosolids disposal would be at a greater cost than proposed by this contract. Based on information available, it appears that there are no other facilities on Vancouver Island that are currently in a position to bid on a new Request for Quotations or accept biosolids under the conditions of a Request for Quotations.


**RECOMMENDATION**

That the Board award a contract to SYLVIS Environmental Inc. to manage French Creek Pollution Control Centre biosolids for four years beginning October 1, 2007 at a contract rate of \$62.58 per bulk tonne for 2007 and \$77 per bulk tonne for the remainder of the contract.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
Manager Concurrence

  
\_\_\_\_\_  
General Manager Concurrence

  
\_\_\_\_\_  
CAO Concurrence

COMMENTS:



MEMORANDUM

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GMES	GMTS		
AUG 17 2007			
SMCA			
CHAIR		BOARD	
<i>Aug 28 Board</i>			

**TO:** John Finnie  
General Manager of Environmental Services

**DATE:** August 10, 2007

**FROM:** Mike Donnelly  
Manager of Utilities

**FILE:** 5500-22-NBP-01 (Arbutus)

**SUBJECT:** Arbutus Park Water Service Area – Release of Reserve Funds  
Water Main Replacement Engineering Services

PURPOSE

To request funds be released from the Arbutus Park Water Service Area reserve fund for the purpose of providing engineering design services for the replacement of water main piping along Ashcraft Road.

BACKGROUND

The water main section along Ashcraft Road was installed in 1972 and has, over the last decade, experienced more water main failures than would normally be expected. Observations made during the repair of water main breaks along Ashcraft Road indicate that settling of the water main is resulting in fractures in the pipe due to tensile stresses incurred as the pipe moves.

In order to reduce the possibility of failures in the pipe and the subsequent service interruptions it is necessary to plan for the replacement of that section of water main. Engineering design services are required to assist in determining the scope and estimated costs of the water main replacement.

The information gathered as part of the design work will be considered as part of the capital plan review for the Nanoose Bay Peninsula Water Service Area in 2008.

ALTERNATIVES

1. Approve the release of up to \$10,000 from the Arbutus Park Water Service Area reserve fund for the engineering design of water main replacement along Ashcraft Road.
2. Do not approve the release of funds.

FINANCIAL IMPLICATIONS

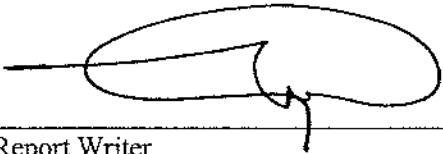
The amount available in the reserve totals \$80,000. The estimated engineering costs for the design portion of this project total \$7,500. In order to provide for a contingency in the design costs for this project, access to a total of \$10,000 from the reserve will be recommended.

**SUMMARY/CONCLUSIONS**

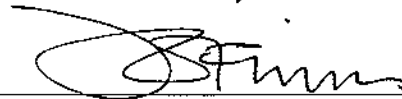
To minimize the risk of continued water main failures along Ashcraft Road and to assist in the planning for the replacement of this portion of the water supply system it is recommended that the required engineering design work be carried out.

**RECOMMENDATION**

That the Board approve the release of up to \$10,000 from the Arbutus Park Water Service Area reserve fund for the engineering design of the water main replacement along Ashcraft Road.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:



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<i>Aug 28 Board</i>	

**MEMORANDUM**

**TO:** John Finnie  
General Manager of Environmental Services

**DATE:** August 10, 2007

**FROM:** Mike Donnelly  
Manager of Utilities

**FILE:** 5500-22-FC-12

**SUBJECT:** French Creek Water Service Area – Water Main Replacement  
Release of Reserve Funds

**PURPOSE**

To request funds be released from the French Creek Water Service Area reserve fund for the purpose of replacing the system supply main from the French Creek Reservoir to Sunrise Crescent.

**BACKGROUND**

The water main supplying the French Creek Water Service Area from the system reservoir to Sunrise Crescent is a critical section of supply main for the system. As the only supply point for water supplies to the system it is important to ensure the risk of failure in this section is minimized.

The pipe materials used during the period of installation (mid 1970's) are not as robust as those used today and are more susceptible to shear fractures. This section of pipe is over 30 years old and may, according to life cycle estimates, soon begin to experience failures. Reducing the risk of water main failures in this section of piping is prudent, given the impact on water supply should such a failure occur.

**ALTERNATIVES**

1. Approve the release of up to \$51,000 from the French Creek Water Service Area reserve fund for the purpose of replacing the system supply main from the French Creek Reservoir to Sunrise Crescent including associated works.
2. Do not approve the release of funds.

**FINANCIAL IMPLICATIONS**

The amount available in the reserve totals \$51,000.

A budget of \$20,000 to be funded from the reserve was included in the 2007 capital plan. The recent pre-design costs to complete the work including engineering and construction are now estimated at \$45,000.

The additional costs are due to the installation of an additional fire hydrant and by the anticipated requirement to install the main under Sunrise Crescent without disturbing the surface pavement structure.

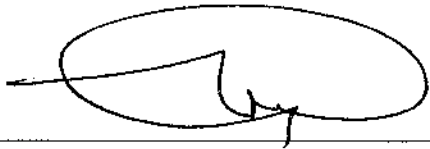
The additional costs are due to the installation of an additional fire hydrant and by the anticipated requirement to install the main under Sunrise Crescent without disturbing the surface pavement structure.

**SUMMARY/CONCLUSIONS**

To minimize the risk of a water main failure in the water supply main from the French Creek reservoir to Sunrise Crescent it is recommended that the main section be replaced.

**RECOMMENDATION**

That the Board approve the release of up to \$51,000 from the French Creek Water Service Area reserve fund for the replacement of the water supply main from the French Creek Reservoir to Sunrise Crescent including associated works.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:





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CHAIR	BOARD
Aug 28 Board	

MEMORANDUM

TO: C. Mason  
Chief Administrative Officer

DATE: August 14, 2007

FROM: N. Avery  
General Manager, Finance & Information Services

FILE:

SUBJECT: Amendment to signing authorities for banking and investments and appointment of Deputy Officer for Financial Administration

PURPOSE:

To update the signing authorities for banking and investment purposes and approve a resolution for the appointment of a Deputy Officer for Financial Administration.

BACKGROUND:

The signing authorities for financial instruments for the Regional District of Nanaimo and the Nanaimo Regional Hospital District include:

- |                             |                    |
|-----------------------------|--------------------|
| Chairperson                 | Deputy Chairperson |
| Manager, Financial Services | Senior Accountant  |
| Deputy Administrator        |                    |

The Finance Department has been slightly reorganized and has two manager positions; a Manager, Budgets and Capital Planning and a Manager Accounting Services. Mr. Wayne Thexton was appointed as the Manager, Budgets and Capital Planning and Wendy Idema was recently appointed as the Manager, Accounting Services. The Manager, Accounting Services will oversee the day to day operations of the finance department including signing supplier cheques. We require two signatures for all cheques; for cheques less than \$1,000 the signatures are pre-printed. For cheques over \$1,000 the Chairperson's signature is pre-printed and a second manual signature is required.

With the new positions filled it is appropriate to revise the signing authorities to reflect the current position titles and names of the position holders. Additionally staff recommend a new resolution appointing Mr. Wayne Thexton as the Deputy Officer for Financial Administration pursuant to Section 199 of the *Local Government Act*.

ALTERNATIVES:

1. Approve the changes to signing authorities and confirm Wayne Thexton as the Deputy Officer for Financial Administration pursuant to Section 199 of the *Local Government Act*.
2. Recommend an alternative list of signing authorities.

**FINANCIAL IMPLICATIONS:**

There are no financial implications to these measures. Having sufficient backup for executing financial instruments ensures our financial affairs operate efficiently. Updating the resolution appointing a Deputy of Financial Administration is a housekeeping measure and reflects changes to the description and responsibilities of this position in the *Local Government Act*.

**SUMMARY/CONCLUSIONS:**

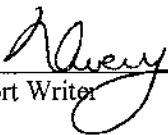
The Finance Department has completed a slight reorganization and all of the positions related to financial administration are now filled. With new positions and incumbents the banking and investment signing authorities should be brought up to date. There will be no changes to the requirement for two signatures for all negotiable financial instruments (cheques, funds transfers etc). Staff also recommend a revised resolution appointing a Deputy Officer for Financial Administration. Mr. Wayne Thexton is the designated "Deputy Treasurer" – that officer description has been revised to the Deputy Officer for Financial Administration in Section 199 of the *Local Government Act*.


**RECOMMENDATIONS:**

1. That the signing authorities for financial instruments as outlined in agreements with the Royal Bank of Canada, the Municipal Finance Authority and Canaccord Capital reflect the following officer positions:

Chairperson	Joseph Stanhope
Deputy Chairperson	Larry McNabb
Chief Administrative Officer	Carol Mason
General Manager Finance & Information Services	Nancy Avery
Manager, Budgets and Capital Planning	Wayne Thexton
Manager, Accounting Services	Wendy Idema

2. That the foregoing authority extend to accounts in the name of the Regional District of Nanaimo and the Nanaimo Regional Hospital District.
3. That Wayne Thexton, Manager Budgets and Capital Planning be designated as the Deputy Officer for Financial Administration under Section 199 of the *Local Government Act*.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
C.A.O. Concurrence

**COMMENTS:**



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CHAIR	BOARD
<i>Aug 28 Board</i>	

**MEMORANDUM**

**TO:** N. Avery  
General Manager, Finance & Information Services

**DATE:** August 15, 2007

**FROM:** W. Thexton  
Manager Budgets & Capital Planning

**FILE:**

**SUBJECT:** Operating Results to June 30, 2007

**PURPOSE**

To present a summary of the operating results for the period ending June 30, 2007.

**BACKGROUND**

The quarterly operating statements for the period January 1<sup>st</sup> to June 30<sup>th</sup>, 2007 for the Regional District are attached as appendices to this report. The schedules attached include:

- Appendix 1 Overall Summary by Division
- Appendix 2 Summary of Total Revenues/Total Expenditures by Department
- Appendices 3-7 Departmental Details by Division

The statements include actual cash transactions to June 30<sup>th</sup>, with the exceptions of property taxes and debt payments, which are accrued each month and prior year surpluses (deficits), which are recorded in full at the beginning of the year. Assuming an even distribution of revenues and expenses throughout the year, the current benchmark would be approximately 50% of the budgeted amounts for the year. Actual results for a number of line items often do not match this distribution profile and these are summarized below.

***Overall Summary by Division (Appendix 1)***

This summary provides an overview of the year to date results, at an organizational level. Property tax revenues are actually received in August but accrued monthly and are therefore at the expected 50% benchmark. 'Grants/Operating/Other' revenues are at 46% overall. The greatest portion of external revenues are generated within the Environmental Services division, in particular the Solid Waste service. Included in revenues from this division for the year to date are landfill/transfer station tipping fees (\$4,041,540), annual user fee billings for sewer (\$355,200), garbage/recycling collection services (\$1,990,000) and the spring billing for water services (\$339,800). Approximately \$4.8 million is budgeted as revenues from Development Cost Charge (DCC) reserves in the Liquid Wastewater service area. However, the 2007 DCC projects are still in the early stages of activity. DCC reserves are recorded as revenues as costs for these projects are incurred.

Total Expenditures are at 33%. Overall expenditures are generally below the benchmark at this time of the year because reserve fund transfers, other agency transfers and most capital expenditures are incurred in the latter half of the year. The largest line items contributing to this 'lower than benchmark' result are Capital Expenditures (13%) and Professional Fees (16%) . Total Wage & Benefit costs for the Regional District are at 46% of budget. Individual line item expenditure variances will be discussed later in the Departmental Details by Division section of this report.

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

This schedule lists the total year to date revenues and expenditures for functions within each organizational division. This listing illustrates at a glance the benchmark performance of an individual service.

***Departmental Details by Division***

Appendices 3 to 7 provide a more detailed financial picture for each individual service within the organizational divisions.

***Corporate Services (Appendix 3)***

Grants/Operating/Other Revenues in Corporate Services are at 47%, close to the budget benchmark of 50%.

Overall expenditures for this division are at 43% of budget. The 'Trsf To Other Govt/Agencies' category (54%) consists of transfers of funds to the Vancouver Island Regional Library, E911 services and volunteer fire protection agencies. Wages and Benefits are at 43% of budget. Other Operating Costs is at 9% of budget as 'clothing & gas allowances' and other expenses for fire departments remain to be expended.

***Development Services (Appendix 4)***

Grants/Operating/Other Revenues (57%) are above benchmark for the division due mainly to Building Inspection services revenues (56%). Building permit fee revenues of \$484,886 are down slightly from the same period in 2006 (\$540,100). Emergency Planning operating revenues are 185% of budget due to an unbudgeted UBCM grant of \$38,772 for the West Nile Virus Program.

Overall expenditures for this division are at 42% of budget. While Capital Expenditures (69%) are above the benchmark meaning the purchases for the year are largely completed, Professional Fees (28%), which represent a significant portion of the overall division budget, are below the benchmark. Wages and Benefits for the Division are at 44% of budget.

***Environmental Services (Appendix 5)***

Overall "Grants/Operating/Other Revenues" in Environmental Services (41%) are below the budget benchmark. Solid Waste Management revenues are near the benchmark at 47% of budgeted revenues. The annual billing for Sewerage Collection (98%) and Garbage Collection/Recycling services (92%), as well as the spring billing for Water Supply services (34%) are included in the financial results. Liquid Waste Management "Grants/Operating/Other Revenues" (12%) remain lower than the benchmark because, as noted previously, development cost charge reserves have not yet been recorded as a source of funds for planned capital projects at both the French Creek and Nanaimo wastewater treatment plants. Capital projects are ongoing and expenditures are recorded when paid.

Overall expenditures (25%) for the division remain within expectations for the first half of the year. Transfers to reserves (\$4m) for the various liquid and solid waste management services will be recorded as is our practice, in August. Capital expenditures (11%) reflect the minimal activity which occurs in the spring. Most of the proposed construction projects get underway in the summer months. Wages and Benefits for the Division are at 46% of budget.

***Recreation and Parks Services (Appendix 6)***

Grants/Operating/Other Revenues for this division are at a healthy 66% of budget due to operating results from D69 Recreation Program Coordinating services (56%), Regional Parks (106%)(includes funds from NALT for their share of the purchase of Mt. Benson Regional Park) , Oceanside Place (47%) and the Ravensong Aquatic Center (62%).

Total expenditures for this division are 32% of budget. Expenditures for Oceanside Place Multiplex (46%) and Ravensong Aquatic Center (49%) are close to the benchmark while those for Regional Parks (21%), Community Parks (30%), and Recreation Program Coordinating services (28%) are below the benchmark due to seasonal factors. Expenditures in the Southern Community Recreation and Culture services (3%) are below benchmark pending annual transfers to the City of Nanaimo (Southern Community Recreation) and the Port Theatre.

***Transportation Services (Appendix 7)***

Operating revenues are at the year to date benchmark. Overall division expenditures are at 45% of budget, with Wages and Benefits at 48%. Capital Expenditures and Professional Fees are a relatively small percentage of the overall budget and therefore the typical delay in such expenditures has a minimal impact on the overall results.

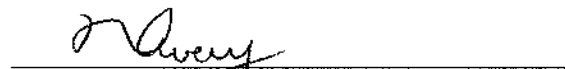
**SUMMARY**

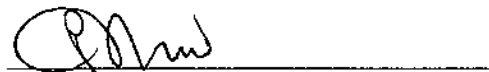
The attached appendices reflect the operating activities of the Regional District recorded up to June 30, 2007. Appendix 1 summarizes the overall results across the organization. To date 56% of budgeted revenues and 33% of budgeted expenditures have been recorded. Grants/Operating/Other Revenues (46%) are close to the benchmark, with varying results in all five divisions for the reasons outlined above. Total expenditures (33%) are lower overall due to the timing of transfers to reserve funds (1%) and the commencement of capital projects (13%) and associated professional fees (16%). Overall Wages and Benefits are at 46% of budget for the year.

**RECOMMENDATION**

That the summary report of financial results from operations to June 30, 2007 be received for information.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
C.A.O. Concurrence

COMMENTS:



GENERAL REVENUE FUND  
June 30, 2007

	CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			RECREATION & PARKS SERVICES			TRANSPORTATION SERVICES			TOTAL REVENUE FUND		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>																		
TAX REQUISITION	\$2,224,818	\$4,449,641	50%	\$ 853,518	\$1,707,020	50%	\$ 5,302,056	\$10,604,107	50%	\$3,033,762	\$6,067,519	50%	\$2,027,778	\$4,055,560	50%	\$13,441,932	\$26,883,847	50%
GRANTS/OPERATING/OTHER	3,326,656	7,090,300	47%	707,098	1,250,590	57%	7,526,389	18,425,478	41%	\$1,143,365	\$1,733,775	66%	\$3,869,448	\$7,686,715	50%	16,572,957	36,185,858	46%
RETAINED EARNINGS	888,010	887,902	100%	1,843,867	1,843,945	100%	6,627,230	6,623,599	100%	\$1,626,901	\$1,626,980	100%	\$924,019	\$924,020	100%	11,910,027	11,906,446	100%
<b>TOTAL REVENUES</b>	<b>6,439,484</b>	<b>12,427,843</b>	<b>52%</b>	<b>3,404,483</b>	<b>4,801,555</b>	<b>71%</b>	<b>19,455,675</b>	<b>35,653,184</b>	<b>55%</b>	<b>5,804,029</b>	<b>9,428,274</b>	<b>62%</b>	<b>6,821,245</b>	<b>12,666,295</b>	<b>54%</b>	<b>41,924,916</b>	<b>74,977,151</b>	<b>56%</b>
<b>EXPENSES</b>																		
OFFICE OPERATING	\$ 538,187	\$ 866,386	62%	\$ 311,074	\$ 764,230	41%	\$ 742,644	\$ 1,772,125	42%	\$243,502	\$474,507	51%	\$919,788	\$1,878,955	49%	\$ 2,755,195	\$ 5,756,203	48%
COMMUNITY GRANTS	0	108,132		0	0		0	0		30,145	85,365	35%	0	0		30,145	193,497	16%
LEGISLATIVE	114,394	259,515	44%	0	0		0	0		0	0		0	0		114,394	259,515	44%
PROFESSIONAL FEES	33,279	318,770	10%	104,073	365,765	28%	171,304	1,266,130	14%	31,284	203,050	15%	\$7,911	\$86,500	9%	347,851	2,240,215	16%
BUILDING OPS & MAINT	76,810	239,480	32%	22,870	60,400	38%	93,190	321,292	29%	247,309	522,246	47%	\$60,313	\$180,150	33%	500,492	1,323,568	38%
VEHICLE OPS & MAINT	40,475	60,970	66%	23,783	33,935	70%	470,382	1,223,474	38%	28,664	110,574	26%	\$1,211,712	\$2,900,335	42%	1,775,016	4,329,288	41%
OTHER EQUIPMENT OPS & MAINT	50,798	104,721	49%	4,377	9,980	44%	0	0		26,674	74,225	36%	\$1,096	\$3,000	37%	82,945	191,926	43%
OTHER OPERATING	15,233	165,120	9%	91,556	223,085	41%	2,451,529	8,202,698	30%	111,397	571,554	19%	\$73,714	\$298,270	25%	2,743,429	9,460,727	29%
WAGES & BENEFITS	864,316	2,016,688	43%	867,143	1,958,015	44%	2,194,049	4,734,596	46%	1,230,746	2,887,615	43%	\$3,220,586	\$6,656,952	48%	8,376,840	18,253,866	46%
RECREATION PROGRAMS	0	0		0	0		0	0		33,813	105,820	32%	\$0	\$0		33,813	105,820	32%
CAPITAL EXPENDITURES	152,407	440,090	35%	47,216	68,345	69%	1,036,561	9,431,266	11%	127,237	604,605	21%	\$6,348	\$110,065	6%	1,369,769	10,654,371	13%
DEBT FINANCING-INTEREST	1,102,119	2,238,965	49%	0	0		705,252	1,359,380	52%	310,313	628,440	49%	\$0	\$0		2,117,684	4,226,785	50%
DEBT FINANCING-PRINCIPAL	515,717	1,475,545	35%	0	0		455,466	913,440	50%	287,630	685,750	42%	\$0	\$0		1,258,813	3,074,735	41%
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		\$0	\$0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	102,050		\$0	\$0		0	102,050	
TRANSFER TO RESERVE FUND	7,415	756,790	1%	9,905	13,405	74%	18,760	4,083,310	0%	720	682,287	0%	\$3,200	\$10,460	31%	40,000	5,546,252	1%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		\$0	\$0		0	0	
TFR TO OTHER GOVT/AGENCIES	1,586,177	2,940,720	54%	0	3,000		0	0		141,336	1,167,595	12%	\$0	\$0		1,727,513	4,111,315	42%
<b>TOTAL EXPENDITURES</b>	<b>5,097,327</b>	<b>11,991,892</b>	<b>43%</b>	<b>1,481,997</b>	<b>3,500,160</b>	<b>42%</b>	<b>8,339,137</b>	<b>33,307,711</b>	<b>25%</b>	<b>2,850,770</b>	<b>8,905,683</b>	<b>32%</b>	<b>\$5,504,668</b>	<b>12,124,687</b>	<b>45%</b>	<b>23,273,899</b>	<b>69,830,133</b>	<b>33%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 1,342,157</b>	<b>\$ 435,951</b>		<b>\$ 1,922,486</b>	<b>\$ 1,301,395</b>		<b>\$ 11,116,538</b>	<b>\$ 2,345,473</b>		<b>\$ 2,953,259</b>	<b>\$ 522,591</b>		<b>\$ 1,316,577</b>	<b>\$ 541,608</b>		<b>\$ 18,651,017</b>	<b>\$ 5,147,018</b>	

**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
June 30, 2007**

**APPENDIX 2**

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
<b>CORPORATE SERVICES</b>								
General Administration	2,772,279	4,626,017	60%	1,652,153	4,351,782	38%	1,120,126	274,235
Electoral Areas Only	186,614	269,665	69%	72,076	182,975	39%	114,538	86,690
D68 E911	45,897	83,875	55%	24,492	73,745	33%	21,405	10,130
D69 E911	233,722	467,440	50%	458,482	466,755	98%	(224,760)	685
Comm Policing & Restorative Justice	2,504	60,001	4%	5,000	60,000	8%	(2,496)	1
Fire Protection								
Volunteer Departments								
Coombs-Hilliers	116,141	222,285	52%	150,958	222,285	68%	(34,817)	0
Dashwood	90,348	252,250	36%	116,669	252,250	46%	(26,321)	0
Meadowood	0	14,000		1,308	14,000	9%	(1,308)	0
Errington	107,880	252,415	43%	148,824	252,415	59%	(40,944)	0
Extension	57,989	112,060	52%	29,901	112,060	27%	28,088	0
Nanaimo River	13,434	17,935	75%	1,481	1,570	94%	11,953	16,365
Nanose Bay	157,103	302,445	52%	61,123	298,285	20%	95,980	4,160
Service Contracts								
Wellington Fire (Area D)	25,633	47,480	54%	866	43,300	2%	24,767	4,180
Yellowpoint Fire (Area A)	63,584	127,160	50%	96	127,160	0%	63,488	0
Parksville Local (Area G)	35,450	72,950	49%	60	72,125	0%	35,390	825
Bow Horn Bay Fire (Area H)	81,738	167,090	49%	106,363	167,090	64%	(24,625)	0
French Creek Fire (Area G)	182,354	309,145	59%	60	270,465	0%	182,294	38,680
Regional Library	664,914	1,329,830	50%	664,916	1,329,830	50%	(2)	0
Municipal Debt Transfers	1,601,900	3,679,400	44%	1,601,901	3,679,400	44%	(1)	0
Feasibility Studies								
Area A	0	0		0	0		0	0
Area B (Sewer)	0	0		0	0		0	0
Area E(Sewer)	0	14,400		598	14,400	4%	(598)	0
Electoral Areas	0	0		0	0		0	0
	<b>6,439,484</b>	<b>12,427,843</b>	<b>52%</b>	<b>5,097,327</b>	<b>11,991,892</b>	<b>43%</b>	<b>1,342,157</b>	<b>435,951</b>
<b>DEVELOPMENT SERVICES</b>								
Building Inspection	1,683,184	2,111,255	80%	579,697	1,227,875	47%	1,103,487	883,380
Bylaw Enforcement								
Animal Control A,B,C,D	66,711	94,760	70%	22,554	61,185	37%	44,157	33,575
Animal Control E,G,H	57,832	93,745	62%	30,356	79,845	38%	27,476	13,900
Animal Control F	16,575	22,780	73%	5,599	14,200	39%	10,976	8,580
Noise Control A	11,717	14,590	80%	2,153	4,525	48%	9,564	10,065
Noise Control B	6,411	8,460	76%	2,126	4,195	51%	4,285	4,265
Noise Control C	9,574	13,955	69%	3,885	7,840	50%	5,689	6,115
Noise Control D	0	0		0	0		0	0
Noise Control E	8,563	10,265	83%	2,114	4,530	47%	6,449	5,735
Noise Control G	6,495	8,315	78%	2,096	4,495	47%	4,399	3,820
Noise Control H	0	0		0	0		0	0
Unightly Premises	17,859	23,930	75%	2,527	8,770	29%	15,332	15,160
Hazardous Properties	3,631	8,005	45%	2,054	6,415	32%	1,577	1,590
General Enforcement	88,118	167,395	53%	88,118	167,395	53%	0	0
Development Planning	928,747	1,516,160	61%	472,233	1,138,438	41%	456,514	377,722
Planning-Engineering Services	425	0		(348)	0		773	0
Long Range Planning	0	5,000		63,931	185,360	34%	(63,931)	(180,360)
Regional Growth Management	309,420	471,425	66%	103,370	385,726	27%	206,050	85,699
Emergency Planning	178,469	210,015	85%	88,780	177,866	50%	89,689	32,149
House Numbering	10,752	21,500	50%	10,752	21,500	50%	0	0
	<b>3,404,483</b>	<b>4,801,555</b>	<b>71%</b>	<b>1,481,997</b>	<b>3,500,160</b>	<b>42%</b>	<b>1,922,486</b>	<b>1,301,395</b>
<b>ENVIRONMENTAL SERVICES</b>								
Environmental Administration	0	0		0	0		0	0
Engineering Services	71,589	243,930	29%	71,589	243,929	29%	0	1
Southern Community Wastewater	3,909,443	8,775,575	45%	1,202,545	8,093,494	15%	2,706,898	682,081
Northern Community Wastewater	2,808,057	7,129,200	39%	2,143,808	7,014,190	31%	664,249	115,010
Duke Point Wastewater	137,288	190,055	72%	62,097	145,967	43%	75,191	44,068
Solid Waste Disposal Facilities	6,884,558	11,676,465	59%	2,547,889	11,524,421	22%	4,336,669	152,044
Solid Waste Collection & Recycling	2,333,066	2,495,649	93%	883,635	2,210,613	40%	1,449,431	285,036
Water Utilities								
Madrona	7,945	7,945	100%	4,219	7,945	53%	3,726	0

**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
June 30, 2007**

	Revenues			Expenditures			Surplus	
	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET	Variance	ACTUAL	BUDGET
Fairwinds	1	0		(49)	0		50	0
Nanoose Bay	75,136	116,990	64%	54,495	116,990	47%	20,641	0
Arbutus Park Estates	0	0		0	0		0	0
West Bay Estates	0	0		0	0		0	0
Driftwood	4,003	7,850	51%	3,924	7,850	50%	79	0
San Pareil	228,881	293,102	78%	62,878	236,627	27%	166,003	56,475
French Creek	145,121	238,555	61%	48,300	191,747	25%	96,821	46,808
Surfside	27,292	38,385	71%	7,704	26,624	29%	19,588	11,761
Decourcey	4,191	6,865	61%	2,389	6,212	38%	1,802	653
Morningstar Creek	2	0		0	0		2	0
Wall Beach	0	0		0	0		0	0
Englishman River	167,836	205,715	82%	26,249	115,245	23%	141,587	90,470
Melrose Place Water	18,305	28,918	63%	8,365	26,816	31%	9,940	2,102
Nanoose Peninsula Water	788,906	1,405,505	56%	471,919	1,280,467	37%	316,987	125,038
Drinking Water Protection	37,997	38,000	100%	21,327	38,000	56%	16,670	0
Nanoose Bay Bulk Water	443,183	905,490	49%	160,854	639,939	25%	282,329	265,551
French Creek Bulk Water	175,833	262,400	67%	29,893	107,218	28%	145,940	155,182
<b>Sewer Utilities</b>								
Fairwinds/Nanoose Coll & Treat	415,674	583,776	71%	137,993	471,446	29%	277,681	112,330
French Creek	535,040	684,475	78%	277,577	625,065	44%	257,463	59,410
Pacific Shores	24,005	38,905	62%	13,801	31,873	43%	10,204	7,032
Surfside Sewer	23,819	30,539	78%	9,121	21,487	42%	14,698	9,052
MacMillan R. Sewer	2,723	3,297	83%	1,644	3,291	50%	1,079	6
Cedar Sewer	0	0		2,284	0		(2,284)	0
Englishman River Stormwater	6,205	8,455	73%	425	3,980	11%	5,780	4,475
Barclay Crescent	121,110	148,480	82%	60,360	56,391	107%	60,750	92,089
Pump & Haul	2,136	2,300	93%	60	2,300	3%	2,076	0
Streetlighting	56,330	86,363	65%	21,842	57,564	38%	34,488	28,799
	<u>19,384,086</u>	<u>35,409,254</u>	<u>55%</u>	<u>8,267,548</u>	<u>33,063,782</u>	<u>25%</u>	<u>11,116,538</u>	<u>2,345,473</u>
<b>RECREATION &amp; PARKS SERVICES</b>								
District 69 Recreation	721,291	1,312,100	55%	343,406	1,228,343	28%	377,885	83,757
Oceanside Place	1,098,171	2,026,490	54%	867,493	1,902,729	46%	230,678	123,761
Ravensong Aquatic Center	1,051,268	1,871,255	56%	858,427	1,760,040	49%	192,841	111,215
Gabriola Island Recreation	45,694	80,705	57%	52,587	74,319	71%	(6,893)	6,386
Southern Community Recreation	389,200	775,520	50%	18,769	775,520	2%	370,431	0
Hotel Room Tax	9,346	25,000	37%	9,346	25,000	37%	0	0
Port Theater	32,695	65,160	50%	0	65,160		32,695	0
Regional Parks	1,787,527	2,319,339	77%	474,446	2,242,706	21%	1,313,081	76,633
<b>Community Parks</b>								
A	148,123	186,375	79%	21,875	167,257	13%	126,248	19,118
B	100,866	160,990	63%	49,229	135,097	36%	51,637	25,893
C	14,155	20,890	68%	6,175	19,151	32%	7,980	1,739
D	42,618	56,970	75%	6,443	42,374	15%	36,175	14,596
E	67,363	89,815	75%	18,624	62,597	30%	48,739	27,218
F	74,150	99,400	75%	39,006	92,621	42%	35,144	6,779
G	59,423	87,170	68%	32,231	85,849	38%	27,192	1,321
H	76,333	127,790	60%	36,395	103,616	35%	39,938	24,174
Area A Recreation	85,806	123,305	70%	16,318	123,304	13%	69,488	1
	<u>5,804,029</u>	<u>9,428,274</u>	<u>62%</u>	<u>2,850,770</u>	<u>8,905,683</u>	<u>32%</u>	<u>2,953,259</u>	<u>522,591</u>
<b>TRANSPORTATION SERVICES</b>								
Gabriola Island Emergency Wharf	9,242	13,420	69%	292	13,420	2%	8,950	0
Southern Community Transportation	6,164,462	11,527,945	53%	5,061,496	11,159,477	45%	1,102,966	368,468
D69 Conventional Transit	647,541	1,124,930	58%	442,880	951,790	47%	204,661	173,140
D69 Custom Transit	0	0		0	0		0	0
	<u>6,821,245</u>	<u>12,666,295</u>	<u>54%</u>	<u>5,504,668</u>	<u>12,124,687</u>	<u>45%</u>	<u>1,316,577</u>	<u>541,608</u>
<b>TOTAL - ALL SERVICES</b>	<u><b>41,853,327</b></u>	<u><b>74,733,221</b></u>	<u><b>56%</b></u>	<u><b>23,202,310</b></u>	<u><b>69,586,204</b></u>	<u><b>33%</b></u>	<u><b>18,651,017</b></u>	<u><b>5,147,018</b></u>



**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
June 30, 2007**

	ADMINISTRATION			ELECTORAL AREAS			PUBLIC SAFETY			FIRE DEPTS			REGIONAL LIBRARY		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>															
TAX REQUISITION	\$311,748	\$623,495	50%	\$83,052	\$166,105	50%	\$329,202	\$658,401	50%	\$835,902	\$1,671,810	50%	\$664,914	\$1,329,830	50%
GRANTS/OPERATING/OTHER	1,714,248	3,256,330	53%	0	0		0	0		10,508	140,170	7%	0	0	
RETAINED EARNINGS	746,283	746,192	100%	103,562	103,560	100%	(47,079)	(47,085)	100%	85,244	85,235	100%	0	0	
<b>TOTAL REVENUES</b>	<b>2,772,279</b>	<b>4,626,017</b>	<b>60%</b>	<b>186,614</b>	<b>269,665</b>	<b>69%</b>	<b>282,123</b>	<b>611,316</b>	<b>46%</b>	<b>931,654</b>	<b>1,897,215</b>	<b>49%</b>	<b>664,914</b>	<b>1,329,830</b>	<b>50%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$442,136	\$660,821	67%	\$40,624	\$88,215	46%	\$6,244	\$12,030	52%	\$49,183	\$105,320	47%	\$0	\$0	
COMMUNITY GRANTS	0	53,132		0	0		0	55,000		0	0		0	0	
LEGISLATIVE	97,244	218,615	44%	17,150	40,900	42%	0	0		0	0		0	0	
PROFESSIONAL FEES	27,105	288,645	9%	1,728	5,725	30%	0	0		3,848	10,000	38%	0	0	
BUILDING OPS & MAINT	65,713	195,805	34%	0	800		44	315	14%	11,053	42,560	26%	0	0	
VEHICLE OPS & MAINT	4,825	4,825	100%	0	0		0	0		35,650	56,145	63%	0	0	
EQUIP OPS & MAINT	32,830	64,971	51%	1,308	2,800	47%	3,729	4,450	84%	12,931	32,500	40%	0	0	
OTHER OPERATING COSTS	12,003	47,120	25%	0	0		0	0		3,230	118,000	3%	0	0	
WAGES & BENEFITS	850,813	1,983,718	43%	11,266	22,735	50%	0	0		2,237	10,235	22%	0	0	
CAPITAL EXPENDITURES	112,069	282,965	40%	0	1,800		0	0		40,338	155,325	26%	0	0	
DEBT FINANCING-INTEREST	0	0		0	0		0	0		5,897	15,025	39%	0	0	
DEBT FINANCING-PRINCIPAL	0	0		0	0		0	0		10,038	20,085	50%	0	0	
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	7,415	551,165	1%	0	20,000		0	1,800		0	183,825		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		477,957	526,905	91%	443,304	1,083,965	41%	664,916	1,329,830	50%
<b>TOTAL EXPENDITURES</b>	<b>\$1,652,153</b>	<b>\$4,351,782</b>	<b>38%</b>	<b>\$72,076</b>	<b>\$182,975</b>	<b>39%</b>	<b>\$487,974</b>	<b>\$600,500</b>	<b>81%</b>	<b>\$617,709</b>	<b>\$1,833,005</b>	<b>34%</b>	<b>\$664,916</b>	<b>\$1,329,830</b>	<b>50%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$1,120,126</b>	<b>\$274,235</b>		<b>\$114,538</b>	<b>\$86,690</b>		<b>(\$205,851)</b>	<b>\$10,816</b>		<b>\$313,945</b>	<b>\$64,210</b>		<b>(\$2)</b>	<b>\$0</b>	

**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
June 30, 2007**

	MUNICIPAL DEBT TRANSFERS			TOTAL CORPORATE SERVICES		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>						
TAX REQUISITION	\$0	\$0		\$2,224,818	\$4,449,641	50%
GRANTS/OPERATING/OTHER	1,601,900	3,679,400	44%	3,326,656	7,090,300	47%
RETAINED EARNINGS	0	0		888,010	887,902	100%
<b>TOTAL REVENUES</b>	<b>1,601,900</b>	<b>3,679,400</b>	<b>44%</b>	<b>6,439,484</b>	<b>12,427,843</b>	<b>52%</b>
<b>EXPENSES</b>						
OFFICE OPERATING	\$0	\$0		\$538,187	\$866,386	62%
COMMUNITY GRANTS	0	0		0	108,132	
LEGISLATIVE	0	0		114,394	259,515	44%
PROFESSIONAL FEES	0	0		33,279	318,770	10%
BUILDING OPS & MAINT	0	0		76,810	239,480	32%
VEHICLE OPS & MAINT	0	0		40,475	60,970	66%
EQUIP OPS & MAINT	0	0		50,798	104,721	49%
OTHER OPERATING COSTS	0	0		15,233	165,120	9%
WAGES & BENEFITS	0	0		864,316	2,016,688	43%
CAPITAL EXPENDITURES	0	0		152,407	440,090	35%
DEBT FINANCING-INTEREST	1,096,222	2,223,940	49%	1,102,119	2,238,965	49%
DEBT FINANCING-PRINCIPAL	505,679	1,455,460	35%	515,717	1,475,545	35%
DEBT FINANCING-EXCHANGE	0	0		0	0	
CONTINGENCY	0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		7,415	756,790	1%
TRSF TO OTHER GOVT/AGENCIES	0	0		1,586,177	2,940,720	54%
<b>TOTAL EXPENSES</b>	<b>\$1,601,901</b>	<b>\$3,679,400</b>	<b>44%</b>	<b>\$5,097,327</b>	<b>\$11,991,892</b>	<b>43%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$1)</b>	<b>\$0</b>		<b>\$1,342,157</b>	<b>\$435,951</b>	

REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
June 30, 2007

	COMMUNITY PLANNING			LONG RANGE PLANNING			SUBDIVISION & ENGINEERING			REGIONAL GROWTH MANAGEMENT SERVICES			EMERGENCY PLANNING		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>															
TAX REQUISITION	494,130	988,265	50%	0	0		0	0		162,984	325,965	50%	62,682	125,360	50%
GRANTS/OPERATING/OTHER	50,600	143,875	35%	0	5,000		425	0		973	0		67,629	36,500	185%
RETAINED EARNINGS	384,017	384,020	100%	0	0		0	0		145,463	145,460	100%	48,158	48,155	100%
<b>TOTAL REVENUES</b>	<b>928,747</b>	<b>1,516,160</b>	<b>61%</b>	<b>0</b>	<b>5,000</b>		<b>425</b>	<b>0</b>		<b>309,420</b>	<b>471,425</b>	<b>66%</b>	<b>178,469</b>	<b>210,015</b>	<b>85%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$140,844	\$373,670	38%	\$6,464	\$25,465	25%	\$0	\$0		\$23,133	\$59,595	39%	\$16,117	\$31,795	51%
PROFESSIONAL FEES	16,575	79,000	21%	0	27,500		0	0		1,490	48,000	3%	20,881	40,000	52%
BUILDING OP & MAINTENANCE	11,082	23,400	47%	0	1,200		0	0		3,818	13,000	29%	105	100	105%
VEHICLE OP & MAINTENANCE	5,235	5,235	100%	0	0		0	0		350	350	100%	2,167	2,350	92%
OTHER OPERATING COSTS	27,995	66,790	42%	0	1,000		5	0		11,631	44,870	26%	148	1,850	8%
WAGES & BENEFITS	255,125	569,798	45%	57,467	127,695	45%	(353)	0		62,543	219,506	28%	47,862	97,271	49%
EQUIP OP & MAINTENANCE	3,281	7,600	43%	0	0		0	0		0	0		0	0	
COMMUNITY GRANTS	0	0		0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	5,096	5,945	86%	0	2,500		0	0		0	0		0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	7,000	7,000	100%	0	0		0	0		405	405	100%	1,500	1,500	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0		0	3,000	
<b>TOTAL EXPENDITURES</b>	<b>\$472,233</b>	<b>\$1,138,438</b>	<b>41%</b>	<b>\$63,931</b>	<b>\$185,360</b>	<b>34%</b>	<b>(\$348)</b>	<b>\$0</b>		<b>\$103,370</b>	<b>\$385,726</b>	<b>27%</b>	<b>\$88,780</b>	<b>\$177,866</b>	<b>50%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$456,514</b>	<b>\$377,722</b>		<b>(\$63,931)</b>	<b>(\$180,360)</b>		<b>\$773</b>	<b>\$0</b>		<b>\$206,050</b>	<b>\$85,699</b>		<b>\$89,689</b>	<b>\$32,149</b>	

REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
June 30, 2007

	HOUSE NUMBERING			BUILDING INSPECTION			BYLAW ENFORCEMENT			TOTAL DEVELOPMENT SERVICES		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>												
TAX REQUISITION	10,752	21,500	50%	37,872	75,740	50%	85,098	170,190	50%	853,518	1,707,020	50%
GRANTS/OPERATING/OTHER	0	0		491,675	881,880	56%	95,796	183,335	52%	707,098	1,250,590	57%
RETAINED EARNINGS	0	0		1,153,637	1,153,635	100%	112,592	112,675	100%	1,843,867	1,843,945	100%
<b>TOTAL REVENUES</b>	<b>10,752</b>	<b>21,500</b>	<b>50%</b>	<b>1,683,184</b>	<b>2,111,255</b>	<b>80%</b>	<b>293,486</b>	<b>466,200</b>	<b>63%</b>	<b>3,404,483</b>	<b>4,801,555</b>	<b>71%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$10,752	\$21,500	50%	\$107,232	\$223,520	48%	\$6,532	\$28,685	23%	\$311,074	\$764,230	41%
PROFESSIONAL FEES	0	0		14,924	33,500	45%	50,203	137,765	36%	104,073	365,765	28%
BUILDING OP & MAINTENANCE	0	0		6,615	16,700	40%	1,250	6,000	21%	22,870	60,400	38%
VEHICLE OP & MAINTENANCE	0	0		11,528	16,000	72%	4,503	10,000	45%	23,783	33,935	70%
OTHER OPERATING COSTS	0	0		30,533	68,130	45%	21,244	40,445	53%	91,556	223,085	41%
WAGES & BENEFITS	0	0		376,649	818,745	46%	67,850	125,000	54%	867,143	1,958,015	44%
EQUIP OP & MAINTENANCE	0	0		1,096	2,380	46%	0	0		4,377	9,980	44%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		30,120	47,900	63%	12,000	12,000	100%	47,216	68,345	69%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		1,000	1,000	100%	0	3,500		9,905	13,405	74%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	3,000	
<b>TOTAL EXPENDITURES</b>	<b>\$10,752</b>	<b>\$21,500</b>	<b>50%</b>	<b>\$579,697</b>	<b>\$1,227,875</b>	<b>47%</b>	<b>\$163,582</b>	<b>\$363,395</b>	<b>45%</b>	<b>\$1,481,997</b>	<b>\$3,500,160</b>	<b>42%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,103,487</b>	<b>\$883,380</b>		<b>\$129,904</b>	<b>\$102,805</b>		<b>\$1,922,486</b>	<b>\$1,301,395</b>	

REGIONAL DISTRICT OF NANAIMO  
 ENVIRONMENTAL SERVICES  
 June 30, 2007

	ENV SVCS ADMINISTRATION			LIQUID WASTE MANAGEMENT			SOLID WASTE MANAGEMENT			GARBAGE COLLECTION/RECYCLING		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>												
TAX REQUISITION	\$0	\$0		\$3,940,542	\$7,881,090	50%	\$201,150	\$402,305	50%	\$0	\$0	
GRANTS/OPERATING/OTHER	0	0		728,450	6,031,550	12%	4,041,542	8,632,290	47%	1,989,664	2,152,254	92%
RETAINED EARNINGS	0	0		2,185,796	2,182,190	100%	2,641,866	2,641,870	100%	343,402	343,395	100%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>		<b>6,854,788</b>	<b>16,094,830</b>	<b>43%</b>	<b>6,884,558</b>	<b>11,676,465</b>	<b>59%</b>	<b>2,333,066</b>	<b>2,495,649</b>	<b>93%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$0	\$0		\$279,068	\$592,787	47%	\$272,258	\$664,575	41%	\$77,853	\$165,823	47%
PROFESSIONAL FEES	0	0		49,373	331,300	15%	73,046	575,410	13%	51	7,500	1%
BUILDING OP & MAINTENANCE	0	0		40,646	128,075	32%	27,749	75,100	37%	1,074	2,145	50%
VEHICLE OP & MAINTENANCE	0	0		159,080	443,635	36%	254,831	648,358	39%	944	1,785	53%
WAGES & BENEFITS	0	0		728,702	1,468,109	50%	1,004,026	2,213,825	45%	28,893	74,284	39%
OPERATIONAL COSTS	0	0		514,501	1,688,865	30%	743,201	3,471,483	21%	771,570	1,958,416	39%
CAPITAL EXPENDITURES	0	0		875,613	7,580,330	12%	37,572	1,112,750	3%	2,590	0	
DEBT FINANCING - INT	0	0		426,222	852,445	50%	82,350	164,700	50%	0	0	
DEBT FINANCING - PRINCIPAL	0	0		329,880	659,760	50%	45,366	90,730	50%	0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		5,365	1,508,365	0%	7,490	2,507,490	0%	660	660	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>		<b>\$3,408,450</b>	<b>\$15,253,671</b>	<b>22%</b>	<b>\$2,547,889</b>	<b>\$11,524,421</b>	<b>22%</b>	<b>\$883,635</b>	<b>\$2,210,613</b>	<b>40%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>		<b>\$3,446,338</b>	<b>\$841,159</b>		<b>\$4,336,669</b>	<b>\$152,044</b>		<b>\$1,449,431</b>	<b>\$285,036</b>	

REGIONAL DISTRICT OF NANAIMO  
 ENVIRONMENTAL SERVICES  
 June 30, 2007

	WATER SUPPLY			SEWAGE COLLECTION			STREET LIGHTING			ENV SVCS ENGINEERING			TOTAL ENVIRONMENTAL SERVICES		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>															
TAX REQUISITION	\$766,770	\$1,533,532	50%	\$363,882	\$727,770	50%	\$29,712	\$59,410	50%	\$0	\$0		\$5,302,056	\$10,604,107	50%
GRANTS/OPERATING/OTHER	339,827	1,004,163	34%	355,201	360,836	98%	116	455	25%	71,589	243,930	29%	7,526,389	18,425,478	41%
RETAINED EARNINGS	1,018,035	1,018,025	100%	411,629	411,621	100%	26,502	26,498	100%	0	0		6,627,230	6,623,599	100%
<b>TOTAL REVENUES</b>	<b>2,124,632</b>	<b>3,555,720</b>	<b>60%</b>	<b>1,130,712</b>	<b>1,500,227</b>	<b>75%</b>	<b>56,330</b>	<b>86,363</b>	<b>65%</b>	<b>71,589</b>	<b>243,930</b>	<b>29%</b>	<b>19,455,675</b>	<b>35,653,184</b>	<b>55%</b>
<b>EXPENSES</b>															
ADMINISTRATION	\$76,298	\$255,163	30%	\$27,723	\$69,857	40%	\$498	\$1,045	48%	\$8,946	\$22,875	39%	\$742,644	\$1,772,125	42%
PROFESSIONAL FEES	39,394	291,265	14%	1,092	34,155	3%	0	0		8,348	26,500	32%	171,304	1,266,130	14%
BUILDING OP & MAINTENANCE	15,710	77,445	20%	5,092	26,277	19%	2,919	12,050	24%	0	200		93,190	321,292	29%
VEHICLE OP & MAINTENANCE	30,658	91,565	33%	24,869	38,131	65%	0	0		0	0		470,382	1,223,474	38%
WAGES & BENEFITS	285,431	598,572	48%	93,386	190,909	49%	0	843		53,611	188,054	29%	2,194,049	4,734,596	46%
OPERATIONAL COSTS	107,734	375,694	29%	295,414	661,314	45%	18,425	43,626	42%	684	3,300	21%	2,451,529	8,202,698	30%
CAPITAL COST	116,753	614,661	19%	4,033	120,525	3%	0	0		0	3,000		1,036,561	9,431,266	11%
DEBT FINANCING - INT	146,029	294,735	50%	50,651	47,500	107%	0	0		0	0		705,252	1,359,380	52%
DEBT FINANCING - PRINCIPAL	80,220	162,950	49%	0	0		0	0		0	0		455,466	913,440	50%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	4,240	39,630	11%	1,005	27,165	4%	0	0		0	0		18,760	4,083,310	0%
CONTRIBUTION FROM OTHER FND	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0		0	0	
<b>TOTAL EXPENSES</b>	<b>\$902,467</b>	<b>\$2,801,680</b>	<b>32%</b>	<b>\$503,265</b>	<b>\$1,215,833</b>	<b>41%</b>	<b>\$21,842</b>	<b>\$57,564</b>	<b>38%</b>	<b>\$71,589</b>	<b>\$243,929</b>	<b>29%</b>	<b>\$8,339,137</b>	<b>\$33,307,711</b>	<b>25%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$1,222,165</b>	<b>\$754,040</b>		<b>\$627,447</b>	<b>\$284,394</b>		<b>\$34,488</b>	<b>\$28,799</b>		<b>\$0</b>	<b>\$1</b>		<b>\$11,116,538</b>	<b>\$2,345,473</b>	

**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
June 30, 2007**

	REGIONAL PARKS			COMMUNITY PARKS			AREA A RECREATION			D69 RECREATION COORDINATING			OCEANSIDE PLACE		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>															
TAX REQUISITION	554,004	1,108,009	50%	251,268	502,525	50%	37,500	75,000	50%	500,088	1,000,180	50%	613,650	1,227,305	50%
GRANTS/OPERATING/OTHER	417,238	395,045	106%	4,891	0		0	0		117,404	208,040	56%	277,405	592,070	47%
RETAINED EARNINGS	816,285	816,285	100%	326,872	326,875	100%	48,306	48,305	100%	103,799	103,880	100%	207,116	207,115	100%
<b>TOTAL REVENUES</b>	<b>1,787,527</b>	<b>2,319,339</b>	<b>77%</b>	<b>583,031</b>	<b>829,400</b>	<b>70%</b>	<b>85,806</b>	<b>123,305</b>	<b>70%</b>	<b>721,291</b>	<b>1,312,100</b>	<b>55%</b>	<b>1,098,171</b>	<b>2,026,490</b>	<b>54%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$18,408	\$33,865	54%	\$14,658	\$35,842	41%	\$1,251	\$835	150%	\$53,056	\$111,100	48%	\$78,802	\$147,580	53%
PROFESSIONAL FEES	16,501	118,000	14%	2,472	39,500	6%	9,898	10,000	99%	0	14,500		381	16,050	2%
BUILDING OP & MAINTENANCE	12,044	31,225	39%	2,190	8,646	25%	0	0		7,164	14,325	50%	106,029	229,575	46%
VEHICLE OP & MAINTENANCE	5,938	22,105	27%	617	2,000	31%	0	0		8,134	32,909	25%	10,276	45,705	22%
OTHER OPERATING COSTS	57,072	323,904	18%	26,577	188,795	14%	304	245	124%	10,213	18,575	55%	4,458	16,530	27%
WAGES & BENEFITS	101,100	266,905	38%	107,680	254,539	42%	4,865	10,174	48%	224,660	680,579	33%	354,953	786,879	45%
EQUIP OP & MAINTENANCE	0	1,000		0	0		0	0		1,096	2,275	48%	11,487	43,750	26%
COMMUNITY GRANTS	0	0		0	0		0	0		26,409	77,865	34%	262	1,000	26%
RECREATION PROGRAMS	0	1,500		0	4,875		0	0		9,517	53,545	18%	4,629	9,400	49%
CAPITAL EXPENDITURES	112,152	505,855	22%	0	35,000		0	0		2,977	3,750	79%	3,248	15,500	21%
DEBT FINANCING - INTEREST	18,789	46,600	40%	12,914	24,620	52%	0	0		0	0		156,264	312,530	50%
DEBT FINANCING - PRINCIPAL	82,262	275,000	30%	6,870	13,745	50%	0	0		0	0		136,524	273,050	50%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	102,050		0	0		0	0	
TRANSFER TO RESERVE FUND	180	566,747	0%	0	85,000		0	0		180	180	100%	180	5,180	3%
TRANSFER FROM RESERVE FUN	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	50,000	50,000	100%	36,000	16,000	225%	0	0		0	218,740		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$474,446</b>	<b>\$2,242,706</b>	<b>21%</b>	<b>\$209,978</b>	<b>\$708,562</b>	<b>30%</b>	<b>\$16,318</b>	<b>\$123,304</b>	<b>13%</b>	<b>\$343,406</b>	<b>\$1,228,343</b>	<b>28%</b>	<b>\$867,493</b>	<b>\$1,902,729</b>	<b>46%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$1,313,081</b>	<b>\$76,633</b>		<b>\$373,053</b>	<b>\$120,838</b>		<b>\$69,488</b>	<b>\$1</b>		<b>\$377,885</b>	<b>\$83,757</b>		<b>\$230,678</b>	<b>\$123,761</b>	

**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
June 30, 2007**

	RAVENSONG AQUATIC CENTER			GABRIOLA ISL RECREATION			SOUTHERN COMMUNITY RECREATION & CULTURE			TOTAL RECREATION & PARKS SERVICES		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>												
TAX REQUISITION	623,454	1,246,910	50%	34,896	69,795	50%	418,902	837,795	50%	3,033,762	6,067,519	50%
GRANTS/OPERATING/OTHER	316,586	513,120	62%	388	500	78%	9,454	25,000	38%	1,143,366	1,733,775	66%
RETAINED EARNINGS	111,228	111,225	100%	10,410	10,410	100%	2,885	2,885	100%	1,626,901	1,626,980	100%
<b>TOTAL REVENUES</b>	<b>1,051,268</b>	<b>1,871,255</b>	<b>56%</b>	<b>45,694</b>	<b>80,705</b>	<b>57%</b>	<b>431,241</b>	<b>865,680</b>	<b>50%</b>	<b>5,804,029</b>	<b>9,428,274</b>	<b>62%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$75,612	\$142,440	53%	\$455	\$845	54%	\$1,260	\$2,000	63%	\$243,502	\$474,507	51%
PROFESSIONAL FEES	2,032	5,000	41%	0	0		0	0		31,284	203,050	15%
BUILDING OP & MAINTENANCE	101,113	194,650	52%	0	0		18,769	43,825	43%	247,309	522,246	47%
VEHICLE OP & MAINTENANCE	3,699	7,780	48%	0	75		0	0		28,664	110,574	26%
OTHER OPERATING COSTS	12,756	23,280	55%	17	225	8%	0	0		111,397	571,554	19%
WAGES & BENEFITS	432,623	878,365	49%	4,865	10,174	48%	0	0		1,230,746	2,887,615	43%
EQUIP OP & MAINTENANCE	14,091	27,200	52%	0	0		0	0		26,674	74,225	36%
COMMUNITY GRANTS	3,474	6,500	53%	0	0		0	0		30,145	85,365	35%
RECREATION PROGRAMS	19,667	36,500	54%	0	0		0	0		33,813	105,820	32%
CAPITAL EXPENDITURES	8,860	44,500	20%	0	0		0	0		127,237	604,605	21%
DEBT FINANCING - INTEREST	122,346	244,690	50%	0	0		0	0		310,313	628,440	49%
DEBT FINANCING - PRINCIPAL	61,974	123,955	50%	0	0		0	0		287,630	685,750	42%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	102,050	
TRANSFER TO RESERVE FUND	180	25,180	1%	0	0		0	0		720	682,287	0%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		47,250	63,000	75%	8,086	819,855	1%	141,336	1,167,595	12%
<b>TOTAL EXPENDITURES</b>	<b>\$858,427</b>	<b>\$1,760,040</b>	<b>49%</b>	<b>\$52,587</b>	<b>\$74,319</b>	<b>71%</b>	<b>\$28,115</b>	<b>\$865,680</b>	<b>3%</b>	<b>\$2,850,770</b>	<b>\$8,905,683</b>	<b>32%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$192,841</b>	<b>\$111,215</b>		<b>(\$6,893)</b>	<b>\$6,386</b>		<b>\$403,126</b>	<b>\$0</b>		<b>\$2,953,259</b>	<b>\$522,591</b>	



**REGIONAL DISTRICT OF NANAIMO  
TRANSPORTATION SERVICES  
June 30, 2007**

	DESCANSO BAY EMERGENCY WHARF			SOUTHERN COMMUNITY TRANSIT			NORTHERN COMMUNITY TRANSIT			TOTAL TRANSPORTATION SERVICES		
	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR	ACTUAL 2007	BUDGET 2007	% VAR
<b>REVENUES</b>												
TAX REQUISITION	\$4,182	\$8,360	50%	\$1,771,098	\$3,542,200	50%	\$252,498	\$505,000	50%	\$2,027,778	\$4,055,560	50%
GRANTS/OPERATING/OTHER	0	0		3,591,239	7,183,620	50%	278,209	503,095	55%	3,869,448	7,686,715	50%
RETAINED EARNINGS	5,060	5,060	100%	802,125	802,125	100%	116,834	116,835	100%	924,019	924,020	100%
<b>TOTAL REVENUES</b>	<b>\$9,242</b>	<b>\$13,420</b>	<b>69%</b>	<b>\$6,164,462</b>	<b>\$11,527,945</b>	<b>53%</b>	<b>\$647,541</b>	<b>\$1,124,930</b>	<b>58%</b>	<b>\$6,821,245</b>	<b>\$12,666,295</b>	<b>54%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$292	\$125	234%	\$640,640	\$1,304,330	49%	\$278,856	\$574,500	49%	\$919,788	\$1,878,955	49%
PROFESSIONAL FEES	0	0		7,911	86,500	9%	0	0		7,911	86,500	9%
BUILDING OP. & MAINT.	0	4,030		60,313	176,120	34%	0	0		60,313	180,150	33%
VEHICLE OP. & MAINT.	0	2,005		1,211,712	2,898,330	42%	0	0		1,211,712	2,900,335	42%
OTHER OPERATING COSTS	0	0		73,714	285,020	26%	0	13,250		73,714	298,270	25%
WAGES & BENEFITS	0	0		3,056,562	6,292,912	49%	164,024	364,040	45%	3,220,586	6,656,952	48%
EQUIP. OP & MAINT	0	0		1,096	3,000	37%	0	0		1,096	3,000	37%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
RECREATION PROGRAMS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		6,348	110,065	6%	0	0		6,348	110,065	6%
DEBT FINANCING - INT.	0	0		0	0		0	0		0	0	
-PRINCIPAL	0	0		0	0		0	0		0	0	
-EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	7,260		3,200	3,200	100%	0	0		3,200	10,460	31%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$292</b>	<b>\$13,420</b>	<b>2%</b>	<b>\$5,061,496</b>	<b>\$11,159,477</b>	<b>45%</b>	<b>\$442,880</b>	<b>\$951,790</b>	<b>47%</b>	<b>\$5,504,668</b>	<b>\$12,124,687</b>	<b>45%</b>
<b>NET SURPLUS</b>	<b>\$8,950</b>	<b>\$0</b>		<b>\$1,102,966</b>	<b>\$368,468</b>		<b>\$204,661</b>	<b>\$173,140</b>		<b>\$1,316,577</b>	<b>\$541,608</b>	



**MEMORANDUM**

RDN			
CAO	<i>W</i>	GMF&IS	
GMDS		GMR&PS	
GMES		GMTS	
AUG 21 2007			
SMCA			
CHAIR		BOARD	
<i>Aug 28 Board</i>			

**TO:** Sean De Pol  
Manager of Liquid Waste

**DATE:** July 20, 2007

**FROM:** Nadine Schwager  
Liquid Waste Coordinator

**FILE:** 4520-20-72

**SUBJECT:** Pump and Haul Bylaw Amendment  
600 South Road, Gabriola Island

**PURPOSE**

To consider an amendment to Bylaw 975 which established the Regional District of Nanaimo’s Pump and Haul program.

**BACKGROUND**

The pump and haul service was established to provide a solution for those properties unable to obtain a permit for an on site septic disposal system. In order to apply for a permit under this bylaw the following conditions must be met:

- the applicant must have a valid holding tank permit issued by Vancouver Island Health Authority
- the parcel must be greater than 700 m<sup>2</sup>
- the parcel is for existing uses and the disposal system has failed, or the parcel is currently vacant and will only be used for the construction of a single family residence
- the parcel cannot be further subdivided or stratified according to existing zoning or a restrictive covenant
- a community sewer system is not available
- including the parcel will not facilitate development of any additional units on the property
- the development conforms to zoning bylaws

A person wishing to incorporate a property into the Pump and Haul Service Area must first apply to the Regional District of Nanaimo to amend the Pump and Haul Bylaw No. 975. A Restrictive Covenant shall be registered against the title of the land in question in accordance with section 219 of the Land Title Act. The Restrictive Covenant shall require that the owners of the lot maintain a contract with a pump out company with a copy of the current contract always deposited with the Regional District of Nanaimo; the owners of the lot connect to sewers when they become available and the owners shall not subdivide or construct any additional units on the property.

A request has been received to include the following property into the Pump and Haul function:

Lot 84, Sections 12 and 13, Plan 21531, Nanaimo Land District  
600 South Road, Gabriola Island, Electoral Area ‘B’.

Robert Shields and Rosheen Holland have petitioned the RDN to include their property into the Regional District of Nanaimo Pump and Haul Local Service Area, Bylaw No. 975. The property is used for horticulture. The owners wish to construct a building to sell their produce, with domestic wastewater from one toilet and a sink. A permit from the Environmental Health officer at the Central Vancouver Island Health Region approved the property for a holding tank. The property is greater than 700 m<sup>2</sup> in area and the property currently conforms to the existing zoning bylaw.

A Restrictive Covenant will be registered on the property requiring that a continuous contract with a pump out company be on file with the Regional District of Nanaimo, that the owners will connect to sewers when they become available and that the owners shall not subdivide or construct any additional units on the property.

**ALTERNATIVES**

1. Do not accept the application.
2. Accept the application.

**FINANCIAL IMPLICATIONS**


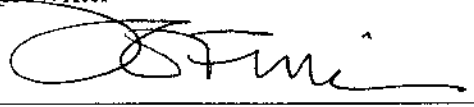
There are no financial implications. The applicant pays an application fee and an annual user fee. The Pump and Haul program is a user pay service.


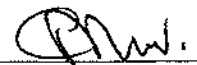
**SUMMARY/CONCLUSIONS**

The application meets all requirements for inclusion into the Pump and Haul function, specifically the parcel size is greater than 700 m<sup>2</sup>, a community sewer is not available, a holding tank permit was obtained under the Provincial Sewage Disposal Regulation and the property currently conforms to the existing zoning bylaw. A Restrictive Covenant has been prepared for the property requiring that the owners of the lot maintain a contract with a pump out company with a copy of the current contract always deposited with the Regional District of Nanaimo; the owners of the lot connect to sewers when they become available and the owners shall not subdivide or construct any additional units on the property.

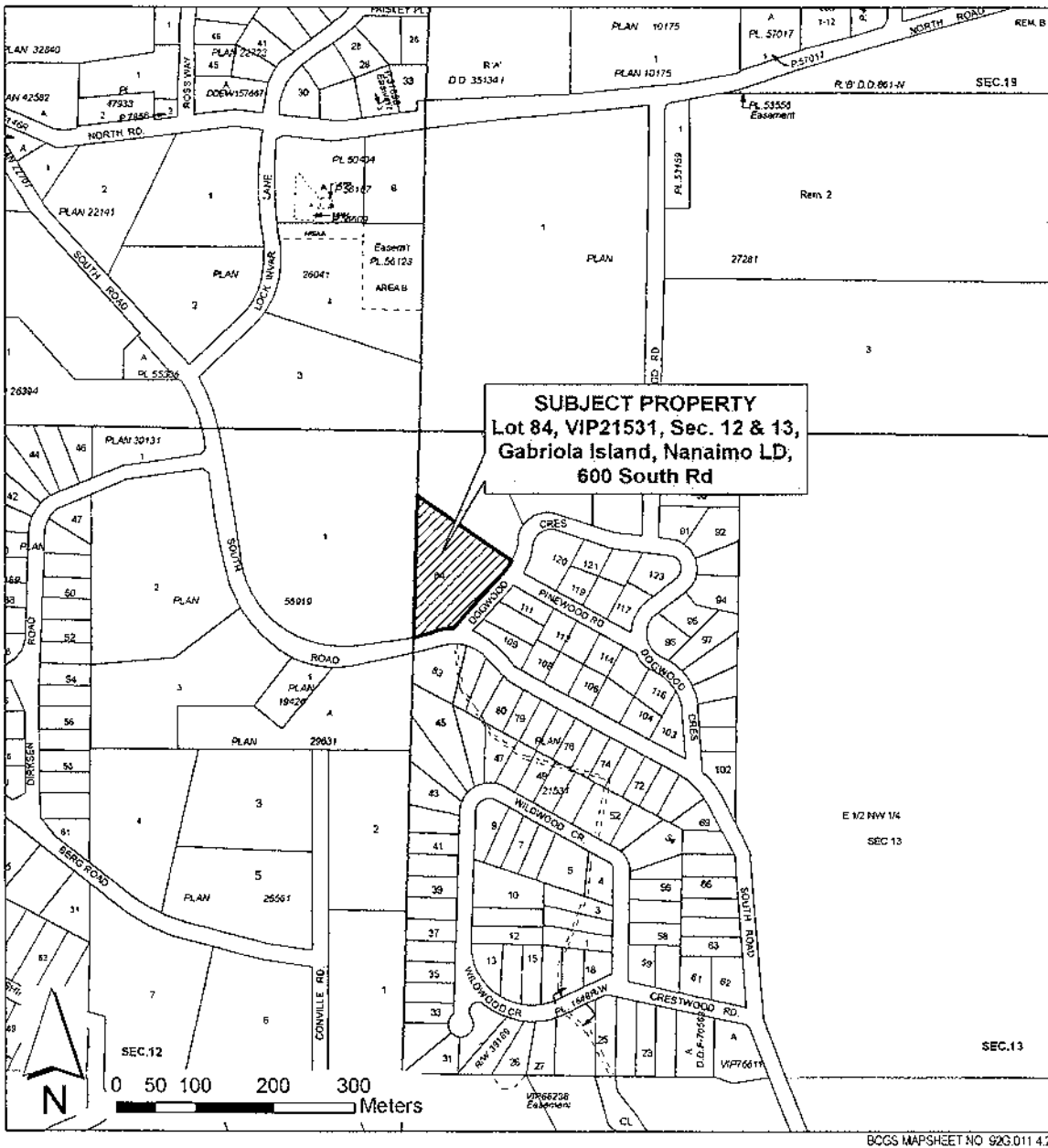
**RECOMMENDATIONS**

1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to include Lot 84, Sections 12 and 13, Plan 21531, Nanaimo Land District. (600 South Road, Gabriola Island).
2. That "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.46, 2007" be introduced and read three times.

for   
Report Writer  
  
General Manager Concurrence

  
Manager Concurrence  
  
CAO Concurrence

COMMENTS:



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 975.46**

**A BYLAW TO AMEND THE REGIONAL  
DISTRICT OF NANAIMO PUMP AND  
HAUL LOCAL SERVICE AREA  
ESTABLISHMENT BYLAW NO. 975**

WHEREAS Regional District of Nanaimo Pump and Haul Local Service Area Establishment Bylaw No. 975, as amended, established the pump and haul local service area;

AND WHEREAS the Directors of Electoral Areas 'B', a defined portion of 'C', 'E', 'F', 'G' and 'H' have consented, in writing, to the adoption of this bylaw;

AND WHEREAS the Councils of the City of Nanaimo and the District of Lantzville have consented, by resolution, to the adoption of Bylaw No. 975.46;

AND WHEREAS the Board has been requested to amend the boundaries of the local service area to include the following property:

Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District (Electoral Area 'B')

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

1. Schedule 'A' of Bylaw No. 975 is hereby repealed and replaced with Schedule 'A' attached hereto and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.46, 2007".

Introduced and read three times this 28th day of August, 2007.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

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Chairperson

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Sr. Mgr., Corporate Administration

**BYLAW NO. 975.46**

**SCHEDULE 'A'**

**Electoral Area 'B'**

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot 177, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
11. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
12. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
13. Lot 14, Section 21, Plan 5958, Nanaimo Land District
14. Lot 108, Section 13, Plan 21531, Nanaimo Land District
15. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District

**Electoral Area 'C' (Defined portion)**

**Electoral Area 'E'**

1. Lot 69, District Lot 68, Plan 30341, Nanoose Land District.
2. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
3. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
4. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
5. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
6. Lot 5, District Lot 78, Plan 25366, Nanoose Land District.
7. Lot 24, District Lot 68, Plan 30341, Nanoose Land District.
8. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
9. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
10. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
11. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
12. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
13. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
14. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.

**Electoral Area 'F'**

1. Lot 22, District Lot 74, Plan 29012, Cameron Land District.
2. Lot 2, District Lot 74, Plan 36425, Cameron Land District.
3. Lot A, Salvation Army Lots, Plan 1115, Except part in Plan 734 RW, Nanoose Land District.
4. Strata Lot 179, Block 526, Strata Plan VIS4673, Cameron Land District.
5. Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.
6. Strata Lot 181, Block 526, Strata Plan VIS4673, Cameron Land District.
7. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.
8. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

**Electoral Area 'G'**

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

**Electoral Area 'H'**

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. District Lot 2001, Nanaimo Land District.
8. Lot 1, District Lot 40, Plan 16121, Newcastle District

**City of Nanaimo**

1. Lot 43, Section 8, Plan 24916, Wellington Land District.

**District of Lantzville**

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.
3. Lot 1, District Lot 85, Plan 15245, Wellington Land District.





RON	
CAO	GMF&IS
GMDS	GMR&PS
GMES	GMTS
AUG 21 2007	
SMCA	
CHAIR	
Aug 28 Board	

**MEMORANDUM**

**TO:** John Finnie  
General Manager of Environmental Services

**DATE:** August 14, 2007

**FROM:** Mike Donnelly  
Manager of Utilities

**FILE:** 5500-20-SR-01

**SUBJECT:** Surfside Sanitary Sewer – Proposed Property Inclusions

**PURPOSE**

To provide further information as per the Board’s request, regarding the proposed inclusion of six properties into the Surfside Sanitary Sewer Service Area in advance of a larger expansion of the service area being proposed for another 66 lots.

**BACKGROUND**

At the June 2007 Board meeting, a report was considered that discussed the inclusion of six properties into the Surfside Sanitary Sewer Service Area. This inclusion was being recommended prior to a broader, more extensive public process to be held this fall to consider inclusion of a larger number of properties (66) into the Surfside Sanitary Sewer Service Area.

The Board referred the report back to staff due to concerns that separate approval of the six properties may reduce support for the larger project when it proceeds to the petitioning process. While the process identified by staff is workable, a recent legal review suggests that including the six properties in the larger project would be the preferred approach given the complexity of advancing servicing options for the same service area with two groups of properties and two petitioning processes.

The six properties in question were being considered for inclusion prior to the larger public process as they have direct access to an existing sanitary service main and they agreed to pay their share of the original estimated cost per lot for the larger project in advance.

Since the June report to the Board, a more detailed engineering pre-design for the expansion of sanitary sewer has been completed. The pre-design outlines the work necessary to complete this project and includes updated estimated engineering and construction costs. As part of the pre-design work staff required that a geotechnical review be carried out to determine soil conditions and implications for construction. The consultants concluded that ground water conditions in the area are problematic and will add significantly to both the engineering and construction costs for the project.

Updated construction costs and additional costs associated with ground water issues will result in the estimated construction costs per lot to increase from \$13,920 to \$22,854. In addition to this cost are capital and latecomer fees of \$3,072 and administrative costs of \$1,133 for a total of approximately \$27,059 per lot. Prior to obtaining the updated construction costs the total cost per lot including all charges was estimated to be \$16,992.

## **ALTERNATIVES**

1. Advise the six applicants that the inclusion of their properties will now be included in larger sanitary sewer service expansion project and that the funds received to date from those property owners will be returned.
2. Provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

The original recommended approach for the six properties in question was to accept their applications to expand the Surfside Sanitary Sewer Service Area subject to payment of the applicable fees and charges and their portion of the estimated costs for the future expansion of the sanitary sewer collection system. The current cost projections indicate that the construction costs for the project have increased by about \$9000 per lot. The original petition is no longer valid due to this cost increase so accepting the six properties for inclusion based on that petition is not an option.

For Alternative 1 the funds currently held for each applicant property would be returned and those properties would be included in the single process to expand the collection system to service the 72 lots.

It is unlikely that any senior government grants would be available to support this project so the total cost of the project would have to be borne by the benefiting residents.

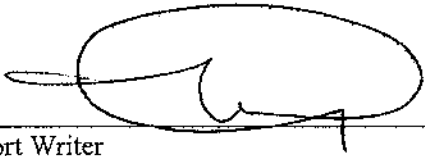
## **CONCLUSIONS**

Considering the administrative and legal complexities involved in initially considering only six of the 72 properties for inclusion into the Surfside Sewer Service area, and given that the construction costs have increased significantly for those inclusions, it is recommended that the six properties be included in the larger sanitary sewer service expansion project.

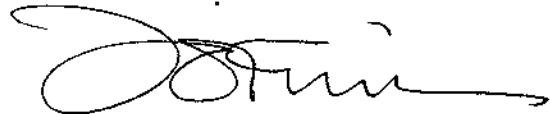
This means that support for connection of those six properties and all other properties within the proposed sewer service area expansion will be determined by a petitioning process for the entire area. If successful, the project will be considered for the 2008/2009 project years. If the petition for the service area fails, then individual requests for connection could be considered and individually, residents would be required to pay for the costs of extending service to their particular property.

**RECOMMENDATIONS**

1. That the applicants, as listed in the June 2007 report to the Board (*Inclusion of Properties into the Surfside Sewer and Northern Community Sewer Local Service Areas (Flamingo / McFeely / Surfside Drive), Electoral Area G*), for inclusion into the Surfside Sanitary Sewer Service Area be advised that the inclusion of their properties will now be considered as part of the larger sanitary sewer service area expansion.
2. That funds received by the RDN from the six properties as part of their application for inclusion in the sanitary sewer area be refunded.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS: