

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE**

**TUESDAY, MARCH 10, 2009**

**7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

**MINUTES**

5-16 Minutes of the regular Committee of the Whole meeting held February 10, 2009 and the Special Committee of the Whole meeting held February 3, 2009.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

17-18 **Phil Marchant and Cleone Rateliffe**, re Outdoor Burning. Area 'B'.

19-25 **Tom Campbell, Royal Canadian Legion**, re Request for Remembrance Project Support.

26-30 **Blaine Sepos, Occanside Tourism Association**, re 2008 Fourth Quarter Progress Report.

**UNFINISHED BUSINESS**

***CORPORATE ADMINISTRATION SERVICES***

31-32 Renewal of Property Management Services Contract – DTZ Barnicke.

33-42 Grants-in-Aid Advisory Committee.

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

43-59 Operating Results to December 31, 2008.

60-68 Bylaw No. 1570 - 2009 to 2013 Financial Plan.

69-87 2009 Parcel Tax Rate Bylaws.

## **HOSPITAL**

88-92            Bylaw No. 147 - Nanaimo Regional Hospital District Annual Budget.

## ***DEVELOPMENT SERVICES***

### **BUILDING & BYLAW**

93-95            Contravention of Unsightly Premises Regulatory Bylaw No. 1073 - 2128 Minto Avenue – Area 'A'.

*Delegations wishing to speak to Contravention of Unsightly Premises at 2128 Minto Avenue – Area 'A'.*

### **EMERGENCY PLANNING**

96-99            Use of RDN Transit Buses During an Emergency or Disaster.

## ***RECREATION AND PARKS SERVICES***

## ***TRANSPORTATION AND SOLID WASTE SERVICES***

### **TRANSPORTATION**

2009 Transit Expansion Update. (To be circulated)

### **SOLID WASTE**

100-105            Amendment Bylaw No. 1531.01 - Solid Waste Management Regulation.

106-109            Amendment Bylaw No. 1009.12 - Garbage and Recyclable Materials Collection Rates.

## ***WATER AND WASTEWATER SERVICES***

### **WATER**

110-113            Nanoose Bulk Water Pump Station -- Use of Development Cost Charge Funds.

114-130            Water User Rate Amendments – Bylaw No.'s 1468.04, 619.15, 1172.09, 1383.05, 700.16, 1434.04, and 1097.11.

131-141            Sanitary Sewer User Rate Amendments – Bylaw No.'s 1241.05, 765.13, 422.16, and 1472.04.

## COMMISSION, ADVISORY & SELECT COMMITTEE

### District 69 Recreation Commission.

142-146 Minutes of the District 69 Recreation Commission meeting held February 19, 2009.  
(for information)

1. *That the Commission endorses the following Youth Grants:*

<i>Ballenas Secondary School Dry Grad Committee</i>	
<i>- entertainment &amp; rental costs</i>	<i>1,250</i>
<i>Kwalikum Secondary School Dry Grad Committee - event expenses</i>	<i>1,250</i>
<i>Oceanside Community Arts Council - World Music Program</i>	<i>1,300</i>
<i>Oceanside Minor Hockey Association - female hockey program</i>	<i>2,950</i>
<i>Qualicum Beach Fire Dept - Youth Fire Camp</i>	<i>1,500</i>
<i>Ravensong Aquatic Club - pool rental</i>	<i>2,500</i>

2. *That the Commission endorses the following Community Grants:*

<i>Errington Therapeutic Riding Assoc - program expenses &amp; equipment</i>	<i>1,500</i>
<i>Lighthouse Recreation Commission - program costs</i>	<i>2,500</i>
<i>Oceanside Track &amp; Field Club - facility improvements &amp; equipment</i>	<i>1,000</i>
<i>Parksville Pirates Senior Ball Team - uniforms &amp; equipment</i>	<i>600</i>
<i>Parksville Seniors Activity &amp; Drop-in Centre</i>	<i>269</i>
<i>Parksville Seniors Athletic Group - softball equipment</i>	<i>2,500</i>

3. *That staff be requested to investigate the cost of the preparation and the staff implications involved in the development of a District 69 Parks and Trail Guide, including parks and trails in the City of Parksville, the Town of Qualicum Beach, Electoral Areas 'E', 'F', 'G' and 'H'.*

### East Wellington/Pleasant Valley Parks and Open Space Advisory Committee.

147-149 Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held January 26, 2009. (for information)

*That the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:*

*That the Electoral Area 'C' (Defined 'D') Community Parks Function Budget be approved as amended with the addition of \$5,000 for development costs for Meadow Drive Community Park."*

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

150-152 Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held January 15, 2009. (for information)

*That inappropriate use and operation of ATV's in public parks and trails which is a public safety concern and causing damage to public lands be referred to the Union of BC Municipalities for consideration and action.*

**Sustainability Select Committee.**

153-176

Minutes of the Sustainability Select Committee meeting held February 18, 2009. (for information)

***Regional Benefits of Green Buildings.***

*That the report be received, and that staff be directed to continue with the research projects outlined in the Green Building Action Plan and that staff investigate the development of a communications strategy to effectively explain the benefits of building green and to foster an understanding and acceptance with the community for achieving green building targets.*

***Proposed Hamilton Marsh Park and Development Proposal by Island Timberlands.***

*That the staff report entitled "Hamilton Marsh & French Creek Proposal, Island Timberlands" be received for information.*

***Carbon Neutral Operations and the Climate Action Revenue Incentive Program.***

*That this report be received for information and that the RDN Sustainability Coordinator make a presentation on Carbon Neutral Operations at the upcoming Board Seminar for Strategic Planning.*

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

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

**ADJOURNMENT**

**IN CAMERA**

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON TUESDAY, FEBRUARY 10, 2009 AT 7:00 PM IN THE RDN BOARD CHAMBERS

#### Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director E. Mayne	City of Parksville
Director T. Westbrook	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director L. Sherry	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director I. McNabb	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director B. Holdom	City of Nanaimo

#### Also in Attendance:

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

#### CALL TO ORDER

The Chairperson welcomed Alternate Directors Van Eynde and Pattje to the meeting.

#### DELEGATIONS

##### Mr. Dave Buck, re Parkland Donation.

Mr. Buck provided an overview of his proposal for subdivision and donation of parkland for his property at 3210 Jingle Pot Road. Written reference material was also distributed to the Board for their information.

**Mr. Kris Obrigewitsch, International Composting Corporation, re Organic Waste Treatment and the Zero Waste Initiative.**

Mr. Obrigewitsch provided a power point presentation on the history of the International Composting Corporation and it's working relationship with the RDN with a summary of their accomplishments in composting and their proposal to move forward through the addition of a gasification process.

**Mr. John Cheek, Nanaimo Wood Products Recycling Ltd., re Diversion of Wood Waste and Asphalt Shingles from RDN Disposal Facilities.**

Mr. Cheek provided background information on the Nanaimo Wood Products Recycling service including a number of items which are being accepted for recycling at this establishment. Mr. Cheek requested that the Board consider banning asphalt shingles from the landfill and extending the ban on wood to promote these products as recyclable goods.

**MINUTES**

MOVED Director McNabb, SECONDED Director Van Eynde, that the minutes of the Committee of the Whole meeting held January 13, 2009 be adopted.

CARRIED

***CORPORATE ADMINISTRATION SERVICES***

**Snuneymuxw First Nations Protocol Agreement.**

MOVED Director McNabb, SECONDED Director Holdom, that the Protocol Agreement between the Snuneymuxw First Nations and the Regional District of Nanaimo be approved as presented.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the Protocol Agreement Working Group Terms of Reference be approved as presented.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that Katherine Gordon be contracted on a per meeting basis to provide facilitation and administrative support to the Protocol Agreement Working Group.

CARRIED

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

**Amendment Bylaw No. 1385.04 – Bow Horn Bay Fire Protection Service Boundary Reduction.**

MOVED Director Bartram, SECONDED Director Rudischer, that "Bow Horn Bay Fire Protection Local Service Area Amendment Bylaw No. 1385.04, 2009" be introduced, read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

**Bylaw No. 1557 – To Establish Development Cost Charges for the Barclay Crescent Sewer Service.**

MOVED Director Bartram, SECONDED Director McNabb, that "Barclay Crescent Sewer Service Area Development Cost Charges Bylaw No. 1557, 2009" be introduced for first and second readings and be sent forward for public consultation.

CARRIED

***DEVELOPMENT SERVICES***

**BUILDING & BYLAW**

**Property Maintenance Contravention – 1415 Spruston Road – Area ‘C’.**

Mr. Uzelac requested a one month extension to allow him to complete the required work on his property.

MOVED Director Young, SECONDED Director Burnett, that should this matter not be rectified by March 31, 2009 pursuant to “Unsightly Premises Regulatory Bylaw No. 1073, 1996”, the Board direct the owners of the above-noted property to remove from the premises those items set out in the attached resolution within fourteen (14) days, or the work will be undertaken by the Regional District of Nanaimo’s agents at the owner’s cost.

CARRIED

**PLANNING**

**Offer of Park Land Dedication – Buck – 3210 Jingle Pot Road – Area ‘C’.**

MOVED Director Young, SECONDED Director Burnett, that the offer of park land dedication in exchange for support of a two lot subdivision in conjunction with the parcel legally described as Lot 14, Section 14, Range 4, Mountain District, Plan VIP80079 be declined.

CARRIED

***RECREATION AND PARKS SERVICES***

**PARKS**

**Land Acquisition Process – Policy A1.21.**

MOVED Director McNabb, SECONDED Director Bartram, that the Land Acquisition Process Policy A1.21 be adopted as revised in Appendix 1.

CARRIED

**Electoral Area Parks and Open Space Advisory Committees – Terms of Reference.**

MOVED Director Bartram, SECONDED Director Rudischer, that the revised Terms of References as shown in Appendix 1 for the following Electoral Area Parks and Open Space Advisory Committees be approved:

- East Wellington/Pleasant Valley
- Nanoose Bay
- Electoral Area ‘F’
- Electoral Area ‘G’
- Electoral Area ‘H’

CARRIED

MOVED Director Bartram, SECONDED Director Rudischer, that the Terms of Reference for the Electoral Area ‘B’ Parks and Open Space Advisory Committee as shown in Appendix II be approved.

CARRIED

***TRANSPORTATION AND SOLID WASTE SERVICES***

**SOLID WASTE**

**Solid Waste Management Service – Reserve Fund Expenditure re Church Road Transfer Station Retrofit, Redevelopment & Expansion.**

MOVED Director Sherry, SECONDED Director Holdom, that the Board approve the release of up to \$2.75 million from the Solid Waste Management reserve fund for the retrofit, redevelopment and expansion of the Church Road Transfer Station.

CARRIED

**Electoral Area ‘H’ Pilot Yard Waste Program – Progress Report.**

MOVED Director Bartram, SECONDED Director Burnett, that the Board continue the pilot yard waste drop-off program in Electoral Area ‘H’ and implement one more two day drop-off event in 2009.

CARRIED

***WATER AND WASTEWATER SERVICES***

**WASTEWATER**

**2009 Water & Sewer Infrastructure Study Grant Applications.**

MOVED Director Van Eynde, SECONDED Director Bestwick, that the Board support applications to the Ministry of Community Development for Infrastructure Planning (Study) Grant applications for the following Water and Wastewater Services program initiatives:

***Wastewater Services Department***

1. Force mains and Interceptor Lines Capital Asset Management Project
2. Nanoose Pollution Control Centre Upgrade and Expansion Plan
3. Biosolids Management Strategy
4. Inflow and Infiltration Study
5. Source Control Management Study
6. Septic Maintenance Program

***Water Services Department***

1. Water Well Safety Program
2. Water Conservation Plans
3. Incentive Programs
4. Team WaterSmart Education Outreach Program
5. Compilation and Mapping of Existing Groundwater and Surface Water Data
6. Web Site Development
7. Educational Video Streaming Project
8. San Pareil Pump Station and Reservoir Upgrade Pre-Design

CARRIED

**WATER**

**Amendment Bylaw No. 947.05 – Fairwinds Sewer Service Boundary Extension.**

MOVED Director Van Eynde, SECONDED Director McNabb, that “Fairwinds Sewerage Facilities Local Service Area Amendment Bylaw No. 947.05, 2009” be introduced and read three times.

CARRIED



**Surfside Sewer Service – Petition Results for Proposed Boundary Extension.**

MOVED Director Westbrook, SECONDED Director Sherry, that the staff report on the petition results for the proposed Surfside Sanitary Sewer Service Area expansion be received for information and that staff be directed to consult with the two property owner groups who may be in favour of a service area expansion and to report back to the Board accordingly.

CARRIED

**Surfside Water Service – Reserve Fund Expenditure.**

MOVED Director McNabb, SECONDED Director Bartram, that up to \$12,500 of the Surfside Water Service Area reserve funds be utilized for the purposes of purchasing and installing a back-up power generator.

CARRIED

**San Pareil Water Service - Security Issuing Bylaw Drawdown.**

MOVED Director Johnstone, SECONDED Director McNabb, that a drawdown of up to \$30,000 from "Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No. 1395, 2004" for the pre-design of pump station, reservoir and on-site distribution piping upgrades be approved.

CARRIED

**Nanoose Bay Peninsula Water Service – Reserve Fund Expenditure.**

MOVED Director Van Eynde, SECONDED Director Bestwick, that existing reserve funds in place for the Madrona, Fairwinds, West Bay, Nanoose and Arbutus Water Service Areas be utilized for the purposes of upgrading three system well pumps and for the completion and connection of the Claudet Road well in order to improve water supply capacity and distribution integrity in the Nanoose Bay Peninsula Water Service Area.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Recreation Commission.**

MOVED Director Bartram, SECONDED Director Van Eynde, that the minutes of the District 69 Recreation Commission meeting held January 22, 2009 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Van Eynde, that staff be directed to undertake a review of the District 69 Recreation Commission Grant in Aid Program to be presented at the March 2009 Commission meeting.

CARRIED

MOVED Director Bartram, SECONDED Director Van Eynde, that an extension to the Track and Field Facility Feasibility Study be approved through to June 30, 2009 as funded by the UBCM School Connections Program and that the scope of the study be broadened to include exploration of potential sites for an outdoor sports complex as identified in the 2006 Recreation Services Master Plan.

CARRIED

MOVED Director Bartram, SECONDED Director Van Eynde, that the District 69 School District representative to the District 69 Recreation Commission and one other commission member be appointed to the Track and Field Feasibility Study Committee.

CARRIED

MOVED Director Bartram, SECONDED Director Van Eynde, that Commissioner Patterson be appointed to the Track and Field Feasibility Study Committee as the second District 69 Recreation Commission representative.

CARRIED

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

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held January 21, 2009 be received for information.

CARRIED

**Regional Solid Waste Advisory Committee.**

MOVED Director Sherry, SECONDED Director McNabb, that the minutes of the Regional Solid Waste Advisory Committee meeting held January 15, 2009 be received for information.

CARRIED

**Regional Parks and Trails Advisory Committee.**

MOVED Director McNabb, SECONDED Director Biggemann, that the minutes of the Regional Parks & Trails Advisory Committee meeting held January 21, 2009 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the request for funding from the Friends of Morden Mine Society for \$4,000 be approved and staff be directed to enter into a funding agreement with the Friends of Morden Mine for the Society to undertake a strategic plan for the Morden Mine site in collaboration with the Regional District and BC Parks.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the Regional Parks and Trails Function Budget be approved as presented.

CARRIED

**Transit Select Committee.**

MOVED Director McNabb, SECONDED Director Burnett, that the minutes of the Transit Select Committee meeting held January 22, 2009 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the RDN support in principle a gas tax that would reduce the need for residential taxes for transit and that RDN staff work with BC Transit and Ministry of Transportation staff to explore alternative funding methods for the Nanaimo Regional Transit System.

MOVED Director Bartram, SECONDED Director Burnett, that the words "in the Nanaimo Regional Transit System service area" be inserted between the words "tax" and "that".

CARRIED

The question was called on the motion as amended.

The motion CARRIED.

MOVED Director McNabb, SECONDED Director Holdom, that a letter be sent to Don Buchner, Executive Director, Wheels for Wellness Society, encouraging the Society to explore ways to raise awareness of financial problems and increase contributions.

CARRIED

#### **Sustainability Select Committee.**

MOVED Director Burnett, SECONDED Director Holdom, that the minutes of the Sustainability Select Committee meeting held January 21, 2009 be received for information.

CARRIED

#### **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

##### **Diversion of Wood Waste.**

MOVED Director Westbroek, SECONDED Director Young, that staff prepare a report on the implications of diverting waste and the opportunities that are available through private recycling businesses; and further that the report be forwarded to the Regional Solid Waste Advisory Committee for their input and then forwarded to the Committee of the Whole.

CARRIED

#### **ADJOURNMENT**

MOVED Director McNabb, SECONDED Director Johnstone, that this meeting terminate.

CARRIED

TIME: 8:36 PM

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CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, FEBRUARY 3, 2009 AT 7:00 PM  
IN THE RDN BOARD CHAMBERS

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	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 E. Mayne	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director I. McNabb	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearce	Senior Manager, Corporate Administration
N. Avery	Gen. Manager of Finance & Information Services
D. Trudeau	Gen. Mgr. of Transportation & Solid Waste Services
J. Finnie	General Manager of Environmental Services
P. Thorkelsson	General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Tonn	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Director Unger to the meeting.

***CORPORATE ADMINISTRATION SERVICES***

**2009 Departmental Work Plans.**

MOVED Director McNabb, SECONDED Director Holme, that the Board receive, for information, the department work plans for 2009.

CARRIED

*FINANCE AND INFORMATION SERVICES*

**FINANCE**

**2009 Proposed Budget Overview.**

MOVED Director Westbrook, SECONDED Director Burnett, that the operating grant to Nanaimo Area Land Trust (NALT) of \$30,000 be added to the Regional Parks Operations Service budget.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the Community/Youth Grants be maintained at the current level of \$62,500.

CARRIED

MOVED Director McNabb, SECONDED Director Biggemann, that the operating grant to Arrowsmith Community Enhancement Society (ACES) be increased by \$6,000 and be included in the D69 Recreation Coordinating Service budget.

DEFEATED

MOVED Director Bartram, SECONDED Director Rudischer, that the consulting service budget amount of \$136,000 for Drinking Water Protection remain in the 2009 budget.

CARRIED

MOVED Director McNabb, SECONDED Director Holme, that the marketing budget item of \$42,255 be decreased by \$20,000 in the Southern/Northern Community Transit Service budget.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that bus stop trip marker replacement budget item of \$18,750 be decreased by \$9,375 in the Southern/Northern Community Transit Service budget.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that the Community/Youth Grants budget item remain at \$62,500 in the D69 Recreation Service budget.

CARRIED

MOVED Director Westbrook, SECONDED Director Bartram, that the requisition for General Grants in Aid budget be approved at \$18,000.

CARRIED

MOVED Director Young, SECONDED Director Bartram, that the interpretive sign for an Area 'C' new park budget item be decreased by \$12,500 in the Electoral Area 'C' Community Park Service budget.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that the grant to Nanoose Bay Elementary PAC for accessible playground budget item remain at \$25,000 in the Electoral Area 'F' Community Park Service budget.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the \$25,000 community group grant to build a community hall in the Electoral Area 'F' Community Park Service budget be deferred.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the park development budget item be decreased by \$10,000 in the Electoral Area 'H' Community Park Service budget.

CARRIED

MOVED Director Johnstone, SECONDED Director Holme, that the lawn mower/Gator ATV replacement budget item in the amount of \$80,000 in the Solid Waste Management Service budget be deferred.

CARRIED

MOVED Director Holme, SECONDED Director Mayne, that the vehicle replacement budget item be decreased by \$30,000 to allow for the replacement of only one vehicle in the Water/Sewer Utilities Service budget.

CARRIED

MOVED Director Holme, SECONDED Director Westbrook, that the water testing station budget item remain at \$19,500 in the Water Utilities Service budget.

CARRIED

MOVED Director Young, SECONDED Director Ruttan, that the SCADA budget item of \$17,350 in the Water Utilities Service budget be deferred.

CARRIED

MOVED Director Westbrook, SECONDED Director Ruttan, that the seismic analysis budget item \$20,000 in the Northern Community Wastewater Service budget be deferred.

CARRIED

MOVED Director Westbrook, SECONDED Director McNabb, that the annual benchmarking fee and the ISO certification audit budget items in the Northern Community Wastewater Service budget remain at \$4,800 and \$2,800 respectively.

CARRIED

MOVED Director Holme, SECONDED Director Mayne, that the odour control at the Hall Road pump station budget item of \$70,000 in the Northern Community Wastewater Service budget be deferred.

CARRIED

MOVED Director Westbrook, SECONDED Director Unger, that the septage metering station budget item of \$150,000 in the Northern Community Wastewater Service budget be completed over two years and the budget be reduced by \$75,000 in 2009.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that the seismic analysis budget item in the Southern Community Wastewater Service budget remain at \$30,000.

CARRIED

MOVED Director Kipp, SECONDED Director Holdom, that the survey of the interceptor line budget item in the Southern Community Wastewater Service budget remain at \$10,000.

CARRIED

MOVED Director Sherry, SECONDED Director Ruttan, that the odour control at the Chase River pump station budget item in the Southern Community Wastewater Service budget remain at \$70,000.

CARRIED

MOVED Director Holdom. SECONDED Director McNabb, that ISO annual audit budget item in the Southern Community Wastewater Service budget remain at \$7,000.

CARRIED

MOVED Director McNabb, SECONDED Director Johnston, that the shop floor sweeper budget item of \$18,000 in the Southern/Northern Community Transit Service budget be deferred for one year.

CARRIED

MOVED Director Kipp, SECONDED Director Burnett, that the part time clerical (beginning in July 2009) position in the Bylaw Enforcement/Emergency Planning Services budgets be approved.

CARRIED

MOVED Director Westbroek, SECONDED Director McNabb, that the Human Resources Advisor position (beginning in July 2009) in the Corporate Services budget be approved.

CARRIED

MOVED Director Holdom. SECONDED Director Unger, that the Equipment Operator position in the Solid Waste Management Service budget be approved.

CARRIED

MOVED Director Bartram, SECONDED Director McNabb, that the Program Coordinator position in the Drinking Water Protection Service budget be approved.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the Parks Planner position (June 2009) in the Regional/Community Parks Services budgets be approved.

DEFEATED

MOVED Director McNabb, SECONDED Director Burnett, that the Parks Operations Coordinator position (June 2009) in the Regional/Community Parks Services budgets be approved.

MOVED Director Holme, SECONDED Director Young, that the Parks Planner budget item be reconsidered.

CARRIED

MOVED Director Holme, SECONDED Director Young, that the Parks Planner position (June 2009) in the Regional/Community Parks Services budgets be approved.

CARRIED

MOVED Director Holme, SECONDED Director Westbroek, that the Parks Operations Coordinator position (June 2009) in the Regional/Community Parks Service budgets be deferred for one year.

CARRIED

MOVED Director Bartram, SECONDED Director Young, that the Superintendent position in the Ravensong Aquatic Center Service budget be approved.

CARRIED

MOVED Director Westbroek, SECONDED Director Ruttan, that the Body Shop Person position in the Southern/Northern Community Transit Service budget be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Westbrook, that the 2009 proposed budget be approved as presented with amendments as approved at the February 3, 2009 Special Committee of the Whole meeting.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:30 PM

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CHAIRPERSON



Feb. 16, 2009

Chairman Mr. Joe Stanhope,  
Area B Director Mrs. G. Rudischer,  
Directors of the R.D.N.,  
Reg. Dist. Of Nanaimo.

CAO		COUNCIL	
CNDP		COUNCIL	
CNER		COUNCIL	
FEB 18 2009			
STACA		COUNCIL	
CHIEF		COUNCIL	
COUNCIL			

Subject -- Outdoor Burning

Dear Mr. Stanhope and Directors;

We wish to propose an outdoor burning by-law for Area B which would be similar To Burning By-law #601 that the Town of Qualicum enacted July 7, 2007. We suggest that a clause be included banning the use of burn barrels, incinerators and outdoor wood and trash furnaces or boilers.

The reasons for this request are many, and are prompted by the fact that when there are clusters of small lots, as there are in Area B, there are always a few individuals who do not, and will not understand the issues of health, nuisance, danger and the lack of necessity to burn outdoors. Existing provincial regulations are so nebulous that when the fire chief is called to a bothersome site, there is little he can do and his time is usually wasted, and so frictions develop between neighbors which cannot be resolved.

Health ---- There is a growing amount of information relating to the harmful effects from the inhalation of smoke. There are also more jurisdictions that are starting to ban outdoor burning. A few websites are the following:

- Airhalthbc.ca
- burn barrel.org
- B.C. Lung Association

We have witnessed a mother with babe in arms placing plastic into a burning burn barrel and standing in the smoke. An adjacent neighbor, on a less than 1/2 acre lot, has had 25 to 30 active burn piles in the last year, once, 7 days in a row. We know that there are people with asthma who suffer when outdoor burning occurs.

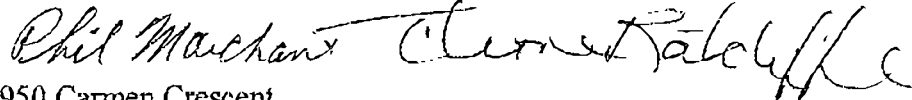
Nuisance ---- Besides having to put up with smelly and harmful smoke from a neighbors outdoor burn pile, which can include plastics, paint cans, tarpaper and accelerants, many residents with small lots have roof water systems. Ash ends up in our drinking water, on our decks and on our clotheslines which are there to conserve energy. Clothes that are drying and smoke and ash do not go together.

Danger ---- We have examples of persistent backyard burning in our neighborhood where the fires are below trees, resulting in scorched branches. Why wait for a serious fire to happen before taking action with this sort of behavior?

Necessity ---- Gabriola has a mandated garbage and blue box collection system.  
We have a recycle depot that takes newsprint, cardboard, etc. etc..  
Chipping is available as is trucking.  
Proper composting will look after vegetable matter.  
One can usually find a spot for branches.  
A designated burn site in a remote location could be explored. Our  
experience when we cleared for home and septic field was that we had the  
excavator/trucker haul away ten truckloads of stumps, roots and branches  
to a private designated burn site.

In conclusion we insist that all reasonable efforts to protect air quality, the air we  
breathe, must absolutely take priority over open burning activities, and this can only be  
done with good regulations. Clean fresh air has been a gift to us. Why do we tolerate it  
being fouled before we breathe it?

Phil Marchant and Cleone Ratcliffe



950 Carmen Crescent  
Gabriola Island, B.C. V0R1X2

c.c. R.D.(Rick) Jackson  
Fire Chief -- Gabriola Island

Sheila Malcolmson  
Debra Ferens  
Islands Trustees -- Gabriola Island

B.C. Lung Association  
Air Health B.C.

Mr. Bob McKechnie -- Chair Gabriola Fire Protection Improvement District

## Burgoyne, Linda

---

**From:** Campaign Office [campaignoffice@fenety.com]  
**Sent:** Thursday, February 26, 2009 11:39 AM  
**To:** Burgoyne, Linda  
**Subject:** Royal Canadian Legion  
**Attachments:** Letter&Rates05.pdf, Comox Valley Veterans Ad.pdf, RD Kootenay Boundary.pdf, RD of Fort-George Legion Ad.pdf

**Importance:** High

HELLO JOE & BOARD,

I AM VERY PLEASED TO ATTACH THE INFORMATION ON THIS VERY IMPORTANT PROJECT OF THE ROYAL CANADIAN LEGION. THE BOOK WILL BE A FIRST CLASS, FULL SIZED 8 1/2 X 11 PUBLICATION OF APPROX. 400 PGS FEATURING 800-900 PICTURES OF OUR BRITISH COLUMBIA VETERANS WITH BIOS ON EACH AS WELL AS A NUMBER OF INFORMATION PICES ON OUR CURRENT BRITISH COLUMBIA TROOPS IN AFGHANISTAN.

THE PUBLICATION WILL BE DISTRIBUTED FREE OF CHARGE THIS YEAR ON REMEMBRANCE DAY AT OUR 156 LEGION BRANCHES AND COPIES WILL BE PROVIDED TO OUR HOSPITALS, SCHOOLS AND PUBLIC LIBRARIES IN NANAIMO AND SURROUNDING MUNICIPALITIES AS AN EDUCATIONAL AID. ALL OF THE PROCEEDS RAISED GO TO BC'S RETURNING MILITARY PERSONAL WITH POST TRAUMATIC STRESS DISORDER, VETERANS. AND OUR LEGION SPONSORED COMMUNITY PROGRAMS.

WE WOULD LIKE TO INVITE THE REGIONAL DISTRICT OF NANAIMO TO SHOW IT'S RECOGNITION AND APPRECIATION FOR OUR VETERANS BY SUPPORTING OUR REMEMBRANCE PROJECT WITH AN ADVERTISEMENT/SUPPORT MESSAGE

I HAVE ATTACHED A FEW SAMPLE ADS FROM OTHER REGIONAL DISTRICTS FOR YOUR REVIEW, IF YOU WOULD LIKE ANYTHING ELSE, PLEASE LET ME KNOW.

BEST REGARDS,

TOM CAMPBELL  
ROYAL CANADIAN LEGION  
18009649074



**LEGION**  
www.pacificlegion.org

## **British Columbia / Yukon Command The Royal Canadian Legion**

### ***“Military Service Recognition Book”***

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing **15,000 copies** of our Annual **“Military Service Recognition Book”** scheduled for release by Remembrance Day, 2009, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada's largest **“Community Service”** organizations, and we are an integral part of the communities we serve. This project ensures the Legion's continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **156 Branches** and **114 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-800-964-9074**.

**Thank you for your consideration and/or support.**

Sincerely,

**Leon (Red) Thibodeau**  
**President**



**LEGION**  
www.pacificlegion.org

## British Columbia / Yukon Command The Royal Canadian Legion

### *“Military Service Recognition Book”*

#### Advertising Prices

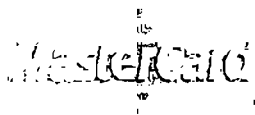
<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$1,709.52 +	\$85.48 =	\$1,795.00
Inside Front/Back Cover (Full Colour)	\$1,519.05 +	\$75.95 =	\$1,595.00
Full Page (Full Colour)	\$1,423.81 +	\$71.20 =	\$1,495.00
Full Page	\$947.62 +	\$47.38 =	\$995.00
½ Page (Full Colour)	\$809.52 +	\$40.48 =	\$850.00
½ Page	\$566.67 +	\$28.33 =	\$595.00
¼ Page (Full Colour)	\$500.00 +	\$25.00 =	\$525.00
¼ Page	\$404.76 +	\$20.24 =	\$425.00
1/10 Page (Business Card)	\$238.10 +	\$11.90 =	\$250.00

G.S.T. Registration # R10 793 3913

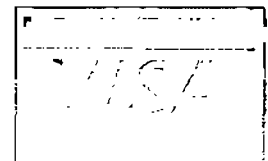
All Business Card advertisements in the publication are printed in black and white only.

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:  
BC/Yukon Command  
The Royal Canadian Legion  
(BC/Y RCL)  
(Campaign Office)  
P O Box 5555  
Vancouver, BC V6B 4B5



DEAR VALUED SUPPORTER:

Thank you for your pledge in support of British Columbia/Yukon Command, The Royal Canadian Legion's "Military Service Recognition Book Project." This annual publication will help identify and recognize many of the Veterans of British Columbia and the Yukon who served their country so well. The book will go a long way to help the Legion in our job as "Keepers of Remembrance" so that none of us forget the selfless contributions made by our veterans. Copies of this publication will also be provided to public and private School Libraries in BC and the Yukon to be used as an education aid for our youth.

There will be 15,000 copies of this book printed and distributed free of charge in communities throughout BC and the Yukon. Proceeds raised from this project will be used by the Legion to improve services to Veterans and the more than 150 Communities we serve.

The Royal Canadian Legion plays an active role in communities throughout BC and the Yukon. With 156 Branches and 110 Ladies Auxiliaries in British Columbia and the Yukon there is not a citizen within our Command whose life isn't touched by The Royal Canadian Legion. The tragedy for the Legion is that often times the public isn't aware of the extent of our work. We have a history of working hard and not really publicizing our contributions.

*What we do ... and what do we do?*

The more than 80,000 members of The Royal Canadian Legion BC/Yukon Command are dedicated to assisting Veterans and their families. We are also equally dedicated to assisting those in need within our communities whether it is seniors or our youth.

**Funding** - The government does not fund The Royal Canadian Legion. We rely on our member's dues, donations from the public and in-house fund raising activities.

*How do we assist seniors and youth within our communities?*

- Since 1956 provide affordable housing numbering in the thousands for seniors throughout BC/Yukon with a construction cost of over \$168,000,000 and a current value many times that amount.
- Provide "assisted living" accommodation for those needing the extra care. Presently this type of accommodation numbers in the hundreds of units with at least four new complexes under construction.
- Support our communities by paying in excess of one million dollars in yearly property taxes.

The Legion combined with our Foundation donates:

- Over half a million dollars annually within BC/Yukon in support of electric beds and lifts, wheelchairs and specialty mattresses, specialized medical equipment, therapeutic gardens, buses and even furnishings and television sets to our hospitals and extended care facilities.
- Half a million dollars raised by the 5000 Ladies Auxiliary members for charities and deserving branch projects.
- Over \$350,000 on Youth Programs, sponsoring a variety of sports teams.
- Over \$275,000 in Bursaries and Scholarships awarded.
- Sponsor over 5,000 cubs, scouts, guides and cadets.
- \$16,500 annually to send young BC athletes and coaches to a Legion-sponsored National Athletic camp and to fund local events.
- \$60,000 annually to the Department of Family Practice at UBC. Over 200 family doctors have graduated since inception in 1978, most of these are in practice in BC, including a large number in rural areas.
- Sponsor Transition programs at UBC and the University of Victoria for our veterans and their families suffering with Post Traumatic Stress Disorder.
- Sponsor "Spinoza Bear" program throughout BC for children suffering with serious illness or stress related disorders.
- Over half a million dollars from poppy funds to ex-service personnel and their dependants in need.

*Thank you for your support.*

Again we thank you for your sponsorship and support of this very worthwhile project.

Sincerely,



Leon (Red) Thibodeau  
President



# Comox Valley

REGIONAL DISTRICT



**Fred Bates**  
Chair, Comox Valley  
Regional District

Each year we honour the veterans of our area and our country who have served in conflicts around the world, putting their own safety at risk in an effort to help others and restore order.

This year Remembrance Day is especially significant as it coincides with the publication of the third annual edition of "The Military Service Recognition Book". This book features over 400 veterans and is distributed free of charge to schools, public libraries and beyond so that many will be able to see and read about the real people who served on our behalf.

On behalf of the Comox Valley Regional District, it gives me great pleasure to support publication of this book in honour of all our veterans.



The residents of the Regional District of Kootenay Boundary thank all veterans and active members for defending our freedoms.

[www.rdkb.com](http://www.rdkb.com)



**Regional District  
of Fort-George**

155 George St.  
Prince George, BC  
V2L 1P8

**250.960.4400**

*Lest We Forget*

# PARKSVILLE AND QUALICUM BEACH

Recreation and Parks  
Regional District of Nanaimo

RDN	
CAC <input checked="" type="checkbox"/>	GMF&IS
GMDS	GMR&PS
GMES	GM'S
FEB 25 2009	
SMCA	<input checked="" type="checkbox"/>
CHAR	BOARD <input checked="" type="checkbox"/>
Corres.	

February 17, 2009

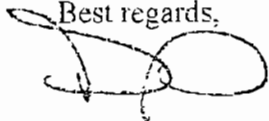
Chairperson Joe Stanhope and Regional District Board of Directors  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Dear Chairperson Stanhope and Board of Directors:

I have enclosed OTA's 2008 fourth quarter progress report toward Schedule A of our Service Agreement for your review.

Please contact me with any questions.

Best regards,



Blain Sepos  
Executive Director

Cc: Mr. Tom Osborne, RDN Recreation and Parks  
Oceanside Tourism Association Board of Directors

## OCEANSIDE TOURISM ASSOCIATION

1000 Highway 100, Nanaimo, BC V9T 6N2

Phone: 250-248-6300 • Fax: 250-248-6308 • [www.VisitParksvilleQualicumBeach.com](http://www.VisitParksvilleQualicumBeach.com)

PARKSVILLE AND  
QUALICUM BEACH  
*Vancouver Island's Oceanside Region*

TO: Chair and Board of Directors, Regional District of Nanaimo  
FROM: Blain Sepos, Executive Director, Oceanside Tourism Association (OTA)  
SUBJECT: OIA Service Agreement, Schedule A – 2008 Fourth Quarter Progress  
DATE: February 16, 2009

.....

Purpose:

To inform the Chair and Board of Directors of OTA's 2008 activities relating to Schedule "A" of our Service Agreement.

1. *External Marketing – the OTA shall develop, maintain, and deliver a program for the external tourism marketing of tourism assets located in Electoral Areas E, F, G, and H.*

First Quarter Progress – OTA implemented strategies outlined in our 2008 Marketing Plan.

Second Quarter Progress – As above.

Third Quarter Progress – As above.

Fourth Quarter Progress – As above.

2. *Requests for Information – the OTA shall prepare and distribute tourism information packages in response to requests.*

First Quarter Progress – OTA fulfilled 548 requests for information (up 37% from same period in 2007) by mailing our Travel & Accommodation Guide / Activities & Maps Guide to potential visitors in the first quarter of 2008.

Second Quarter Progress – OTA fulfilled 492 requests for information (curiously, exactly the same number as in the same period of 2007) by mailing our Travel & Accommodation Guide / Activities & Maps Guide to potential visitors in the second quarter of 2008. OTA has fulfilled 1,040 requests up to the end of the second quarter of 2008.

Third Quarter Progress – OTA fulfilled 2,678 requests for information by mailing our Travel & Accommodation Guide / Activities & Maps Guide to potential visitors in the third quarter of 2008. OTA has fulfilled 3,718 requests up to the end of the third quarter of 2008.

Fourth Quarter Progress – OTA fulfilled 174 requests for information by mailing our Travel & Accommodation Guide / Activities & Maps Guide to potential visitors in the fourth quarter of 2008. OTA fulfilled 3,892 direct requests during 2008 – a 10% increase from 2007.

- 3. Guide – the OTA shall prepare, publish, and distribute the Oceanside Tourism Guide. Copies will be made available to the Regional District for distribution at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building at 6300 Hammond Bay Road in Nanaimo.*

First Quarter Progress - OTA distributed 13,688 Travel & Accommodation Guides (up 179% from 2007) and nearly 38,438 Activities & Maps Guides (up 126% from 2007) in the first quarter of 2008. The Activities & Maps Guide was made available at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building.

Second Quarter Progress - OTA distributed 23,165 Travel & Accommodation Guides and nearly 27,300 Activities & Maps Guides in the second quarter of 2008. A total of 36,853 Travel & Accommodation Guides and 65,738 Activities & Maps Guides were distributed up to the end of the second quarter of 2008. The Activities & Maps Guide was made available at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building.

Third Quarter Progress - A total of 77,796 Travel & Accommodation Guides and 83,298 Activities & Maps Guides were distributed up to the end of the third quarter of 2008. The Activities & Maps Guide was made available at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building.

Fourth Quarter Progress – OTA distributed the remainder of 2008's Travel & Accommodation Guides and Activities & Maps Guides. The Activities & Maps Guide was made available at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building.

- 4. Website – the OTA shall develop and maintain an up to date website with linkages to other regional sites.*

First Quarter Progress - VisitParksvilleQualicumBeach.com received 119,364 visitors in the first quarter of 2008 – a 7% increase over the same period in 2007. Development continued on the website.

Second Quarter Progress - VisitParksvilleQualicumBeach.com received 183,488 visitors in the second quarter of 2008 – a 63% increase over the same period in 2007. Development continued on the website.

Third Quarter Progress - VisitParksvilleQualicumBeach.com received 135,433 visitors in the third quarter of 2008 – a 6% increase over the same period in 2007. Development continued on the website.

Fourth Quarter Progress - VisitParksvilleQualicumBeach.com received 121,477 visitors in the fourth quarter of 2008 – a 22% increase over the same period in 2007. Total visits in 2008 equals 559,762 – a 34% increase over 2007.

5. *Tourist Map – the OTA shall prepare and distribute a local area map for tourist use. Copies will be made available to the Regional District for distribution at Ravensong Pool in Qualicum Beach, Oceanside Place in Parksville, and the Regional District Administration building at 6300 Hammond Bay Road in Nanaimo.*

First Quarter Progress - The Activities & Maps Guide offers visitors better maps than ever before. They are available throughout the region and at RDN facilities.

Second Quarter Progress – As above.

Third Quarter Progress – As above.

Fourth Quarter Progress – As above.

6. *Liaison - The OTA shall be the conduit for information flows between the tourism community and the Regional District and shall liaise between the two parties as required.*

First Quarter Progress – Ongoing dialogue with RDN staff and liaising with Director George Holme.

Second Quarter Progress – As above.

Third Quarter Progress - As above.

Fourth Quarter Progress – As above.

7. *General Support -- the OTA shall on request, provide advice and guidance to the Regional District on matters related to tourism. In particular, the OTA will work with the Regional District on Regional Parks and Trail development efforts. This could involve sitting on focus groups, task forces, or providing other forms of input upon request.*

First Quarter Progress - Although the opportunity has not presented itself, OTA welcomes the chance to provide advice and guidance to the Regional District on matters related to tourism.

Second Quarter Progress – OTA worked with the 2010 Games Secretariat to shoot high-definition video of the area to be used for promotions at the 08 Summer Games.

Third Quarter Progress – OTA advised and supported the RDN as follows:

- Represented the region in writing descriptions and selecting photography for the Knowledge Network's "Picture BC" project.
- Finalized the 2010 Games Secretariat video project.

Fourth Quarter Progress – OTA had the opportunity to support the RDN by providing it with online "page turning" technology that allows for visitors to flip through the new Regional Parks & Trails Guide from the RDN website. The guide is also available for viewing on the OTA website.

8. *Sport Tourism* – the OTA will work with appropriate parties to expand opportunities and develop a hosting package for sport tourism. The OTA will retain a Sales Manager responsible for marketing Oceanside as a meetings and groups destination which includes the “Sport Tourism” portfolio.

First Quarter Progress - OTA’s contractor has been very active in approaching provincial sports organizations not only to organize tournaments here but also to consider our region for regional meetings and conferences. OTA will attend the BC Sport Tourism Events Marketplace in April.

Second Quarter Progress – OTA attended and followed-up on leads from the BC Sport Tourism Events Marketplace. Initial discussions began on working with Vancouver Island University and RDN staff to develop a sport tourism framework for the region.

Third Quarter Progress – OTA participated in the BC Sport Tourism Network quarterly conference call. Expressed interest to access 2010 Legacies Now funding for sport facility photography and liaised with RDN staff accordingly. Met with Vancouver Island University faculty and students, RDN staff, and the City of Parksville to develop a sport tourism framework for the region.

Fourth Quarter Progress – OTA’s sport tourism activities were as follows:

- Participated in the BC Sport Tourism Network quarterly conference call.
- Accessed 2010 Legacies Now funding for sport facility photography.
- Became 2010 Legacies Now’s “hostingbc.ca” website official contact for region and began updating community profiles.
- Received presentations and reports from Vancouver Island University faculty and students regarding potential sport tourism frameworks for the region.

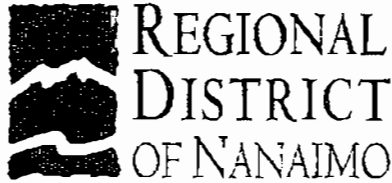
9. *Tourism Vancouver Island* – The OTA will represent the Regional District on Tourism Vancouver Island initiatives.

First Quarter Progress – OTA represents the region as a member of the Tourism Vancouver Island Marketing and Media Relations Committees.

Second Quarter Progress – As above.

Third Quarter Progress – As above.

Fourth Quarter Progress – As above.



RECEIVED	10-11-09
MA	10-11-09
CONF	10-11-09
FILED	10-11-09
BOARD	

## MEMORANDUM

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** February 27, 2009

**FROM:** Maureen Pearse  
Senior Manager, Corporate Administration

**FILE:**

**SUBJECT:** Renewal of Property Management Services Contract - DTZ Barnicke

### PURPOSE:

To consider extending the property management services contract with DTZ Barnicke for an additional 2 years.

### BACKGROUND:

In March 2007 the Regional District of Nanaimo, as a result of a request for proposals, entered into an agreement with JJ Barnicke Nanaimo Ltd. (former name) to provide property management services for the RDN administration/transit buildings and transit exchanges for a period of 2 years. This agreement allows for the extension of the contract for a further 2 years provided there is agreement between the RDN and DTZ Barnicke.

The services provided for the Administration Building and Transportation Services departments include janitorial, building systems maintenance, landscaping, snow removal and building security. Also included is maintenance to the Transit exchanges and the off site respite area at Prideaux Street.

### ALTERNATIVES:

1. Extend the current property management services contract with DTZ Barnicke for an additional two year term.
2. Do not extend the contract with DTZ Barnicke and proceed with a Request for Proposal call.

### FINANCIAL IMPLICATIONS:

Under Alternative #1, if the Board extends the service contract with DTZ Barnicke, the estimated budget for 2009 direct maintenance costs is \$170,190. Changes in 2009 include additional maintenance at the transit exchanges in the amount of \$12,525 and increases to interior janitorial services at Transit and Administration facilities of \$2,200. General landscaping and HVAC maintenance at the Administration building are also expected to increase by about \$2,000, while snow clearing costs are higher by \$3,500. The management fee is unchanged from 2008 at \$2,420 per month.

Under Alternative #2, if the Board proceeds to an RFP process, it is expected to take several months to complete and will likely not result in any significant change to the overall cost for services.

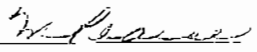
The advantage of continuing with DTZ Barnicke is two fold. They are now fully conversant with the Regional District property maintenance needs and we have established a good working relationship. With the upcoming renovations about to take place, this knowledge will assist us with disruptions staff will encounter as the renovations progress.


**CONCLUSIONS:**

The RDN has a contract with DTZ Barnicke to provide property maintenance services that was as a result of a proposal call in late 2006. The contract was for 2 years with an option to extend the contract for an additional 2 years. DTZ Barnicke has provided excellent service to the RDN and staff are recommending that the contract be extended. If the Board chooses not to extend the contract, staff will proceed with a Request for Proposal call.

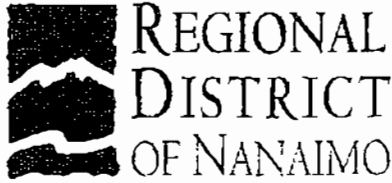
**RECOMMENDATION:**

That the Board renew its property management services contract with DTZ Barnicke for a further two year term expiring in March 2011.

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

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





MEMORANDUM	
CAG/ALP/REVA/1	
JEP	
CGM	✓ 10-MAR-09
FILE	
BOARD	

## MEMORANDUM

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** February 27, 2009

**FROM:** L. Burgoyne  
Administrative Assistant

**FILE:** 1850-01

**SUBJECT:** Grants-in-Aid Advisory Committee

### PURPOSE:

To consider amending Board Policy No. A1.28, Grants-in-Aid, and to introduce terms of reference for the Grants-in-Aid Advisory Committee.

### BACKGROUND:

At the Board meeting held January 27, 2009, the following resolution was endorsed:

*That staff prepare a report to consider an additional Director to the Grants-in-Aid Committee.*

Director Maureen Young is currently the appointed Board member to the Grants-in-Aid Advisory Committee. In order to provide elected representation in both District 68 and District 69 staff have prepared a Terms of Reference to formalize the appointment of a second Board member to represent District 69 on this Committee. In addition, three at large public appointees are appointed to this Committee annually.

The Grants-in-Aid Advisory Committee meets twice per year, in the Spring and Fall, to review applications for grant-in-aid funding under \$5,000 received from non-profit organizations that provide social programs and services in their local communities or on a region wide basis. The Committee forwards their comments and recommendations to the Board for their consideration and approval.

There are two areas within the Regional District of Nanaimo which are not eligible for grant-in-aid funding. Those organizations whose prime base of operation are located within the City of Nanaimo and the District of Lantzville are not eligible since these municipalities choose to administer their own Grants-in-Aid programs.

### *Grant-in-Aid Policy:*

The Grant-in-Aid Advisory Committee has a Board policy establishing the Committee's procedures. A Terms of Reference (attached) has been drafted to separate the roles and responsibilities of the membership from the Committee's policy and procedures. Some housekeeping amendments have also been added to the Board Policy as summarized below:

Under the Policy Section:

Removed the paragraph concerning committee membership and added the sentence: *The Committee membership will be in accordance with the Grants-in-Aid Advisory Committee Terms of Reference.*

Under the Procedures Section:

3. added italicized wording: Applications will not be accepted from organizations "*whose prime base of operation is located*" within the City of Nanaimo and the District of Lantzville.

6. Grants-in-aid are not available for: added: *(d) Private enterprise.*

10. added italicized wording: Successful recipients must notify the Regional *District* in writing, once the grant monies have been spent and provide *a copy of receipts and* brief details on how the money was used. Future applications from recipients not fulfilling this requirement will be rejected.

#### **ALTERNATIVES:**

1. That the housekeeping amendments to the Grants-in-Aid Policy No. A1.28, and the proposed Terms of Reference for the Grants-in-Aid Advisory Committee to increase Board membership to provide for elected representation from both District 68 and District 69, be approved as presented.
2. That the housekeeping amendments to the Grants-in-Aid Policy No. A1.28, and the proposed Terms of Reference for the Grants-in-Aid Advisory Committee to increase Board membership to provide for elected representation from both District 68 and District 69, be approved as amended.
3. That the housekeeping amendments to the Grants-in-Aid Policy No. A1.28, and the Terms of Reference for the Grants-in-Aid Advisory Committee, not be approved and alternative direction be provided.

#### **FINANCIAL IMPLICATIONS:**

The financial implications to increase the membership on the Grants-in Aid Advisory Committee with a second Board member would be the cost of the meeting per diem for the twice annually held meetings at \$70 per meeting plus mileage.

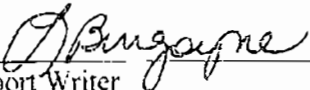
#### **SUMMARY/CONCLUSIONS:**

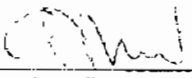
The Grants-in-Aid Policy No. A1.28 currently establishes that the Grants-in-Aid Advisory Committee be made up of one representative from the Board of Directors and three public appointees. Director Maureen Young is the current Board appointee to this Committee. In order to provide equal Board representation on this Committee from both District 68 and District 69 the Board is being asked to consider amending the policy and to appoint an additional Board member representing District 69 to this Committee.

Policy No. A1.28 has been amended to include several housekeeping amendments. A Terms of Reference has been drafted for the Grants-in-Aid Advisory Committee to separate the roles and responsibilities of the membership from the policy and procedures.

**RECOMMENDATION:**

1. That the Grants-in-Aid Policy No. A1.28 be approved with the amendments as presented:
2. That the Grants-in-Aid Advisory Committee Terms of Reference be approved as presented.

  
Report Writer

  
C.A.O. Concurrence

## **Terms of Reference**

**February 2009**

### **Grants-in-Aid Advisory Committee**

#### **Purpose:**

The role of the Grants-in-Aid Advisory Committee is to review Grant-in-Aid applications received from non-profit organizations in the Regional District of Nanaimo, twice per year, and make recommendations to the Board. (See RDN Board Policy No. A1.28)

#### **Committee Roles and Responsibilities:**

The Grants-in-Aid Advisory Committee will meet to review and provide comments and recommendations to the Board of Directors concerning individual Grant-in-Aid applications received from non-profit organizations that provide a social enrichment service to the community.

Applications are submitted for grants-in-aid as per the approved RDN Grants-in-Aid application form and criteria.

#### **Membership:**

The Committee will consist of five members. Members will be selected by the Board either through an application process or by appointment. Membership representation will be as follows:

- 1 Board member - District 68
- 1 Board member - District 69
- 1 Public appointee -- District 68
- 1 Public appointee - District 69
- 1 Public appointee - Member at Large

The application for public appointees to the Committee membership will be promoted through advertisement in local media annually. Applications must demonstrate the applicant's willingness and ability to commit to volunteering the necessary time to the Committee.

Board appointments for Committee membership will be made annually by the Board Chairperson.

If a Committee member finds that they are in a conflict of interest concerning an application that the Committee is considering, the member will be excused from that portion of the meeting when the application is being deliberated.

**Term:**

Members will be appointed by the Board of Directors for one year. No substitute members will be permitted. If a member must resign from the committee, their position will be re-filled through the application process.

**Meetings:**

Regular meetings of the Committee will be held twice per year in May and October.

Lack of attendance may result in members having their membership revoked at the discretion of the Committee.

**Decision Making:**

Committee recommendations to the Regional District Board will be made by consensus.

**Chairperson:**

The Chairperson will be one of the Board members appointed to the Committee in order to provide a direct link between the Committee and the Board. The Committee will elect one of the Board appointees as Chairperson at the annual Spring meeting of the Committee.

**Staff Support:**

A staff member will provide administrative support to the Committee with regard to advertising, review and follow-up to applications to ensure all required supporting information has been provided, producing an agenda for the Committee meetings, providing follow-up for Committee members regarding questions concerning the applications, making meeting arrangements, recording minutes, preparing grant payments, and preparing follow-up correspondence to the applicants regarding the Board's decision.

# REGIONAL DISTRICT OF NANAIMO

## POLICY

SUBJECT: <i>Grants-in-Aid</i>	POLICY NO: A1.28
	CROSS REF.:
EFFECTIVE DATE: February 28, 2006	APPROVED BY: Board
REVISION DATE: March 10, 2009	PAGE: 1 of 5

### PURPOSE

To establish criteria for the Regional Board and the Grants-in-Aid Advisory Committee to evaluate grant-in-aid requests.

### POLICY

The Regional District of Nanaimo provides Grant-in-Aid funding in order to assist non-profit societies to provide social programs and services that serve a local community or provide a regional benefit. The society must provide a social enrichment service, demonstrate that the service fills a need in the community, and show that the activity does not overlap with existing services or service providers. It is the desire of the Regional District that organizations strive for financial independence, therefore financial need must be demonstrated and an application must be submitted in the form approved. Continuing support should not be anticipated.

A Grants-in-Aid Advisory Committee will be established to review applications and make recommendations to the Board. *The Committee membership will be in accordance with the Grants-in-Aid Advisory Committee Terms of Reference.*

The Board will, as part of its annual budget development, establish an amount for Grants-in-Aid. The Committee may recommend to the Board after its final meeting of the year, whether there should be a change in the amount of grant in aid program funding for the subsequent year.

### PROCEDURES

1. The Advisory Committee will advertise an opportunity to apply for grant-in-aids twice per year, in April and September, and shall make recommendations to the Regional Board based on the applications received.
2. Late applications will not be accepted and will be returned to the applicant.
3. Applications will not be accepted from organizations *whose prime base of operation is located* within the City of Nanaimo and the District of Lantzville.
4. Preference will be given to registered non-profit societies.
5. Grants-in-aid are supported for the following general uses:
  - (a) requests showing a significant benefit to the Regional District or specific area within the Regional District including but not limited to:
    - promoting volunteer participation and citizen involvement

- the use of new approaches and techniques in the solution of community needs
  - activities/programs that are accessible to a large portion of the community's residents such as special events
- (b) start up costs for new organizations or new programs
  - (c) volunteer training
  - (d) capital costs for equipment or improvements to organization owned facilities
6. Grants-in-aid are not available for:
- (a) Annual operating expenses;
  - (b) Wages, salaries or other fees for service (remuneration);
  - (c) Capital improvements to rented or leased premises;
  - (d) *Private enterprise.*
7. No single grant in aid shall exceed \$5,000 (five thousand dollars).
8. The attached application form must be used and be accompanied by the documentation listed below:
- (a) latest financial statement;
  - (b) budget summary;
  - (c) project budget;
  - (d) annual report (if available).
9. Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.
10. Successful recipients must notify the Regional *District* in writing, once the grant monies have been spent providing *a copy of receipts and* brief details on how the money was used. Future applications from recipients not fulfilling this requirement will be rejected.

#### **GRANT APPLICATION REQUESTS EXCEEDING \$5,000**

1. In cases where an application exceeds \$5,000 and subsequent to the Committee's review, the proponent shall be advised that they may approach the Regional Board directly if they wish to pursue their funding request.
2. The Board will provide direction to staff on whether to respond further.
3. Grant requests exceeding \$5,000 will be considered firstly within the criteria under this policy and secondly relative to the overall objectives of the programs and services provided by the Regional District.
4. Staff will report on whether the request:
  - (a) meets or does not meet the criteria in this policy;
  - (b) should be addressed within the budget plan for an existing service;
  - (c) should be addressed through a separate one time grant-in-aid;
  - (d) should not be supported because it is beyond the scope and intent of a grant-in-aid.





PLEASE LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER GOVERNMENTS OR SERVICE ORGANIZATIONS

PLEASE PROVIDE DETAILS OF REVENUE GENERATING ACTIVITIES THAT YOUR ORGANIZATION UTILIZES

WHAT SPECIFIC EXPENDITURES WILL YOUR ORGANIZATION NOT BE ABLE TO MAKE IF YOUR GRANT IS LESS THAN THE AMOUNT REQUESTED

**PLEASE ENSURE THAT:**

- *All questions on this application have been completed in full.*
- *An organizational structure and an annual report (if available) is included.*
- *A copy of your organization's current year budget and latest financial statement is included.*
- *A copy of a detailed project budget for this grant-in-aid request is included.*

DESCRIBE THE USE OF GRANT RECEIVED LAST YEAR

SIGNATURE

DATE

Submit to: Administrative Assistant, Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
Telephone: 390-4111 or toll free 1-877-607-4111, Fax: 390-4163

OFFICE USE ONLY	20__	20__	20__	20__	20__
Previous year(s) grant					
Comments					

## Grants-in-Aid Criteria

The Regional District of Nanaimo Grants-in-Aid Advisory Committee meets twice per year to award grant funding. Grant applications will only be considered from organizations as per the following criteria.

1. The organization must provide a social enrichment service to the community and must demonstrate that the service provided fills a need in the community, and that there is no overlapping with services already existing.
2. The organization must be local in nature, in that the grant requested is for a specific service to the residents of the Regional District of Nanaimo.
3. The organization must be a non-profit organization and provide a current year budget and full financial statements for its operation, noting any other sources of funds. The organization must state specifically the use for the grant requested from the Regional District and the breakdown of expenses for its use.
4. Grants-in-aid are supported for the following general uses:
  - (a) Requests showing a significant benefit to the Regional District or specific area within the Regional District including, but not limited to:
    - Promoting volunteer participation and citizen involvement;
    - The use of new approaches and techniques in the solution of community needs;
    - Activities/programs which are accessible to a large portion of the community's residents such as special events.
  - (b) start up costs for new organizations or new programs;
  - (c) volunteer training;
  - (d) capital costs for equipment or improvements to organization owned facilities.
5. Grants-in-Aid are provided to non-profit organizations for social programs and services in the Regional District of Nanaimo.

The following services/functions will not be funded:

- (a) annual operating expenses;
  - (b) remuneration (wages, salaries, or other fees for service);
  - (c) capital improvements to rented or leased premises;
  - (d) *private enterprise*
6. Applications will not be accepted from organizations having a prime base of operations in the City of Nanaimo or the District of Lantzville. Organizations based in these areas should apply through the City of Nanaimo or District of Lantzville grants-in-aid process. Any applications received from organizations from these areas will be returned to the applicant.
  7. Late applications will not be accepted and will be returned to the applicant.
  8. Applications that do not meet the criteria will not be accepted.



FIN RECORD
DATE APPROVAL
EAP
CCW ✓ 10-MAR-09
RHD
BOARD

# MEMORANDUM

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

**DATE:** February 20, 2009

**FROM:** W. Idema  
Manager of Accounting Services

**FILE:**

**SUBJECT:** Operating Results to December 31, 2008

## PURPOSE

To present a summary of the operating results for the period ending December 31, 2008.

## BACKGROUND

Staff have mostly completed 2008 accounting adjustments and this report provides information on the operating results for the year ended December 31<sup>st</sup>, 2008. Operating revenues and expenses were at 78% and 81% of budget respectively.

Attached as appendices to this report are the following:

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

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

This summary provides an overview of the year to date results, at an organizational level.

### *Grants/Operating/Other Revenues*

Revenues other than property taxes are at 78% of the amount budgeted.

**Environmental Services** - The largest variance occurs under Environmental Services. One capital project – cogeneration at the Nanaimo wastewater treatment plant (\$2.65 million) will commence in 2009. The cogeneration project is 90% funded by grants. Several other large capital projects were partially completed at the end of 2008. A number of these projects are funded from the development cost charges reserve fund – at December 31<sup>st</sup> approximately \$3.4 million out of total budget of \$4.3 million in development cost charge reserve funds had not been drawn down for these projects.

**Recreation & Parks Services** the primary variance is found under the Regional Parks service. A grant in the amount of \$250,000 was budgeted to assist with bridge construction projects for Nash and Ridgewell Creeks the grant was not available in 2008 and the projects did not proceed. Funds for a portion of the second phase of the Province’s Community Tourism program were also budgeted in

2008. The timing of approval and receipt of the Community Tourism grant funds resulted in that program commencing late in 2008 and carrying over to 2009.

### **Transportation & Solid Waste –**

*Solid Waste Management* - the primary variances in this division arise from the Solid Waste service. Included in 2008 was \$3 million dollars for the Church Road transfer station expansion and upgrade (50% by Gas Tax program grants and 50% from capital reserves). The Gas Tax program grant was approved in December 2008 and accordingly this project is carried over to 2009. The project has been approved at a final designed cost of \$5.5 million and will be supported by a grant in the amount of \$2.75 million dollars.

*Southern Community Transit* - \$1.4 million in Gas Tax program grants were not expended in 2008. Again, this is due to the timing of approvals and the logistics of working with BC Transit on procuring some of the items involved in the approval. The funds are to be used for electronic fareboxes, bus shelters, priority lighting and upgrades to the Prideaux Street exchange. In 2008 farebox revenues were \$15,000 higher than budgeted – a variance of .4%. In 2008 cost sharing by BC Transit was \$110,000 higher than budgeted – of that amount approximately \$56,000 is related to higher fuel costs.

### *Expenditures*

All expenditure items are close to the budget benchmark (between 88% to 111%) with the exception of capital projects. Much of the capital project expense is related to the grant and reserve fund items noted above.

### **Summary of Operating Results 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 overall status of an individual service as at December 31<sup>st</sup> compared to the overall budget for that service. Year end surpluses are generally as budgeted with notable exceptions of General Administration, Electoral Area Community Planning, Regional Growth Management, Southern and Northern Community Wastewater, Nanoose Peninsula Water, Nanoose Bulk Water, District 69 Recreation, Regional Parks, Southern Community Transportation and Solid Waste.

General Administration - a potential roof repair budgeted at \$130,000 was deferred pending the results of the expansion tender and approximately \$140,000 in professional fees for anticipated labour arbitrations, a landscaping master plan, an integrated telephone system study, corporate training and communications advice were under budget. The telephone system study has been carried over and is re-budgeted for completion in 2009. The landscaping plan has been deferred and is included as part of the building renovations. Amounts for arbitrations, corporate training and communications advice are carried over and re-budgeted in 2009 as amounts which may be required to respond to either Board direction or the results of general operations in 2009.

Electoral Area Community Planning – Significant items included: temporary wages in anticipation of implementing new software in 2008 were not required (\$42,000). Actual legal advice/enforcement costs of \$24,300 were less than the budget of \$85,000. Legal costs are quite variable – 2008 being a relatively quiet year. An additional staff workstation was not acquired pending the building expansion (\$11,600).

Regional Growth Management – Building rentals (\$13,680), Public Education Materials (\$12,595), Committee Expenses (\$5,780), Studies (\$4,000) and Advertising (\$5,770) were all less than budgeted. These items are directly related to meetings for the Regional Growth Strategy review (fewer meetings than budgeted), the Intergovernmental Advisory Committee (12 meetings budgeted, only 6 meetings occurred) and advertising and materials for the Green Building event and Sustainability Awards program. The public event for Green Buildings did not occur in 2008 and the awards program is seeking volunteers for its committee. The remainder of the variance is an accumulation of relatively small amounts in other categories such as office expenses, inter-departmental charges, staff training and travel.

Southern Community Wastewater – of the \$1.6 million dollar surplus, \$750,000 is for capital projects funded by the operating budget which were not complete at the end of 2008 (cogeneration and operations building expansion). These funds are carried forward and re-budgeted for completion in 2009. The operating surplus was approximately \$832,000 versus a budgeted surplus of \$556,845. Septage fees and miscellaneous revenues were higher than budgeted by \$95,750 and debt charges were less than budgeted by \$47,000 due to the Municipal Finance Authority advising us that one issue was fully funded earlier than anticipated.

Northern Community Wastewater – Operating expenses were less than budgeted overall by about \$159,400. Significant variances include equipment repairs (\$46,000 less than budget of \$330,000), grounds maintenance (\$11,600 less than budget of \$59,000), professional fees (\$76,000 less than budget of \$206,200) and equipment rentals (\$25,725 less than budget of \$40,000). Capital projects budgeted at \$240,900 were partially completed at December 31 in the amount of \$108,000 - \$132,900 is carried over and re-budgeted for completion in 2009.

Nanoose Peninsula Water – The budgeted surplus was \$39,300 – the actual result was \$356,930. 50% of the variance is an amount of \$180,000 which is to be used to complete the well on Claudet Rd. Ministry of Health approvals were not received until late in the year and so this project was delayed. With respect to general operating costs a staff position was filled in the fall rather than in the spring, the cost of a budgeted referendum on water treatment (\$15,000) was not used in favour of undertaking a well sequencing approach to water quality, \$10,000 to convert two out of service wells to observation wells did not occur and is re-budgeted for 2009 and legal costs for additional rights of way \$20,000 was largely not required in 2008.

Nanoose Bay Bulk Water – this budget covers part of the Regional District of Nanaimo's participation in the Arrowsmith Water Service Joint Venture. Two joint venture capital projects did not get completed in 2008 – design work for a new river intake, and an update of the long term capital plan ( budgeted at \$92,855). Additionally, design work on a rechlorination building for the peninsula was deferred as it appears there may be an opportunity to cost share on a larger facility with the developer of Fairwinds.

District 69 Recreation – While revenues overall were somewhat higher than budgeted, recreation program revenues were less than budgeted at \$51,095 versus \$59,490. The Summer Program area provides the single largest source of program revenues to the budget. This year program revenues were budgeted at \$107,400 with actual results at \$81,880. The 2008 budget reflected an expectation of results similar to 2007 – which was a particularly good year for participation. Participation was however lower in 2008.

Regional Parks – generally, the additional surplus is a result of not spending funds budgeted for park signage, maintenance and general development. None of the amounts are large individually, but they add up to about \$55,000. Professional fees for park development were budgeted at \$56,000 with \$11,350 spent at December 31. \$30,000 of the \$56,000 is for a management plan for Mt. Benson Regional Park and that project will shortly be underway.

Southern Community Transportation– After removing grant funded capital projects, operating expenses are under budget by \$57,200. About half of the operating accounts were somewhat under budget and about half were somewhat over budget. While fuel in particular was over budget by about 9% at \$120,000, other operating expenses were less than budgeted, including building repairs (\$63,580 less), bus stop maintenance (\$16,885 less), staff training (\$20,600 less), uniforms (\$40,000 less).

The year end surplus is primarily different as a result of recorded revenues. About \$45,000 was recorded as one time revenues, including \$6,000 from Terasen Gas for sponsorship of the New Years Eve service, \$2,280 from the Provincial Emergency Program as reimbursement for providing busses during an evacuation and \$17,630 from BC Transit as cost sharing for special projects. Special repair recovery revenues in the amount of \$85,250 were recorded for the first time this year. These are new revenues being generated by special repair work on our own and other island systems' vehicles and for which BC Transit is paying "retail" rates. On a net basis, after charging wages and supplies against this work the recovery in 2008 was \$67,680.

Solid Waste Management- In 2008 tipping fee revenues for the Solid Waste service were \$1.1 million dollars less than budgeted while expenses were \$2.2 million less than budgeted for a net positive variance of \$1.1 million dollars. Operating costs were \$451,400 less than budgeted while costs budgeted for Zero Waste initiatives less than budget by just under \$200,000. Operationally less was spent on recycling costs in 2008. Recycling of drywall, appliances, tires and yard waste were \$190,000 less than budgeted and recycling costs for wood waste were \$201,000 less than budgeted. Under the Zero Waste section amounts budgeted for technical assistance in issuing Waste Stream licenses, communications with respect to disposal bans and printing costs for newsletters were not fully expended. Wages were also less under Zero Waste as a result of hiring a program coordinator later in the year than expected.

The remainder of the variance on expenses of \$1.5 million was the expected non-grant funded share of the Church Rd transfer station expansion project. In 2008 this project was budgeted as funded from the operating budget. Following the final design costs and approved grant - 50% of this project will now be funded from capital reserves on hand. As a result in 2009 almost \$2.0 million will be returned from the operating budget to the reserve fund.

### ***Departmental Details***

Appendices 3 to 7 provide operating summaries for each service grouped by organizational division.

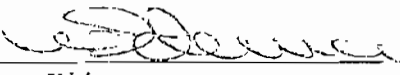
### **SUMMARY**

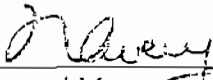
The attached appendices reflect the operating results of the Regional District recorded up to December 31, 2008. Appendix 1 summarizes the overall results across the organization. 88% of budgeted revenues and 81% of budgeted expenditures were recorded as received/spent for the 2008 fiscal year. Most operating expenditure categories were at or slightly above budget, with capital expenditures significantly below budget. Staff have provided details with respect to capital expenditures as well as identifying items contributing to additional surpluses for General Administration, Electoral Area

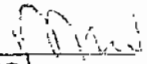
Community Planning, Regional Growth Management, Southern and Northern Community Wastewater, Nanoose Peninsula Water, Nanoose Bulk Water, District 69 Recreation, Regional Parks, Southern Community Transportation and Solid Waste. The 2008 results will be verified during the annual audit which is scheduled to be completed at the end of March, however, staff do not anticipate any significant variances.

**RECOMMENDATION:**

That the summary report of financial results from operations to December 31, 2008 be received for information.

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

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

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

# REGIONAL DISTRICT OF NANAIMO

GENERAL REVENUE FUND  
Dec 2008

	CORPORATE SERVICES			DEVELOPMENT SERVICES			ENVIRONMENTAL SERVICES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>																		
TAX REQUISITION	\$ 4,940,082	\$ 4,940,080	100%	\$ 1,859,950	\$ 1,859,950	100%	\$ 10,789,825	\$ 10,789,825	100%	\$ 6,465,185	\$ 6,466,276	100%	\$ 4,968,785	\$ 4,968,785	100%	\$ 29,024,827	\$ 29,024,916	100%
GRANTS/OPERATING/OTHER	8,610,902	8,372,565	103%	1,445,929	1,731,656	83%	5,254,415	1,351,893	46%	\$ 2,009,864	\$ 2,345,835	85%	\$ 19,989,599	\$ 24,075,581	83%	37,310,709	47,877,529	78%
RETAINED EARNINGS	1,116,748	1,116,754	100%	1,744,119	1,744,115	100%	4,381,165	4,381,160	100%	\$ 1,244,140	\$ 1,243,040	100%	\$ 3,383,941	\$ 3,383,935	100%	11,870,112	11,869,804	100%
<b>TOTAL REVENUES</b>	<b>14,667,732</b>	<b>14,429,399</b>	<b>102%</b>	<b>5,049,997</b>	<b>5,335,720</b>	<b>95%</b>	<b>20,429,405</b>	<b>25,522,878</b>	<b>77%</b>	<b>9,720,189</b>	<b>10,055,151</b>	<b>97%</b>	<b>26,342,325</b>	<b>27,378,501</b>	<b>89%</b>	<b>78,205,645</b>	<b>88,721,445</b>	<b>88%</b>
<b>EXPENSES</b>																		
OFFICE OPERATING	\$ 894,354	\$ 866,576	93%	\$ 676,557	\$ 735,281	85%	\$ 650,778	\$ 816,330	80%	\$ 520,006	\$ 532,502	98%	\$ 2,852,840	\$ 2,866,050	100%	\$ 5,544,535	\$ 5,917,741	94%
COMMUNITY GRANTS	47,529	52,954	90%	0	0	0%	0	0	0%	76,125	82,700	92%	0	0	0%	123,654	135,634	91%
LEGISLATIVE	263,659	298,640	88%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	263,659	298,640	88%
PROFESSIONAL FEES	202,307	309,160	55%	412,431	683,161	60%	595,281	825,822	72%	139,172	423,000	33%	271,914	459,485	59%	1,621,105	2,790,648	58%
BUILDING OPS & MAINT	155,899	186,205	84%	41,746	59,400	70%	238,485	256,447	93%	613,971	568,831	108%	277,464	329,645	84%	1,327,585	1,400,528	95%
VEHICLE OPS & MAINT	46,721	48,610	96%	47,375	35,448	130%	771,327	800,439	95%	110,880	117,959	94%	4,088,718	3,789,362	108%	5,085,071	4,783,858	106%
OTHER EQUIPMENT OPS & MAINT	126,452	119,451	106%	2,768	8,360	33%	0	0	0%	93,842	75,900	131%	2,768	5,450	51%	231,630	209,181	111%
OTHER OPERATING COSTS	174,063	235,935	85%	188,099	204,835	92%	2,870,688	2,786,596	103%	385,008	532,055	72%	4,643,608	5,270,901	88%	8,261,486	9,080,382	92%
WAGES & BENEFITS	2,181,187	2,254,374	97%	2,064,340	2,265,448	92%	2,540,434	3,216,073	91%	2,952,010	3,170,058	93%	9,657,750	9,934,139	97%	19,823,716	20,840,182	95%
RECREATION PROGRAMS	0	0	0%	0	0	0%	0	0	0%	140,140	132,460	106%	0	0	0%	140,140	132,460	106%
CAPITAL EXPENDITURES	347,287	751,380	46%	25,748	83,270	31%	4,416,039	12,080,527	37%	164,675	589,005	31%	2,151,324	7,084,725	30%	7,125,074	20,518,907	35%
DEBT FINANCING-INTEREST	3,047,136	2,896,005	105%	0	0	0%	1,191,757	1,198,490	92%	608,675	811,020	100%	164,700	164,700	100%	4,922,266	4,870,210	101%
DEBT FINANCING-PRINCIPAL	2,052,478	1,935,090	106%	0	0	0%	835,165	850,790	96%	843,053	843,670	100%	90,728	90,730	100%	3,821,424	3,720,280	103%
DEBT FINANCING-EXCHANGE	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%	0	146,005	0%	0	0	0%	0	146,005	0%
TRANSFER TO RESERVE FUND	569,292	335,985	169%	42,905	43,905	98%	1,674,575	1,635,445	102%	530,064	381,645	139%	1,014,445	1,014,445	100%	3,831,261	3,411,425	112%
TRANSFER FROM RESERVE FUND	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TFR TO OTHER GOV AGENCIES	3,201,353	3,256,241	98%	3,000	3,000	100%	0	0	0%	1,275,478	1,283,180	99%	0	0	0%	4,478,831	4,557,421	98%
<b>TOTAL EXPENDITURES</b>	<b>13,309,712</b>	<b>13,685,626</b>	<b>97%</b>	<b>3,474,959</b>	<b>4,124,130</b>	<b>84%</b>	<b>16,084,529</b>	<b>24,386,959</b>	<b>66%</b>	<b>8,486,900</b>	<b>9,490,100</b>	<b>89%</b>	<b>125,716,289</b>	<b>31,010,632</b>	<b>81%</b>	<b>66,562,359</b>	<b>82,698,447</b>	<b>81%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 1,358,020</b>	<b>\$ 742,773</b>		<b>\$ 1,575,028</b>	<b>\$ 1,211,590</b>		<b>\$ 4,330,876</b>	<b>\$ 2,135,919</b>		<b>\$ 1,233,289</b>	<b>\$ 565,051</b>		<b>\$ 3,126,036</b>	<b>\$ 1,367,869</b>		<b>\$ 11,623,249</b>	<b>\$ 6,023,082</b>	



**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
Dec 2008**

	Revenues			Expenditures			Surplus	
	Act. A	Budget	Variance	Actual	Budget	Variance	Actual	Budget
<b>CORPORATE SERVICES</b>								
General Administration	5,113,640	5,071,414	101%	4,134,953	4,556,820	91%	978,577	504,594
Electoral Areas Only	293,003	356,005	82%	158,155	225,805	70%	134,848	130,200
D68 E911	94,070	94,070	100%	77,532	79,445	98%	16,538	14,625
D55 E911	489,744	489,744	100%	483,343	483,345	100%	6,401	5,399
Comm Policing & Restorative Justice	59,490	59,375	100%	59,375	59,375	100%	115	0
Fire Protection								
Volunteer Departments								
Bow Horn Bay Fire (Area H)	184,103	183,800	100%	183,593	183,530	100%	510	270
Coombs-Hillers	244,517	244,515	100%	244,516	244,515	100%	-	0
Dashwood	229,033	286,550	80%	229,033	286,550	80%	0	0
Meadowood	115,508	115,510	100%	83,439	115,510	72%	32,099	0
Errington	249,359	257,940	97%	249,494	257,940	97%	-125	0
Extension	148,708	145,120	103%	65,426	142,800	46%	84,282	2,320
Nanaimo River	24,007	24,005	100%	2,756	24,005	11%	21,251	0
Nanoose Bay	367,174	366,400	100%	356,298	366,400	97%	10,866	0
Service Contracts								
Wellington Fire (Area D)	50,467	50,465	100%	46,586	43,300	108%	3,661	7,165
Yellowpoint Fire (Area A)	145,028	145,030	100%	152,583	145,025	105%	-7,555	5
Parkville Local (Area G)	79,645	79,645	100%	75,330	75,030	100%	4,615	4,615
French Creek Fire (Area G)	353,675	353,510	100%	278,280	280,930	99%	75,395	72,580
Regional Library	1,373,176	1,373,176	100%	1,373,176	1,373,176	100%	0	0
Municipal Debt Transfers	5,048,770	4,733,125	107%	5,048,769	4,733,125	107%	1	0
	<b>14,667,732</b>	<b>14,429,399</b>	<b>102%</b>	<b>13,309,712</b>	<b>13,686,626</b>	<b>97%</b>	<b>1,358,020</b>	<b>742,775</b>
<b>DEVELOPMENT SERVICES</b>								
Building Inspection	1,868,323	1,978,360	95%	1,194,790	1,249,653	95%	703,533	728,737
Bylaw Enforcement								
Animal Control A, B, C, D	92,050	92,020	100%	55,907	56,594	99%	36,153	35,426
Animal Control E, G, H	97,292	95,915	101%	78,847	82,541	93%	20,445	13,374
Animal Control F	22,805	22,805	100%	14,197	14,541	98%	8,608	8,264
Noise Control A	15,651	15,660	100%	4,751	4,525	105%	10,910	11,135
Noise Control B	9,077	9,050	100%	4,257	4,195	101%	4,820	4,855
Noise Control C	15,727	15,725	100%	8,077	7,840	103%	7,650	7,865
Noise Control E	9,644	9,645	100%	4,152	4,530	92%	5,492	5,115
Noise Control G	11,559	7,985	145%	11,559	4,495	257%	0	3,490
Unightly Premises	23,402	25,900	90%	5,730	8,770	65%	17,572	17,130
Hazardous Properties	5,831	8,330	70%	4,037	5,415	63%	1,794	1,915
General Enforcement	173,333	182,260	95%	173,034	182,760	95%	-1	-500
EA Community Planning	1,633,637	1,633,125	100%	1,162,189	1,384,634	84%	471,448	248,491
Community Works Fund - Dev Services	161,147	428,865	38%	161,146	428,865	36%	1	0
Regional Growth Management	571,120	566,780	100%	349,490	442,507	79%	221,630	126,273
Emergency Planning	298,179	219,765	136%	233,306	219,765	106%	84,873	0
House Numbering	21,500	21,500	100%	21,500	21,500	100%	0	0
	<b>6,349,997</b>	<b>5,335,720</b>	<b>95%</b>	<b>5,474,969</b>	<b>4,124,130</b>	<b>84%</b>	<b>1,575,028</b>	<b>1,211,590</b>
<b>ENVIRONMENTAL SERVICES</b>								
Environmental Administration	272,595	271,430	100%	272,595	271,431	100%	0	-1
Engineering Services	170,908	231,615	74%	170,907	231,615	74%	1	0
Community Works Fund - Eng Serv	51,519	70,000	74%	51,519	70,000	74%	0	0
Liquid Waste Management Plan								
Southern Community Wastewater	8,904,260	14,447,105	52%	7,322,041	13,890,280	53%	1,582,219	556,845
Northern Community Wastewater	5,030,122	5,454,035	92%	4,242,135	4,956,922	86%	787,987	497,113
Duke Point Wastewater	213,385	214,345	101%	118,153	144,360	82%	98,222	69,965
Water Utilities								
Nanoose Bay	100,891	100,890	100%	77,048	100,890	76%	23,843	0
Driftwood	7,995	7,995	100%	7,847	7,850	100%	148	145
San Pedro	320,397	339,730	94%	253,819	306,463	83%	56,578	33,267
French Creek	237,971	239,320	99%	152,533	204,726	75%	85,439	34,594

**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
Dec 2008**

	Revenues			Expenditures			Surplus	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
Surfside	34,598	33,678	103%	16,867	26,919	70%	15,729	6,769
Decourcey	6,431	6,405	100%	4,330	5,845	74%	2,101	590
Englishman River	210,028	213,677	98%	86,463	111,466	78%	123,565	102,214
Melrose Place Water	33,006	34,714	95%	25,072	27,455	91%	7,934	7,259
Nanose Peninsula Water	1,534,915	1,580,460	97%	1,177,983	1,541,160	76%	356,932	39,300
Drinking Water Protection	79,913	65,000	121%	59,062	65,000	91%	19,851	0
Nanose Bay Bulk Water	1,096,830	1,084,270	100%	591,579	797,842	74%	505,251	296,422
French Creek Bulk Water	431,957	430,200	100%	78,963	125,630	63%	352,994	304,570
<b>Sewer Utilities</b>								
Fairwinds/Nanose Col & Treat	647,691	645,360	100%	485,395	547,497	89%	162,296	97,863
French Creek	717,455	713,270	101%	632,765	685,300	92%	84,690	77,670
Pacific Shores	40,764	40,455	101%	32,224	39,593	81%	8,540	862
Surfside Sewer	29,840	30,019	99%	21,910	21,278	103%	7,930	8,741
MacMillan R. Sewer	0	0		0	0		0	0
Cedar Sewer	-7,923	3,750	-211%	23,104	3,750	512%	-31,027	0
Englishman River Stormwater	10,939	10,940	100%	1,125	9,775	12%	9,814	1,165
Barclay Crescent Pump & Haul	148,377	146,685	101%	128,614	132,890	97%	19,763	13,795
	3,305	2,300	144%	343	2,300	15%	2,962	0
Streetlighting	95,238	95,230	100%	58,123	58,722	99%	37,115	36,508
	<b>20,152,810</b>	<b>26,251,448</b>	<b>77%</b>	<b>15,821,934</b>	<b>24,115,628</b>	<b>65%</b>	<b>4,330,876</b>	<b>2,135,919</b>
<b>RECREATION &amp; PARKS SERVICES</b>								
District 69 Recreation	1,535,862	1,525,270	101%	1,277,411	1,356,151	94%	258,251	169,119
Oceanside Place	2,168,041	2,121,630	102%	2,059,906	1,977,592	104%	108,135	144,038
Ravensong Aquatic Center	1,992,630	1,989,975	100%	1,814,243	1,959,297	93%	178,287	30,678
Gabriola Island Recreation	76,427	78,925	99%	72,770	74,195	98%	5,657	4,729
Southern Community Recreation	830,699	830,890	100%	828,065	830,690	100%	2,624	0
Hotel Room Tax	42,332	45,000	94%	42,332	45,000	94%	0	0
Port Theater	65,393	65,270	100%	65,160	65,160	100%	233	110
Regional Parks	1,947,522	2,346,716	83%	1,747,566	2,274,230	77%	199,934	72,496
Community Parks - A	153,982	150,075	103%	114,271	132,223	86%	39,711	17,852
Community Parks - B	167,313	166,870	100%	131,212	144,688	91%	36,101	22,182
Community Parks - C	37,295	37,295	100%	21,232	36,072	59%	16,063	1,223
Community Parks - D	86,118	86,120	100%	32,076	56,760	55%	54,042	27,360
Community Parks - E	102,750	102,750	100%	58,140	71,814	81%	44,610	30,936
Community Parks - F	89,387	89,395	100%	51,681	72,711	71%	37,706	16,674
Community Parks - G	105,180	101,730	103%	62,459	91,122	69%	42,721	10,808
Community Parks - H	141,666	141,550	100%	89,374	124,494	72%	52,292	17,065
Area A Recreation	175,902	175,900	100%	18,980	175,900	11%	156,922	0
	<b>9,720,169</b>	<b>10,355,151</b>	<b>97%</b>	<b>8,486,900</b>	<b>9,490,100</b>	<b>89%</b>	<b>1,233,269</b>	<b>555,051</b>
<b>TRANSPORTATION AND SOLID WASTE SERVICES</b>								
Gabriola Island Emergency Wharf	5,196	5,195	100%	1,314	5,150	26%	3,882	45
Southern Community Transportation	13,055,625	14,616,640	89%	12,240,420	14,220,654	86%	815,205	395,986
D69 Conventional Transit	1,461,678	1,447,535	101%	1,269,661	1,195,773	105%	202,017	251,762
Solid Waste Disposal Facilities	10,932,528	13,459,725	81%	9,514,254	13,208,160	72%	1,418,272	251,545
Solid Waste Collection & Recycling	2,887,290	2,849,206	101%	2,200,640	2,380,875	92%	686,650	468,331
	<b>28,342,325</b>	<b>32,378,301</b>	<b>88%</b>	<b>25,216,269</b>	<b>31,010,632</b>	<b>81%</b>	<b>3,126,056</b>	<b>1,367,669</b>
<b>TOTAL - ALL SERVICES</b>	<b>77,933,053</b>	<b>88,450,019</b>	<b>88%</b>	<b>66,309,804</b>	<b>82,427,016</b>	<b>80%</b>	<b>11,623,249</b>	<b>6,023,002</b>

**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
Dec 2008**

	Administration			Electoral Areas			Public Safety			Fire Protection			Regional Library		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>															
TAX REQUISITION	\$703,241	\$703,239	100%	\$167,765	\$167,765	100%	\$621,230	\$621,230	100%	\$2,074,670	\$2,074,670	100%	\$1,373,176	\$1,373,176	100%
GRANTS/OPERATING/OTHER	3,519,632	3,477,405	101%	0	63,000		114	0		38,781	99,035	39%	0	0	
RETAINED EARNINGS	860,767	890,770	100%	125,238	125,240	100%	21,960	21,959	100%	78,783	78,785	100%	0	0	
<b>TOTAL REVENUES</b>	<b>5,113,640</b>	<b>5,071,414</b>	<b>101%</b>	<b>293,003</b>	<b>356,005</b>	<b>82%</b>	<b>643,304</b>	<b>643,189</b>	<b>100%</b>	<b>2,192,234</b>	<b>2,252,490</b>	<b>97%</b>	<b>1,373,176</b>	<b>1,373,176</b>	<b>100%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$664,686	\$708,426	94%	\$89,114	\$111,705	80%	\$12,738	\$12,030	106%	\$127,816	\$134,415	95%	\$0	\$0	
COMMUNITY GRANTS	47,529	52,954	90%	0	0		0	0		0	0		0	0	
LEGISLATIVE	221,753	222,210	100%	40,560	71,430	57%	0	0		1,346	5,000	27%	0	0	
PROFESSIONAL FEES	147,881	310,655	48%	2,751	5,725	48%	0	0		44,270	52,800	84%	0	0	
BUILDING OPS & MAINT	113,186	150,680	75%	2,179	2,500	87%	185	315	59%	40,349	32,710	123%	0	0	
VEHICLE OPS & MAINT	3,529	4,825	73%	0	0		0	0		43,192	43,785	99%	0	0	
EQUIP OPS & MAINT	61,946	73,701	84%	935	2,800	33%	4,975	5,150	97%	58,596	37,800	155%	0	0	
OTHER OPERATING COSTS	14,160	33,935	42%	0	0		0	0		159,903	172,000	93%	0	0	
WAGES & BENEFITS	2,149,935	2,221,679	97%	22,616	25,645	88%	0	0		8,631	7,050	122%	0	0	
CAPITAL EXPENDITURES	280,418	607,300	46%	0	6,000		0	0		66,869	138,080	48%	0	0	
DEBT FINANCING-INTEREST	0	0		0	0		0	0		30,764	69,345	44%	0	0	
DEBT FINANCING-PRINCIPAL	0	0		0	0		0	0		20,081	28,625	70%	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	407,327	157,815	258%	0	0		6,800	6,800	100%	155,165	171,370	91%	0	0	
TRSF TO OTHER GOVT/AGENCIES	22,615	22,640	100%	0	0		595,552	597,870	100%	1,210,012	1,272,555	95%	1,373,176	1,373,176	100%
<b>TOTAL EXPENDITURES</b>	<b>\$4,134,983</b>	<b>\$4,566,820</b>	<b>91%</b>	<b>\$156,155</b>	<b>\$225,805</b>	<b>70%</b>	<b>\$620,250</b>	<b>\$622,165</b>	<b>100%</b>	<b>\$1,968,994</b>	<b>\$2,165,535</b>	<b>91%</b>	<b>\$1,373,176</b>	<b>\$1,373,176</b>	<b>100%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$978,677</b>	<b>\$504,594</b>		<b>\$134,848</b>	<b>\$130,200</b>		<b>\$23,054</b>	<b>\$21,024</b>		<b>\$225,240</b>	<b>\$86,955</b>		<b>\$0</b>	<b>\$0</b>	

REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
Dec 2008

	Municipal Debt Transfers			Total Corporate Services		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>						
TAX REQUISITION	\$0	\$0		\$4,940,082	\$4,940,080	100%
GRANTS/OPERATING/OTHER	5,048,770	4,733,125	107%	8,610,902	8,372,565	103%
RETAINED EARNINGS	0	0		1,116,748	1,116,754	100%
<b>TOTAL REVENUES</b>	<b>5,048,770</b>	<b>4,733,125</b>	<b>107%</b>	<b>14,667,732</b>	<b>14,429,399</b>	<b>102%</b>
<b>EXPENSES</b>						
OFFICE OPERATING	\$0	\$0		\$894,354	\$966,576	93%
COMMUNITY GRANTS	0	0		47,528	52,954	90%
LEGISLATIVE	0	0		263,659	298,640	88%
PROFESSIONAL FEES	0	0		202,307	369,180	55%
BUILDING OPS & MAINT	0	0		155,899	186,205	84%
VEHICLE OPS & MAINT	0	0		46,721	48,610	96%
EQUIP OPS & MAINT	0	0		126,452	119,451	106%
OTHER OPERATING COSTS	0	0		174,063	205,935	85%
WAGES & BENEFITS	0	0		2,181,182	2,254,374	97%
CAPITAL EXPENDITURES	0	0		347,287	751,380	46%
DEBT FINANCING-INTEREST	3,016,372	2,826,660	107%	3,047,138	2,896,005	105%
DEBT FINANCING-PRINCIPAL	2,032,397	1,906,465	107%	2,052,478	1,935,090	106%
DEBT FINANCING-EXCHANGE	0	0		0	0	
CONTINGENCY	0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		569,297	335,985	169%
TRSF TO OTHER GOVT/AGENCIES	0	0		3,201,353	3,266,241	98%
<b>TOTAL EXPENDITURES</b>	<b>\$5,048,769</b>	<b>\$4,733,125</b>	<b>107%</b>	<b>\$13,309,717</b>	<b>\$13,686,626</b>	<b>97%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$1</b>	<b>\$0</b>		<b>\$1,358,020</b>	<b>\$742,773</b>	

REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
Dec 2008

	EA Community Planning			Comm Works Fund Dev Svcs			Regional Growth Mgmt Services			Emergency Planning		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	1,057,445	1,057,445	100%	0	0		351,235	351,235	100%	176,400	176,400	100%
GRANTS/OPERATING/OTHER	121,885	121,375	100%	161,147	428,865	38%	84,341	82,000	103%	90,661	12,265	739%
RETAINED EARNINGS	454,307	454,305	100%	0	0		135,544	135,545	100%	31,098	31,100	100%
<b>TOTAL REVENUES</b>	<b>1,633,637</b>	<b>1,633,125</b>	<b>100%</b>	<b>161,147</b>	<b>428,865</b>	<b>38%</b>	<b>571,120</b>	<b>568,780</b>	<b>100%</b>	<b>298,179</b>	<b>219,765</b>	<b>136%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	289,883	354,498	82%	\$0	\$0		\$53,227	\$67,576	79%	\$31,836	\$32,655	97%
PROFESSIONAL FEES	52,170	99,000	53%	71,776	320,000	22%	26,031	44,000	59%	90,300	48,750	185%
BUILDING OP & MAINTENANCE	22,701	24,200	94%	0	0		1,320	15,000	9%	175	200	88%
VEHICLE OP & MAINTENANCE	8,837	5,235	169%	0	0		256	350	73%	5,290	2,350	268%
OTHER OPERATING COSTS	66,947	69,390	95%	0	0		3,623	24,870	15%	5,934	1,700	349%
WAGES & BENEFITS	705,244	798,311	88%	89,370	108,865	82%	244,628	270,306	91%	93,341	89,840	104%
EQUIP OP & MAINTENANCE	0	6,000		0	0		0	0		0	0	
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	9,407	21,000	45%	0	0		0	0		2,430	41,270	6%
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	7,000	7,000	100%	0	0		20,405	20,405	100%	0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		3,000	3,000	100%
0	0											
<b>TOTAL EXPENDITURES</b>	<b>1,162,189</b>	<b>1,384,634</b>	<b>84%</b>	<b>\$161,146</b>	<b>\$428,865</b>	<b>36%</b>	<b>\$349,490</b>	<b>\$442,507</b>	<b>79%</b>	<b>\$233,306</b>	<b>\$219,765</b>	<b>106%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$471,448</b>	<b>\$248,491</b>		<b>\$1</b>	<b>\$0</b>		<b>\$221,630</b>	<b>\$126,273</b>		<b>\$64,873</b>	<b>\$0</b>	

REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
Dec 2008

	House Numbering			Building Inspection			Bylaw Enforcement			Total Development Services		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	21,500	21,500	100%	83,315	82,315	100%	170,055	170,055	100%	1,859,950	1,859,950	100%
GRANTS/OPERATING/OTHER	0	0		802,825	892,890	90%	185,050	194,260	95%	1,445,929	1,731,655	83%
RETAINED EARNINGS	0	0		1,002,183	1,002,185	100%	120,986	120,980	100%	1,744,118	1,744,115	100%
<b>TOTAL REVENUES</b>	<b>21,500</b>	<b>21,500</b>	<b>100%</b>	<b>1,888,323</b>	<b>1,978,390</b>	<b>95%</b>	<b>476,091</b>	<b>485,295</b>	<b>98%</b>	<b>5,049,997</b>	<b>5,335,720</b>	<b>95%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$21,500	\$21,500	100%	\$201,530	\$231,219	87%	\$28,581	\$28,835	99%	\$626,557	\$736,283	85%
PROFESSIONAL FEES	0	0		37,418	32,500	115%	134,736	138,911	97%	412,431	683,161	60%
BUILDING OP & MAINTENANCE	0	0		14,300	16,700	86%	3,250	3,300	98%	41,746	59,400	70%
VEHICLE OP & MAINTENANCE	0	0		23,207	18,513	125%	8,785	10,000	88%	47,375	36,448	130%
OTHER OPERATING COSTS	0	0		70,065	68,430	102%	41,530	40,445	103%	188,099	204,835	92%
WAGES & BENEFITS	0	0		828,410	867,911	95%	123,347	130,215	95%	2,084,340	2,265,448	92%
EQUIP OP & MAINTENANCE	0	0		2,768	2,380	116%	0	0		2,768	8,380	33%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		6,092	11,000	55%	7,819	10,000	78%	25,746	83,270	31%
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%	14,500	15,500	94%	42,905	43,905	98%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		3,000	3,000	100%
<b>TOTAL EXPENDITURES</b>	<b>\$21,500</b>	<b>\$21,500</b>	<b>100%</b>	<b>\$1,184,790</b>	<b>\$1,249,653</b>	<b>95%</b>	<b>\$362,548</b>	<b>\$377,206</b>	<b>96%</b>	<b>\$3,474,869</b>	<b>\$4,124,130</b>	<b>84%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>		<b>\$703,533</b>	<b>\$728,737</b>		<b>\$113,543</b>	<b>\$108,089</b>		<b>\$1,575,028</b>	<b>\$1,211,590</b>	

**REGIONAL DISTRICT OF NANAIMO**  
**ENVIRONMENTAL SERVICES**  
 Dec 2008

	Env Svcs Administration			Env Svcs Community Works Fund			Liquid Waste Management			Water Supply		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	\$0	\$0		\$0	\$0		\$8,160,520	\$8,160,520	100%	\$1,737,335	\$1,737,335	100%
GRANTS/OPERATING/OTHER	272,595	271,430	100%	51,519	70,000	74%	3,359,780	9,324,500	36%	1,027,357	1,079,744	95%
RETAINED EARNINGS	0	0		0	0		2,630,467	2,630,465	100%	1,329,258	1,329,260	100%
<b>TOTAL REVENUES</b>	<b>272,595</b>	<b>271,430</b>	<b>100%</b>	<b>51,519</b>	<b>70,000</b>	<b>74%</b>	<b>14,150,767</b>	<b>20,115,485</b>	<b>70%</b>	<b>4,093,930</b>	<b>4,146,339</b>	<b>99%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$1,084	\$1,000	108%	\$0	\$0		\$443,472	\$522,810	85%	\$156,846	\$232,344	68%
PROFFSSIONAL FEES	0	0		51,519	70,000	74%	321,578	439,800	73%	169,608	242,683	70%
BUILDING OP & MAINTENANCE	0	0		0	0		120,204	98,555	122%	91,261	115,054	79%
VEHICLE OP & MAINTENANCE	0	0		0	0		615,854	669,385	92%	80,517	88,473	91%
WAGFS & BENEFITS	264,164	260,711	101%	0	0		1,642,329	1,777,787	92%	656,649	739,722	89%
OTHER OPERATING COSTS COSTS	4,452	5,720	78%	0	0		1,812,284	1,616,625	112%	336,672	420,864	80%
CAPITAL EXPENDITURES	2,895	4,000	72%	0	0		3,764,919	10,849,030	35%	513,876	936,908	55%
DEBT FINANCING - INT	0	0		0	0		796,576	852,445	93%	258,869	299,435	86%
DEBT FINANCING - PRINCIPAL	0	0		0	0		659,758	659,760	100%	145,325	160,950	90%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		0	0		1,505,365	1,505,365	100%	123,943	84,813	146%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGNCIES	0	0		0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$272,595</b>	<b>\$271,431</b>	<b>100%</b>	<b>\$51,519</b>	<b>\$70,000</b>	<b>74%</b>	<b>\$11,682,339</b>	<b>\$18,991,562</b>	<b>62%</b>	<b>\$2,533,566</b>	<b>\$3,321,246</b>	<b>76%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>(\$1)</b>		<b>\$0</b>	<b>\$0</b>		<b>\$2,468,428</b>	<b>\$1,123,923</b>		<b>\$1,560,364</b>	<b>\$825,093</b>	

**REGIONAL DISTRICT OF NANAIMO  
ENVIRONMENTAL SERVICES  
Dec 2008**

	Sewerage Collection			Street Lighting			Env Svcs Engineering			Total Environmental Services		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	\$831,330	\$831,330	100%	\$60,640	\$60,640	100%	\$0	\$0		\$10,789,825	\$10,789,825	100%
GRANTS/OPERATING/OTHER	371,811	374,149	99%	465	455	102%	170,908	231,515	74%	5,254,415	11,351,893	46%
RETAINED EARNINGS	387,307	387,300	100%	34,133	34,135	100%	0	0		4,381,165	4,381,160	100%
<b>TOTAL REVENUES</b>	<b>1,590,448</b>	<b>1,592,779</b>	<b>100%</b>	<b>95,238</b>	<b>95,230</b>	<b>100%</b>	<b>170,908</b>	<b>231,615</b>	<b>74%</b>	<b>20,425,405</b>	<b>26,522,878</b>	<b>77%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$42,489	\$51,481	83%	\$1,025	\$1,045	98%	\$5,862	\$7,650	77%	\$650,778	\$816,330	80%
PROFESSIONAL FEES	43,004	46,839	92%	0	0		9,572	26,500	36%	595,281	825,822	72%
BUILDING OP & MAINTENANCE	16,284	30,788	53%	10,736	12,050	89%	0	0		238,485	256,447	93%
VEHICLE OP & MAINTENANCE	74,956	42,581	176%	0	0		0	0		771,327	800,439	96%
WAGES & BENEFITS	236,953	256,113	93%	763	875	87%	139,576	180,865	77%	2,940,434	3,216,073	91%
OTHER OPERATING COSTS	668,752	696,535	96%	45,599	44,752	102%	2,929	2,100	139%	2,870,688	2,786,596	103%
CAPITAL COST	121,381	196,089	62%	0	0		12,968	14,500	89%	4,416,039	12,000,527	37%
DEBT FINANCING - INT	46,312	46,610	99%	0	0		0	0		1,101,757	1,198,490	92%
DEBT FINANCING - PRINCIPAL	30,082	30,080	100%	0	0		0	0		835,165	850,790	98%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
CONTRIBUTION TO OTHER FUNDS	45,267	45,267	100%	0	0		0	0		1,674,575	1,635,445	102%
CONTRIBUTION FROM OTHER FUNDS	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>\$1,325,480</b>	<b>\$1,442,383</b>	<b>92%</b>	<b>\$58,123</b>	<b>\$58,722</b>	<b>99%</b>	<b>\$170,907</b>	<b>\$231,615</b>	<b>74%</b>	<b>\$16,094,529</b>	<b>\$24,386,959</b>	<b>66%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$264,968</b>	<b>\$150,396</b>		<b>\$37,115</b>	<b>\$36,508</b>		<b>\$1</b>	<b>\$0</b>		<b>\$4,330,876</b>	<b>\$2,135,919</b>	



**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
Dec 2008**

	Regional Parks			Community Parks			Area A Recreation			D69 Coordinating Recreation			Oceanside Place Arena		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>															
TAX REQUISITION	1,265,875	1,265,966	100%	566,615	566,615	100%	76,500	76,500	100%	1,031,985	1,031,985	100%	1,264,125	1,264,125	100%
GRANTS/OPERATING/OTHER	476,957	877,160	54%	7,916	0		0	0		257,851	247,460	104%	664,257	617,845	108%
RETAINED EARNINGS	204,690	203,590	101%	309,160	309,160	100%	99,402	99,400	100%	245,826	245,825	100%	239,659	239,660	100%
<b>TOTAL REVENUES</b>	<b>1,947,522</b>	<b>2,346,716</b>	<b>83%</b>	<b>883,691</b>	<b>875,775</b>	<b>101%</b>	<b>175,902</b>	<b>175,900</b>	<b>100%</b>	<b>1,535,662</b>	<b>1,525,270</b>	<b>101%</b>	<b>2,168,041</b>	<b>2,121,630</b>	<b>102%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	\$75,174	\$66,995	112%	\$41,265	\$43,659	95%	\$1,285	\$2,605	49%	\$109,774	\$112,378	98%	\$138,111	\$149,939	92%
PROFESSIONAL FEES	84,579	356,000	24%	5,479	42,500	13%	43	0		25,844	10,500	246%	84	2,000	4%
BUILDING OP & MAINTENANCE	38,127	52,325	73%	6,562	5,471	120%	126	0		18,457	26,610	69%	280,142	240,575	116%
VEHICLE OP & MAINTENANCE	26,437	25,515	104%	7,381	8,000	92%	0	0		27,795	33,409	83%	41,403	43,645	95%
OTHER OPERATING COSTS	249,257	277,205	90%	75,267	190,720	40%	781	700	112%	20,416	22,275	92%	15,462	15,420	100%
WAGES & BENEFITS	300,650	333,870	90%	270,992	282,999	96%	11,534	16,590	70%	619,248	674,749	92%	841,517	835,068	101%
EQUIP OP & MAINTENANCE	2,997	1,000	300%	0	0		0	0		2,768	2,700	103%	63,584	45,000	141%
COMMUNITY GRANTS	0	0		0	0		5,082	10,000	51%	63,703	65,000	98%	631	700	90%
RECREATION PROGRAMS	0	1,500		72	750	10%	0	0		52,635	64,360	82%	46,893	21,650	217%
CAPITAL EXPENDITURES	114,484	450,835	25%	18,084	22,000	82%	129	0		450	3,335	13%	21,325	12,835	166%
DEBT FINANCING - INTEREST	26,824	27,730	97%	24,630	26,070	94%	0	0		0	0		312,532	312,530	100%
DEBT FINANCING - PRINCIPAL	429,535	430,150	100%	16,513	16,515	100%	0	0		0	0		273,052	273,050	100%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	146,005		0	0		0	0	
TRANSFER TO RESERVE FUND	369,524	221,105	167%	65,000	65,000	100%	0	0		70,180	70,180	100%	25,180	25,180	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	30,000	30,000	100%	28,200	28,200	100%	0	0		266,141	270,655	98%	0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$1,747,588</b>	<b>\$2,274,230</b>	<b>77%</b>	<b>\$560,445</b>	<b>\$731,884</b>	<b>77%</b>	<b>\$18,980</b>	<b>\$175,900</b>	<b>11%</b>	<b>\$1,277,411</b>	<b>\$1,356,151</b>	<b>94%</b>	<b>\$2,059,906</b>	<b>\$1,977,592</b>	<b>104%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$199,934</b>	<b>\$72,486</b>		<b>\$323,246</b>	<b>\$143,891</b>		<b>\$166,922</b>	<b>\$0</b>		<b>\$258,251</b>	<b>\$169,119</b>		<b>\$108,135</b>	<b>\$144,038</b>	

**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
Dec 2008**

	Ravensong Aquatic Center			Gabriola Island Recreation			Southern Community Recreation & Culture			Total Recreation & Parks		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	1,309,255	1,309,255	100%	71,890	71,890	100%	879,940	879,940	100%	6,466,185	6,466,276	100%
GRANTS/OPERATING/OTHER	560,427	557,870	100%	0	500		42,456	45,000	94%	2,009,864	2,345,835	86%
RETAINED EARNINGS	122,848	122,850	100%	6,537	6,535	100%	16,018	16,020	100%	1,244,140	1,243,040	100%
<b>TOTAL REVENUES</b>	<b>1,992,530</b>	<b>1,989,975</b>	<b>100%</b>	<b>78,427</b>	<b>78,925</b>	<b>99%</b>	<b>938,414</b>	<b>940,960</b>	<b>100%</b>	<b>9,720,189</b>	<b>10,055,151</b>	<b>97%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$150,123	\$153,160	98%	\$1,054	\$1,066	99%	\$3,220	\$2,700	119%	\$520,006	\$532,502	98%
PROFESSIONAL FEES	23,143	12,000	193%	0	0		0	0		139,172	423,000	33%
BUILDING OP & MAINTENANCE	237,332	215,100	110%	0	0		33,225	28,750	116%	613,971	568,831	108%
VEHICLE OP & MAINTENANCE	7,864	7,355	107%	0	75		0	0		110,880	117,999	94%
OTHER OPERATING COSTS	22,777	25,550	89%	58	150	39%	0	75		385,008	532,095	72%
WAGES & BENEFITS	904,540	1,013,887	89%	11,529	12,905	89%	0	0		2,960,010	3,170,068	93%
EQUIP OP & MAINTENANCE	30,293	27,200	111%	0	0		0	0		99,642	75,900	131%
COMMUNITY GRANTS	6,709	7,000	96%	0	0		0	0		76,125	82,700	92%
RECREATION PROGRAMS	40,540	44,220	92%	0	0		0	0		140,140	132,480	106%
CAPITAL EXPENDITURES	22,100	85,000	26%	129	0		7,975	15,000	53%	184,676	589,005	31%
DEBT FINANCING - INTEREST	244,689	244,690	100%	0	0		0	0		608,675	611,020	100%
DEBT FINANCING - PRINCIPAL	123,953	123,955	100%	0	0		0	0		843,053	843,670	100%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	146,005	
TRANSFER TO RESERVE FUND	180	180	100%	0	0		0	0		530,064	361,645	139%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		60,000	60,000	100%	891,137	894,325	100%	1,275,478	1,283,180	99%
<b>TOTAL EXPENDITURES</b>	<b>\$1,814,243</b>	<b>\$1,959,297</b>	<b>93%</b>	<b>\$72,770</b>	<b>\$74,196</b>	<b>98%</b>	<b>\$935,557</b>	<b>\$940,850</b>	<b>99%</b>	<b>\$8,486,900</b>	<b>\$9,490,100</b>	<b>89%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$178,287</b>	<b>\$30,678</b>		<b>\$5,657</b>	<b>\$4,729</b>		<b>\$2,857</b>	<b>\$110</b>		<b>\$1,233,289</b>	<b>\$565,051</b>	

**REGIONAL DISTRICT OF NANAIMO**  
**TRANSPORTATION AND SOLID WASTE SERVICES**  
 Dec 2008

	Descanso Bay Emergency Wharf			Southern Community Transit			Northern Community Transit			Total Transportation Services		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	\$5,150	\$5,150	100%	\$4,019,120	\$4,019,120	100%	\$542,210	\$542,210	100%	\$4,566,480	\$4,566,480	100%
GRANTS/OPERATING/OTHER	0	0		8,188,689	9,749,695	84%	625,208	611,055	102%	8,813,897	10,360,760	85%
RETAINED EARNINGS	46	45	102%	847,825	847,825	100%	294,260	294,260	100%	1,142,132	1,142,130	100%
<b>TOTAL REVENUES</b>	<b>\$5,196</b>	<b>\$5,195</b>	<b>100%</b>	<b>\$13,055,635</b>	<b>\$14,616,640</b>	<b>89%</b>	<b>\$1,461,678</b>	<b>\$1,447,535</b>	<b>101%</b>	<b>\$14,522,509</b>	<b>\$16,069,370</b>	<b>90%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$314	\$150	209%	\$1,360,251	\$1,377,950	99%	\$723,820	\$723,620	100%	\$2,084,385	\$2,101,920	99%
PROFESSIONAL FEES	0	0		19,136	40,000	48%	0	0		19,136	40,000	48%
BUILDING OP. & MAINT.	0	4,000		205,184	243,400	84%	0	0		205,184	247,400	83%
VEHICLE OP. & MAINT	0	0		3,294,276	3,096,444	106%	0	0		3,294,276	3,096,444	106%
OTHER OPERATING COSTS	0	0		299,377	329,050	91%	26,900	26,900	100%	326,277	355,950	92%
WAGES & BENEFITS	0	0		6,770,392	6,951,045	97%	508,941	445,053	114%	7,279,333	7,395,098	98%
EQUIP. OP & MAINT	0	0		2,768	5,450	51%	0	0		2,766	5,450	51%
CAPITAL EXPENDITURES	0	0		283,741	2,172,020	13%	0	0		283,741	2,172,020	13%
DEBT FINANCING - INT	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	3	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	1,000	1,000	100%	5,295	5,295	100%	0	0		6,295	6,295	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS/AGENCIF	0	0		0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$1,314</b>	<b>\$5,150</b>	<b>26%</b>	<b>\$12,240,420</b>	<b>\$14,220,654</b>	<b>86%</b>	<b>\$1,259,661</b>	<b>\$1,195,773</b>	<b>105%</b>	<b>\$13,501,395</b>	<b>\$15,421,577</b>	<b>88%</b>
<b>NET SURPLUS</b>	<b>\$3,882</b>	<b>\$45</b>		<b>\$815,215</b>	<b>\$395,986</b>		<b>\$202,017</b>	<b>\$251,762</b>		<b>\$1,021,114</b>	<b>\$647,793</b>	

**REGIONAL DISTRICT OF NANAIMO  
TRANSPORTATION AND SOLID WASTE SERVICES  
Dec 2008**

	Garbage & Recycling Collection			Zero Waste			Solid Waste Management			Total Transportation & Solid Waste Services		
	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR	Actual 2008	Budget 2008	% VAR
<b>REVENUES</b>												
TAX REQUISITION	\$0	\$0		\$0	\$0		\$402,305	\$402,305	100%	\$4,968,785	\$4,968,785	100%
GRANTS/OPERATING/OTHER	2,354,103	2,316,071	102%	39,716	0		8,821,599	11,348,800	78%	19,989,599	24,025,581	83%
RETAINED EARNINGS	533,187	533,185	100%	0	0		1,708,622	1,708,620	100%	3,383,941	3,383,935	100%
<b>TOTAL REVENUES</b>	<b>2,887,290</b>	<b>2,849,206</b>	<b>101%</b>	<b>39,716</b>	<b>0</b>		<b>10,932,526</b>	<b>13,459,725</b>	<b>81%</b>	<b>28,342,325</b>	<b>32,378,301</b>	<b>88%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	\$160,689	\$162,065	99%	\$4,278	\$0		\$607,766	\$602,055	101%	\$2,852,840	\$2,866,050	100%
PROFESSIONAL FEES	457	7,500	6%	73,927	0		252,321	411,985	61%	271,914	459,485	59%
BUILDING OP & MAINTENANCE	2,145	2,145	100%	0	0		70,165	80,100	88%	277,494	329,645	84%
VEHICLE OP & MAINTENANCE	812	1,785	45%	23,590	0		793,630	682,133	116%	4,088,718	3,780,362	108%
OTHER OPERATING COSTS	1,941,172	2,092,125	93%	116,551	0		2,376,159	2,822,626	84%	4,643,608	5,270,901	88%
WAGES & BENEFITS	94,560	103,395	91%	114,093	0		2,283,857	2,434,646	94%	9,657,750	9,934,139	97%
EQUIP. OP & MAINT										2,768	5,450	51%
CAPITAL EXPENDITURES	145	11,200	1%	0	0		1,867,438	4,911,505	38%	2,151,324	7,094,725	30%
DEBT FINANCING - INT	0	0		0	0		164,700	164,700	100%	164,700	164,700	100%
DEBT FINANCING - PRINCIPAL	0	0		0	0		90,728	90,730	100%	90,728	90,730	100%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	660	660	100%	870	0		1,007,490	1,007,490	100%	1,014,445	1,014,445	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>\$2,200,640</b>	<b>\$2,380,875</b>	<b>92%</b>	<b>\$333,309</b>	<b>\$0</b>		<b>\$9,514,254</b>	<b>\$13,208,190</b>	<b>72%</b>	<b>\$25,216,269</b>	<b>\$31,010,632</b>	<b>81%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$686,650</b>	<b>\$468,331</b>		<b>(\$293,593)</b>	<b>\$0</b>		<b>\$1,418,272</b>	<b>\$251,545</b>		<b>\$3,126,056</b>	<b>\$1,367,669</b>	



FILED
SAC/APPROVAL
EAR
COM ✓ 10-MAR-09

MEMORANDUM

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** March 3, 2009

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

**FILE:**

**SUBJECT:** Bylaw 1570 – a Bylaw to Adopt the 2009 to 2013 Financial Plan

**PURPOSE:**

To present the final 2009 annual property tax revenues and introduce for three readings and adoption "2009 to 2013 Financial Plan Bylaw No. 1570, 2009".

**BACKGROUND:**

The Board has reviewed the 2009 budget details and the financial plan. The following represents the final adjusted tax revenues for 2009:

As presented February 24, 2009 \$31,536.085

**Adjustments:**

Southern Community Recreation -2008 actual	74,785
D69 Sportsfield agreement – 2008 actual	9,065
Electoral Area G – feasibility study costs (Surfside Sewer)	11,806
Regional Parks – additional revenues for additional parcels	9,688
Oceanside Place – 2008 final results	10,000
D69 F911 - 2008 final results	(23,180)
Miscellaneous	<u>(22,834)</u>

2009 Property Tax Revenues \$31,605,415

A budget edition of our Regional Perspectives was distributed on February 27<sup>th</sup> describing in some detail initiatives completed or underway with respect to the Board's 2006-2009 Strategic Plan and illustrating the taxes being raised for 2009, the first year of the new financial plan.

**ALTERNATIVES:**

1. Approve the 2009 to 2013 financial plan and adopt Bylaw No. 1570 as presented.
2. Make further budget amendments and adopt Bylaw No. 1570 as amended.

**FINANCIAL IMPLICATIONS:**

Alternative 1

The 2009 final budget has been reviewed in detail and staff have no further recommendations. The financial plan forecast represents estimates based on information available at this time.

Alternative 2

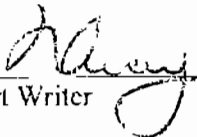
Any further amendments must be approved and adopted no later than March 31st to meet our statutory deadline.


**SUMMARY/CONCLUSIONS:**

The 2009 budget and 2009 to 2013 financial plan have been reviewed and amended where recommended. Staff have no further amendments to bring forward and recommend approving the 2009 annual budget and 2009 to 2013 financial plan as presented.

**RECOMMENDATIONS:**

1. That "2009 to 2013 Financial Plan Bylaw No. 1570, 2009" be introduced and read three times.
2. That "2009 to 2013 Financial Plan Bylaw No. 1570, 2009" be adopted.

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

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

**COMMENTS:**

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1570

A BYLAW TO ADOPT THE 2009  
TO 2013 FINANCIAL PLAN

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

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

1. **TITLE**

This bylaw may be cited as the "2009 to 2013 Financial Plan Bylaw No. 1570, 2009".

2. **DEFINITION**

**"Emergency"** means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

3. Schedules 'A', through 'F' attached to this bylaw are hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2009 to December 31, 2013.

4. The Financial Plan may be amended in the following manner:

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo's purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

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CHAIRPERSON

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SR. MGR. CORPORATE ADMINISTRATION



**OVERALL SUMMARY  
2009 to 2013 FINANCIAL PLAN**

Chairperson

Str Mgr Corporate Administration

	2009 Budget	2010	2011	2012	2013	Subtotal
<b>Revenues</b>						
Property taxes	(27,789,154)	(30,255,090)	(32,652,764)	(35,070,198)	(37,106,474)	(162,763,258)
Parcel taxes	(3,571,861)	(3,891,278)	(4,000,315)	(4,149,338)	(4,294,431)	(19,887,418)
Municipal agreements	(244,370)	(249,257)	(254,242)	(259,327)	(264,514)	(1,271,710)
	<u>(31,605,415)</u>	<u>(34,395,625)</u>	<u>(36,917,319)</u>	<u>(39,478,863)</u>	<u>(41,665,419)</u>	<u>(183,423,056)</u>
Operating revenues	(1,849,855)	(1,858,947)	(1,861,527)	(1,880,975)	(1,900,803)	(9,352,107)
Interest income	(385,000)	(385,000)	(385,000)	(385,000)	(385,000)	(1,925,000)
Transit fares	(3,520,413)	(4,049,679)	(4,350,000)	(4,503,697)	(4,973,711)	(21,587,705)
Landfill tipping fees	(9,279,750)	(9,181,744)	(9,220,786)	(9,220,786)	(9,220,785)	(46,103,855)
Recreation fees	(497,760)	(507,515)	(517,464)	(527,613)	(537,965)	(2,588,317)
Recreation facility rentals	(554,785)	(578,081)	(587,602)	(599,354)	(611,341)	(2,939,163)
Recreation vending sales	(15,500)	(15,500)	(15,500)	(15,500)	(15,500)	(77,500)
Recreation concession	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)	(27,500)
Recreation - other	(295,530)	(302,460)	(308,510)	(314,660)	(320,973)	(1,543,153)
Utility user fees	(3,485,568)	(3,660,821)	(3,774,880)	(3,907,757)	(4,024,706)	(19,858,832)
Operating grants	(13,274,685)	(7,067,710)	(5,002,114)	(6,064,286)	(5,445,821)	(38,874,616)
Planning grants	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)	(67,500)
Grants in lieu of taxes	(109,230)	(109,230)	(109,230)	(109,230)	(109,230)	(546,150)
Interdepartmental recoveries	(3,575,270)	(3,644,991)	(3,496,435)	(3,581,403)	(3,628,015)	(17,905,054)
Transfer from reserves	(11,245,108)	(304,858)	(339,858)	(488,858)	(304,858)	(12,663,540)
Miscellaneous	(5,813,740)	(5,470,303)	(5,416,001)	(5,161,348)	(4,745,415)	(26,360,207)
Prior year (surplus/deficit)	(1,601,375)	(5,437,459)	(4,224,760)	(3,714,902)	(4,938,605)	(29,937,707)
<b>Total Revenues</b>	<u>(97,051,637)</u>	<u>(75,970,023)</u>	<u>(77,544,968)</u>	<u>(80,038,454)</u>	<u>(83,647,151)</u>	<u>(418,722,985)</u>
<b>Expenditures</b>						
Administration	3,279,243	3,295,792	3,304,803	3,313,905	3,323,099	16,516,842
D66E911	495	495	495	495	495	2,475
Fiscal Services	-	-	-	-	-	-
Community grants	34,005	31,855	31,855	31,855	31,855	161,425
Legislative	345,470	346,425	347,389	468,353	380,546	1,885,193
Professional fees	2,275,912	1,911,862	2,071,201	1,912,337	1,989,252	10,160,574
Building Ops	2,272,517	2,259,816	2,348,185	2,328,057	2,359,481	11,578,056
Veh & Equip ops	5,881,415	6,615,411	7,366,056	8,015,912	8,714,514	36,593,305
Operating Costs	17,317,550	12,213,919	12,326,054	12,438,295	13,109,066	62,405,577
Program Costs	347,545	347,729	347,513	348,059	348,284	1,739,569
Wages & Benefits	22,263,787	23,544,691	24,722,897	25,909,844	27,329,496	123,770,717
Transfer to other gov/org	4,990,370	5,020,717	5,129,430	5,241,502	5,405,837	25,767,856
Debt financing	8,353,800	7,903,000	6,985,332	7,466,133	7,704,605	37,598,378
Contributions to reserve funds	4,385,046	3,700,321	4,515,140	5,728,112	5,855,470	24,582,091
Capital	24,874,321	5,042,687	3,232,470	1,772,555	1,199,755	36,121,898
<b>SubTotal</b>	<u>91,521,478</u>	<u>72,244,728</u>	<u>73,129,230</u>	<u>74,973,566</u>	<u>77,252,407</u>	<u>318,478,242</u>
New debt	-	502,535	702,856	128,282	534,839	1,754,972
<b>Total expenditures</b>	<u>91,521,478</u>	<u>72,747,263</u>	<u>73,832,086</u>	<u>75,101,848</u>	<u>77,787,246</u>	<u>369,560,336</u>
<b>(Surplus)/deficit</b>	<u>(5,430,456)</u>	<u>(4,222,760)</u>	<u>(3,712,902)</u>	<u>(4,936,606)</u>	<u>(6,059,905)</u>	<u>(22,453,062)</u>
<b>Source and Application of Funds</b>						
<b>Capital Fund</b>						
<b>Source of Funds</b>						
Transfers from Operating	(24,874,321)	(5,042,687)	(3,232,470)	(1,772,655)	(1,199,755)	(36,121,898)
Transfers from Reserve Funds	(10,862,900)	(7,237,810)	(4,242,000)	(15,616,438)	(16,125,774)	(54,184,522)
Borrowed Funds	(3,973,610)	(7,406,775)	(1,370,795)	(5,098,247)	(39,031,998)	(55,597,675)
Bylaw funds on hand	0	0	0	0	0	0
Other sources	(8,144,830)	(2,578,100)	(693,725)	(103,485)	(1,800)	(8,821,740)
<b>Total Sources of Funds</b>	<u>(48,055,461)</u>	<u>(22,265,372)</u>	<u>(9,639,990)</u>	<u>(22,585,625)</u>	<u>(56,359,337)</u>	<u>(154,595,235)</u>
<b>Funds Applied</b>						
Operating capital	43,855,551	14,858,507	8,268,195	17,453,578	17,327,339	99,063,550
Unexpended capital funds	0	0	0	0	0	0
Loan authorizations	3,973,610	7,405,775	1,370,795	5,098,247	39,031,998	55,567,675
<b>Total Funds Applied</b>	<u>48,012,461</u>	<u>22,265,372</u>	<u>9,639,990</u>	<u>22,549,825</u>	<u>56,359,337</u>	<u>154,530,225</u>
<b>Reserve Funds</b>						
Transfers from Operating Funds	(4,385,046)	(3,700,321)	(4,515,140)	(5,726,112)	(5,855,470)	(24,582,091)
Other Sources (DCC's etc)	(6,378,730)	(4,621,030)	(4,512,275)	(8,040,015)	(37,591,500)	(60,943,520)
Transfers to Capital Fund	8,640,800	9,281,325	1,840,000	2,642,500	300,000	21,904,725
Transfers to Operating Fund	30,000	0	0	0	0	30,000
<b>Reserve Fund Transactions</b>	<u>4,463,755</u>	<u>5,170,141</u>	<u>506,017</u>	<u>500,555</u>	<u>(1,994,473)</u>	<u>8,746,005</u>



Chairperson

Sr Mgr., Corporate Administration

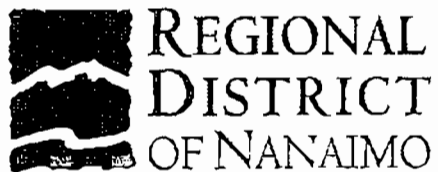


**CORPORATE SERVICES  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS**

	2009 Budget	2010	2011	2012	2013
General Government Administration	\$ (700,865)	\$ (770,908)	\$ (854,453)	\$ (947,176)	\$ (1,024,535)
Electoral Areas Only	(170,280)	(172,834)	(175,427)	(178,058)	(180,729)
Grants-in-Aid	(51,020)	(54,495)	(54,495)	(54,495)	(54,495)
Feasibility Studies	(15,616)	(11,816)	(11,816)	(11,816)	(11,816)
D68 E911	(79,436)	(80,229)	(81,031)	(82,652)	(84,305)
D69 E911	(503,725)	(527,855)	(546,330)	(565,452)	(585,243)
D69 Community Justice	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
D68 Restorative Justice	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Fire - Coombs-Hilliers	(275,405)	(302,946)	(333,241)	(366,555)	(403,222)
Fire - Dashwood	(318,760)	(328,323)	(338,173)	(348,318)	(358,768)
Fire - French Creek	(336,885)	(368,992)	(391,062)	(398,883)	(406,861)
Fire - Parksville Local	(108,775)	(114,214)	(117,069)	(117,069)	(117,069)
Fire - Yellowpoint	(234,000)	(230,092)	(230,092)	(230,092)	(230,092)
Fire- Errington	(229,125)	(235,999)	(243,079)	(250,371)	(257,862)
Fire- Extension	(120,305)	(123,914)	(127,631)	(131,460)	(135,404)
Fire -Nanoose Bay	(377,750)	(474,859)	(580,222)	(652,629)	(672,206)
Fire -Wellington	(48,465)	(48,465)	(48,465)	(48,465)	(48,465)
Fire- Bow Horn Bay	(180,800)	(189,840)	(199,332)	(209,299)	(219,764)
Fire - Nanaimo River	(12,795)	(17,795)	(24,795)	(28,795)	(32,190)
Fire - Meadwood	(65,000)	(158,491)	(158,491)	(158,491)	(158,491)
<b>Subtotal Regional District Services</b>	<b>(3,889,006)</b>	<b>(4,272,067)</b>	<b>(4,575,204)</b>	<b>(4,840,086)</b>	<b>(5,041,539)</b>
Vancouver Island Regional Library	(1,426,210)	(1,479,501)	(1,523,886)	(1,569,603)	(1,616,691)
<b>Total Corporate Services</b>	<b>(5,315,216)</b>	<b>(5,751,568)</b>	<b>(6,099,090)</b>	<b>(6,409,689)</b>	<b>(6,658,230)</b>

Chairperson

Sr Mgr Corporate Administrator



DEVELOPMENT SERVICES  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS

	2009 Budget	2010	2011	2012	2013
Building Inspection	\$ (92,000)	\$ (121,200)	\$ (158,320)	\$ (199,152)	\$ (244,067)
<b>Bylaw Enforcement</b>					
Animal Control - Electoral Areas A,B,C,Lantzville	(52,815)	(55,192)	(57,952)	(60,850)	(63,893)
Animal Control Electoral Areas E,G,H	(72,530)	(75,431)	(78,448)	(81,586)	(84,034)
Animal Control Electoral Area F	(13,110)	(13,569)	(14,044)	(14,536)	(15,045)
Hazardous Properties	(3,895)	(4,623)	(5,315)	(5,621)	(5,733)
Unightly Premises	(5,940)	(5,740)	(5,540)	(5,340)	(5,140)
Noise Control A	(4,255)	(4,383)	(4,514)	(4,649)	(4,788)
Noise Control B	(4,325)	(4,476)	(4,655)	(4,841)	(5,035)
Noise Control C	(7,810)	(7,888)	(7,967)	(8,047)	(8,127)
Noise Control E	(3,695)	(3,935)	(4,191)	(4,463)	(4,753)
Noise Control G	(6,240)	(8,427)	(8,680)	(8,940)	(9,208)
Community Planning	(1,131,465)	(1,267,241)	(1,406,636)	(1,505,103)	(1,565,307)
Regional Growth Strategy	(389,580)	(428,538)	(471,392)	(518,531)	(570,394)
House Numbering	(21,500)	(21,500)	(21,500)	(21,500)	(21,500)
Emergency Planning	(185,310)	(194,576)	(204,305)	(214,520)	(225,246)
D68 Search & Rescue	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)
	<b>\$ (2,021,470)</b>	<b>\$ (2,243,719)</b>	<b>\$ (2,480,461)</b>	<b>\$ (2,684,679)</b>	<b>\$ (2,859,260)</b>

Chairperson

Sr Mgr., Corporate Administration

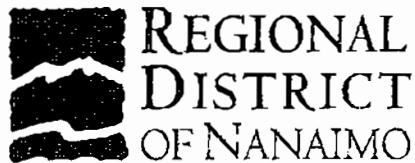


RECREATION & PARKS SERVICES  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS

	2009 Budget	2010	2011	2012	2013
Ravensong Aquatic Center	\$ (1,374,470)	\$ (1,549,470)	\$ (1,672,438)	\$ (1,772,784)	\$ (1,852,559)
Oceanside Place	(1,337,330)	(1,480,823)	(1,545,056)	(1,636,855)	(1,671,132)
D69 Recreation	(804,800)	(832,968)	(862,122)	(892,296)	(916,065)
D69 Recreation - Sportsfields	(236,400)	(241,126)	(245,951)	(250,870)	(255,887)
Gabriola Island Recreation	(76,995)	(82,995)	(87,145)	(89,682)	(92,250)
Area A Recreation	(83,385)	(93,724)	(105,096)	(118,606)	(133,467)
Southern Community Recreation	(858,350)	(930,854)	(953,315)	(975,775)	(999,580)
Regional Parks - Operations	(747,690)	(851,982)	(903,101)	(957,287)	(1,005,167)
Regional Parks - Capital	(683,893)	(713,938)	(664,422)	(665,422)	(668,528)
Community Park Area A	(79,800)	(97,800)	(114,712)	(119,300)	(121,686)
Community Park Area B	(137,560)	(160,062)	(165,464)	(175,623)	(185,148)
Community Park Area C	(28,705)	(39,853)	(46,049)	(47,430)	(48,853)
Community Park Area C (Pleasant Valley/E. Wellington)	(54,705)	(77,346)	(102,666)	(105,746)	(108,918)
Community Park Area E	(72,050)	(88,707)	(101,965)	(111,142)	(116,699)
Community Park Area F	(90,430)	(104,143)	(110,767)	(122,798)	(135,086)
Community Park Area G	(90,430)	(102,473)	(119,720)	(130,706)	(135,934)
Community Park Area H	(107,570)	(123,000)	(130,420)	(139,137)	(148,202)
Port Theater Area A	(13,900)	(13,900)	(13,900)	(13,900)	(13,900)
Port Theater Area B	(13,915)	(13,915)	(13,915)	(13,915)	(13,915)
Port Theater Area C	(13,820)	(13,820)	(13,820)	(13,820)	(13,820)
Port Theater Area C (Pleasant Valley/E. Wellington)	(3,575)	(3,575)	(3,575)	(3,575)	(3,575)
Port Theater Area E	(19,950)	(19,950)	(19,950)	(19,950)	(19,950)
<b>\$</b>	<b>(6,929,733)</b>	<b>\$ (7,636,426)</b>	<b>\$ (7,996,669)</b>	<b>\$ (8,346,022)</b>	<b>\$ (8,663,303)</b>

Chairperson

Sr Mgr., Corporate Administration



TRANSPORTATION & SOLID WASTE MANAGEMENT  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS

	2009 Budget	2010	2011	2012	2013
Southern Community Transit	\$ (4,940,675)	\$ (5,781,776)	\$ (6,714,352)	\$ (7,721,505)	\$ (8,493,656)
D69 Transit	(644,535)	(734,770)	(837,638)	(954,907)	(1,059,947)
Gabriola Emergency Wharf	(5,255)	(5,360)	(5,467)	(5,576)	(5,688)
Solid Waste Management	(322,305)	(328,751)	(335,326)	(342,033)	(348,874)
	<u>\$ (5,912,770)</u>	<u>\$ (6,850,657)</u>	<u>\$ (7,892,783)</u>	<u>\$ (9,024,021)</u>	<u>\$ (9,908,165)</u>

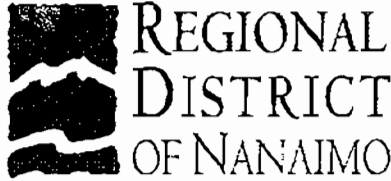
Chairperson

Sr Mgr., Corporate Administration



**WATER & WASTEWATER SERVICES  
2009 to 2013 FINANCIAL PLAN  
SUMMARY OF TAX REQUISITIONS**

	2009 Budget	2010	2011	2012	2013
Wastewater - Northern	\$ (3,562,030)	\$ (3,725,311)	\$ (3,874,323)	\$ (4,029,296)	\$ (4,190,468)
Wastewater- Southern	(4,273,010)	(4,422,565)	(4,621,580)	(4,852,659)	(5,095,292)
Wastewater - Fairwinds(Nanoose)	(384,960)	(411,907)	(440,740)	(471,592)	(504,633)
Duke Point Wastewater	(129,150)	(147,231)	(169,315)	(194,713)	(204,449)
Liquid Waste Management Planning	(135,720)	(150,000)	(153,750)	(157,594)	(161,534)
Water - Nanoose Peninsula	(604,650)	(665,115)	(698,371)	(733,290)	(762,622)
Water - Nanoose Bay	0	0	0	0	0
Water - Driftwood	(7,990)	(7,990)	(7,990)	(7,990)	(7,990)
Water - San Pareil	(102,795)	(105,365)	(107,999)	(110,699)	(113,466)
Water - French Creek	(50,925)	(53,981)	(57,220)	(60,653)	(64,292)
Water - Englishman River	(36,945)	(38,238)	(40,476)	(42,905)	(45,694)
Water - Surfside	(10,271)	(10,733)	(11,216)	(11,721)	(12,190)
Water - Decourcey	(6,390)	(7,518)	(7,668)	(7,821)	(7,977)
Water -Melrose Place	(17,170)	(18,485)	(20,040)	(21,641)	(22,290)
Drinking Water Protection	(478,520)	(520,130)	(520,130)	(520,131)	(520,131)
Water - French Creek Bulk Water	(240,940)	(248,168)	(255,613)	(263,281)	(271,179)
Water - Nanoose Bay Bulk Water	(580,165)	(609,173)	(639,632)	(678,910)	(718,691)
Sewer- French Creek	(371,470)	(387,614)	(404,242)	(421,369)	(434,010)
Sewer - Fairwinds(Collector)	(6,825)	(7,030)	(7,241)	(7,453)	(7,662)
Sewer - Pacific Shores	(44,705)	(53,290)	(55,655)	(58,753)	(61,691)
Sewer- Surfside	(17,975)	(20,913)	(24,086)	(25,531)	(27,063)
Sewer - Barclay Crescent	(94,240)	(115,615)	(138,146)	(142,447)	(146,216)
Sewer - Cedar Sewer Capital Financing	(96,885)	(101,890)	(101,890)	(101,890)	(101,890)
Stormwater - Englishman River	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)
Streetlighting - Fairwinds	(15,985)	(23,885)	(24,482)	(25,094)	(25,721)
Streetlighting - Fr. Cr Village	(5,065)	(5,116)	(5,167)	(5,219)	(5,219)
Streetlighting - Morningstar	(11,390)	(11,616)	(11,850)	(12,087)	(12,329)
Streetlighting - Sanopiper	(9,935)	(10,134)	(10,337)	(10,544)	(10,544)
Streetlighting - Englishman River	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Streetlighting - Highway Intersections	(2,240)	(2,940)	(3,640)	(3,676)	(3,713)
Streetlighting - Rural Areas	(13,235)	(14,281)	(15,138)	(16,046)	(17,009)
Streetlighting - Highway #4	(2,675)	(2,675)	(2,675)	(2,675)	(2,675)
	<u>\$ (11,343,756)</u>	<u>\$ (11,908,411)</u>	<u>\$ (12,440,413)</u>	<u>\$ (13,006,285)</u>	<u>\$ (13,568,130)</u>



RDN REPORT	
CAC APPROVAL	
EAF	
COW	✓ 10-MAR-09
RHD	
BOARD	

**MEMORANDUM**

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

**DATE:** March 2, 2009

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

**FILE:**

**SUBJECT:** 2009 Parcel Tax Rate Bylaws

**PURPOSE:**

To introduce for three readings and adoption 2009 parcel tax rate bylaws for various services provided by the Regional District of Nanaimo.

**BACKGROUND:**

The *Community Charter* requires that parcel tax rates be established by bylaw and that a report describing the basis of calculation be submitted for consideration. In 2009, parcel taxes will be levied on properties within certain fire, water and sewer service areas, as well as for the purposes of the Drinking Water and Watershed Protection Service and the Crime Prevention & Community Justice Support Service.

The *Community Charter* also permits a parcel tax to be waived or reduced where the local government has determined that an owner has paid for part of the construction of the works in the service area. We have two service areas where this applies -- the Driftwood Water Supply Service and the Barclay Crescent Sewer Service. Within the Driftwood Water Service 19 of 32 properties are eligible to have the parcel tax waived entirely because the owners prepaid a full share of capital construction costs. Within the Barclay Crescent Service 54 of 237 properties are eligible for a partial reduction, again related to a prepayment of construction costs before borrowing. All properties in the Barclay Crescent Sewer Service will be subject to a parcel tax for part of the operating costs of the service. The Barclay Crescent Sewer Service parcel tax rate bylaw also provides for a commuted value payment of the original capital costs should an owner subsequent to this year decide they would like to pay the remaining costs in full.

**ALTERNATIVES:**

1. Approve and adopt the bylaws as presented.
2. Amend the budget(s) and adopt amended bylaws as necessary.

**FINANCIAL IMPLICATIONS:**

The parcel tax rolls were certified on March 3<sup>rd</sup>, 2009. The basis of assessment is summarized in the table below.

Cedar Sewer Capital Financing Services - A new sewer collector system has been constructed in Electoral Area A and four bylaws have been adopted to cover the costs of financing. The share of capital costs for commercial and large residential properties was calculated on the basis of hectares, recognizing that these properties have further development potential.

Parcel taxes for Regional Parks (all jurisdictions) (no bylaw required as the rate is set in the establishing bylaw), the Drinking Water and Watershed Protection Service (Electoral Areas only), Crime Prevention and Community Justice (District 69 only) and the Yellowpoint Waterloo Fire Protection Service (portions of Electoral Areas A and C) are levied on any property which pays property taxes. This includes manufactured homes located in parks or on rented land. With respect to the Yellowpoint Waterloo Fire Protection Service specifically, there are over 300 hundred manufactured homes in this area and therefore a parcel tax is relevant to the service provided.

TYPE OF SERVICE	BASIS OF ASSESSMENT
Water Utility Services	Each property is served by one connection to the water system and water is paid for on the basis of usage. Parcel taxes are levied on the basis of one rate per parcel of land.
Sewer Utility Services	Each property is served by one connection to the sewer system and user fees are levied on the basis of the number of residential units on the land. Parcel taxes are levied on the basis of one rate per parcel of land.
Cedar Sewer Large Residential and Commercial Properties Capital Financing Services	Each property is served by one connection to the sewer system and user fees are levied in part on the size of the property and water use. Parcel taxes are levied on the basis of a rate per hectare.
Meadowood Fire Protection Service	Each property is deemed to receive the same benefit from the service. In this area all lots are single residential properties. Parcel taxes are levied on the basis of one rate per parcel of land.
Yellowpoint Waterloo Fire Protection Service	Each property is deemed to receive the same benefit from the service. In this area there are a considerable number of manufactured homes in manufactured home parks. Parcel taxes are levied on the basis of one rate per property.
Drinking Water & Watershed Protection Service	These services are considered to be of benefit to all types of properties, including manufactured homes on rented land. A parcel tax is levied on all properties which have land, land and improvements or improvements only (ie. manufacture homes on rented land)
Regional Parks	
Crime Prevention & Community Justice	

The estimated parcel tax rates are shown in the following tables and are in accordance with the 2009 budget.

WATER SERVICES	BYLAW	2009 BUDGETED REVENUES	NO. OF PARCELS	PARCEL TAX RATE Year 2008	PARCEL TAX RATE Year 2009	Increase (Decrease)
Nanoose Peninsula	1567	\$604,650	2,451	\$248	\$247	(\$1) (new properties)
Surfside	1567	\$10,270	39	\$257	\$263	\$6
San Parcil	1567	\$102,795	288	\$340	\$357	\$17
Englishman River Community	1567	\$36,945	156	\$258	\$237	(\$21)
French Creek	1567	\$50,925	238	\$229	\$214	(\$15)
Decourcey	1567	\$6,390	5	\$1,057	\$1,278	\$221
Nanoose Bay Water	N/A	N/A	1,015	\$82	\$Nil	(\$82) Debt retired
Melrose Terrace	1567	\$17,170	28	\$590	\$613	\$23
Nanoose Bay Bulk Water	1567	\$580,165	2,453	\$221	\$237	\$16
French Creek Bulk Water	1567	\$240,940	1,988	\$118	\$121	\$3
Drinking Water and Watershed Protection	1567	\$478,520	20,934	\$Nil	\$23	New
Driftwood	1336.06	\$7,990	14	\$614	\$571	(\$43) – one new property

SEWER SERVICES	BYLAW	2009 BUDGETED REVENUES	NO. OF PARCELS	PARCEL TAX RATE Year 2008	PARCEL TAX RATE Year 2009	Increase (Decrease)
French Creek	1568	\$371,470	1,713	\$199	\$217	\$18
Fairwinds	1568	\$391,785	785	\$500	\$499	(\$1) (New properties)
Pacific Shores	1568	\$44,705	125	\$241	\$358	\$117
Surfside	1568	\$17,975	20	\$763	\$899	\$136
Cedar Sewer Sportsfield Capital Financing Service	1568	\$5,190	1	\$Nil	\$5,190	New
Cedar Sewer Small Residential Properties Capital Financing Service	1568	\$10,410	9	\$Nil	\$1,157	New



Cedar Sewer Large Residential Properties Capital Financing Service	1568	\$6,940	3 hectares	\$Nil	\$2,313 per hectare	New
Cedar Sewer Commercial Properties Capital Financing Service	1568	\$74,345	4 522 hectares	\$Nil	\$16,441 per hectare	New
Barclay Crescent Sewer	1483.03	\$93,955	240	\$458/\$38	\$486/\$82	Some properties prepaid construction costs before borrowing

FIRE SERVICES	BYLAW	2009 BUDGETED REVENUES	NO. OF PARCELS	PARCEL TAX RATE Year 2008	PARCEL TAX RATE Year 2009	Increase (Decrease)
Meadowood	1569	\$65,000	445	\$302.00	\$146.00	(\$156) full levy in 2008 not required – 2009 reduced for one year
Yellowpoint Waterloo	1569	\$68,110	958	\$Nil	\$71	New

OTHER SERVICES	BYLAW	2009 BUDGETED REVENUES	NO. OF PARCELS	PARCEL TAX RATE Year 2008	PARCEL TAX RATE Year 2009	Increase (Decrease)
Crime Prevention and Community Justice Service	1525.01	\$29,312	12,630	\$2.30	\$2.32	\$0.02
Regional Parks	N/A	\$683,893	66,557	\$10.00 (Nanaimo and EA's) \$5.00 (Pville/Qual Beach and Lantzville)	\$10.00 (Nanaimo and EA's) \$7.50 (Pville/Qual Beach and Lantzville)	No change for Nanaimo and Electoral Areas \$2.50 for Pville/Qual Beach and Lantzville

**SUMMARY/CONCLUSIONS:**

Attached to this report are the required bylaws establishing the method of calculating parcel tax rates which will provide the revenues reflected in the Regional District's 2009 budget. The bylaws are self explanatory and staff recommend they be adopted as presented.

**RECOMMENDATIONS:**

**Bylaw No. 1567**

1. That "Water Services Parcel Tax Rates Bylaw No. 1567, 2009" be introduced and read three times.
2. That "Water Services Parcel Tax Rates Bylaw No. 1569, 2009" be adopted.

**Bylaw No. 1568**

1. That "Sewer Services Parcel Tax Rates Bylaw No. 1568, 2009" be introduced and read three times.
2. That "Sewer Services Parcel Tax Rates Bylaw No. 1568, 2009" be adopted.

**Bylaw No. 1569**

1. That "Fire Protection Services Parcel Tax Rates Bylaw No. 1569, 2009" be introduced and read three times.
2. That "Fire Protection Services Parcel Tax Rates Bylaw No. 1569, 2009" be adopted.

**Bylaw No. 1336.06**

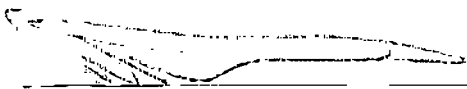
1. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.06, 2009" be introduced and read three times.
2. That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.06, 2009" be adopted.


**Bylaw No. 1483.03**

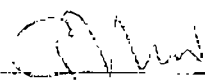
1. That "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.03, 2009" be introduced and read three times.
2. That "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.03, 2009" be adopted.

**Bylaw No. 1525.01**

1. That "Crime Prevention and Community Justice Support Service Parcel Tax Rates Bylaw No. 1525.01, 2009" be introduced and read three times.
2. That "Crime Prevention and community Justice Support Service Parcel Tax Rates Bylaw No. 1525.01, 2009" be adopted.

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

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

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

**COMMENTS:**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1567**

**A BYLAW TO ESTABLISH  
PARCEL TAX RATES FOR WATER SERVICE AREAS**

**WHEREAS** the Board of the Regional District of Nanaimo may levy a parcel tax to meet the annual costs of certain water service areas;

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

1. This bylaw may be cited as "Water Services Parcel Tax Rates Bylaw No. 1567, 2009".
2. In this bylaw, unless otherwise defined herein, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided, including strata lots.
3. For the "Drinking Water and Watershed Protection Service" only, "Parcel" means any taxable folio within the service area assessed for land and improvements, or land only or improvements only.
4. Parcel taxes for the "Drinking Water and Watershed Protection Service" are not levied on folios with the following characteristics:
  - (a) water, including but not limited to foreshore leases; or
  - (b) continuous structures physically identifiable as telephone, hydro or other utility wires, fiber or cables.
5. The parcel tax rates in this bylaw shall be levied commencing in the year 2009 on each parcel recorded on the parcel tax rolls prepared for the service areas listed on Schedule A attached to and forming a part of this bylaw.

Introduced and read three times this 24th day of March, 2009.

Adopted this 24<sup>th</sup> day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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

Schedule 'A' to accompany "Water Services Parcel Tax Rates Bylaw No. 1567, 2009"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr. Corporate Administration

**SCHEDULE 'A'**

The rate per Parcel shall be the amount obtained by dividing the revenue established in the 2009 annual budget by the number of parcels certified on the 2009 parcel tax roll. The amounts in the table have been rounded for convenience.

Service Area Name	2009 Total Revenue	Number of Estimated Parcels	Estimated Parcel Tax Rate
Nanoose Peninsula Water	\$604,650	2,451	\$247
Surfside Water	\$10,270	39	\$263
San Parcil Water	\$102,795	288	\$357
Englishman River Community Water	\$36,945	156	\$237
French Creek Water	\$50,925	238	\$214
Decourcey Water	\$6,390	5	\$1,278
Melrose Terrace	\$17,170	28	\$613
Nanoose Bay Bulk Water	\$580,165	2,453	\$237
French Creek Bulk Water	\$240,940	1,988	\$121
Drinking Water and Watershed Protection	\$478,520	20,934	\$23

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1568**

**A BYLAW TO ESTABLISH  
PARCEL TAX RATES FOR SEWER SERVICE AREAS**

**WHEREAS** the Board of the Regional District of Nanaimo may levy a parcel tax to meet the annual costs of certain sewer service areas;

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

1. This bylaw may be cited as "Sewer Services Parcel Tax Rates Bylaw No. 1568, 2009".
2. In this bylaw, unless otherwise defined herein, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided, including strata lots.
3. For the Cedar Sewer Commercial and Cedar Sewer Large Residential Capital Financing Services, parcel taxes will be levied on the basis of a rate per hectare.
4. The parcel tax rates in this bylaw shall be levied commencing in the year 2009 on each parcel recorded on the parcel tax rolls prepared for the sewer service areas listed on Schedule A attached to and forming a part of this bylaw.

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

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CHAIRPERSON

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SR. MGR. CORPORATE ADMINISTRATION

Schedule 'A' to accompany 'Sewer Services Parcel Tax  
Rate Bylaw No. 1568, 2009'

Chairperson

Sr. Mgr. Corporate Administration

### SCHEDULE 'A'

The rate per Parcel shall be the amount obtained by dividing the revenue established in the 2009 annual budget by the number of parcels certified on the 2009 annual parcel tax roll. The amounts in the table have been rounded for convenience.

Service Area Name	2009 Revenue	Number of Estimated Parcels/Hectares	Estimated Rate
French Creek Sewer	\$371,470	1,713	\$217/Parcel
Fairwinds Sewer	\$391,785	785	\$499/Parcel
Pacific Shores Sewer	\$44,705	125	\$358/Parcel
Surfside Sewer	\$17,975	20	\$899/Parcel
Cedar Sewer Sportsfield Capital Financing Service	\$5,190	1	\$5,190/Parcel
Cedar Sewer Small Residential Properties Capital Financing Service	\$10,410	9	\$1,157/Parcel
Cedar Sewer Large Residential Properties Capital Financing Service	\$6,940	3 hectares	\$2,313/Hectare
Cedar Sewer Commercial Properties Capital Financing Service	\$74,345	4.522 hectares	\$16,441/Hectare

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1569**

**A BYLAW TO ESTABLISH  
PARCEL TAX RATES FOR FIRE PROTECTION SERVICE AREAS**

**WHEREAS** the Meadowood Fire Protection Service Area Establishment Bylaw No. 1509 and the Yellowpoint Waterloo Fire Protection Service Area Establishment Bylaw No. 1388 provide that the annual costs of the service may be recovered by a parcel tax;

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

1. This bylaw may be cited as "Fire Services Parcel Tax Rates Bylaw No. 1569, 2009".
2. In this bylaw, for the Meadowood Fire Protection Service, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided, including strata lots.
3. In this bylaw, for the Yellowpoint Waterloo Fire Protection Service, "Parcel" means any taxable folio within the service area assessed for land and improvements, or land only or improvements only.
4. The parcel tax rates in this bylaw shall be levied commencing in the year 2009 on each parcel recorded on the parcel tax rolls prepared for the fire service areas listed on Schedule A attached to and forming a part of this bylaw.

Introduced and read three times this 24<sup>th</sup> day of March, 2009.

Adopted this 24<sup>th</sup> day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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

Schedule 'A' to accompany "Fire Services Tax Rate-  
Bylaw No. 1569, 2009"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr. Corporate Administration

### SCHEDULE 'A'

The rate per Parcel shall be the amount obtained by dividing the revenue established in the 2009 annual budget by the number of parcels certified on the 2009 parcel tax roll. The amounts in the table have been rounded for convenience.

Service Area Name	2009 Revenue	Number of Estimated Parcels	Estimated Parcel Tax Rate
Meadowood Fire Protection	\$65,000	445	\$146
Yellowpoint Waterloo Fire Protection	\$68,110	958	\$71



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1336.06

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

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

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

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

1. This bylaw may be cited as "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.06, 2009".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2009 on each parcel recorded on the annual parcel tax roll prepared for the Driftwood Water Supply Service Area.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$7,990 by the number of parcels certified on the 2009 annual parcel tax roll prepared under (3) above (the rate is estimated to be \$571).
5. The parcel tax rate in (4) above shall be reduced by \$571 for those properties listed on Schedule 'A' to this bylaw in consideration of the prepayment of costs under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".
6. The parcel tax rate in (4) above shall be reduced for properties shown on Schedule 'C' which pay on or before January 31 of the current year the full charge listed on Schedule 'B' for the current year.

Introduced and read three times this 24<sup>th</sup> day of March, 2009.

Adopted this 24<sup>th</sup> day of March, 2009.

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CHAIRPERSON

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SR. MGR. CORPORATE ADMINISTRATION

Schedule 'A' to accompany Driftwood Water Supply  
Service Area Parcel Tax Rate Amendment Bylaw No  
1336.06.2009

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Chairperson

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Sr. Mgr. Corporate Administration

### Schedule 'A'

The following properties shall have the parcel tax established under Section 4 (\$570.71) reduced pursuant to Clause (5), in consideration of the prepayment of the cost of works and services authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

Folio 769-10029.601	Lot A, Plan 47448, DL 102, LD 33
Folio 769-10029.611	Lot 2, VIS 3905
Folio 769-10029.612	Lot 1, VIS 3905
Folio 769-10029.613	Lot 3, VIS 3905
Folio 769-10029.650	Lot 1, Plan 21022, DL 102, LD 33
Folio 769-10029.656	Lot 4, Plan 21022, DL 102, LD 33
Folio 769-10029.658	Lot 5, Plan 21022, DL 102, LD 33
Folio 769-10029.660	Lot 6, Plan 21022, DL 102, LD 33
Folio 769-10029.664	Lot 8, Plan 21022, DL 102, LD 33
Folio 769-10029.666	Lot 9, Plan 21022, DL 102, LD 33
Folio 769-10029.670	Lot 11, Plan 21022, DL 102, LD 33
Folio 769-10029.672	Lot 12, Plan 21022, DL 102, LD 33
Folio 769-10029.680	Lot A, Plan 23437, LD 33
Folio 769-10029.685	Lot B, Plan 23437, DL84 & 102, LD 33
Folio 769-10029.690	Lot C, Plan 23437, LD 33
Folio 769-10029.692	Lot D, Plan 23437, LD 33
Folio 769-10029.694	Lot E, Plan 23437, LD 33
Folio 769-9947.104	Lot C, Plan VIP79720, LD 33
Folio 769-10029.700	Lot 1, Plan 25462, DL 102, LD 33

Schedule 'B' to accompany "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.06, 2009"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr. Corporate Administration

**Schedule 'B'**

Where a property listed on Schedule 'C', after January 31, 2009, pays the following charges related to "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001", the parcel tax rate shall be reduced in accordance with Section 6 as consideration of the prepayment of the cost of works and services authorized under "Driftwood Water Supply Loan Authorization Bylaw No. 1256, 2001".

2009	8,630.69
2010	8,158.86
2011	7,668.16
2012	7,157.83
2013	6,627.08
2014	6,075.10
2015	5,501.05
2016	4,904.03
2017	4,273.13
2018	3,637.40
2019	2,965.84
2020	2,267.41
2021	1,541.05
2022	785.63

Schedule 'C' to accompany "Driftwood Water Supply  
Service Area Parcel Tax Rate Amendment Bylaw No.  
1336.06, 2009"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr. Corporate Administration

### Schedule 'C'

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

Folio 769-10029.602	Lot 1, Plan VIP82562, DL 102, LD 33
Folio 769-10029.625	Lot 2, Plan 37193, DL 102, LD 33
Folio 769-10029.630	Lot A, Plan VIP84357, DL 102, LD 33
Folio 769-10029.635	Lot B, Plan VIP84357, DL 102, LD 33
Folio 769-10029.652	Lot 2, Plan 21022, DL 102, LD 33
Folio 769-10029.654	Lot 3, Plan 21022, DL 102, LD 33
Folio 769-10029.662	Lot 7, Plan 21022, DL 102, LD 33
Folio 769-10029.668	Lot 10, Plan 21022, DL 102, LD 33
Folio 769-10029.674	Lot 13, Plan 21022, DL 102, LD 33
Folio 769-10029.676	Lot 14, Plan 21022, DL 102, LD 33
Folio 769-10029.678	Lot 15, Plan 21022, DL 102, LD 33
Folio 769-10029.705	Lot 2, Plan 25462, DL 102, LD 33
Folio 769-10029.710	Lot 3, Plan 25462, DL 102, LD 33
Folio 769-10029.715	Lot 3, Plan 25462, DL 102, LD 33

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1483.03**

**A BYLAW TO AMEND THE PARCEL TAX RATE FOR  
THE BARCLAY CRESCENT SEWER SERVICE AREA**

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

**AND WHEREAS** the Board wishes to provide for the reduction of a parcel tax where a property has paid towards the cost of constructing the works authorized under "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004" in accordance with Section 201(3) of the *Community Charter*;

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

1. This bylaw may be cited as "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.03, 2009".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any lot, block or other area in which land is held or into which land is subdivided.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2009 on each parcel recorded on the parcel tax roll certified for the Barclay Crescent Sewer Service Area.
4. The amount obtained by dividing the 2009 revenue by the number of parcels certified on the roll. The parcel tax rate is estimated at \$485.73.
5. The parcel tax rate in (4) above shall be reduced by \$403.98 for those properties listed on Schedule 'A' to this bylaw in consideration of the prepayment of costs under "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004".
6. The parcel tax rate in (4) above shall be reduced for the current and future years in the manner described in (5) above where a property within the service area pays the amount listed on Schedule 'B' for the current year on or before January 31<sup>st</sup> of the current year.

Introduced and read three times this 24<sup>th</sup> day of March, 2009.

Adopted this 24<sup>th</sup> day of March, 2009.

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CHAIRPERSON

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SR. MGR. CORPORATE ADMINISTRATION

Schedule 'A' to accompany "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No 1483.03 2009"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr Mgr Corporate Administration

### Schedule 'A'

The following properties shall have the parcel tax established under Section 4 (\$485.73) reduced by \$403.98 pursuant to Clause (5), in consideration of the prepayment of the cost of works and services authorized under "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004".

769	009198.235		769	009200.144
769	009199.220		769	009200.166
769	009199.222		769	009200.168
769	009199.224		769	009200.176
769	009199.244		769	009200.178
769	009199.252		769	009200.180
769	009199.256		769	009200.184
769	009199.260		769	009200.186
769	009199.264		769	009200.204
769	009199.270		769	009200.214
769	009199.286		769	009200.218
769	009199.290		769	009200.230
769	009199.306		769	009200.232
769	009199.308		769	009200.246
769	009199.312		769	009200.256
769	009199.330		769	009200.258
769	009199.346		769	009200.278
769	009199.350		769	009200.284
769	009199.366		769	009200.300
769	009199.415		769	009200.310
769	009200.002		769	009627.120
769	009200.014		769	009627.220
769	009200.018		769	009627.225
769	009200.020			
769	009200.030			
769	009200.032			
769	009200.034			
769	009200.042			
769	009200.065			
769	009200.066			
769	009200.070			
769	009200.112			
769	009200.134			

Schedule 'B' to accompany "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.03, 2009"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr. Corporate Administration

### Schedule 'B'

Where a property, on or before January 31<sup>st</sup> of the current year, pays the following amount with respect to costs incurred pursuant to "Barclay Crescent Sewer Loan Authorization Bylaw No. 1392, 2004", the parcel tax rate shall be reduced in accordance with Section 6 of this bylaw.

Year	Debt Repayment	Northern Community Wastewater Capital Charge	Total Payable
2009	\$7,160	\$825	\$7,985
2010	\$6,761	\$815	\$7,576
2011	\$6,363	\$800	\$7,163
2012	\$5,965	\$780	\$6,745
2013	\$5,567	\$755	\$6,322
2014	\$5,169	\$725	\$5,894
2015	\$4,771	\$690	\$5,461
2016	\$4,373	\$650	\$5,023
2017	\$3,974	\$605	\$4,579
2018	\$3,576	\$555	\$4,131
2019	\$3,178	\$500	\$3,678
2020	\$2,780	\$440	\$3,220
2021	\$2,382	\$380	\$2,762
2022	\$1,984	\$320	\$2,304
2023	\$1,586	\$260	\$1,846
2024	\$1,187	\$195	\$1,382
2025	\$789	\$130	\$919
2026	\$391	\$65	\$456

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1525.01**

**A BYLAW TO AMEND THE PARCEL TAX  
RATE FOR THE CRIME PREVENTION AND  
COMMUNITY JUSTICE SUPPORT SERVICE**

**WHEREAS** the Board of the Regional District of Nanaimo may, pursuant to its Establishing Bylaw No. 1479, 2006, levy a parcel tax to meet the annual costs of the Crime Prevention and Community Justice Support Service;

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

1. This bylaw may be cited as "Crime Prevention and Community Justice Support Service Parcel Tax Rate Amendment Bylaw No. 1525.01, 2009".
2. In this bylaw, unless the context otherwise requires, "Parcel" means any taxable folio as certified on the roll prepared and certified for the year 2009.
3. The parcel tax rate in this bylaw shall be levied commencing in the year 2009.
4. The rate per parcel shall be the amount obtained by dividing the sum of \$29.312 by the number of parcels certified on the 2009 annual parcel tax roll prepared under (3) above (the rate is estimated to be \$2.32).

Introduced and read three times this 24<sup>th</sup> of March, 2009.

Adopted this 24<sup>th</sup> of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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





MEMORANDUM	
FOR APPROVAL	
EA	
LOW	✓ 10-MAR-09
FILED	
BOARD	

**MEMORANDUM  
NANAIMO REGIONAL  
HOSPITAL DISTRICT**

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** March 3, 2009

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

**FILE:**

**SUBJECT:** Regional Hospital District 2009 Annual Budget Bylaw No. 147

**PURPOSE:**

To introduce a bylaw to adopt the 2009 annual budget for the Regional Hospital District.

**BACKGROUND:**

The Regional Hospital District funds capital equipment and capital projects for local facilities, with major project funding at 40% of the overall cost. At the date of this report the most recent major capital project underway is the development of a renal (kidney) care center in the lower floor of the new obstetrics wing. That project is estimated at \$13.65 million with the Regional Hospital District share at \$5.46 million. Two other major projects have been approved for cost sharing but have not yet received Provincial approval to proceed. Those projects are the emergency department redevelopment and a boiler plant upgrade. Those two projects total approximately \$28 million and the Regional Hospital District approved cost sharing in the amount of \$11.2 million for a total of about \$17 million for all three projects. The annual debt servicing for these projects, once they are completed, would be in the range of \$1.7 million dollars.

The 2009 provisional budget included funds to cover prior major project financing commitments and an allowance of \$3,060,000 for operational level capital projects and equipment. The tax requisition was approved at \$6,023,865, a 3.0% increase over 2008. No further changes are recommended at this time.

**ALTERNATIVES:**

1. Introduce and approve Bylaw No. 147 as presented.
2. Make further changes to the annual budget and approve an amended bylaw.

**FINANCIAL IMPLICATIONS:**

Alternative 1

Appendix 'A' attached to this report projects Hospital District tax requisitions to 2013 based on currently available information.

Tax requisitions are projected to increase annually by 4.5% - a reduction in the previous projections of 8.5% annually. Debt servicing costs will rise from about \$3.2 million in 2009 to a peak of \$3.7 million in 2013. The annual property tax cost estimated through the span of these projections is:

	Per \$100,000
2009	\$ 21.90
2010	\$ 22.90
2011	\$ 23.90
2012	\$ 25.00
2013	\$ 26.15

Alternative 2

No new information has been received since the provisional budget approval and staff recommends approving the budget as presented.

**SUMMARY/CONCLUSIONS:**

The 2009 Hospital District annual budget raises \$6,023,865 in property tax revenues – an increase of 3.0% over 2008. The increase anticipates the eventual financing of \$17 million dollars for three major capital projects which have received funding commitments from the Board.

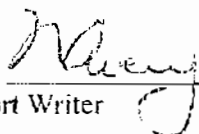
The 2009 budget also provides \$3.06 million dollars as direct capital grants to assist the Vancouver Island Health Authority to replace operational type capital equipment and/or to undertake minor improvement projects.

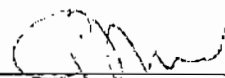
No additional information has been presented to change the provisional estimates and staff recommends approving Bylaw No. 147 as presented.

**RECOMMENDATIONS:**

1. That the 2009 Regional Hospital District annual budget be approved with the following components:

Property tax requisition	\$ 6,023,865
Capital grant allowance (from property taxes)	\$ 3,060,000
2. That “Nanaimo Regional Hospital District Annual Budget Bylaw No. 147, 2009” be introduced and read three times.
3. That “Nanaimo Regional Hospital District Annual Budget Bylaw No. 147, 2009” be adopted.

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

  
\_\_\_\_\_  
Chief Administrative Officer

**COMMENTS:**

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**BYLAW NO. 147**

**A BYLAW TO ADOPT THE ANNUAL  
BUDGET FOR THE YEAR 2009**

WHEREAS the Board of the Nanaimo Regional Hospital District has considered an annual budget for the fiscal year ending December 31, 2009:

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

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

1. This bylaw may be cited as the "Nanaimo Regional Hospital District Annual Budget Bylaw No. 147, 2009".
2. Schedule 'A' attached hereto and forming part of this bylaw is the Annual Budget for the Nanaimo Regional Hospital District for the year ending December 31, 2009.

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

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CHAIRPERSON

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SR.MGR. CORPORATE ADMINISTRATION

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Chairperson

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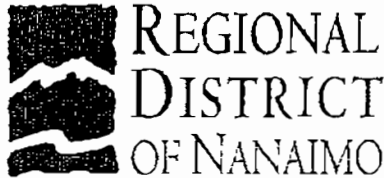
Sr Mgr Corporate Administration

Property taxes	\$ 6,023,865
Grants in lieu	27,000
Interest income	80,000
Prior year surplus	<u>1,598,365</u>
	\$ <u>7,729,230</u>
Administration	\$ 14,500
Debt servicing	3,319,265
Capital grants	<u>3,060,000</u>
	\$ <u>6,393,765</u>
Net surplus for future years	\$ <u>1,335,465</u>

**NANAIMO REGIONAL HOSPITAL DISTRICT  
BUDGET PROJECTIONS**

	2008 Annual	2008 Projected Actual	2009 Provisional	2010	2011	2012	2013
Current Project	8.5%		3.0%	4.5%	5.0%	5.0%	5.5%
Prior Projection			8.5%	8.5%	8.5%	6.0%	
<b>Revenues</b>							
Property taxes	5,848,410	5,848,410	6,023,865	6,294,939	6,609,686	6,940,171	7,321,880
Grants in lieu of interest	27,000	27,955	27,000	26,000	26,000	26,000	26,000
Other income ( see Note below)	100,000	151,965	80,000	80,000	80,000	80,000	80,000
Prior year surplus applied	1,332,100	1,332,100	1,598,365	1,335,455	771,556	459,214	346,186
	<b>7,307,510</b>	<b>7,498,610</b>	<b>7,729,230</b>	<b>7,736,405</b>	<b>7,487,242</b>	<b>7,515,384</b>	<b>7,774,066</b>
<b>Expenditures</b>							
Administration	10,000	14,500	14,500	15,225	15,986	16,786	17,625
Debt payments	3,558,610	3,426,330	3,159,965	3,547,234	3,032,589	3,087,887	3,717,552
Debt issue expense/temp financing		59,415	159,300	189,390	595,803	522,193	213,499
Equipment grants	2,400,000	2,400,000	3,050,000	3,213,000	3,373,650	3,542,333	3,719,449
	<b>5,968,610</b>	<b>5,900,245</b>	<b>6,393,765</b>	<b>6,964,849</b>	<b>7,018,028</b>	<b>7,169,198</b>	<b>7,668,124</b>
Current surplus(deficit)	<b>1,338,900</b>	<b>1,598,365</b>	<b>1,335,465</b>	<b>771,556</b>	<b>469,214</b>	<b>346,186</b>	<b>105,942</b>

Note  
Other income consists of refunds of surplus debt payments  
not required to repay debt



RT. CRT		
CAO APPROVAL		
EAP		
CCW	✓	10-MAR-09
RHD		
BOARD		

**MEMORANDUM**

**TO:** Tom Armet  
 Manager, Building and Bylaw Services **DATE:** February 26, 2009

**FROM:** Brian Brack  
 Bylaw Enforcement Officer **FILE:** 197A08

**SUBJECT:** Contravention of Unsightly Premises Regulatory Bylaw No. 1073, 1996  
 Electoral Area 'A' - 2128 Minto Avenue

**PURPOSE**

To obtain Board direction regarding an ongoing property maintenance contravention at the above-noted property.

**BACKGROUND**

- Property: 2128 Minto Avenue, Electoral Area 'A'
- Legal Description: Lot A, Section 11, Range 6, Plan VIP57359, Cranberry Land District
- Property Owners: Patrick H. Olfert  
 2128 Minto Avenue  
 Nanaimo, BC  
 V9X 1R7
- Zoning: Residential 2 (RS2) Bylaw 500

The subject property is located in the neighbourhood of South Wellington. Staff has received four (4) different complaints in the last two years concerning the unsightly condition of the subject property. Staff follow-up resulted in the property being brought up to standard.

The most recent complaint was received on July 21, 2008 and a staff inspection the same day confirmed an accumulation of derelict vehicles, auto parts, scrap metal, refuse and other debris in the yard (*Photographs - Attachment # 1*). An open septic ditch was also observed, and referred to the Vancouver Island Health Authority for follow-up.

In August 2008, the residence at 2128 Minto Avenue suffered extensive fire damage. Shortly after that a mobile home was placed in the back yard of the property and is now occupied by the property owner and his family. The burned out house remains standing. Staff has met with the owner on several occasions to discuss the state of the property however no significant improvements have been made to the property to date.

On January 12, 2009 a letter was sent by courier to the owner, ordering that the property be cleaned up by February 19, 2009, pursuant to "Regional District of Nanaimo Unsightly Premises Regulatory Bylaw No. 1073, 1996." A follow up inspection confirmed there was no change in the condition of the property and it appears the owner is unwilling or unable to bring the property into compliance with regulations.

**ALTERNATIVES**

1. To notify the property owners and bring forward a Resolution requiring the property be cleaned up pursuant to "Unsightly Premises Regulatory Bylaw No. 1073, 1996."
2. To not consider a clean up Resolution pursuant to "Unsightly Premises Regulatory Bylaw No. 1073, 1996."

**FINANCIAL IMPLICATIONS**

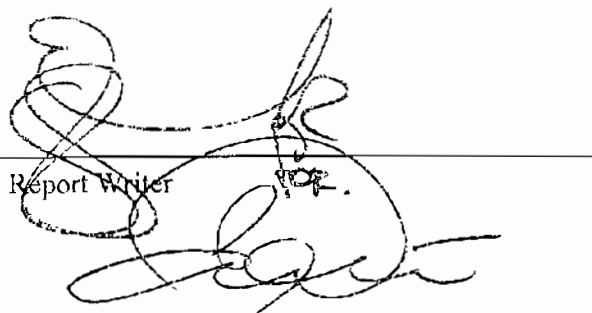
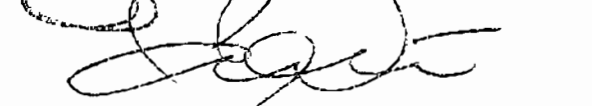
If the Board adopts a resolution to have the identified material removed from the property, any costs incurred by the Regional District of Nanaimo or its agent with respect to the removal may be recovered from the property owner.

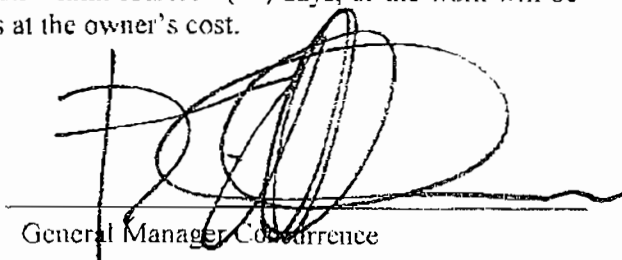

**CONCLUSION**

The owner has demonstrated an unwillingness to comply with the provisions of the Unsightly Premises Bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

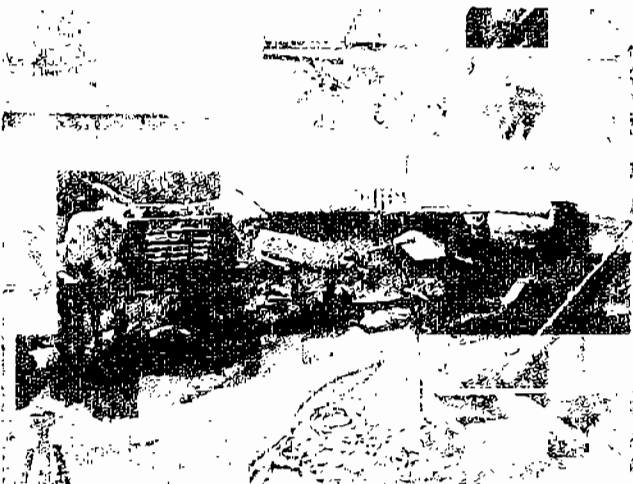
**RECOMMENDATION**

That should this matter not be rectified by March 24, 2009, pursuant to "Regional District of Nanaimo Unsightly Premises Regulatory Bylaw No. 1073, 1996," the Board directs the owner to remove from the premises those items as set out in the attached Resolution within fourteen (14) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the owner's cost.

  
\_\_\_\_\_  
Report Writer  
  
  
\_\_\_\_\_  
Manager Concurrence

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

Attachment No. 1







REF REPORT		
CAO APPROVAL		
EAP		
COW	✓	10-MAR-09
REFD		
BOARD		

# MEMORANDUM

**TO:** Paul Thorkelsson,  
General Manager of Development Services

**DATE:** February 17, 2009

**FROM:** Jani Thomas  
Emergency Coordinator

**FILE:** 7130 00

**SUBJECT:** Access and Use of RDN Transit Buses in an Emergency or Disaster

## PURPOSE

To update and formalize the existing RDN protocol regarding external agencies requesting use of Regional Transit bus services during an emergency or disaster.

## BACKGROUND

In 2005 protocol was established to provide a guideline to first responding agencies and local authorities that deem an emergency to be at a response level that requires mass evacuation. The protocol was sent to all first responder agencies in the region and was updated again in 2007 and redistributed to stakeholder partners.

Recently, the BC Ambulance Service (BCAS) requested the use of emergency bus service to transport casualties affected with Olco Capsicum (bear spray) to the Nanaimo Regional General Hospital (NRGH). BCAS first attempted to contact Transit directly on their main line but were unsuccessful. The first and second contacts on the RDN Policy were then called and it was determined by RDN staff that a bus would be made available. Despite these efforts, it was then determined that the use of the bus would not be required. It appears that delays in communication contacts may have inadvertently affected timely emergency response.

Staff has reviewed the circumstances surrounding the recent incident and propose to change and formalize the current protocol. In order to streamline the process requesting a bus, the updated version will change the first point of contact from the Emergency Coordinator, to the Transit Planning Coordinator, who carries a 24/7 pager and has Emergency Management Training.

## PROPOSED POLICY CHANGES

The RDN Policy is proposed to include the following:

- In order to save critical response time, external stakeholders and Emergency Management Agreement partners wanting to utilize Regional Transit bus assistance during an emergency or disaster should contact the Transit Planning Coordinator directly via 24/7 pager.
  - The Transit Planning Coordinator or if not available, the Custom Transit Coordinator. Both staff positions carry a 24/7 pager. The first call from a mutual aid partner or first responding agency should be to the Transit Planning Coordinator. This will streamline procedures by removing two phone calls in the overall resource acquisition process.
- Once the Transit Planning Coordinator receives the phone call request, they will contact an available driver and bus.

- o The Transit Planning Coordinator's second call will be to the RDN Emergency Coordinator to provide a situation update and subsequent situation reports from site.
- o The RDN's (lending jurisdiction) Emergency Coordinator will contact the borrowing jurisdiction's Emergency Coordinator to confirm details and obtain task no. if applicable.
- Once on scene, the Transit driver reports to the Incident Commander. Emergency Planning Coordinator will brief Transit staff further in this area.
- The RDN will maintain financial records to forward to the borrowing agency post event.

Since the buses are often used as a mobile reception center in addition to transporting evacuees, an ESS mobile response box will be assembled and arrangements made for an ESS overview presentation to Transit staff. The box would be stored in the Transit Supervisor's vehicle as they attend the site when a bus is dispatched.

#### ALTERNATIVE

1. To update and formalize the existing RDN protocol and redistribute.
2. To not change the existing RDN protocol.

#### FINANCIAL IMPLICATIONS

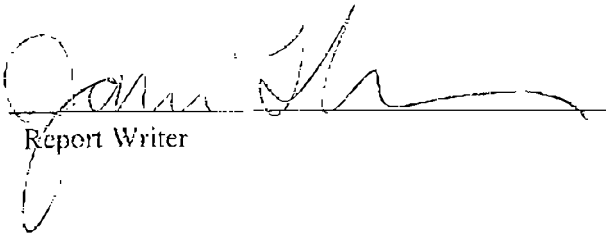
In an emergency where a provincial task number has been issued, 100% of approved response related costs can be reimbursed by the Province. Even if a task number has not been issued, the Emergency Management Agreement outlines how the borrowing party reimburses the lending party. Updating the Policy will not impact cost recovery

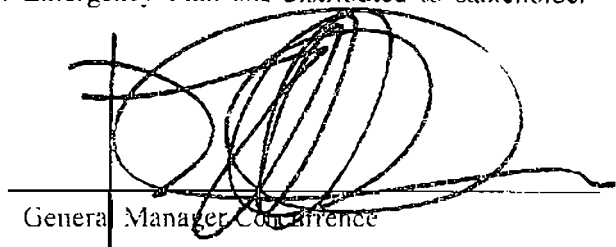
#### SUMMARY/CONCLUSIONS

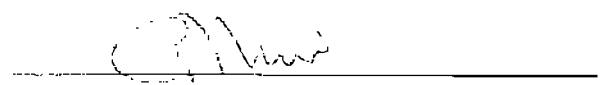
BCAS recently requested use of a Transit bus to transport walking casualties to NRGH. Revisions to the existing protocol regarding external RDN Transit utilization will reduce the number of calls required to acquire the resource in an emergency situation.

#### RECOMMENDATIONS

1. That the Use of Transit Buses During an Emergency or Disaster Policy be approved.
2. That the updated Policy be included in the RDN Emergency Plan and distributed to stakeholder groups.

  
Report Writer

  
General Manager Concurrence

  
CAO Concurrence

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<i>Use of RDN Transit Buses During An Emergency or Disaster</i>	POLICY NO: DRAFT CROSS REF.:
EFFECTIVE DATE:	March 10, 2009	APPROVED BY: Board
REVISION DATE:		PAGE: 1 OF 2

### PURPOSE

To provide guidelines for first responding agencies and local authorities in an emergency situation to use transit buses for evacuation purposes.

### POLICY

The Regional District of Nanaimo (RDN) has established an Emergency Management Agreement with the City of Nanaimo, the District of Lantzville, the City of Parksville, The Town of Qualicum Beach, and the Qualicum, Nanoose, and Snuneymuxw First Nations. The Agreement provides details concerning how the RDN, Municipalities and First Nations will work together before, during and after local and regional emergencies or disasters.

In order to save critical response time in the event of an evacuation or the requirement of a mobile reception centre during an emergency by an external stakeholder or an Emergency Management Agreement partner, procedures have been developed to streamline the process with the RDN Transportation Services.

### PROCEDURES

The procedure for use of transit buses in the event of an emergency evacuation is as follows:

- The Incident Commander on the scene of the incident will determine if an evacuation or mobile reception centre is required.
- If an evacuation or mobile reception centre is required, or there is a possibility that they may be required, the Incident Commander will contact directly the RDN's Transit Planning Coordinator, or in their absence the Custom Transit Coordinator, via pager, indicating the resource requirements for the situation. Pager's for these positions are available for emergencies 24/7.
- The Transit Coordinator will follow-up with the required resources by contacting an available bus driver and organizing a bus for the situation. Once on scene, the bus driver will report directly to the Incident Commander to receive directions. The Transit Superintendent or designate will attend the site where the bus has been dispatched to ascertain if further resources are required.
- The Transit Coordinator will contact the RDN Emergency Coordinator to provide a situation update.

- The Transit Coordinator will contact the General Manager of Transportation & Solid Waste Services to provide a situation update.
- The RDN Emergency Coordinator will contact the borrowing jurisdiction's Emergency Coordinator to inform them of the situation.
- The borrowing party's Emergency Coordinator will obtain a Task Number from the Provincial Emergency Program, if required, and provide that information to the RDN Emergency Coordinator for financial tracking purposes.



BUDGET	
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BOARD	

## MEMORANDUM

**TO:** Dennis Trudeau  
General Manager of Transportation and Solid Waste Services

**DATE:** February 26, 2009

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

**FILE:** 5360-00

**SUBJECT:** Solid Waste Management Regulation Bylaw 1531- 2009 Tipping Fees

### PURPOSE

To introduce a bylaw to amend "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2007" to reflect the tipping fees included in the 2009 to 2013 financial plan.

### BACKGROUND

The RDN provides sustainable solid waste management services to residents and businesses region-wide. The Regional Landfill on Cedar Road in south Nanaimo and the Church Road Transfer Station near Parksville process over 78,000 tonnes of municipal solid waste and 13,000 tonnes of recyclable material annually. These two facilities are financed almost entirely through user fees that generate approximately \$9.3 million in revenue each year.

The 2009 to 2013 financial plan for the Regional District's solid waste management facilities includes a tipping fee increase from \$100 to \$105 per tonne effective April 1, 2009. This increase is required to adequately fund operating requirements and the long-term capital plan which is financed primarily from internal reserves. The attached Solid Waste Management Regulation Bylaw 1531.01 has been prepared to reflect this tipping fee increase.

Under the current fee schedule, the first 0-50 kg of solid waste is charged at a flat rate of \$5 while every kilogram over 50 kg is charged at \$100 per tonne. Under the proposed fee schedule, the first 0-50 kg will still be charged at a flat rate of \$5 but every kilogram over 50 kg will be charged at \$105 per tonne. Based on a tipping fee of \$105 per tonne for solid waste, the fees for controlled waste, solid waste with banned materials and wood waste will increase accordingly from \$200 to \$210 per tonne.

For recyclable materials, excluding wood waste, the fees will not increase. However, for corrugated cardboard, a new fee of \$50 per tonne for loads of 51 kg or greater has been added since the current schedule only includes a \$5 flat rate for loads between 0-50 kg. Due to the current downturn in recycling markets, several private recycling facilities are no longer accepting this material. Consequently, there has been an increase in self-haul customers arriving at the disposal facilities with loads of cardboard weighing more than 50 kg. This new rate will provide fair cost recovery for this material.

### ALTERNATIVES

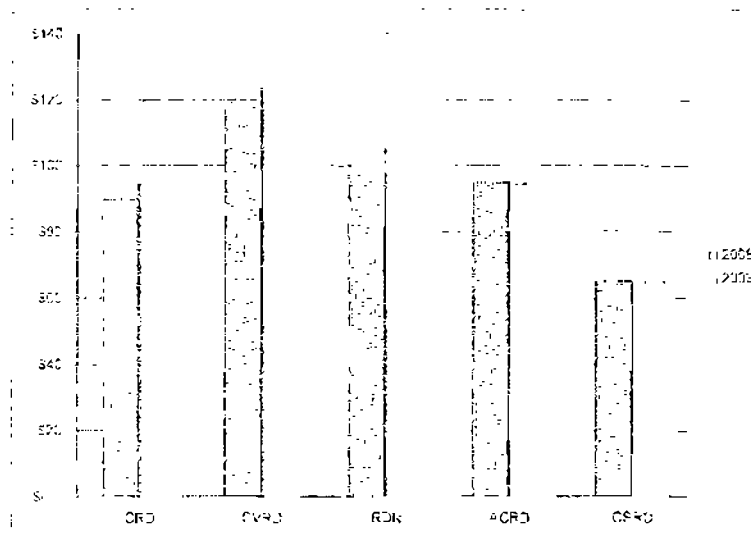
1. Adopt an amended Solid Waste Management Regulation Rates Bylaw No. 1531.
2. Do not amend the bylaw and amend the 2009 to 2013 financial plan accordingly.

**FINANCIAL IMPLICATIONS**

Under Alternative 1, tipping fees have been increased to generate adequate reserves to fund the solid waste capital plan as well as to recover the third party costs associated with various recyclable materials. The 2009-2013 capital plan includes over \$16 million in infrastructure improvements required to protect the environment as well as support a growing population.

As indicated in the following chart, the new fee structure is not out-of-line with neighbouring regional districts with the exception of the Cowichan Valley Regional District. The CVRD does not have any in-region disposal capacity and must export their waste off-island resulting in a significant tax requisition as well as a tipping fee of \$130 per tonne. This higher tipping fee promotes "leakage" of waste from the CVRD to the RDN which reduces RDN disposal capacity. The proposed increase to RDN fees should help to minimize any significant waste leakage from the CVRD.

Chart 1: Vancouver Island Tipping Fees



Under Alternative 2, scaling back on capital expenditures would result in insufficient revenue from tipping fees to pay for necessary capital improvements which would result in an increase in the solid waste management tax requisition which is contrary to our current user-pay philosophy for solid waste.

**CITIZENS/PUBLIC RELATIONS IMPLICATIONS**

Private hauling companies and self-haul account holders have already been notified of the proposed tipping fee increase. Once approved, a full communications package will be prepared to advise all customers of the fee increase, including letters to account holders, signage at both facilities, flyers, advertisements and information on the RDN web page.

**SUSTAINABILITY IMPLICATIONS**

Increasing tipping fees at the solid waste disposal facilities contributes to the region's sustainability by providing environmentally sound disposal capacity that not only protects groundwater, surface water and air quality, both locally (odour) and globally (methane) but also supports local private sector investment in recycling services as well as positive behavior change by residents and businesses.

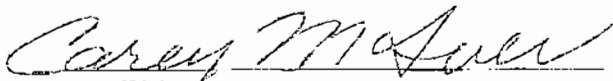
## SUMMARY/CONCLUSIONS

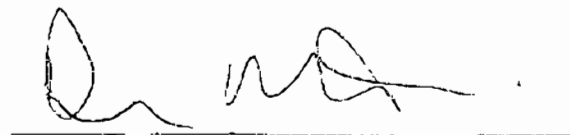
The 2009 to 2013 financial plan for the Regional District's solid waste management facilities includes a tipping fee increase from \$100 to \$105 per tonne effective April 1, 2009. This increase is required to adequately fund operating requirements and the long-term capital plan. Under the current fee schedule, the first 0-50 kg of solid waste is charged at a flat rate of \$5 while every kilogram over 50 kg is charged at \$100 per tonne. Under the proposed fee schedule, the first 0-50 kg will still be charged at a flat rate of \$5 while every kilogram over 50 kg will be charged at \$105 per tonne.

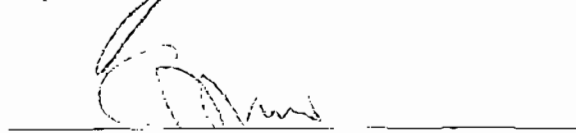
Based on a tipping fee of \$105 per tonne for solid waste, the fees for controlled waste, solid waste with banned materials and wood waste will increase accordingly from \$200 to \$210 per tonne. For recyclable materials, excluding wood waste, the fees will not increase. However, for corrugated cardboard, a new fee of \$50 per tonne for loads of 51 kg or greater has been added since the current schedule only includes a \$5 flat rate for loads between 0-50 kg. The attached Solid Waste Management Regulation Bylaw 1531.01 has been prepared to reflect this proposed tipping fee increase.

## RECOMMENDATIONS

1. That "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.01, 2009" be introduced and read three times.
2. That "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.01, 2009" having received three readings be adopted.

  
Report Writer

  
General Manager Concurrence

  
CAO Concurrence

COMMENTS:

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1531.01**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO SOLID WASTE  
MANAGEMENT REGULATION BYLAW 1531**

**WHEREAS** the “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531, 2007” provided for the regulation of Solid Waste Management Facilities within the Regional District of Nanaimo;

**AND WHEREAS** the Board wishes to amend the rates established by Bylaw No. 1531.

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

1. Schedule ‘A’ of Bylaw No. 1531 is hereby repealed and replaced with Schedule ‘A’ attached to this bylaw.
2. This bylaw may be cited as “Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.01, 2009.”

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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



Schedule 'A' to accompany "Regional District of Nanaimo  
Solid Waste Management Regulation Bylaw No. 1531.01,  
2009"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr Mgr. Corporate Administration

### Schedule 'A'

Charges and Procedures for use of Solid Waste Management Facilities effective April 1, 2009:

1.	Solid Waste, excluding Controlled Waste		
	a)	0 – 50 kg	\$ 5.00 flat rate
	b)	51 kg or greater	\$ 105.00/tonne
	c)	51 kg or greater containing gypsum or recyclable cardboard or paper or metal or tires	\$ 210.00/tonne
	d)	Compactor bins delivered to the Regional Landfill from School District No. 69	\$ 95.00/tonne
	e)	Weighing service	\$ 20.00 each
	f)	Improperly covered or secured load	\$ 20.00 each
	g)	Construction/Demolition waste	
		(i) 0 – 50 kg	\$ 5.00 flat rate
		(ii) 51 kg or	\$ 105.00/tonne
		(iii) loads containing gypsum or recyclable cardboard or paper or metal or tires or wood waste	\$ 310.00/tonne
2.	Controlled Waste		
	a)	Asbestos	\$ 210.00/tonne
	b)	Large dead animals	\$ 210.00/tonne
	c)	Steel cables	\$ 500.00/tonne
	d)	Contaminated soil	\$ 105.00/tonne
3.	Gypsum at Church Road Transfer Station		\$ 210.00/tonne

4. Recyclable Material
- |    |   |                   |                   |
|----|---|-------------------|-------------------|
| a) | Garden waste:   |                   |                   |
|    | i)  | 0 – 100 kg        | \$ 5.00 flat rate |
|    | ii)   | 101 kg or greater | \$ 45.00/tonne    |
| b) | Wood Waste  |                   |                   |
|    | i)  | 0 – 50 kg         | \$ 5.00 flat rate |
|    | ii)   | 51 kg or greater  | \$ 210.00/tonne   |
| c) | Scrap Metal:  |                   |                   |
|    | i)  | 0 - 500 kg        | \$ 5.00 flat rate |
|    | ii)   | 501 kg or greater | \$ 50.00/tonne    |
| d) | Newspaper, glass and metal food and beverage containers | \$                | 5.00 flat rate    |
| e) | Corrugated cardboard                                    |                   |                   |
|    | i)  | 0 – 50 kg         | \$ 5.00 flat rate |
|    | ii)   | 51 kg or greater  | \$ 50.00/tonne    |
5. Loads containing Prohibited Waste will be charged at the rates above plus all costs associated with any special handling or removal of the Prohibited Waste.
6. In the event that the scales provided are not operational, weight shall be estimated by the Scale Clerk employed by the Regional District of Nanaimo.
7. All charges payable under this bylaw shall be paid prior to leaving the site.
8. Where the charge is based on weight, it shall be based on the difference in weight between loaded weight and the empty weight of the vehicle.



RDN RECEIVED		
CAO APPROVAL		
EAP		
CCW	✓	10-MAR-09

**MEMORANDUM**

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

**DATE:** March 2, 2009

**FROM:** Jeff Ainge  
Zero Waste Coordinator

**FILE:** 5370-00

**SUBJECT:** Garbage and Recycling Collection Program – 2009 User Rate Amendment Bylaw

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**PURPOSE**

To introduce a bylaw to amend “Garbage and Recyclable Material Collection Bylaw No. 1009”, to reflect the user fees in the 2009 to 2013 financial plan.

**BACKGROUND**

The Regional District’s garbage and recycling collection program is funding entirely by user fees. The 2009 to 2013 financial plan includes a 5% increase in rates for 2009. This increase is required to fund a 3.5% increase in contractor fees as per the contract escalation clause as well as an increase in landfill tipping fees from \$100 to \$105 per tonne.

The Board has also directed staff to include region-wide food waste collection in the next collection contract. Over 20,200 food waste containers must be purchased (for current RDN customers) at an estimated cost of \$30 per customer. Staff intends to purchase the bins in 2009; revenues from the fee increase will also provide the ability to cover these costs and proceed with food waste collection in 2010 as per the Board’s direction.

Attached to this report is the associated bylaw amendment to reflect the user fees applied in the 2009 financial plan.

**ALTERNATIVES**

1. Adopt the “Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009”.
2. Do not amend the bylaw and amend the 2009 Financial Plan accordingly.

**FINANCIAL IMPLICATIONS**

The rates in the attached bylaw have been increased by 5% to reflect the user fees in the 2009 to 2013 financial plan. This means that the annual user fee for weekly collection service will increase from \$119.80 to \$125.80. The annual user fee for bi-weekly collection service will increase from \$110.20 to \$115.70 and bi-weekly recycling only service will increase from \$32.35 to \$33.95. The fees remain unchanged for additional garbage tags and purchase of blue boxes. Over 90% of customers take advantage of applying a 10% discount to these fees by paying their bill by the due date.

User fees account for 100% of the revenue for the Garbage and Recyclable Materials Collection program. There is no tax requisition associated with this budget. Adoption of the amended bylaw will ensure sufficient revenue to fulfill the RDN's current contractual obligations and ensure there are sufficient funds for the introduction of the residential food waste collection program.

### SUSTAINABILITY IMPLICATIONS

Increasing the user fees for garbage and recycling service by 5% contributes to the region's sustainability by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing greenhouse gas emissions. The implementation of region-wide residential curbside food waste collection is strongly supported by many residents currently on the pilot routes and stands to reduce additional landfill GHG emissions as well as support local industry.

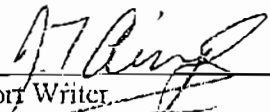
### SUMMARY/CONCLUSIONS


User rate revenues for the garbage and recycling collection program are budgeted in 2009 to increase by 5%. The increase was determined to meet a 3.5% contractual fee escalation clause. The increase also responds to the increase in landfill tipping fees and helps offset costs associated with expanding the program to include region-wide food waste collection.

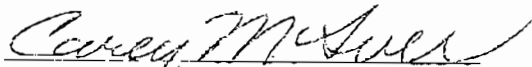
Staff recommends that the associated Garbage and Recyclable Materials Collection Rates bylaw be amended to reflect the user fees in the 2009 financial plan. Adoption of the amended bylaw will ensure sufficient revenue to fulfill the RDN's contractual obligations. Not amending the user fees could jeopardize the introduction of the residential food waste collection program.


### RECOMMENDATIONS

1. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.12, 2009" be introduced and read three times.
2. That "Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.12, 2009" having received three readings be adopted.

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

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

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

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

### COMMENTS:

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1009.12**

**A BYLAW TO AMEND REGIONAL DISTRICT  
OF NANAIMO GARBAGE AND RECYCLABLE  
MATERIALS COLLECTION BYLAW NO. 1009**

WHEREAS the “Regional District of Nanaimo Garbage and Recyclable Materials Collection Bylaw No. 1009, 1996”, provided for the collection of garbage and recyclable materials within the Regional District of Nanaimo;

AND WHEREAS the Board wishes to amend the rates established by Bylaw No. 1009;

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

1. Schedule ‘A’ of Bylaw No. 1009 is hereby repealed and replaced with Schedule ‘A’ attached to this bylaw.
2. This bylaw may be cited as “Regional District of Nanaimo Garbage and Recyclable Materials Collection Rates Amendment Bylaw No. 1009.12, 2009”.

Introduced and read three times this \_\_\_\_ day of March, 2009.

Adopted this \_\_\_\_ day of March, 2009.

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CHAIRPERSON

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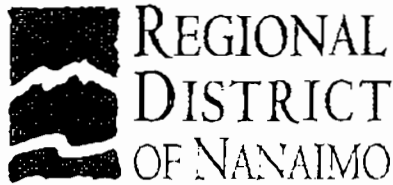
SR. MGR., CORPORATE ADMINISTRATION

\_\_\_\_\_  
 Chairperson

\_\_\_\_\_  
 Sr. Mgr., Corporate Administration

### RECYCLING AND GARBAGE COLLECTION RATES

	<b>Regional Property Owners (Basic Rates)</b>	<b>City of Parksville, Town of Qualicum Beach, District of Lantzville</b>
1. Weekly garbage and bi-weekly recycling collection: allows for setting out one garbage container on any collection day	\$125.80 per annum per dwelling unit	\$125.80 per annum per dwelling unit
2. Bi-weekly garbage and recycling collection: allows for setting out two garbage containers on any collection day	\$115.70 per annum per dwelling unit	\$115.70 per annum per dwelling unit
3. Bi-weekly recycling collection	\$33.95 per annum per dwelling unit	\$33.95 per annum per dwelling unit
4. Tags for disposal of extra garbage: allows for setting out additional garbage containers over and above those permitted under items 1 and 2	\$2.00 per garbage container	\$2.00 per garbage container
5. Recycling containers	\$9.25 each	\$9.25 each



RDN REPORT	
CAO APPROVAL <input checked="" type="checkbox"/>	
EAP	
COV	<input checked="" type="checkbox"/> 10-MAR-09
RND	
BOARD	

**MEMORANDUM**

**TO:** John Finnie, General Manager  
Water and Wastewater Services

**DATE:** February 26, 2009

**FROM:** Mike Donnelly,  
Manager of Water Services

**FILE:** 5500-22-NB-01

**SUBJECT:** Nanoose Bulk Water Pump Station – Use of Development Cost Charge Funds

**PURPOSE**

To obtain Board approval for the expenditure of Development Cost Charge funds for the engineering and construction of the Nanoose Bay Bulk Water Pump Station.

**BACKGROUND**

The Nanoose Bay Bulk Water Pump Station is a key component of the Bulk Water system that will upgrade the ability to utilize bulk water supply from the City of Parksville to provide the full design flows and line pressure for future growth once the Bulk Water system is complete.

Bulk Water supply to the Nanoose Bay Peninsula Water Service area is provided by agreement with the City of Parksville via the City of Parksville Englishman River intake. This water supply enters the Nanoose Bay Peninsula system at the Craig Bay Metering/Pump Station and is pumped from there to the Fairwinds Reservoirs. The Nanoose Bay Bulk Water Pump Station will replace the Craig Bay Metering/Pump Station and will provide the necessary treatment (chlorine) and pumping capacity to move the water to the Fairwinds reservoirs.

**Joint Fairwinds Community Resort and Regional District Proposed Agreement**

While the original site for the facility was planned to be located at the Regional District Water Services property on Ballenas Road (see attached) a joint "Fairwinds – RDN Pump/Booster Station Well Use Agreement" partnership agreement is currently being explored with the Fairwinds Community and Resort and the Regional District that would see the pumping facility built on Fairwinds Community and Resort well field property.

The property (see attached) is being developed by the Fairwinds Community and Resort as a well field to support their future development growth. Under the terms of the proposed agreement these wells would be brought into service by the Fairwinds Community and Resort to accommodate their development growth with supply well ownership being transferred to the regional district as each well is brought on line. The construction of the joint facility includes the Bulk Water system requirements and the

connection to the Fairwinds Community and Resort wells as they become Regional District property. This partnership has the potential to reduce overall project costs for the Nanoose Bay Bulk Water pump station. The terms and conditions of this agreement, once they are completed, will be brought to the Board for its consideration and approval.

Preliminary design on the facility has begun in partnership with the Fairwinds Community and Resort in anticipation of a completed partnership agreement being approved this Spring. Should agreement on a joint project not be reached the design of the facility would be applied to the Regional District property on Balienas Road.

Funding for the project has been provided for in both the Nanoose Bay Bulk Water operations budget and from the Development Cost Charge funds available for Bulk Water capital projects as shown in the 2009 Budget.

### **ALTERNATIVES**

- 1) Approve the allocation of Nanoose Bay Bulk Water Development Cost Charge Funds for the design and construction of the Nanoose Bay Bulk Water Pump Station.
- 2) Do not approve the allocation.

### **FINANCIAL IMPLICATIONS**

Alternative 1 allows the project to proceed at an estimated cost of \$608,000 for engineering and construction. The 2009 Nanoose Bay Bulk Water capital budget allocates \$263,000 in operating funds and \$345,000 in Development Cost Charge funds (for a total of \$608,000) for this project.

Alternative 2 reduces funding for the project by \$345,000 which would not allow the project to proceed. Alternative strategies for funding would need to be developed including increases to parcel taxes to generate the necessary funds to complete the project.

By not moving forward with the project at this time the likelihood of the successful development of a partnership agreement with the Fairwinds Community and Resort for the construction of this facility would be significantly reduced. Fairwinds wishes to move forward on the construction of their portion of the facility in 2009 in order to accommodate their growth plans.

### **SUSTAINABILITY IMPLICATIONS**

The installation of this facility supports the long term, sustainable supply of Bulk Water to regional communities and reduces the impacts on existing and future groundwater resources. This installation will also result in improved pumping efficiency of the Bulk Water Supply and allow for improved operational distribution efficiencies with the use of the Fairwinds reservoirs as the key balancing reservoirs in the Nanoose Bay Peninsula Water Service Area.

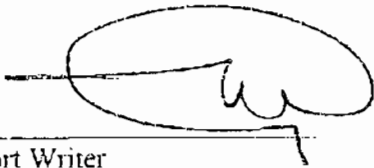


**CONCLUSIONS**

Staff recommend that the use of Development Cost Charge funds be approved for the Nanoose Bay Bulk Water Pump Station design and construction and that work continues on the development of a joint construction and well use agreement with the Fairwinds Community and Resort. A separate report complete with the terms of the agreement with the Fairwinds Community and Resort will be brought to the Board for its consideration and approval once the proposed terms have been negotiated.

**RECOMMENDATION**

That Nanoose Bay Bulk Water Development Cost Charge funds in the amount of \$345,000 be allocated to the Nanoose Bay Bulk Water Pump Station Project.

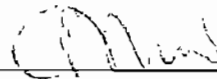


Report Writer



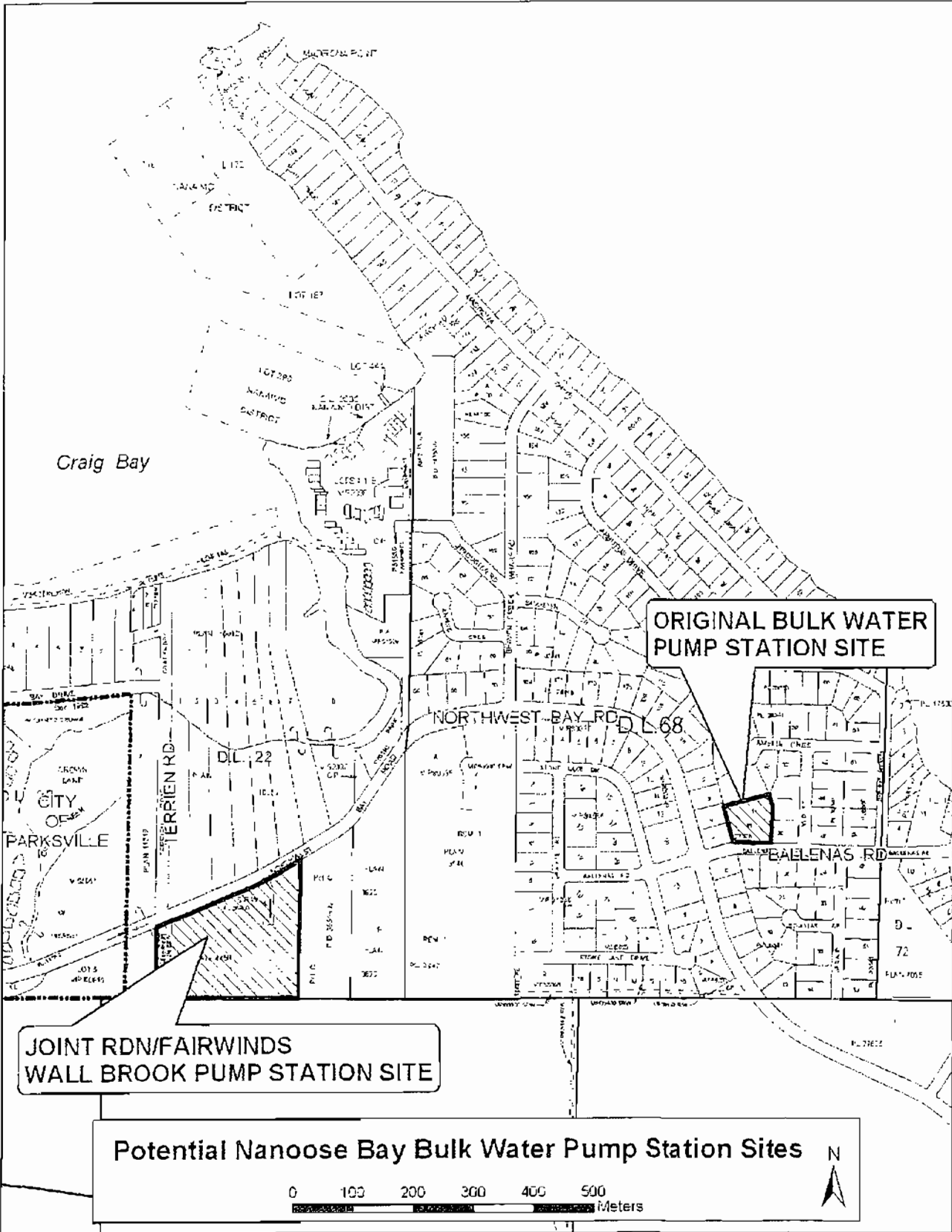
General Manager Concurrence

ALAM



CAO Concurrence

COMMENTS:



BCGS MAPSHEET NO. 92F 039 2 2



RECOMMENDED	
COW APPROVAL	
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COW	10-MAR-09
DATE	
RND	
BOARD	

**MEMORANDUM**

**TO:** John Finnie, P. Eng., General Manager  
Water & Wastewater Services

**DATE:** February 24, 2009

**FROM:** Mike Donnelly  
Manager of Water Services

**FILE:** 5500-22-01

**SUBJECT:** Water User Rate Amendments

**PURPOSE**

To obtain Board approval for proposed water user rate amendments.

**BACKGROUND**

Water user rates in all the Regional District of Nanaimo (RDN) water service areas are proposed to increase by 2% and to be in effect for May of 2009. Water user rates for the seven Regional District water service areas utilize a single rate structure. This structure is based on an inclined block rate which provides flexibility for system users which provides a benefit for reduced water consumption while increasing the cost of higher consumption.

Prior to 2007 the seven Regional District Water Service Areas had individual rate structures that did not reflect the relationship between the cost of water delivery and the rates paid by consumers. The rate structure review established the need for a single rate for all water systems with a goal of generating 75% of the revenue required to meet operational costs.

The rate structure was approved by the Board in 2007 after staff completed a comprehensive rate structure review and carried out a significant level of consultation with water service area user groups. The primary purpose of the new rate structure at that time was to establish a conservation based approach to pricing. With the inclined block rate structure the cost of water increases with use and, alternately, the consumer costs are reduced as consumption declines.

EXISTING						
Rate per Cubic Meter Per Day						
Minimum Daily Rate	Up to	.71 to	1.41 to	2.11 to	2.81 to	over
\$0.25	0.7	1.4	2.1	2.8	3.5	3.51
	\$0.86	\$1.00	\$1.25	\$1.50	\$2.00	\$3.00

RECOMMENDED						
Rate per Cubic Meter Per Day						
Minimum Daily Rate	Up to	.71 to	1.41 to	2.11 to	2.81 to	over
\$0.26	0.7	1.4	2.1	2.8	3.5	3.51
	\$0.88	\$1.02	\$1.28	\$1.53	\$2.04	\$3.06

**ALTERNATIVES**

1. Approve the proposed water user rate amendments.
2. Do not approve the rate amendments.

## **FINANCIAL IMPLICATIONS**

Under Alternative 1, the ongoing maintenance, upgrades and improvements under the system capital plans will move forward as laid out in the 2009 financial plan. The rate structure was developed to provide the necessary funding required for on-going operation of the water service areas.

Under Alternative 2, there would be no increase to the rate structure resulting in a reduction in financial support for the operation of the seven water service area systems from 2009 onward. Funding reductions would result in reduced operational activity including regular system maintenance and upgrades.

## **SUSTAINABILITY IMPLICATIONS**

Sufficient funding levels support the effective operation of the seven regional water systems and allows for continuous improvement in the provision of safe and plentiful water.

## **CONCLUSIONS**

It is recommended that the water user rates be increased in accordance with the 2009 financial plan. The proposed increase reflects the goals outlined in the new rate structure that was approved by the Board in 2007.

## **RECOMMENDATIONS**

1. That "Regional District of Nanaimo Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.04, 2009" be introduced for three readings.
2. That "Regional District of Nanaimo Nanoose Bay Peninsula Water Supply Service Area Regulations and Rates Amendment Bylaw No. 1468.04, 2009" be adopted.
3. That "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.15, 2009" be introduced for three readings.
4. That "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.15, 2009" be adopted.
5. That "Regional District of Nanaimo San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.09, 2009" be introduced for three readings.
6. That "Regional District of Nanaimo San Pareil Specified Area Water Regulations and Rates Amendment Bylaw No. 1172.09, 2009" be adopted.
7. That "Regional District of Nanaimo Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.05, 2009" be introduced for three readings.
8. That "Regional District of Nanaimo Englishman River Specified Area Water Regulations and Rates Amendment Bylaw No. 1383.05, 2009" be adopted.
9. That "Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.16, 2009" be introduced for three readings.
10. That "Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.16, 2009" be adopted.

11. That "Regional District of Nanaimo Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.04, 2009" be introduced for three readings.
12. That "Regional District of Nanaimo Melrose Specified Area Water Regulations and Rates Amendment Bylaw No. 1434.04, 2009" be adopted.
13. That "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.11, 2009" be introduced for three readings.
14. That "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.11, 2009" be adopted.

*for*  
\_\_\_\_\_  
Report Writer  
*B. Jenkins*

\_\_\_\_\_  
General Manager Concurrence  
*Wayne Moran*

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1468.04**

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

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

1. Schedule 'A' attached to "Regional District of Nanaimo Nanoose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468, 2005" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
  
3. This bylaw may be cited for all purposes as "Regional District of Nanaimo Nanoose Bay Peninsula Water Local Service Area Rates and Regulations Amendment Bylaw No. 1468.04, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr Mgr, Corporate Administration

## SCHEDULE 'A'

### NANOOSE BAY PENINSULA WATER USER RATES

1. (a) Calculated on the average daily consumption per unit:
  - i) For the first 0.7 cubic meters per day, \$0.88 per cubic meter.
  - ii) From 0.701 to 1.4 cubic meters per day, \$1.02 per cubic meter.
  - iii) From 1.401 to 2.1 cubic meters per day, \$1.28 per cubic meter.
  - iv) From 2.101 to 2.8 cubic meters per day, \$1.53 per cubic meter.
  - v) From 2.801 to 3.5 cubic meters per day, \$2.04 per cubic meter.
  - vi) Over 3.501 cubic meters per day, \$3.06 per cubic meter.
- (b) Minimum rate is \$0.26 per day.
- (c) Un-metered connections - \$3.00 per day.
- (d) Schools - As per (a) above plus \$80.00 per billing period.
- (e) Un-metered fire lines, \$65.00 per billing period.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 619.15**

**A BYLAW TO AMEND REGIONAL DISTRICT  
OF NANAIMO FRENCH CREEK WATER SUPPLY  
LOCAL SERVICE AREA REGULATIONS AND  
RATES BYLAW NO. 619, 1983**

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

1. Schedule 'B' of "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619, 1983" is hereby repealed and replaced by Schedule 'B' attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo French Creek Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 619.15, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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



\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr., Corporate Administration

## **SCHEDULE 'B'**

### **FRENCH CREEK WATER USER RATES**

1. (a) Calculated on the average daily consumption per unit:
  - i) For the first 0.7 cubic meters per day, \$0.88 per cubic meter.
  - ii) From 0.701 to 1.4 cubic meters per day, \$1.02 per cubic meter.
  - iii) From 1.401 to 2.1 cubic meters per day, \$1.28 per cubic meter.
  - iv) From 2.101 to 2.8 cubic meters per day, \$1.53 per cubic meter.
  - v) From 2.801 to 3.5 cubic meters per day, \$2.04 per cubic meter.
  - vi) Over 3.501 cubic meters per day, \$3.06 per cubic meter.
- (b) Minimum rate is \$0.26 per day.
- (c) Un-metered connections - \$3.00 per day.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1172.09**

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

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

1. Schedule 'A' of "Regional District of Nanaimo San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172, 1999" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo San Pareil Water Supply Local Service Area Rates and Regulations Amendment Bylaw No. 1172.09, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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

\_\_\_\_\_  
Chairperson

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Sr. Mgr. Corporate Administration

## **SCHEDULE 'A'**

### **SAN PAREIL WATER USER RATES**

- i. (a) Calculated on the average daily consumption per unit:
  - i) For the first 0.7 cubic meters per day, \$0.88 per cubic meter.
  - ii) From 0.701 to 1.4 cubic meters per day, \$1.02 per cubic meter.
  - iii) From 1.401 to 2.1 cubic meters per day, \$1.23 per cubic meter.
  - iv) From 2.101 to 2.8 cubic meters per day, \$1.53 per cubic meter.
  - v) From 2.801 to 3.5 cubic meters per day, \$2.04 per cubic meter.
  - vi) Over 3.501 cubic meters per day, \$3.06 per cubic meter.
- (b) Minimum rate is \$0.26 per day.
- (c) Un-metered connections - \$3.00 per day.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1383.05**

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

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

1. Schedule 'A' of "Regional District of Nanaimo Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383, 2004" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited as "Regional District of Nanaimo Englishman River Community Water Supply Service Area Rates and Regulations Amendment Bylaw No. 1383.05, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
St. Mgr., Corporate Administration

## SCHEDULE 'A'

### ENGLISHMAN RIVER COMMUNITY WATER USER RATES

1. (a) Calculated on the average daily consumption per unit:
  - i) For the first 0.7 cubic meters per day, \$0.88 per cubic meter.
  - ii) From 0.701 to 1.4 cubic meters per day, \$1.02 per cubic meter.
  - iii) From 1.401 to 2.1 cubic meters per day, \$1.28 per cubic meter.
  - iv) From 2.101 to 2.8 cubic meters per day, \$1.53 per cubic meter.
  - v) From 2.801 to 3.5 cubic meters per day, \$2.04 per cubic meter.
  - vi) Over 3.501 cubic meters per day, \$3.06 per cubic meter.
- (b) Minimum rate is \$0.26 per day.
- (c) Un-metered connections - \$3.00 per day.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 700.16**

**A BYLAW TO AMEND THE REGIONAL DISTRICT OF  
NANAIMO SURFSIDE PROPERTIES SPECIFIED AREA  
WATER REGULATIONS AND RATES BYLAW NO. 700, 1986**

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

1. Schedule 'B' of "Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700, 1986" is hereby repealed and replaced with Schedule 'B' attached to this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Surfside Properties Specified Area Water Regulations and Rates Amendment Bylaw No. 700.16, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr., Corporate Administration

## **SCHEDULE 'B'**

### **SURFSIDE PROPERTIES WATER USER RATES**

1. (a) Calculated on the average daily consumption per unit:
  - i) For the first 0.7 cubic meters per day, \$0.88 per cubic meter.
  - ii) From 0.701 to 1.4 cubic meters per day, \$1.02 per cubic meter.
  - iii) From 1.401 to 2.1 cubic meters per day, \$1.28 per cubic meter.
  - iv) From 2.101 to 2.8 cubic meters per day, \$1.53 per cubic meter.
  - v) From 2.801 to 3.5 cubic meters per day, \$2.04 per cubic meter.
  - vi) Over 3.501 cubic meters per day, \$3.06 per cubic meter.
- (b) Minimum rate is \$0.26 per day
- (c) Un-metered connections - \$3.00 per day.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1434.04**

**A BYLAW AMEND REGIONAL DISTRICT  
OF NANAIMO MELROSE TERRACE  
WATER LOCAL SERVICE AREA RATES  
AND REGULATIONS BYLAW NO. 1434, 2005**

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

1. Schedule 'A' of "Regional District of Nanaimo Melrose Terrace Water Local Service Area Rates and Regulations Amendment Bylaw No. 1434, 2005" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited for all purposes as the "Regional District of Nanaimo Melrose Terrace Water Local Service Area Rates and Regulations Amendment Bylaw No. 1434.04, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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



\_\_\_\_\_  
Chairperson

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Sr. Mgr. Corporate Administration

## SCHEDULE 'A'

### MELROSE TERRACE WATER USER RATES

1. (a) Calculated on the average daily consumption per unit:
  - i) For the first 0.7 cubic meters per day, \$0.88 per cubic meter.
  - ii) From 0.701 to 1.4 cubic meters per day, \$1.02 per cubic meter.
  - iii) From 1.401 to 2.1 cubic meters per day, \$1.28 per cubic meter.
  - iv) From 2.101 to 2.8 cubic meters per day, \$1.53 per cubic meter.
  - v) From 2.801 to 3.5 cubic meters per day, \$2.04 per cubic meter.
  - vi) Over 3.501 cubic meters per day, \$3.06 per cubic meter.
- (b) Minimum rate is \$0.26 per day.
- (c) Un-metered connections - \$3.00 per day.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1097.11**

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

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

1. Schedule 'A' attached to "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097, 1998" is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
2. This bylaw may be cited as "Regional District of Nanaimo Decourcey Water Supply Local Service Area Regulations and Rates Amendment Bylaw No. 1097.11, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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

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Chairperson

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St. Mgr., Corporate Administration

## **SCHEDULE 'A'**

### **DECOURCEY WATER USER RATES**

- I. (a) Calculated on the average daily consumption per unit:
  - i) For the first 0.7 cubic meters per day, \$0.88 per cubic meter.
  - ii) From 0.701 to 1.4 cubic meters per day, \$1.02 per cubic meter.
  - iii) From 1.401 to 2.1 cubic meters per day, \$1.28 per cubic meter.
  - iv) From 2.101 to 2.8 cubic meters per day, \$1.53 per cubic meter.
  - v) From 2.801 to 3.5 cubic meters per day, \$2.04 per cubic meter.
  - vi) Over 3.501 cubic meters per day, \$3.06 per cubic meter.
- (b) Minimum rate is \$0.26 per day.
- (c) Un-metered connections - \$3.00 per day.



RDN REPORT	
CAO APPROVAL	
EAP	
COV	✓ 10-mar-09
F4B	
BOARD	

# MEMORANDUM

**TO:** John Finnie, P. Eng.  
General Manager of Water & Wastewater Services

**DATE:** February 24, 2009

**FROM:** Mike Donnelly  
Manager of Water Services

**FILE:** 5500-20

**SUBJECT: Sanitary Sewer User Rate Amendments**

## PURPOSE

To obtain Board approval for proposed sanitary sewer user rate amendments.

## BACKGROUND

Sanitary sewer system user rates in the Regional District of Nanaimo (RDN) water service areas are proposed to increase by 2.5% for the Surfside, Fairwinds and French Creek systems and by 5% for the Barclay Crescent system and to be in effect for 2009. The larger increase for Barclay Crescent reflects the staged increase (over 3 years) of the "Sewer Utility" charge.

User fees are required to support the ongoing maintenance and upgrades to the various sanitary sewer collection systems.

The increases conform to the 2009 financial plan.

## ALTERNATIVES

1. Approve the proposed amendments to the sanitary sewer user rates as outlined in the attached amendment bylaws.
2. Do not approve the rate amendments.

## FINANCIAL IMPLICATIONS

Alternative 1 provides the necessary funding to continue with regular maintenance and upgrades to the sanitary sewer collection systems. The proposed rate amendments are in line with the 2009 financial plan.

Alternative 2 will result in reduced maintenance and system upgrade activity. Reduced maintenance of sanitary sewer collection systems can result in the increased likelihood of line blockages and possible flooding of homes. Unrepaired system leaks can lead to water infiltration which raises capacity implications within the treatment processes, and can also lead to contamination of surface and groundwater sources.

## SUSTAINABILITY IMPLICATIONS

Sanitary sewer collection systems are an integral part of the waste collection and treatment process. By insuring the safe and effective operation of the collection systems the possibility of contamination of property, ground or surface water is minimized and the impacts of groundwater infiltration into the collection system and the resulting impact on treatment facilities is reduced.


## SUMMARY/CONCLUSIONS

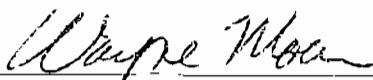
Sufficient funding is necessary to ensure that regular maintenance and system upgrades are properly funded. That funding allows for the ongoing maintenance and upgrading of the sanitary sewer collection systems.

It is recommended that the sanitary sewer user rates be increased in accordance with the 2009 financial plan.

## RECOMMENDATIONS

1. That "Regional District of Nanaimo Surfside Sewer User Rates and Regulations Amendment Bylaw No. 1241.05, 2009" be introduced for three readings.
2. That "Regional District of Nanaimo Surfside Sewer User Rates and Regulations Amendment Bylaw No. 1241.05, 2009" be adopted.
3. That "Regional District of Nanaimo Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.13, 2009" be introduced for three readings.
4. That "Regional District of Nanaimo Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.13, 2009" be adopted.
5. That "Regional District of Nanaimo French Creek Sewer Rates and Regulation Amendment Bylaw No. 422.16, 2009" be introduced for three readings.
6. That "Regional District of Nanaimo French Creek Sewer Rates and Regulation Amendment Bylaw No. 422.16, 2009" be adopted.
7. That "Regional District of Nanaimo Barclay Crescent Rates and Regulation Amendment Bylaw No. 1472.04, 2009" be introduced for three readings.
8. That "Regional District of Nanaimo Barclay Crescent Rates and Regulation Amendment Bylaw No. 1472.04, 2009" be adopted.

  
\_\_\_\_\_  
Report Writer  
*for*

  
\_\_\_\_\_  
General Manager Concurrence  
*for*

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1241.05**

**A BYLAW TO AMEND THE SURFSIDE  
SEWER USER RATES AND REGULATIONS  
BYLAW NO. 1241**

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

1. Schedule 'D' of Bylaw 1241 is hereby repealed and Schedule 'D' attached to and forming a part of this bylaw is substituted therefore.
2. This bylaw may be cited for all purposes as "Surfside Sewer Rates and Regulations Amendment Bylaw No. 1241.05, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

\_\_\_\_\_  
 Chairperson

\_\_\_\_\_  
 Sr. Mgr. Corporate Administration

**SCHEDULE 'D'**  
 [Section 19.1]

**USER CHARGE**  
*[if applicable]*

1. Billing and Payment.

- (a) Annual sewer rates as invoiced by the Regional District are due and payable on presentation. A ten (10%) percent discount will be applied if payment of all outstanding charges in effect from time to time is received on or before the discount date shown on the invoice.
- (b) Amounts unpaid on the 31<sup>st</sup> of December in any year shall be deemed to be taxes in arrears and will be transferred to property taxes as prescribed under Section 797.2 of the *Local Government Act*
- (c) All payments received will be applied firstly against arrears and then to current balances.

2. Rates Payable:

(a) User Charge:

<b>Classification</b>	<b>Annual Rate</b>
(a) Single Family Residence - up to 12 fixtures	\$ 140.00
- each additional fixture	\$ 11.60
(b) Apartments, Suites or Duplex - Each Unit	\$ 140.00
(c) Cafes and Restaurants – for each group of plumbing fixtures	\$ 140.00
(d) Garage or Service Station	\$ 140.00
(e) Store or Business Premises – for each group of plumbing fixtures	\$ 140.00
(f) Mobile Homes (whether situated in a mobile Home park or not) – per unit	\$ 140.00
(g) Office Building – for each group of plumbing fixtures	\$ 140.00
(h) Churches and Public Halls – for each group of plumbing fixtures	\$ 84.00
(i) Licenses Premises – for each group of plumbing fixtures	\$ 140.00
(j) Motels – per unit – including residential managers' or owners' units	\$ 1.10
(k) Hotels – per room	\$ 1.10
(l) Camping - for each group of plumbing fixtures	\$ 1.10
- for each space with a sewer connection	\$ 1.10
(m) Marinas – for each group of plumbing fixtures	\$ 140.00
(n) Laundry, Laundromat or Dry Cleaners – per washer	\$ 80.00
(o) Sani Dump (per connection)	\$ 435.00
(p) Swimming Pool	\$ 105.00

3. Connection Fee \$300.00

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 765.13**

**A BYLAW TO AMEND THE FAIRWINDS  
SEWERAGE FACILITIES SPECIFIED AREA  
RATES BYLAW NO. 765**

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

1. Schedule 'B' of Bylaw No. 765 is hereby repealed and Schedule 'B' attached hereto and forming part of this bylaw is substituted therefore.
3. This bylaw may be cited for all purposes as the "Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.13, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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



\_\_\_\_\_  
Chairperson

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St. Mary's Corporate Administrator

### FAIRWINDS SEWERAGE FACILITIES USER RATES

Classification		Annual Rate
(a)	Private Residential – Single Family Dwelling	Up to 12 fixtures \$ 74.10
		Each additional fixture \$ 6.20
(b)	Apartments, Condominiums, Duplexes, Hotels, Suites or Strata Title Units - per unit	\$ 74.10
(c)	Campground (see item (d) for restrooms or laundry facilities) – per space with sewer connection	\$ 74.10
(d)	Commercial	
	(i) General, per group of fixtures	\$ 88.80
	(ii) Laundry, Laundromat or Dry Cleaners – per washer	\$ 44.80
(e)	Sani-dump - per vehicle connection	\$ 443.80
(f)	Swimming pool	\$ 55.60
(g)	<b>Department of National Defense</b>  By Agreement.	

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 422.16**

**A BYLAW TO AMEND THE REGIONAL  
DISTRICT OF NANAIMO FRENCH CREEK  
SEWER RATES AND REGULATION BYLAW  
NO. 422**

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

1. Schedule 'A' of Bylaw No. 422 is hereby repealed and Schedule 'A' attached hereto and forming part of this bylaw is substituted therefore.
2. This bylaw may be cited for all purposes as the "Regional District of Nanaimo French Creek Sewer Local Service Area Regulation and Rates Amendment Bylaw No. 422.16. 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

\_\_\_\_\_  
CHAIRPERSON

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr., Corporate Administrator

### FRENCH CREEK SEWER USER RATES

Classification	Annual Rate
(a) Single Family Residence - up to 12 fixtures	\$ 159.30
- each additional fixture	\$ 13.30
(b) Apartments, Suites or Duplex - Each Unit	\$ 159.30
(c) Cafes and Restaurants - for each group of plumbing fixtures	\$ 159.30
(d) Garage or Service Station	\$ 159.30
(e) Store or Business Premises - for each group of plumbing fixtures	\$ 159.30
(f) Mobile Homes (whether situated in a mobile Home park or not) - per unit	\$ 159.30
(g) Office Buildings - for each group of plumbing fixtures	\$ 159.30
(h) Churches and Public Halls - for each group of plumbing fixtures	\$ 96.50
(i) Licensed Premises - for each group of plumbing fixtures	\$ 159.30
(j) Motels - per unit – including residential manager's or owner's unit	\$ 159.30
(k) Hotels - per room	\$ 159.30
(l) Camping - for each group of plumbing fixtures	\$ 159.30
- for each space with a sewer connection	\$ 41.00
(m) Marinas – for each group of plumbing fixtures	\$ 159.30
(n) Laundry, Laundromat or Dry Cleaners - per washer	\$ 83.50
(o) Schools - per connection	\$ 306.50
- plus for each group of plumbing fixtures	\$ 119.40
(p) Swimming Pool	\$ 119.40

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1472.04**

**A BYLAW TO AMEND BARCLAY  
CRESCENT SEWER RATES AND  
REGULATION BYLAW NO. 1472**

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

1. Regional District of Nanaimo Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472 is amended as follows:

Schedule 'C' of Bylaw No. 1472 is hereby repealed and Schedule 'C' attached hereto and forming part of this bylaw is substituted therefore.

2. This bylaw may be cited for all purposes as the "Regional District of Nanaimo Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.04, 2009".

Introduced and read three times this 24th day of March, 2009.

Adopted this 24th day of March, 2009.

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CHAIRPERSON

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SR MGR, CORPORATE ADMINISTRATION

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr., Corporate Administration

**SCHEDULE 'C'**  
[Section 19.1]

**USER CHARGE**  
[if applicable]

1. Billing and Payment:

- (a) Annual sewer rates as invoiced by the Regional District are due and payable on presentation. A ten (10%) percent discount will be applied if payment of all outstanding charges in effect from time to time is received on or before the discount date shown on the invoice.
- (b) Amounts unpaid on the 31<sup>st</sup> of December in any year shall be deemed to be taxes in arrears and will be transferred to property taxes as prescribed under Section 797.2 of the *Local Government Act*.
- (c) All payments received will be applied firstly against arrears and then to current balances.

2. Rates:

	Classification	Annual Rates	Other Rates
(a)	Single Family Residence	\$ 236.00	
(b)	Apartments, Suites or Duplex – Each Unit	\$ 236.00	
(c)	Cafes and Restaurants – for each group of plumbing fixtures	\$ 236.00	
(d)	Garage or Service Station	\$ 236.00	
(e)	Store or Business Premises – for each group of plumbing fixtures	\$ 236.00	
(f)	Mobile Homes (whether situated in a Mobile Home Park or not) – per unit	\$ 236.00	
(g)	Churches and Halls – for each group of plumbing fixtures	\$ 236.00	
(h)	Licensed Premises – for each group of plumbing fixtures	\$ 236.00	
(i)	Motels – per unit – including residential managers' or owners' units	\$ 236.00	
(j)	Hotels – per room	\$ 1.05	
(k)	Camping – for each group of plumbing fixtures	\$ 1.05	
	– for each space with a sewer connection	\$ 1.05	
(l)	Laundry, Laundromat or Dry Cleaners – per washer	\$ 79.00	
(m)	Sani Dump (per connection)	\$ 446.00	
(n)	Waste Discharge permit holder	\$ 1,000.00	Daily rate per Part 4

**SCHEDULE 'C' continued**

3. A group of plumbing fixtures is equivalent to three fixtures.
4. For Waste Discharge permit holders, in addition to the annual fee shown under Part 2. Rates shown above, a daily rate per cubic meter shall apply. The daily rate shall be calculated as follows:

$$\text{Annual Single Family Residential Rate} = \frac{\text{rate per cubic meter per day}}{255 \text{ cu m}}$$

The daily rate shall be applied to the average daily flow calculated from the total annual flows measured for the permit holder divided by 365.

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR MEETING HELD ON THURSDAY, FEBRUARY 19, 2009 AT OCEANSIDE PLACE

**Attendance:** Dave Bartram, Director, RDN Board  
Eve Flynn, Trustee, School District #69 (Alternate)  
Jack Wilson, Councilor, Town of Qualicum Beach  
Theresa Patterson, Councilor, City of Parksville  
Reg Nosworthy, Electoral Area 'F'  
Patty Biro, Electoral Area 'H'

**Staff:** Tom Osborne, General Manager Recreation and Parks  
Dan Porteous, Superintendent of Arenas and Southern Recreation Services  
Sandra Pearson, Superintendent of Aquatics and Northern Recreation Services  
Marilynn Newsted, Recording Secretary

**Regrets:** Frank Van Fynde, Electoral Area 'E'  
Bill Preston, Trustee, School District #69

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#### CALL TO ORDER

Deputy Chair Nosworthy called the meeting to order at 2:02pm.

#### MINUTES

MOVED Commissioner Biro, SECONDED Commissioner Patterson, that the Minutes of the District 69 Recreation Commission meeting held January 22, 2009, be received.

CARRIED

MOVED Commissioner Biro, SECONDED Commissioner Patterson, that the Minutes of the District 69 Recreation Commission Grants Committee meeting held February 5, 2009, be received.

CARRIED

#### COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Wilson, SECONDED Commissioner Biro, that the following Correspondence be received:

- M. Pearce to T. Osborne, Re: 2009 RDN Board Appointments District 69 Recreation Commission
- M. Pearce to P. Biro, Re: Re-Appointment District 69 Recreation Commission
- M. Pearce to R. Nosworthy, Re: Re-Appointment District 69 Recreation Commission
- M. Pearce to F. Van Fynde, Re: Re-Appointment District 69 Recreation Commission
- B. Hannam, School District No. 69, Re: School District Appointments District 69 Recreation Commission
- C. David Email, Re: Excellent Customer Service Oceanside Place
- C. Bates and R. Dicastri, Re: Excellent Customer Service Ravensong Aquatic Centre

CARRIED

## **FUNCTION REPORTS**

### **Oceanside Place**

Mr. Porteous highlighted the following items:

- Facility admissions for the first month of 2009 at Oceanside Place are up considerably over last year.
- January stats for the seniors 70+ scrub hockey sessions reflect an increase from last year at this time, continuing with a trend of steady growth throughout last season.
- The "Winter Carnival on Ice" was well received by the public.
- Spirit of BC sponsored events, both at Oceanside Place and Ravensong Aquatic Centre, were well attended by the public.
- Two new maintenance staff, one permanent part time and one casual, are in training currently at Oceanside Place.

### **Ravensong Aquatic Centre/Recreation Coordinating**

Ms. Pearson highlighted the following items:

- The programmer in Area 'H' had amazing success in January with many successful programs being offered and exciting new programs coming for the spring.
- For the first time in quite awhile the programming team is fully staffed. Programmers Colleen Douglas and Chrissie Finnie, both returning from maternity leave, are currently in a pilot program job share. They are responsible for the preschool programming. The rest of the program team is currently focused on marketing, which is especially important at this time.
- The Spring/Summer Active Living Guide will be sent as unaddressed ad mail rather than sent as a direct mail out, enabling the promotion of programs to all residents in the community and not just those who already familiar with our programs. Eleven thousand copies will be sent out in March to all the homes in District 69.
- The Memo of Cooperation with Lighthouse Recreation Commission should be ready for review at the next Commission meeting.
- 140 people participated in the Spirit of BC Swim at Ravensong Aquatic Centre.
- A \$5,000 Active Living Grant has just been received to assist with the walking programs.
- The second year of the Thrifty Foods partnership, regarding their nutrition program, has begun. The program offers free nutrition workshops and ideas. This summer a Young Chefs Camp will be offered by the Department.

### **Regional Parks and Trail and Community Parks (EA 'E' – 'H')**

Mr. Osborne highlighted the following items:

- A consultant has been hired, by Fairwinds, to work with the local community and organizations to review the second phase of the Fairwinds development. The focus will be identifying housing development, key park areas etc. Ms. McCulloch, the Park Planner, has attended the sessions over the last six months. A final report will be presented to the Board later this year.
- Work continues on the Malcolm property in Area 'F'.
- Staff also are working with the Area 'F' trail building volunteers.
- Oakdowne Park signage is now in place in Area 'H'.



- The Fire Control Cost Sharing Agreement has been signed with MoF. Under this agreement many of the community parks and regional parks which were previously in unprotected areas will now be protected.
- The first meeting was held with the Hupacasath First Nation regarding Mt. Arrowsmith Regional Park to discuss operational matters and the management plan process.
- The E & N Rail Trail study is underway.

MOVED Commissioner Wilson, SECONDED Commissioner Bartram, that the Reports be received.

CARRIED

**NEW BUSINESS**

**Grant Committee Recommendations**

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the Commission endorses the following Youth Grants:

<i>Community Group</i>	
<i>Ballenas Secondary School Dry Grad Committee - entertainment and rental costs</i>	<i>1,250</i>
<i>Kwalikum Secondary School Dry Grad Committee - event expenses</i>	<i>1,250</i>
<i>Oceanside Community Arts Council- World Music Program</i>	<i>1,300</i>
<i>Oceanside Minor Hockey Association - female hockey program</i>	<i>2,950</i>
<i>Qualicum Beach Fire Dept - Youth Fire Camp</i>	<i>1,500</i>
<i>Ravensong Aquatic Club - pool rental</i>	<i>2,500</i>

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the Commission endorses the following Community Grants:

<i>Community Group</i>	
<i>Errington Therapeutic Riding Association - program expenses and equipment</i>	<i>1,500</i>
<i>Lighthouse Recreation Commission - program costs</i>	<i>2,500</i>
<i>Oceanside Track and Field Club - facility improvements and equipment</i>	<i>1,000</i>
<i>Parksville Pirates Senior Ball Team - uniforms and equipment</i>	<i>600</i>
<i>Parksville Seniors Activity &amp; Drop-in Centre</i>	<i>269</i>
<i>Parksville Seniors Athletic Group - softball equipment</i>	<i>2,500</i>

CARRIED

### **Ravensong Aquatic Centre Expansion Update**

Mr. Osborne gave a quick update on the status of the Ravensong Aquatic Centre Expansion project.

Currently staff are preparing for the next round of infrastructure funds which should be released shortly, as well as, doing some remedial work on the facility, which was started in the fall of 2008. During the repairs to the facility, issues with the building were discovered and as a result a consultant was hired to review the current condition of the aquatic centre. The consultants report confirmed staff concerns about the facility and a construction manager has been retained to review the engineer's recommendations and prepare accurate costing of the repairs required for the facility. The final report will be presented to the Commission with two options - 1) proceed with the repairs or 2) proceed with the expansion of the pool in addition to the repairs. At the present time, there are not sufficient funds in reserve to cover the cost of the repairs or to expand the facility. Staff continue to work with the consultant to verify the repair costs and to quantify the cost of the expansion. Should the second option be approved a referendum would be required to proceed with the expansion.

### **COMMISSIONER ROUNDTABLE**

Commissioner Biro reported Lighthouse Recreation Commission met with Ms. Longmuir, Area 'H' Programmer, and both Ms. Pearson, Superintendent of Aquatics and Northern Recreation Services and Mr. Bartram to discuss the preparation of a Memorandum of Cooperation between the Regional District and Lighthouse Recreation Commission.

Commissioner Biro noted an Easter Party will be held April 11 at the Lighthouse Community Centre.

Commissioner Bartram stated the 50 Anniversary of the Deep Bay Harbour construction will be held April 25. Local dignitaries will be attending and some of the planned events will be presentations by local artisans and groups. Qualicum Beach First Nations, a shell fish display by the Vancouver Island University Research Centre and trips by boat to the oyster leases.

Commissioner Flynn reported the School Board held their first open house at Kwalikum Secondary School as part of the 2009 budget process.

Commissioner Flynn noted at the School Board meeting next week the Board will be receiving a full report on daily physical activity of the students in the District Schools, of which a good portion of the activities done are with the Recreation and Parks Department, such as the Fat Well Get Moving program.

Commissioner Wilson noted that the Qualicum Beach council would like to request that two pages be added to the new Regional Parks and Trail Guide to showcase two trails in Qualicum Beach. The trails would be the trail in the Heritage Forest and the Qualicum Beach Community Park trails which also includes on/off leash dog trails. Commissioner Wilson stated he felt the inclusion of the two trails would make the guide more complete for residents and tourists alike.

Mr. Osborne noted that the request for the inclusion of two more pages highlighting Qualicum Beach trails in the Regional Parks and Trail Guide was presented by Mayor Westbrook at the January Regional Parks and Trails Advisory Committee meeting for their consideration. Mr.

Osborne noted the Regional Parks and Trail Advisory Committee agreed that a separate trail guide could be produced which would include all Regional District trails, both community and regional and the municipal trails, however, the project would require the full commitment of all the Regional District, including the four municipalities, in both time and money. Mr. Osborne noted the current guide was developed with a regional parks and trails perspective.

MOVED Commissioner Wilson, SECONDED Commissioner Bartram, that staff be requested to investigate the cost of the preparation and the staff implications involved in the development of a District 69 Parks and Trail Guide, including parks and trails in the City of Parksville, the Town of Qualicum Beach, Electoral Areas 'E', 'F', 'G' and 'H'.

CARRIED

Commissioner Wilson reported the Town of Qualicum Beach has hired a consultant to review existing cycling paths and multi use paths as part of their cycling initiative.

Commissioner Patterson reported a delegation from the Alphabet Walk gave a presentation at the Council meeting held at Ballenas Secondary School. As part of the Alphabet Walk, a youth themed "walkability" walk to encourage walking in the community and also a fund raiser, sixteen new benches were decorated in Parksville and ten in Qualicum Beach. The event is sponsored by the two high schools, the City of Parksville, the Town of Qualicum Beach, the Downtown Business Association, Building Learning Together and both Chambers of Commerce.

Commissioner Patterson reported the City of Parksville passed an emergency motion to stop the logging by Island Timberlands on their island in the Englishman River, as the City is very concerned about the effect of the logging on their water supply.

Commissioner Nosworthy noted the following items:

- ACES are in the process of finalizing an agreement with the Agricultural Board for use of facilities for office space and also the use of the fairgrounds, at the Coombs Fair Grounds.
- ACES has signed a shared use agreement for the two community schools with School District 69.
- Bob Rowe is the new president of ACES.
- The Kitimavik volunteer has arrived and will be volunteering two days a week for the next six months in the Community.

## ADJOURNMENT

MOVED Commissioner Bartram, SECONDED Commissioner Wilson that the meeting be adjourned at 2:55pm.

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Frank Van Eynde, Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY  
PARKS AND OPEN SPACE ADVISORY REGULAR COMMITTEE MEETING  
HELD, MONDAY, JANUARY 26, 2009

7:00PM

**Attendance:** Rick Heikkila  
Bruce Erickson  
Dale Fulton  
Maureen Young, Director, RDN Board

**Staff:** Wendy Marshall, Manager of Park Services  
Flaine McCulloch, Park Planner

**Absent:** J. Wilson  
S. Ellis

**Also In Attendance:** Charles Pinker, Alternate Director, RDN Board

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**CALL TO ORDER**

Ms. Young called the meeting to order at 7:03pm

**ELECTION OF CHAIR AND SECRETARY**

Ms. Young called for nominations for the position of Chair.

MOVED D. Fulton, SECONDED B. Ericson, that Mr. Heikkila be nominated for the position of Chair.

As no other nominations were received for the position of Chair, Ms. Young declared R. Heikkila as Chair by acclamation.

Ms. Young called for nominations for the position of Secretary.

MOVED R. Heikkila, SECONDED D. Fulton, that Mr. Erickson be declared for the position of Secretary.

As no other nominations were received for the position of Secretary, Ms. Young declared B. Erickson as Secretary by acclamation.

Ms. Young passed the Chair to Mr. Heikkila.

**MINUTES**

MOVED B. Erickson, SECONDED R. Heikkila, that the Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held November 3, 2008, be approved.

CARRIED

## COMMUNICATION/CORRESPONDENCE

MOVED B. Erickson, SECONDED R. Heikkila, that the Correspondence W. Marshall to Ministry of Community Development, re: Local*Motion* program application, be received.

CARRIED

## REPORTS

### Meadow Drive Community Park Update

Ms. Marshall and Ms. McCulloch updated the Committee on the progress of the Meadow Drive Community Park. Staff applied for a Local*Motion* grant in the amount of \$76,000 in which 50% of the project costs would be covered by the Electoral Area C (defined D) community parks budget. These funds, if awarded, will be put towards developing an accessible playground, gravel loop trail, and picnic area. Future plans will be phased in over the years, as money comes available.

Staff also applied for an *Active Communities* Grant in the amount of \$5000. These funds, if awarded, will be applied directly to developing a Trail Concept Plan for the treed area of Meadow Drive Park. This will involve hiring a consultant to undergo an environmental analysis of the site and identify possible trail routes and flag them on the ground.

### Monthly Update of Community Parks and regional Parks and Trails Projects

Ms. McCulloch highlighted the following items:

- Two new regional parks received approval by the Board: Coats Wetland on Gabriola Island and the Mt. Arrowsmith Massif.
- Working with NAIT and HBI/anarc Consultants, staff are currently developing a management plan for Mt. Benson Regional Park.

MOVED D. Fulton, SECONDED R. Heikkila, that the Reports be received.

CARRIED

## NEW BUSINESS

### 2009 Budget

MOVED R. Heikkila, SECONDED B. Erickson, that the following recommendations be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the Electoral Area 'C' (Defined 'D') Community Parks Function Budget be approved as amended with the addition of \$5,000 for development costs for Meadow Drive Community Park.

CARRIED

## COMMITTEE ROUND TABLE

M. Young reported that an Interdistrict/Interphase fire drill will be held February 11, 2009.

## ADJOURNMENT

MOVED R. Heikkila, SECONDED B. Erickson, that the meeting be adjourned at 9:15pm.

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Chair

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
THURSDAY, JANUARY 15, 2009  
7:00PM**

**Attendance:** Joe Stanhope, Director, RDN Board  
Brian Coath  
Jacqueline Thomson  
Minnie Corbett  
Aileen Fabris

**Staff:** Wendy Marshall, Manager of Park Services  
Elaine McCulloch, Parks Planner

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**CALL TO ORDER**

Ms. McCulloch called the meeting to order at 7:05pm.

**ELECTION OF CHAIR AND SECRETARY**

Ms. McCulloch called for nominations for the position of Chair.

As no other nominations were received for the position of Chair, Ms. McCulloch declared Ms. Fabris as Chair by acclamation.

Ms. McCulloch called for nominations for the positions of Secretary.

As no other nominations were received for the position of Secretary, Ms. McCulloch declared Ms. Corbett as Secretary by acclamation.

Ms. McCulloch handed the Chair over to Ms. Fabris.

**MINUTES**

MOVED B. Coath, SECONDED J. Thomson, that the Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held October 16, 2008, be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**Plummer Road**

MOVED J. Thomson, SECONDED B. Coath, that an invitation be sent to the San Paniel Owners' and Ratepayers' Association requesting a representative attend the next Electoral Area 'G' Parks and Open Space Advisory Committee meeting, with regard to Plummer Road.

CARRIED

## COMMUNICATIONS/CORRESPONDENCE

MOVED J. Thomson, SECONDED B. Coath, that the Correspondence J. O'Farrell, Re: Resignation POSAC Area 'G', be received.

CARRIED

## REPORTS

### Monthly Update of Community Parks and Regional Parks and Trails Projects September and October 2008.

Ms. McCulloch noted the following items:

- The requests for proposals for management plans for Mt. Benson Regional Park and the 707 Acre Community Park on Gabriola Island will be issued shortly.
- Two new regional parks have been acquired: Mt. Arrowsmith and Coats Marsh.
- Staff are working with DFO regarding the Miller Road site and Columbia Beach.

MOVED B. Coath, SECONDED J. Stanhope, that the Reports be received.

CARRIED

## NEW BUSINESS

### 2009 Budget

MOVED B. Coath, SECONDED M. Corbett, that the following recommendation be received by the Board for consideration as part of the 2009 Budget and Five Year Financial Plan deliberation process:

That the Electoral Area 'G' Community Parks Function Budget be approved as presented.

DEFEATED

### POSAC 'G' Bank Account

Mr. Coath provided a brief history of the Electoral Area 'G' Parks and Open Space Advisory Committee bank account, which is used for minor and sundry park projects, noting the following:

- The current account balance is approximately \$1,245.08 and \$143 in a Savings Account.
- The account is held at the Coastal Community Credit Union.
- Currently Mr. Coath is the only person authorized to sign on the account.

Mr. Coath noted the Credit Union requires two signing authorities on the account and that they must be members of the Coastal Community Credit Union.

As an active member of the Coastal Community Credit Union, Ms. Fabris volunteered to become the second person to sign on the account.



## COMMITTEE ROUND TABLE

In answer to Ms. Fabris's concerns about ATV use at the River's Edge development site. Ms. Marshall stated signs have been posted, educational sessions have been held and staff are attempting to track the operators of the ATV's which are allegedly causing damage.

MOVED A. Fabris. SECONDED B. Coath, that inappropriate use and operation of ATV's in public parks and trails which is a public safety concern and causing damage to public lands be referred to the Union of BC Municipalities for consideration and action.

CARRIED

## ADJOURNMENT

MOVED B. Coath. SECONDED J. Thomson, that that meeting be adjourned at 8:42pm.

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Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE  
MEETING HELD ON WEDNESDAY, FEBRUARY 18, 2009 AT 2:00 PM  
IN THE RDN COMMITTEE ROOM

**Present:**

Director D. Bartram	Acting Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
P. Thorkelsson	General Manager of Development Services
P. Thompson	Manager of Long Range Planning
G. Garbutt	Manager of Current Planning
C. Midgley	Sustainability Coordinator
K. Sanders	Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 2:01 pm by the Chair.

**MINUTES**

MOVED Director Kipp, SECONDED Director Burnett, that the minutes of the Sustainability Select Committee meeting held on January 21, 2009 be adopted. CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Tom Osborne, RDN, re Nanaimo Daily News Article - Nanaimo Lakes Land has Resort Potential.**

MOVED Director Kipp, SECONDED Director Holdom, that the correspondence be received. CARRIED

**Intergovernmental Advisory Committee, re Minutes of the meeting held January 15, 2009.**

MOVED Director Kipp, SECONDED Director Holdom, that the minutes be received. CARRIED

**REPORTS**

**Regional Benefits of Green Building.**

MOVED Director Kipp, SECONDED Director Young, that the presentation by Innes Hood regarding Regional Benefits of Green Building be moved to first order of business. CARRIED

Innes Hood of the Sheltair Group gave a presentation on the Regional Benefits of Green Building report.

MOVED Director Kipp, SECONDED Director Holdom, that the report be received, and that staff be directed to continue with the research projects outlined in the Green Building Action Plan and that staff investigate the development of a communications strategy to effectively explain the benefits of building green and to foster an understanding and acceptance with the community for achieving green building targets.

CARRIED

**Sustainability Select Committee - Terms of reference.**

The Manager of Long Range Planning distributed copies of the Sustainability Select Committee Terms of Reference for the benefit of new members.

**Proposed Hamilton Marsh Park and Development Proposal by Island Timberlands.**

The Manager of Current Planning provided an overview of the proposed Hamilton Park and Development Proposal by Island Timberlands.

MOVED Director Kipp, SECONDED Director Holdom, that the staff report entitled "Hamilton Marsh & French Creek Proposal, Island Timberlands" be received for information.

CARRIED

**Carbon Neutral Operations and the Climate Action Revenue Incentive Program.**

The Sustainability Coordinator provided an overview of the Carbon Neutral Operations and the Climate Action Revenue Incentive Program.

MOVED Director Holdom, SECONDED Director Kipp, that staff be directed to draft a resolution for UBCM to request that the provincial government support local governments to develop opportunities to create and use carbon offsets.

The motion was not carried. The Sustainability Coordinator recommended to the Committee that further research on this subject be explored before pursuing a UBCM resolution on this issue.

MOVED Director Holdom, SECONDED Director Burnett, that this report be received for information and that the RDN Sustainability Coordinator make a presentation on Carbon Neutral Operations at the upcoming Board Seminar for Strategic Planning.

CARRIED

**ADJOURNMENT**

MOVED Director Bartram, SECONDED Director Burnett, that this meeting be adjourned.

CARRIED

TIME: 3:55 PM

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CHAIRPERSON



The subject properties located in Electoral Area 'G' are zoned Rural 3 with Subdivision District 'D' (2.0 ha minimum parcel size) and Subdivision District 'V' (50.0 ha minimum parcel size pursuant to the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987"). *Attachment No. 1* provides an overview of the existing zoning for the subject properties.

The majority of the subject properties are situated within the Provincial Agricultural Land Reserve (ALR) with the exception of the southeast corner of The Remainder of DL 75, which is zoned FR-1 in Electoral Area 'F' and the east portion of DL 154, which is within Subdivision District 'V' in Electoral Area 'G'. These properties are split zoned with a portion of the properties in the ALR and the former Forest Land Reserve which led to the 50 ha minimum parcel size for subdivision. These properties are approximately 20 ha and 18 ha respectively and given their size, can not be subdivided.

#### Environmentally Sensitive Areas/Community Services

Environmentally sensitive features of these subject properties include the Hamilton Marsh area, Hamilton Creek, and French Creek and their riparian areas. Along with the existing Sensitive Ecosystem mapping held by the RDN, Island Timberlands has undertaken a significant mapping exercise to identify environmental features within the subject properties (*See Attachment No. 3 for Environmental Mapping undertaken by Island Timberlands*). Extensive logging of a portion of the properties adjacent to the Inland Island Highway has recently occurred. Land uses which are located around the subject properties include the Inland Island Highway and rural zoned parcels to the north; rural zoned parcel and the Virginia Estates neighbourhood to the east; the E&N Rail Corridor and numerous lots with a variety of zones to the south, and Hilliers Road and agricultural zoned lots to the west.

The subject properties located in Electoral Area 'G' are situated within a RDN Building Services Area while the parcels located in Electoral Area 'F' are located outside of a RDN Building Services Area. There are no community water or community sewer services to these parcels.

#### Official Community Plan Policies and Development Permit Areas

The subject properties within Electoral Area 'F' are designated Resource pursuant to Electoral Area 'F' Official Community Plan Bylaw No. 1152, 1999. For the purpose of subdivision, lands located within the ALR have a minimum parcel size of four hectares and lands within the former Forest Land Reserve (FLR) have a minimum parcel size of 50 hectares. In accordance with the OCP policies, the zoning regulations in Electoral Area 'F' were adopted in conformity with these minimum parcels sizes.

The subject properties in Electoral Area 'G' are designated Rural pursuant to Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008. For the purpose of subdivision, lands located within the Rural designation have a minimum parcel size of eight hectares. Currently, the implementation bylaw for the Official Community Plan is held at 3<sup>rd</sup> reading which will, if implemented adopt zoning restricting minimum parcel size to eight hectares and have a density of one dwelling per eight hectares of land area.

The subject properties are designated within the following development permit areas pursuant to the applicable Official Community Plans:

- The Watercourse Protection Development Permit Area (Area 'F' OCP) and the Fish Habitat Protection Development Permit Area (Area 'G' OCP) specifically for the protection of the portion of the French Creek that crosses or is adjacent to the subject properties. Hamilton Marsh and any other streams in or within 30 metres of the subject properties.

- The Farm Land Protection Development Permit Area (Area 'G' OCP) for the purposes of protecting farm land.
- The Environmentally Sensitive Features Development Permit Area (Area 'G' OCP) for the purposes of protecting the aquifer.
- The Highway Corridor Development Permit Area (Area 'G' OCP) for the purposes of form and character of commercial, industrial, and multi-residential development within 250 metres from Inland Island Highway and 500 metres from Highway No. 4.

### Regional Growth Strategy

Pursuant to Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1309, 2002, the subject properties are designated Resources Lands and Open Spaces and are located outside of Urban Containment Boundaries. These lands are identified for resource extraction and related uses and the use of these lands for residential and commercial uses are not supported.

### **ALTERNATIVES**

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

### **DEVELOPMENT IMPLICATIONS**

As outlined above, Island Timberlands has a general proposal for future land use on the subject properties which would involve more intensive residential and tourist commercial uses in the area. In order to understand the implications for regional growth management is important to understand existing development potential on the subject properties in light of underlying zoning, applicable setbacks and environmental constraints.

#### *Subdivision Implications*

In order to quantify development potential in broad terms there are a number of key factors that must be included in any approximation. Total land area, minus environmental constraints, development setbacks, and roads and servicing when combined with minimum parcel size, will equal an approximate of yield. In this case, Island Timberlands have identified approximately 800 hectares of land for potential development. Of this land, approximately 105 hectares including Hamilton Marsh, Hamilton Creek, French Creek, other environmental features and watercourse tributaries are excluded from the area calculation because they are not available for development. This area includes 30 m setbacks for the Hamilton Marsh, French Creek and all tributaries as well as 15 m setbacks to all watercourses in accordance with the provincial *Riparian Areas Regulation*. (See Attachment No. 4 for riparian setback areas).

Typically, through the land development process, approximately 20% of the land base is utilized for infrastructure and roads which would include approximately 135 hectares in this case. Given these limitations, approximately 560 hectares of land would be available for subdivision. Under existing zoning, it is estimated that within the subject properties approximately 170 - 185 lots could be created. Given the location of the subject properties, approximately 100 - 110 lots could be created within Electoral Area 'F' (generally 4 ha in size) and 70 - 75 lots could be created in Electoral Area 'G' (generally 2 ha in size) (See Appendix A for an overview of subdivision potential by subject property).

It is important to note that, no application has been made to date on the subject properties and a formal analysis of land capacity and development potential has not been undertaken. Estimates of potential lot yield must be considered to be a general in nature subject to further revision based on more detailed information provided by the property owner, the capacity for on-site septic disposal and the quantity/quality of potable ground water.

#### *Agricultural Land Reserve Implications*

As outlined above, the majority of the lands identified by Island Timberlands are located within the Provincial Agricultural Land Reserve (ALR) and approval from this agency would be required prior to subdivision of these properties. The property owner has a number of options related to subdivision of these lands under the existing zoning including an application for ALR exclusion, an application for subdivision in the ALR or a combination of these two approaches could be utilized relative to their plans for future development.

#### *Environmental and Park Land Implications*

Given the sensitive nature of the subject properties relative to the environmental features and regionally significant areas of Hamilton Marsh, French Creek and related tributaries and riparian areas, future development of this area would need to be carefully planned and monitored to ensure that development does not have negative impacts. Under the applicable OCP's, Development Permits would be required to regulate land clearing, infrastructure development (roads, stormwater, septic disposal and wells) and residential construction relative to aquifer protection, fish habitat protection, and other environmentally sensitive areas including wildlife habitat and nesting trees. Through the subdivision process, the Provincial Approving Officer would be responsible for ensuring that any proposed development under the existing zoning does not have a negative impact on groundwater or fish habitat, stormwater is managed, and that required access to water features is provided in accordance with the *Land Title Act*.

With respect to park land, under the existing zoning, there would be no requirement for park dedication pursuant to Section 941 of the *Local Government Act*, if all lots created under the existing zoning were greater than two hectares in size. It is important to note, however, given the significant environmental constraints related to the lands, including riparian setbacks ranging from 15 m to 30 m, the provincial *Riparian Areas Regulation* and other applicable legislation including the provincial *Wildlife Act* and Forestry Best Practices will protect environmentally sensitive areas from development and encroachment.

#### **SUMMARY**

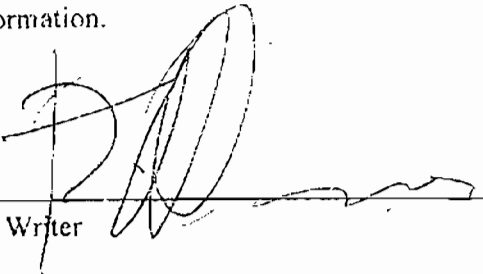
This is a report which outlines information on a conceptual land use proposal for Island Timberlands owned parcels in the Hamilton Marsh and French Creek areas of Electoral Area 'F' and Electoral Area 'G' and the development potential for these areas under existing land use regulations. Given the existing environmental constraints and riparian setbacks, approximately 560 hectares of land would be available for subdivision within the subject properties.

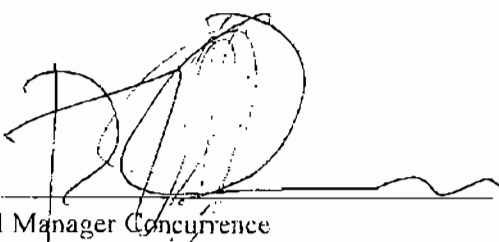
Under existing zoning, it is estimated that approximately 170 - 185 lots could be created. Given the location of the subject properties, approximately 100 - 110 lots could be created within Electoral Area 'F' (generally 4 ha in size) and 70 - 75 lots could be created in Electoral Area 'G' (generally 2 ha in size), however through the subdivision process, the Provincial Approving Officer may have additional requirements which could impact the potential lot yield. It is noted that the majority of the lands identified by Island Timberlands are located within the ALR and approval from this agency would be required prior to subdivision of these properties.


As no application has been made to date on the subject properties, no formal analysis of land capacity and development potential has been undertaken. Estimates of potential lot yield must be considered to be a general in nature subject to further revision based on more detailed information provided by the property owner and site conditions related to the provision of potable water and capability for on-site septic disposal.

**RECOMMENDATION**

That the staff report entitled "Hamilton Marsh & French Creek Proposal, Island Timberlands" be received for information.

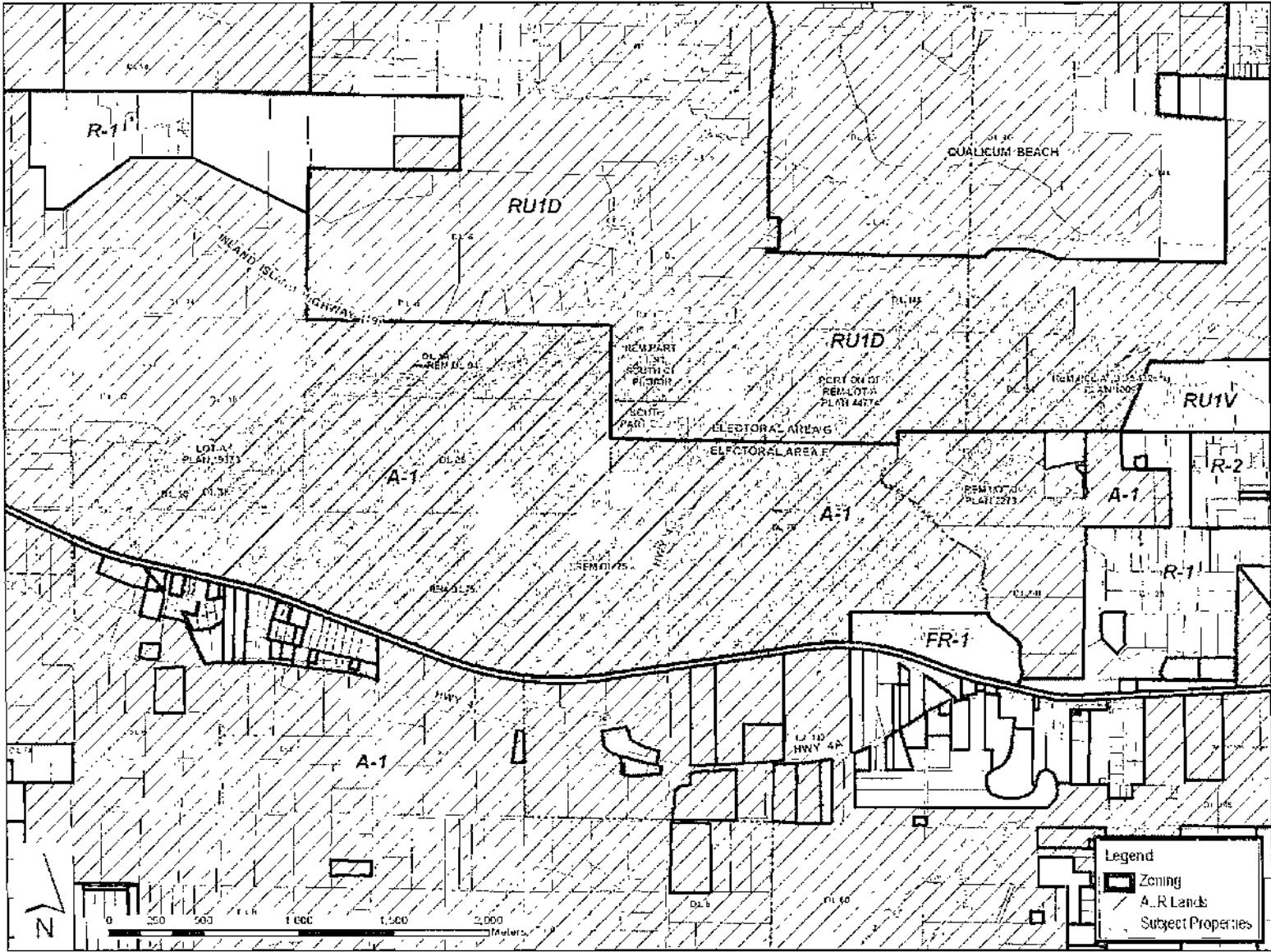
  
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General Manager Concurrence

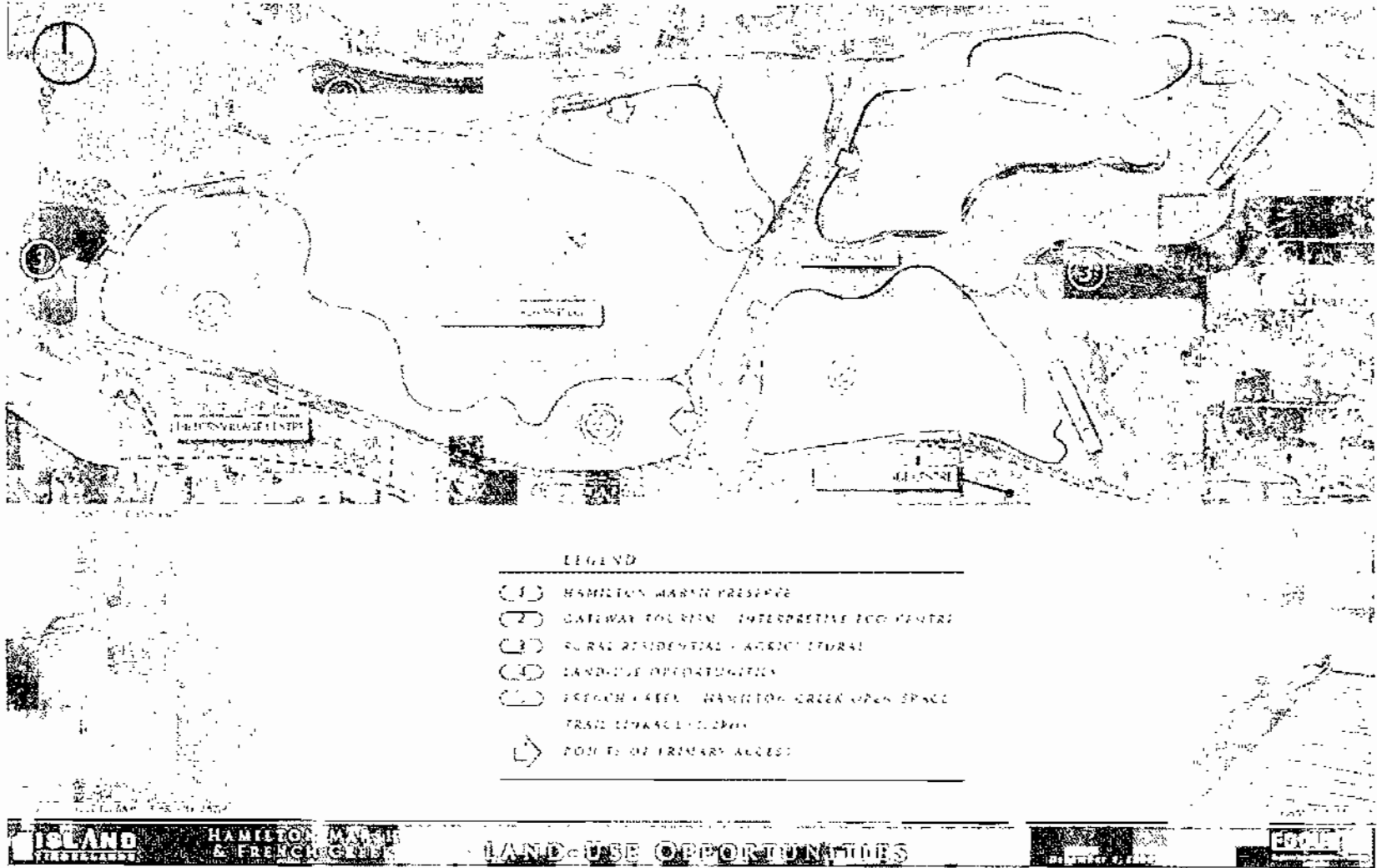
  
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Attachment No. 1  
Subject Properties and Zoning

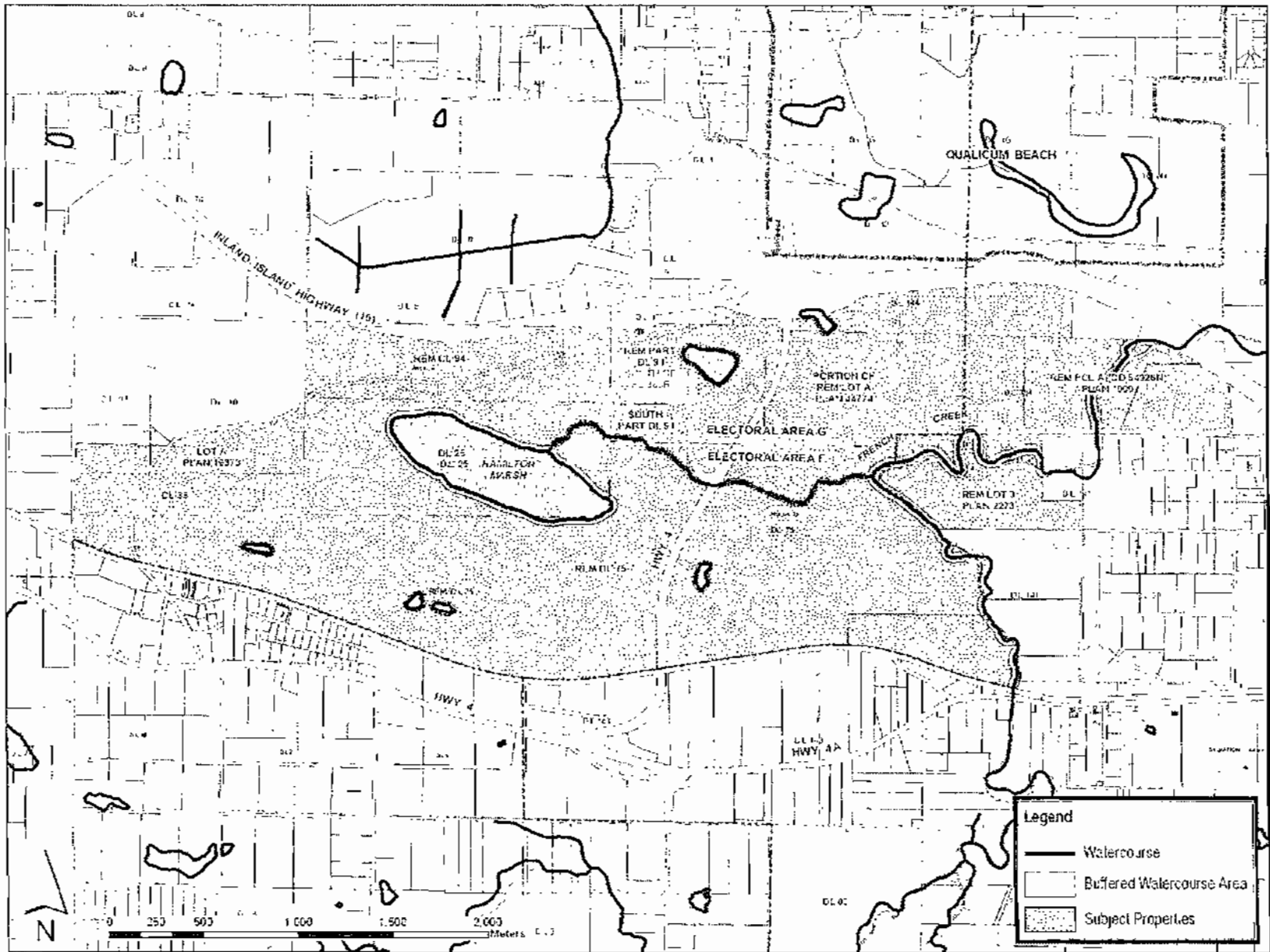


Attachment No. 2  
Island Timberlands Land Use Proposal





Attachment No. 4  
Riparian Setback Areas



**Appendix A  
Subdivision Potential by Subject Property**

Electoral Area	Legal Description	Zone	Parcel Area	Total Parcel Area Constraints	Lot Yield
F	District Lot 75, Newcastle District, Except Part in Plans VIP61177 and VIP62547	A-1/FR-1	364 ha total A-1 – 344 ha FR-1 – 20 ha		
F	District Lot 38, Newcastle District	A-1	24 ha		
F	Lot A, District Lots 18 and 37, Newcastle District, Plan 19373	A-1	25 ha		
F	District Lot 94, Newcastle District, Except Part in Plans VIP57000 and VIP62248	A-1	50 ha		
F	District Lot 25, Newcastle District	A-1	98 ha		
F	Lot 3, District Lot 141, Nanoose and Newcastle Districts, Plan 2273, Except Part in Red on Plan 1257-R	A-1	42 ha		
<b>Total Electoral Area F</b>			<b>603 ha</b>	<b>415 ha</b>	<b>100-110 lots</b>
G	That Portion of Lot A, District Lots 144 and 154, Nanoose and Newcastle Districts, Plan 44774, Except Part in Plan VIP57236 and VIP62245 South of the Inland Island Highway	RU1 SD 'D'	125 ha		
G	That Part of District Lot 91, Newcastle District, Lying to the South of the South Boundary of Plan 338R and the Production Westerly of the said South Boundary and to the North of the Production Easterly of the North Boundary of District Lot 25, Newcastle District, Except Part in Plan VIP62248	RU1 SD 'D'	16 ha		
G	That Part of District Lot 91, Newcastle District, Lying South of the Production of the North Boundary of District Lot 25, Newcastle District, Easterly to the East Boundary of District Lot 91	RU1 SD 'D'	8 ha		
G	Parcel A (D.D. 54926N) of District Lot 154, Nanoose District, Shown Outlined in Red on Plan 1009R, Except Part in Plan VIP57236	RU1 SD 'D''V'	48 ha total 'D' – 30 ha 'V' – 18 ha		
<b>Total Electoral Area G</b>			<b>197 ha</b>	<b>145 ha</b>	<b>70-75 lots</b>
<b>Total Electoral Areas F &amp; G</b>			<b>800 ha</b>	<b>660 ha</b>	<b>170-185 lots</b>

*Note: These calculations are based on RDN zoning only. Provincial Agricultural Land Commission approval would be required as part of a subdivision approval process.*

BOARD

*Sustainability Subject Feb 18 09*

**TO:** Paul Thompson  
Manager, Long Range Planning

**DATE:** February 9, 2009

**FROM:** Chris Midgley  
Sustainability Coordinator

**FILE:** 6780 30

**SUBJECT:** Carbon Neutral Operations and the Climate Action Revenue Incentive Program

### PURPOSE

The purpose of this report is to provide an overview of carbon neutral operations, to highlight where the RDN is in terms of achieving carbon neutrality, and to identify the connection between government efforts to achieve carbon neutrality and the Provincial Climate Action Revenue Incentive Program.

### BACKGROUND

In March of 2008, the Regional District of Nanaimo signed on to the Provincial Climate Action Charter<sup>1</sup>, which commits the RDN to contribute to reducing GHG emissions by:

- i. Being carbon neutral in respect to its operations by 2012;
- ii. Measuring and reporting on the region's GHG emissions profile; and
- iii. Creating complete, compact, more energy efficient rural and urban communities.

Presently, significant work is being done in each of these areas. Beginning in 2002, the RDN began the complex process of measuring corporate and community wide emissions, while creating sustainable communities emerged as a central theme for the Board of Directors in the 2006-2009 Board Strategic Plan.

To encourage more municipalities to sign on to the Charter, and to ease the financial burden of fulfilling these commitments, the Province established the Climate Action Revenue Incentive program in September of 2008. The program, which will provide grants to local governments equal to what they pay in the Carbon Tax, is conditional on signing the Charter, and publicly reporting on plans and progress toward becoming carbon neutral by 2012.

### DISCUSSION

The concept of carbon neutral operations has taken on particular importance in British Columbia as a result of the Provincial government's leadership in taking action to mitigate climate change. To clarify the concept for the RDN, carbon neutral operations means no net increase of atmospheric greenhouse gases (CO<sub>2</sub>e) as a result of the activities undertaken by the Regional District of Nanaimo. This does not mean 'no net increase from current levels of emissions'. Rather, it means 'no net increase of greenhouse gases into the atmosphere'. In other words, to be carbon neutral, net emissions from RDN operations must equal zero.

Getting to carbon neutral operations requires three basic steps. Firstly, the RDN must inventory existing emissions and forecast future emissions. Secondly, the RDN must reduce energy consumption and

<sup>1</sup> As of October 2008, 20 Regional Districts and 114 Municipalities signed on to the Climate Action Charter.

emissions to the maximum extent feasible, with the goal of minimizing the total gross quantity of emissions. (These first two steps have taken shape in the RDN's Corporate Climate Change Plan.) Lastly, since there will always be some remaining quantity of emissions, the RDN must purchase or invest in carbon offsets for those remaining emissions.

### Emissions Inventory

Prior to establishing an emissions inventory, it is essential to outline the emissions for which an organization is responsible. Using the widely established language that characterizes discussions about carbon neutral operations, there are three types of emissions:

- **Scope 1 Emissions** – Direct GHG emissions from sources owned or controlled by the organization (e.g. tailpipe emissions from the vehicle fleet);
- **Scope 2 Emissions** – Indirect emissions caused by the purchase of electricity consumed by the organization; and
- **Scope 3 Emissions** – Other indirect emissions that are a consequence of an organization's activities, but are from sources neither owned nor controlled by the organization (e.g. staff commute related emissions, and emissions from business travel using non-fleet vehicles).

Of these, it is mandatory for an organization to manage Scope 1 and 2 emissions, but not Scope 3 emissions. Currently, the RDN has completed an inventory and forecast for Scope 1 and 2 emissions from corporate operations. Figures 1 and 2 identify the quantity of RDN emissions by sector in 2004 and 2012 respectively.

Based on this forecast, in 2012 the RDN will be required to purchase offsets for a total quantity of 1,898 tonnes of CO<sub>2</sub>e. Assuming a \$30.00<sup>2</sup> per tonne cost of carbon, this will amount to \$56,940.00. This is intended to create an incentive to reduce emissions to the maximum extent possible.

### Reductions

In addition to identifying the source and quantity of emissions from RDN operations, the RDN has also identified various opportunities for reducing energy consumption in the Corporate Climate Change Plan. As yet, the RDN has progressed slowly in initiating conservation and reduction measures.

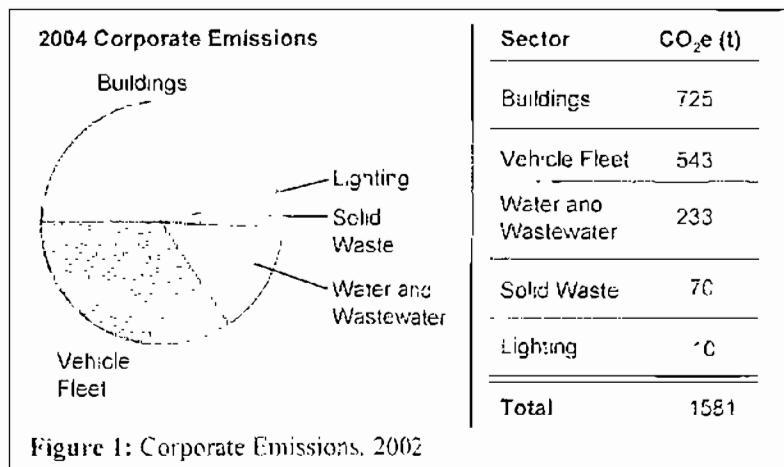


Figure 1: Corporate Emissions, 2004

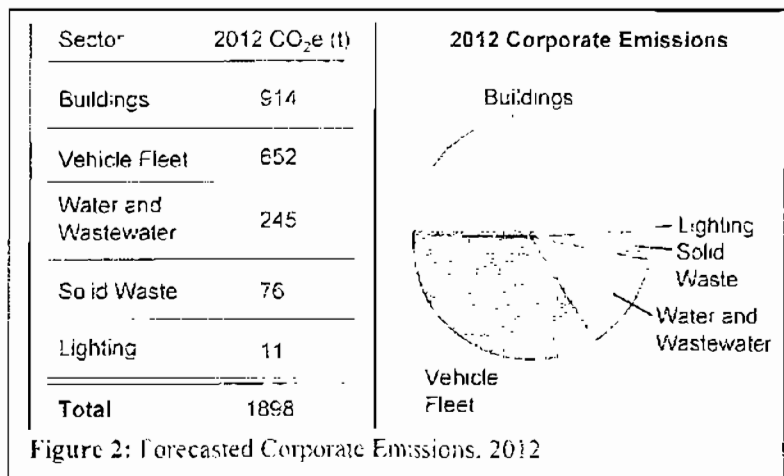


Figure 2: Forecasted Corporate Emissions, 2012

<sup>2</sup> Ultimately the cost of carbon offsets will be determined by the market. The \$30.00 per tonne used here reflects the rate for the BC Carbon Tax proposed to come into effect July 1, 2012 (from "British Columbia Carbon Tax-Notice", Ministry of Small Business and Revenue, February 2008, p. 4).

However, later this month, staff will be meeting with BC Hydro to discuss opportunities to conduct building efficiency assessments. Understanding the energy efficiency of existing buildings will help to determine the most cost-effective ways of reducing consumption, and will help prioritize retrofits based on predicted results.

In addition, there are a wide range of opportunities to assess the efficiency of vehicle fleets, and to train drivers to operate vehicles in a fuel-efficient manner. These opportunities will be explored in the period leading up to 2012, and under the direction from the Board.

### Offsets

Even with the most vigorous effort to reduce emissions, some amount of emissions associated with an organization's operations will remain. Therefore, to achieve net zero emissions these remaining emissions must be offset.

A carbon offset is a financial instrument based on an established market-rate for a tonne of carbon. The money used to purchase the offset operates as an investment in a project that results in an equivalent reduction in greenhouse gases. Purchasing one tonne's worth of offsets must yield one tonne's worth of reductions.

There are seven principles to offsets:

1. **Within Scope** – The offset project must reduce one of the six main GHGs, and the offset must be accounted for and consistent with BC's reporting requirements for GHGs;
2. **Real** – The GHG reductions must derive from a specific and identifiable action associated with a defined project;
3. **Measurable** – The GHG reduction must be measurable using accepted scientific standards;
4. **Additional** – The reduction would not have occurred without the investment in the offset;
5. **Verifiable** – The reduction can be verified with a recognized project plan and reporting protocols;
6. **Counted Once** – Each offset can only be counted once; and
7. **Clear Ownership** – The offset must be owned by the organization using the offset (this necessitates a third party offset seller).

In the near future local governments will be able to purchase offsets through the Pacific Carbon Trust (PCT), a Crown Corporation that invests in British Columbia projects. The province is also working on guidelines for local government purchase of offsets that are not made through the PCT. The guidelines are expected to be available in 2009.

There are no provisions in any RDN budgets to purchase offsets in 2009. The intent is to begin measuring energy use and associated GHG emissions in 2009 on either a monthly or quarterly basis and initiate some reduction measures. With the information on GHG emissions the RDN could then estimate the cost of purchasing offsets for the 2010 fiscal year. While local governments are not required to be carbon neutral until 2012, a local government can not claim that it is carbon neutral until it offsets all GHG emissions that cannot be reduced to zero.

### Climate Action Revenue Incentive Program

To encourage local governments to take action on climate change the provincial government is developing a Climate Action Revenue Incentive Program. As the details of the program have not been finalized, provincial government staff have provided only a general outline of how the program will work. The incentive program is a program that will measure the performance of a local government as it relates



to GHG emission reductions. The program will have three phases. The first phase will be confirmation that a local government qualifies for the program. To be eligible, a local government must meet the following criteria:

- The local government is a party to the Climate Action Charter (the RDN is a party to the Charter);
- The local government has a Corporate Climate Change Plan (the RDN has such a plan, though prior to 2012 the plan must be revised to reflect carbon neutral operations);
- The local government has a Community Climate Change Plan (the RDN community plan is in its final stages of completion, a draft is forthcoming);
- Official Community Plans and the Regional Growth Strategy must be updated to include GHG emission reduction targets and measures (the RGS is currently under review, and will include targets and measures for GHG reductions); and
- The local government has established indicators to measure progress on reducing corporate and community GHG emissions (RDN staff have begun the process of establishing which indicators to monitor, and will continue this work over 2009).

The second phase is to measure performance, and the third phase is to report on the performance and receive a score that will be compared to other communities. The score will determine the level of cost sharing between the provincial government and local government for certain grant and funding programs. In general, the more successful a local government is at reducing both corporate and community GHG emissions, the greater the percentage of funding to come from the provincial government.

For the year 2008, the Climate Action Revenue Incentive Program is focussed on refunding the Carbon Tax paid by local governments. The only eligibility requirement for the 2008 refund is to be a signatory to the Climate Action Charter. The other requirements for measuring, reporting and emissions reduction planning have been waived for 2008 but are expected to be part of the program from 2009 onward.

## ALTERNATIVES

1. Receive this report for information.
2. Receive this report for information and provide further direction to staff

## FINANCIAL IMPLICATIONS

There are generally three factors that will affect the cost of going carbon neutral. The first is the cost of the measures to reduce GHG emissions such as replacing lighting and improving insulation. Additional measures may include the installation of machinery to produce energy and/or heat such as solar panels, collection and use of waste heat, switching to geothermal heat, and windmills. The second factor is the savings to be realized by implementing the measures to reduce GHG emissions such as lower costs for heating and cooling. Ideally, the money to be saved by investing in GHG reduction measures will be realized in a relatively short period of time. The third factor is the cost of offsetting those emissions that can not be eliminated. The more the GHG emissions can be reduced the fewer offsets that must be purchased. The current estimate for RDN corporate emissions in 2012, in the absence of any reduction initiatives, is 1,898 tonnes of CO<sub>2</sub>e. Using the 2012 Carbon Tax rate of \$30.00 per tonne, offsetting this amount would cost the RDN \$56,940.00.

The Corporate Climate Change Plan has some estimates for implementing some of the reduction measures but these costs must be considered in comparison to the cost savings after the measures have been put in place. More detailed energy studies must take place before a full assessment of the costs and savings can be provided. Also, the Corporate Climate Change Plan was developed before a commitment

to climate neutral operations was made so the costs of offsets was not a consideration at that time. As stated earlier in this report, staff intend to have an estimate of the costs for offsets by the end of 2009.

### GROWTH MANAGEMENT IMPLICATIONS

Implementing the measures related to carbon neutral operations and reducing GHG emissions are consistent with all of the growth management goals especially the goals for urban containment, improved mobility and environmental protection. Urban containment and compact mixed use development are key elements of reducing community GHG emissions as this is required for reducing the dependency on the automobile which is the single largest source of GHG emissions in the RDN.

### PUBLIC CONSULTATION IMPLICATIONS

One of the requirements of both carbon neutral operations and the Climate Action Revenue Incentive Program is public reporting of emissions and on the progress of emission reduction measures. The RDN must carry out public consultation for developing plans to reduce GHG emissions and must report on the progress made after implementing the plans.

### SUMMARY

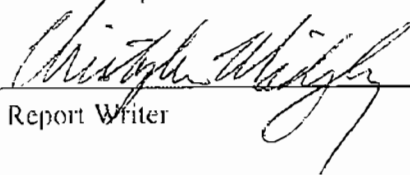
The RDN is a signatory to the BC Climate Action Charter which specifies that the RDN will be carbon neutral in respect of its operations by 2012 and will encourage compact, high density, mixed use development to reduce GHG emissions.

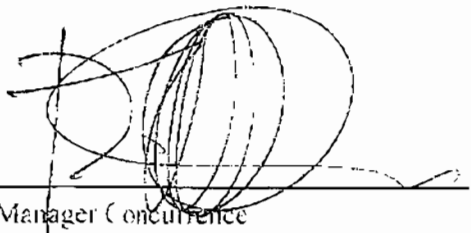
There are numerous complexities associated with carbon neutral operations, ranging from what emissions to count to what constitutes an offset. As such, it is important for staff and elected officials to develop an understanding of the concepts and consequences of carbon neutral operations. While this report is intended to offer a very preliminary, introductory overview of the concept of carbon neutrality, it should be noted that a great deal that has yet to be determined, and that changes to the system are likely to emerge in the future. Currently, the provincial government is working on establishing the activities and uses that must be measured and recorded for the purposes of reporting on carbon neutrality.

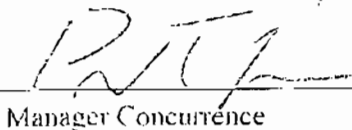
As well, the province has established a Climate Action Revenue Incentive Program the aim of which is to encourage local governments to take action on climate change. The basis for both of these programs is a process which provides for measuring, reducing, offsetting and reporting on GHG emissions and emission reduction initiatives. The province is also developing a common set of standards, procedures and protocols for GHG emission reporting which will be designed to ensure consistency in how reporting is conducted and to enable the progress of local governments to be compared

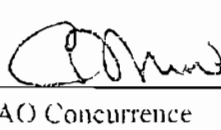
### RECOMMENDATION

That this report be received for information.

  
Report Writer

  
General Manager Concurrence

  
Manager Concurrence

  
CAO Concurrence



TO:	
FROM:	
SUBJECT:	
DATE:	
FILE:	

**MEMORANDUM**

*Sustainability Report Feb 18'09*

**TO:** Paul Thompson  
Manager, Long Range Planning

**DATE:** February 9, 2009

**FROM:** Chris Midgley  
Sustainability Coordinator

**FILE:** 6780 30

**SUBJECT:** Regional Benefits of Green Building

**PURPOSE**

The purpose of this report is to provide a summary of the findings of the research report entitled "*Benefits of Green Building in the RDN*".

**BACKGROUND**

As part of the implementation of the Regional District of Nanaimo's *Green Building Action Plan*, the RDN contracted the services of The Sheltair Group to determine the type and extent of environmental benefits of promoting green buildings and more compact land use patterns in the RDN. The final report is provided under separate cover.

The objective of the research was to provide a quantitative comparison of the impacts of future development under three different scenarios: a business-as-usual scenario, a green building scenario, and a green building-compact community scenario.

The research was based on the best available information, but by necessity relied on a variety of assumptions. As such, the primary importance of the numbers presented is to provide a comparison between the different scenarios and not to provide precise data on future emissions. However, equivalent assumptions were made for each scenario, thus there is a high level of confidence that an accurate comparison across scenarios is presented.

The research included the following tasks:

- Identify the range of impacts associated with new construction in the RDN over the 20 year period between 2011 and 2031.
- Quantify the annual and cumulative impacts of new construction if it were built to a conventional standard.
- Compare these results to the impacts of the same construction if it were built to a specified standard for green building.
- Explore the added environmental benefits of green buildings in compact communities.

For the purpose of this analysis, the range of environmental impacts associated with new construction are:

- Building Energy Use;
- Transportation Energy Use;
- Water Consumption;
- Volume of Wastewater;
- Solid Waste;
- GHG Emissions; and
- Area of Land Converted to use for Housing

To provide a useful comparison, three scenarios were developed:

### **1. Business-as-Usual Scenario (BAU)**

The BAU scenario is based on the minimum required building standards as determined by the BC Building Code, and assumes a development pattern that is equivalent to what is on the ground today. That is, the mix of housing types and the distribution of housing across the region (percent inside versus outside the UCB) is the same in 2031 as today.

### **2. Green Building Scenario (GB)**

The GB scenario calculates the impacts of construction assuming that 100% of new construction takes the form of green buildings. New residential construction is envisioned as EnerGuide 85 for energy performance and Built Green—Gold for non-energy related issues (e.g. water use). Calculations for non-residential construction are based on requirements for achieving LEED—Gold. The overall development pattern is the same as the BAU scenario.

### **3. Green Buildings—Compact Communities Scenario (GB-CC)**

The GB-CC scenario uses the building types envisioned for the Green Building scenario and calculates the additional impacts of dramatically increasing residential density within the UCB. Specifically, this scenario contemplates environmental impacts if all new development after 2011 occurs within the UCB, and all new residential development takes the form of multi-family dwelling types. This includes redevelopment of 30% of the existing single family detached dwelling stock into higher density forms. The result is 83% of the population residing inside existing UCBs by 2031, compared to 67% today. This scenario highlights the efficiencies gained from building a diversity of dwelling types, as well as the reductions in transportation related GHG emissions due to a moderate shift away from private automobiles to buses, bicycles and walking as more people would be living in compact, pedestrian-oriented communities.

After calculating the impacts of new construction for each of the three scenarios, the Green Building scenario results in a 40% reduction in water use and a 16% reduction in GHGs when compared to the BAU scenario.

The Green Building—Compact Communities scenario results in a 48% reduction in water use and a 36% reduction in GHGs when compared to BAU. In addition, by 2031, 13% less land will have been converted to use for housing.

## **DISCUSSION**

This section illustrates the results and provides a brief explanation for each of the impacts listed in the report. All graphs show data for the following milestone years: 2011, 2016, 2021, 2026, and 2031.

For each impact, two graphs are shown. The first, labelled 'a', illustrates impacts as absolute quantities and shows trends for each scenario over time. An important insight provided by these graphs is that even in very aggressive green building scenarios, the environmental impacts associated with development continue to rise over time. This is because this research examines new development exclusively. Additional buildings generate additional impacts, no matter how sensitively they are designed, built and operated. This highlights the importance of the second set of graphs, labelled 'b', which show the percent reduction in impacts over time for the two green scenarios relative to the business-as-usual scenario. For these graphs, the BAU scenario equals 100% for each milestone year.

### **Building Energy Use**

Significant reductions in building energy use arise from building to a green standard. By 2031, green building alone can reduce energy use from a predicted 5,200,000 GJ/ year for new development in the

BAU scenario to 3,700,000GJ/year in the GB scenario. This constitutes a 30% reduction in building energy use in 2031. By building a greater diversity of dwelling types, including more apartments and row style homes as envisioned in the GB-CC scenario, building energy use for new development could be expected to drop to 2,700,000 GJ/year, or 48% less than the BAU scenario. This is largely due to the fact that more compact units use less energy for space heating than single family detached homes.

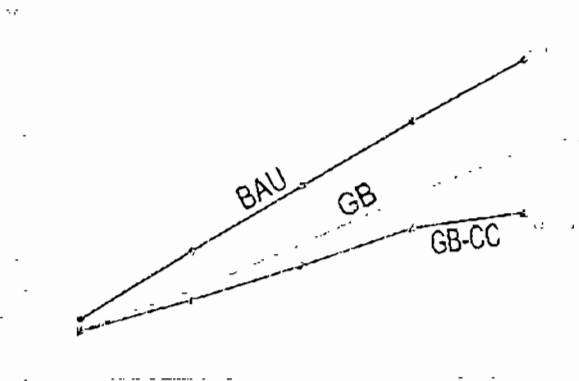


Figure 1a: Building Energy Consumption by Scenario (GJ/year)

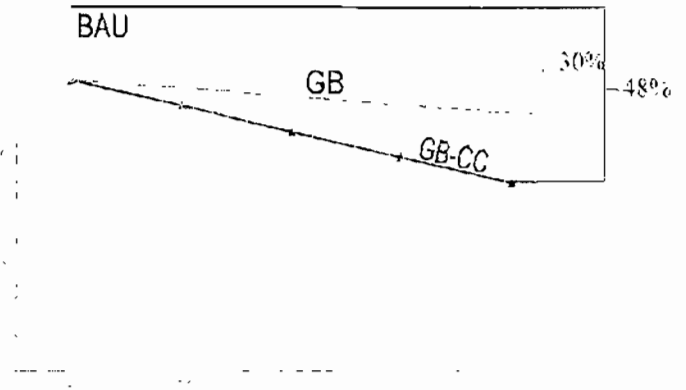


Figure 1b: Percent Reduction in Building Energy Consumption for Green Scenarios (BAU = 100%).

### Transportation Energy Use

Transportation energy is measured in litres of fuel consumed and is based on an estimate of vehicle kilometres travelled by residents of new development for each scenario. Land use in the GB scenario mirrors the BAU scenario, so transportation energy is the same in both, rising to 77 million litres of fuel consumed to serve new development in the RDN by 2031. By contrast, reduced transportation demand associated with compact community design results in significant fuel saving in the GB-CC scenario, with 54 million litres of fuel consumed in 2031. This equals about a 30% reduction in fuel consumed to meet transportation needs when compared to the BAU and GB scenarios.

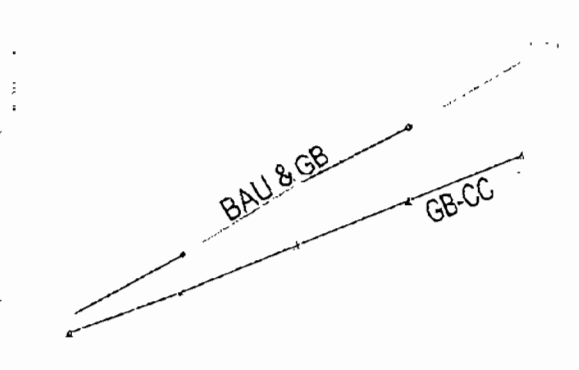


Figure 2a: Transportation Energy Use by Scenario (Millions of Litres/year)

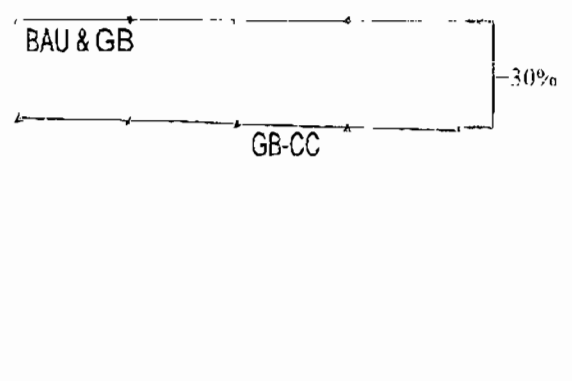


Figure 2b: Percent Reduction in Transportation Energy Use for Green Scenarios (BAU = 100%).

### Water Consumption

Figures 3a and 3b highlight the fact that the greatest reductions in water use come from building to a green standard, while less significant reductions are associated with overall development pattern. This is illustrated by the GB and GB-CC scenarios achieving almost the same reductions relative to the BAU scenario. Specifically, in 2031 business-as-usual development will result in 15,000,000 m<sup>3</sup> of water consumed, while green building will consume 8,500,000 m<sup>3</sup> of water (a 43% reduction from BAU), and green buildings in compact communities will consume 8,100,000 m<sup>3</sup> of water (a 48% reduction from

BAU). Volume of wastewater is measured as a percent of total water consumed (8.4%), consequently the proportions are the same as below, and the graphs are not shown.

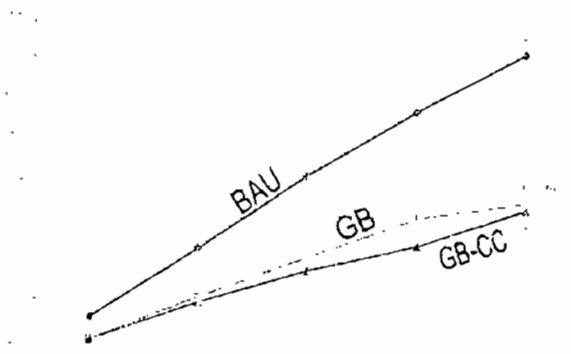


Figure 3a: Water Consumption by Scenario (cubic metres/ year)

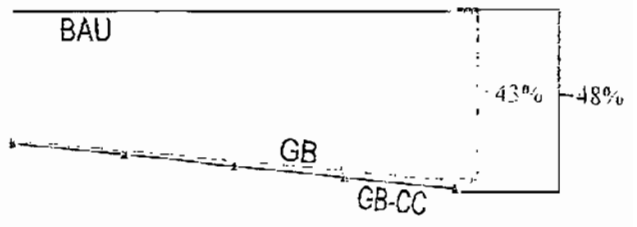


Figure 3b: Percent Reduction in Water Consumption for Green Scenarios (BAU = 100%)

### Solid Waste

Solid waste reduction in both green scenarios are achieved through increased diversion potential from implementation of solid waste credits in relevant green building guidelines as well as lower levels of outdoor yard waste due to smaller yards that incorporate sustainable landscape practices. Figures 4a and 4b show that the majority of reductions are achieved through green building, but significant additional reductions will result from more compact development. In 2031, new development in the RDN is predicted to produce 27,000 tonnes of solid waste under BAU conditions, while the GB scenario shows a reduction of 40% to 16,500 tonnes, and the GB-CC scenario shows a reduction of 55% to 12,500 tonnes of solid waste.<sup>1</sup>

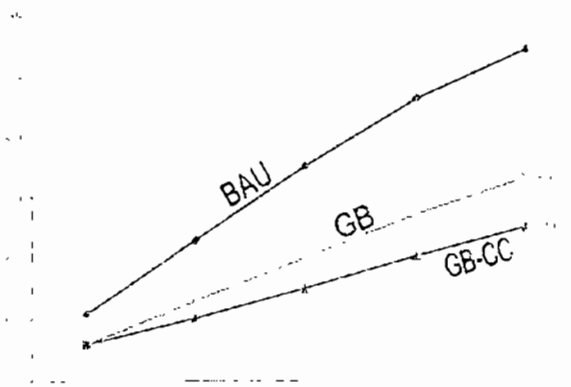


Figure 4a: Solid Waste Generated by Scenario (tonnes/ year)

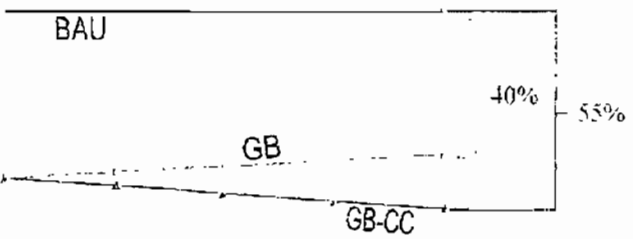


Figure 4b: Percent Reduction in Solid Waste Generated in Green Scenarios (BAU = 100%)

### GHG Emissions

Estimates for GHG emissions, measured in tonnes per year, include combined emissions from buildings, solid waste and transportation. In 2031, under business-as-usual conditions, it is estimated that new development in the RDN will emit 339,000 tonnes of GHGs. By building green buildings, that amount can be reduced by 16% to 286,000 tonnes, and by building green buildings in compact communities, GHG emissions can be reduced by 36% of the BAU levels to 218,000 tonnes. This reveals that GHG

<sup>1</sup> This analysis does not take the RDN's Zero Waste Program into consideration.

emissions (and reductions) are more responsive to development pattern than building construction standards.

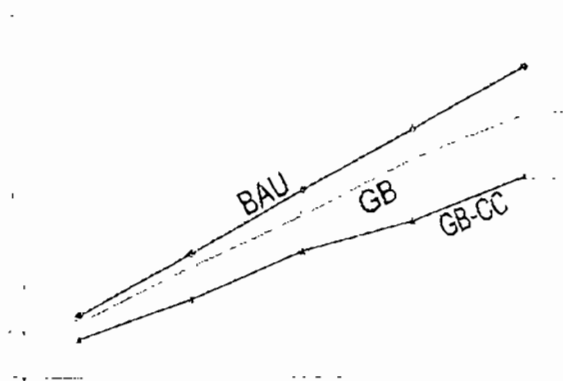


Figure 5a: GHG Emissions by Scenario (tonnes/year)

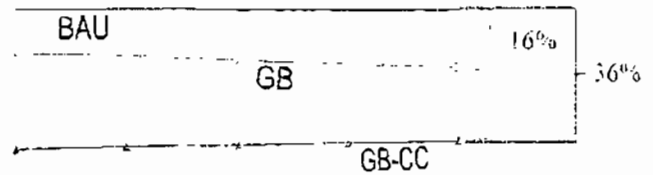


Figure 5b: Percent Reduction in GHG Emissions for Green Scenarios (BAU = 100%)

**Land Area**

To accommodate new housing development, land must be cleared. Since land use in the BAU and GB scenarios are the same, in both scenarios approximately 2,600 hectares of land will be cleared by 2031 to accommodate new housing. Interestingly, this roughly corresponds to the total area of RDN parkland in 2008 (2,632 ha). In the GB-CC scenario, which envisions that all new residential development take the form of multi-family dwellings inside Urban Containment Boundaries, less land is required to accommodate residential development. In 2031, 2,300 hectares, or 13% less land is converted to use for housing.

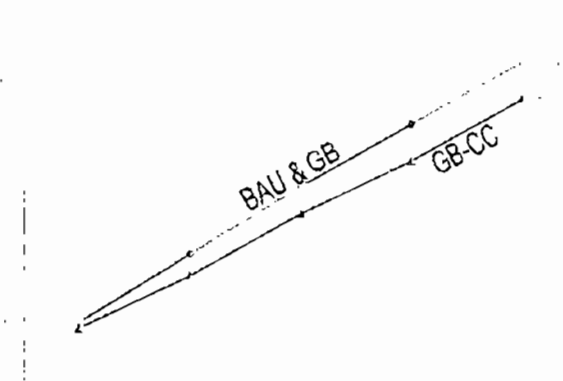


Figure 6a: Land Area Converted by Scenario (hectares)

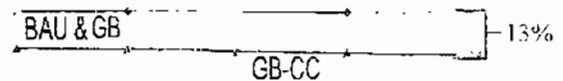


Figure 6b: Percent Reduction Land Area Converted for GB-CC Scenario (BAU and GB = 100%)

**ALTERNATIVES**

1. That the report "*Benefits of Green Building in the RDN*" be received.
2. That the report "*Benefits of Green Building in the RDN*" be received and staff be directed to continue with the planned research projects identified in the Green Building Action Plan.

**FINANCIAL IMPLICATIONS**

In addition to quantifying the physical impacts of development, the report also explores the financial implications of the green building scenarios. The annual savings in operating expenditures is estimated to

reach \$49 million in 2031 for the Green Building scenario, and \$84 million in 2031 for the Green Building-Compact Community scenario. Achieving these savings requires an investment of \$640 million and \$820 million for the GB and GB-CC scenarios respectively. This investment represents the incremental capital cost of construction over the study period from 2011 to 2031. This incremental capital cost is offset by lower operating costs over the life of the building, represented by a positive net present value of \$180 million and \$590 million for the GB and GB-CC scenarios respectively. (Sheltair Group, (2008) "*Benefits of Green Building in the RDN*" p. vii).

The direct costs of conducting this research, as well as the remaining research projects identified in the Green Building Action Plan have been incorporated into approved budgets for 2008 and 2009. For 2009, \$50,000 has been allocated from the Community Work Fund to hire consultants for two projects:

- Identifying Existing Barriers to the Development of Green Buildings in the RDN
- Identifying Incentives to Create More Green Buildings in the RDN

By measuring and publicly reporting the impacts of new construction in the region, including predicted GHG emissions, this research has the potential to integrate with the evolving emissions measuring, monitoring and reporting protocols currently being established by the Province. Thus, it is expected that this research will have the added value of contributing to the RDN's ability to recoup dollars spent on the Carbon Tax through the Provincial Climate Action Revenue Incentive. The amount the RDN expects to receive through this incentive program remains to be determined.

## **DEVELOPMENT IMPLICATIONS**

The Green Building and Green Building-Compact Community scenarios are extremely aggressive, and it is not envisioned that either scenario will become a reality on the ground. Instead, it is anticipated that the information provided in the report will generate awareness about the benefits of green buildings, as well as greater public demand for green buildings in compact communities. Ideally, this broadened awareness will influence Official Community Plans and the Regional Growth Strategy, and lend the support necessary for the Board to make policy and development decisions that lead to a transition from business-as-usual, toward a more sustainable development pattern for the region.

## **SUSTAINABILITY IMPLICATIONS**

By acting on the findings presented in "*Benefits of Green Building in the RDN*", especially those relating to compact development patterns, the RDN can anticipate reducing the predicted environmental impacts of new development over the next twenty years. This would represent a strong move toward building healthier, more sustainable communities throughout the region, and contribute to fulfilling the goals of the Regional Growth Strategy as well as the Official Community Plans for the municipalities and electoral areas throughout the region.

## **GROWTH MANAGEMENT IMPLICATION**

One of the more striking findings in this research is the significant added benefit of community land-use pattern. In particular, building energy use, transportation energy use and GHG emissions drop significantly when communities are designed to include a diversity of housing types, including higher density multi-family forms. This is because of the increased efficiencies associated with smaller housing forms, and the decreased reliance on the private automobile.

As such, this report provides well-researched quantitative support for the policy direction expressed in the Regional Growth Strategy, and justifies continued effort to promote strong urban containment and vibrant community nodes throughout the region.



**PUBLIC CONSULTATION IMPLICATIONS**

The "Benefits of Green Building in the RDN" report provides an objective quantitative analysis that highlights the environmental and financial benefits of green buildings in compact communities. As such this research will serve an extremely valuable role in the RDN's ongoing efforts at public awareness and education, especially in the review of the Regional Growth Strategy and future OCP reviews. In particular, the report highlights the importance of high density, compact neighbourhood patterns in reducing the impacts of future development in the Region. This is not a widely acknowledged fact. Typically attention focuses on green building as a way to reduce the impacts of new development, and this report clearly shows that in many respects development patterns will produce much more significant benefits than green buildings alone.

**SUMMARY/CONCLUSIONS**

High performance green homes and buildings mitigate the environmental impacts of the built environment while reducing the lifecycle costs of buildings and infrastructure.

Compact development patterns and a balanced mix of housing types further reduce environmental impacts of the built environment. Urban containment limits the area of land converted to use for housing and encourages transportation alternatives to the automobile. A balanced mix of housing types increases the proportion of multi-family dwellings and apartments, leading to greater energy and water efficiency when compared to single-family detached dwellings.

While these general statements are widely accepted as true, the extent to which green building and compact development patterns actually translate into reductions in the impacts of built form on the environment have rarely been quantified.

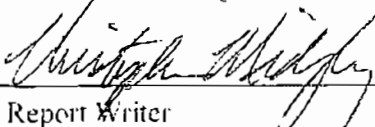
While assumptions must necessarily be made to proceed with this type of quantitative analysis, the "Benefits of Green Building in the RDN" provides a clear picture showing that significant reductions in the environmental impacts of new development can be achieved by following two courses of action:

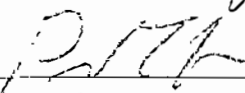
1. Building new development to a green standard; and
2. Ensuring that new development includes a diversity of housing types and occurs in a compact pattern within Urban Containment Boundaries.

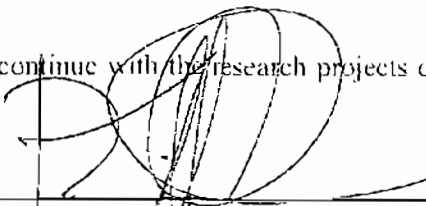
What is especially interesting about the findings presented here is that development pattern appears to have a greater impact than green building standards on many of the impacts considered, particularly building energy use, transportation energy use, and GHG emissions. Since the Regional District of Nanaimo influences development patterns with zoning and land-use regulations, this is valuable information that provides well-founded, well researched support for the goals of the Regional Growth Strategy.

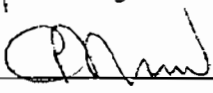
**RECOMMENDATION**

That this report be received, and that staff be directed to continue with the research projects outlined in the Green Building Action Plan.

  
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 Report Writer

  
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 Manager Concurrence

  
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 General Manager Concurrence

  
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