

REGIONAL DISTRICT OF NANAIMO
SPECIAL COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 3, 2009
7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

CORPORATE ADMINISTRATION SERVICES

2-14 2009 Departmental Work Plans.

FINANCE AND INFORMATION SERVICES

FINANCE

15-29 2009 Proposed Budget Overview.

ADDENDUM

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA



NDN REPORT	
CAO APPROVAL ✓	
EAP	
3. COW ✓	Feb 3 '09
JAN 28 2009	
RHD	
BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: January 28, 2009

FROM: Linda Burgoyne, Administrative Assistant

SUBJECT: 2009 Department Work Plans

PURPOSE:

To provide the Board of Directors with each department's 2009 work plan that has been compiled by the service areas.

BACKGROUND:

Annually the General Managers oversee the preparation of departmental work plan lists for the coming year. The work plans are developed based on the direction obtained through the Board's Five Year Financial Plan, Board Strategic Plan, long term program plans (such as the Transit Business Plan, Regional Growth Management Plan, Liquid Waste Management Plan and the Solid Waste Management Plan), anticipated departmental activities and specific Board direction that occurs throughout the year. The workplans are reviewed with the Chief Administrative Officer in preparation for submission to the Board for information.

The format for the work plans indicates in the first column the name of the project with the initials of the project manager, the second column provides a brief synopsis of the action required to complete the project, and the third column indicates the completion date or that it is an ongoing process throughout the year.

ALTERNATIVES:

This report is presented for Board information only.

FINANCIAL IMPLICATIONS:

Each of the work plan projects and activities listed is funded through a Regional District service area budget which is established annually through the Board's Five Year Financial Plan process.

SUMMARY:

The department work plans are developed annually and reviewed by the General Managers and the Chief Administrative Officer. The work plan program for 2009 is being submitted to the Board for information.

RECOMMENDATION:

That the Board receive, for information, the department work plans for 2009.

Report Writer

CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

2009 DEPARTMENT WORK PLANS

CORPORATE ADMINISTRATION SERVICES

Corporate Administration	ACTION	DUE DATE
Regional Service Review Project (CM)	Board – Discussion/development of regional service integration, (i.e. watershed protection/economic development)	Oct 2009
Administration Building Addition (CM)	Construction Project	Early 2010
Board Strategic Plan (CM)	Workshop preparation, plan development & consultation	Feb-Jun 2009
Board Administration (LB)	<ul style="list-style-type: none"> • Administrative support • Coordinate conference and workshop attendance • Coordinate meetings and Board seminars 	ongoing
The projected work for regular agenda preparation, minutes and board follow-up during the year (MP/JA)	<ul style="list-style-type: none"> • Regular Board Meetings (12) • EAP Meetings (10) • COW Meetings (10) • Ideas & Updates (2) • Board Seminars (6) • Unscheduled Meetings (12) 	ongoing
Bylaw Administration (MP/JA)	<ul style="list-style-type: none"> • Review bylaws • Work with Ministry of Corporate Development on approvals • Maintain Database 	ongoing
Special Event Permits/Special Occasion Licences (MP)	Review & Approve Applications (16)	Spring/Summer 2009
Scanning of minutes & bylaws from prior years to include on the Intranet (JA)	Complete workplan and begin scanning	Fall 2009
FOI Requests (JA)	Respond and provide information (6)	ongoing
Building Maintenance (MP)	Day to day administration of contract.	ongoing

Human Resources	ACTION	DUE DATE
Recruitment & Selection (advertising, shortlisting, preparing questions, interviews, hiring) (KD)	Average recruitment opportunities over 90 per year. (over 200 individual interviews held in 2008)	ongoing
Job description administration (MP)	Research, preparation & administration of job descriptions	ongoing
Labour Management (MP/KD)	Research/grievances/labour issues/job evaluations	ongoing
Sick Leave Bank Administration	Research, review sick leave requests, follow-up (22)	ongoing
Joint Health & Safety Committee (KD)	<ul style="list-style-type: none"> • Agendas, minutes, follow-up (12) • Workplace Inspections, follow-up (6) • Confirmed Space Program Update • Health & Safety Policy Updates/development 	ongoing
Worksafe BC Claims (KD)	<ul style="list-style-type: none"> • Claims administration (48) • Requests to review (5) • Workers Compensation Appeal Tribunal Hearings (2) 	ongoing
Training Program (KD)	<ul style="list-style-type: none"> • Various training arrangements (10) • Administration of corporate training program 	Ongoing
Human Resources Databases (LB)	<ul style="list-style-type: none"> • Administration and maintenance 	Ongoing

Public Consultation	ACTION	DUE DATE
Electoral Area Updates	Research, writing and publication of 3 issues per 7 electoral areas per year.	ongoing
Regional Perspectives	Research, writing and publication of 3 issues per year	ongoing
Press Releases	Preparation and posting of News Release (60)	ongoing
Media Events	Assist in arrangements and participate (6)	ongoing
RDN Website	<ul style="list-style-type: none"> • website maintenance to remain current • Ongoing enhancements, usage monitoring 	ongoing

DEVELOPMENT SERVICES

Long Range Planning	ACTION	DUE DATE
Regional Growth Strategy Review (PT, SB, CM)	<ul style="list-style-type: none"> • Complete second set of 6 discussion papers • Engage consultant to develop consultation strategy • Develop education and awareness materials including maps • Consultation strategy for remainder of review process (Consultant) • Public consultation for possible changes to RGS • Draft revised RGS • Consultation on draft RGS • Bylaw adoption process • Use IAC for comments on review process & content of revised RGS 	<p>Jan</p> <p>Jan-Apr</p> <p>Jan-Feb</p> <p>May</p> <p>May</p> <p>Apr-Sep</p> <p>Sept-Dec</p> <p>Nov-2010</p> <p>Jan-Dec</p>
Resource Lands Study (Senior Planner, PT)	<ul style="list-style-type: none"> • Draft terms of reference • Conduct study and draft report 	<p>May</p> <p>Jun-Sep</p>
Sustainable Future Recognition Program (CM)	Re-examine & develop new program	Apr-May
Carbon Neutral Operations (CM)	<ul style="list-style-type: none"> • Draft staff education work program • Implement staff education actions • Develop tracking system for energy use and GHG emissions • Track energy use and GHG emissions • Identify and implement energy saving and GHG emission reduction measures 	<p>Feb</p> <p>Mar-Dec</p> <p>Jan-Feb</p> <p>Feb-Mar</p>
Green Buildings Action Plan (CM, PT)	<ul style="list-style-type: none"> • Present benefits of green buildings report to Sustainability Committee • Draft TOR for studies on barriers to green buildings and incentives for green buildings • Hire consultants • Education and awareness activities 	<p>Feb</p> <p>Mar</p> <p>Apr</p> <p>Ongoing</p>
Community Climate Change Plan (CM, PT)	<ul style="list-style-type: none"> • Receive draft plan from Consultant • Present draft plan to community • Finalize plan • Proceed with implementation 	<p>Mar</p> <p>Apr-May</p> <p>Jun-Sep</p> <p>Sep</p>
Affordable Housing (CM, PT)	<ul style="list-style-type: none"> • Review Phase 1 of Regional Housing Affordability Study • Complete study • Implementation of recommendations 	<p>Jan</p> <p>Mar</p> <p>Apr</p>
Pesticide Use (CM, SB)	Develop education program & draft bylaw	Sep-Dec
Aquifer Mapping Project (PT, GIS)	<ul style="list-style-type: none"> • Review draft aquifer vulnerability maps • Receive maps from MoE/VIU 	<p>Feb</p> <p>Apr</p>
Recommendations for a Sustainable Future (CM, PT)	Present to Sustainability Committee for consideration of actions	Apr
Backyard Burning (PT)	To be determined if resources are available	TBD

Community Planning	ACTION	DUE DATE
Electoral Area 'A' Official Community Plan Review (GK)	<ul style="list-style-type: none"> Workshops to develop goals and objectives Drafting new OCP and subsequent revisions Drafting new bylaws to implement plan Public consultation 	<p>Jan/Feb</p> <p>Mar-Dec</p> <p>May-Dec</p> <p>Jan-Dec</p>
Electoral Area 'A' Active Transportation Plan (GK)	<ul style="list-style-type: none"> Complete draft report (consultant) Presentation of draft report to community (consultant) Final Report to be considered for inclusion in new OCP 	<p>Jan</p> <p>Jan</p> <p>Feb-Dec</p>
Electoral Area 'H' Village Plan (PT)	<ul style="list-style-type: none"> Develop draft plan Proceed with implementation 	<p>Mar-Sept</p> <p>Sep-2010</p>
Implementation of EA 'G' OCP (PT)	Review status of Bylaw 500.346	TBD

Current Planning	ACTION	DUE DATE
The projected work for the permitting and approvals section is as follows: (GG, SC, LR, EL, KM, AB)	<ul style="list-style-type: none"> Rezoning applications (6) DP & DVP Applications (65) Board of Variance Appeals (12) ALR Applications (13) Subdivision Applications 24 (100 lots) 	Ongoing
Fairwinds Local Area Plan – Electoral Area 'E'(SC, GG)	<ul style="list-style-type: none"> Initiate & implement 	End of 2009
Electoral Area 'G' Official Community Plan Implementation (SC, EL, GG)	<ul style="list-style-type: none"> Bylaw Revision and Consultation 	Sep
Review of form and character Development Permit application requirements and processes (LR, KM, GG)	<ul style="list-style-type: none"> Bylaw Review, Consultation and Implementation 	Nov
Review Permit approval process to streamline including generic covenant documents, standard approval conditions and delegation of approvals (KM, GG)	<ul style="list-style-type: none"> Bylaw Review, Consultation and Implementation 	May
Home Based Business regulations (LR, GG)	<ul style="list-style-type: none"> Bylaw Review, Consultation and Implementation 	End of 2009
Subdivision Servicing and Design Standards: Review & update to include low impact and alternative standards (LR, GG)	<ul style="list-style-type: none"> Bylaw Review, Consultation and Implementation 	End of 2009
Review of policies and regulations for structures and uses on waterfront properties including Beach Access, Docks and Wharves (SC, EL, GG)	<ul style="list-style-type: none"> Policy and Bylaw Review, Consultation and Implementation 	Sep
Subdivision Approval Process: Review process to address legislative changes and Approving Officer requirements (GG, SC)	<ul style="list-style-type: none"> Policy and Bylaw Review, Consultation and Report to Board 	Nov
Bylaw No. 500 Review: Modernize to update regulations and "green" principles (GG, LR)	<ul style="list-style-type: none"> Bylaw Review, Consultation and Implementation 	May 2010
Web Page Updates (KM, NB, GG)	<ul style="list-style-type: none"> Draft materials and post 	May
Little Qualicum River Village (GG, LR, TA)	<ul style="list-style-type: none"> Bylaw Review, Consultation, Implement. 	Nov
Agricultural Advisory Committee (KM, GG, KS)	<ul style="list-style-type: none"> Initiate Committee 	Feb
Property Database System Implementation (KM, SC, KS, GG)	<ul style="list-style-type: none"> Implement system, review process and data input (All Current Planning Staff) 	Feb 2009 – Feb 2010
Sustainability Checklist (GG, LR)	<ul style="list-style-type: none"> Research, consult, implement policy 	June
Bill 27 Implementation (GG, LR)	<ul style="list-style-type: none"> Research, consult, report, implement 	Nov

Building Inspection	ACTION	DUE DATE
New Building regulations and fees bylaw (TA)	<ul style="list-style-type: none"> Complete first draft of bylaw (1550) Review by solicitor Bylaw adoption process 	Feb/Mar
Integrated Property Database Implementation (City View) (TA)	<ul style="list-style-type: none"> Participation in implementation Achieve a reduction in the quantity of hard copy documentation Enhance client service delivery and inter-dept efficiency 	Feb
Building Bylaw Compliance (TA)	<ul style="list-style-type: none"> Maintain a pro-active approach in identifying contraventions of the building bylaw in the service areas. Maintain a high level of voluntary compliance through advice and education to property owners. Where necessary, proceed with timely enforcement including Notices on Title and legal action to maintain public confidence. 	ongoing
Public Awareness (TA)	<ul style="list-style-type: none"> Update Building Inspection web page to include copies of bylaws and general information. Provide public access to common permit application forms, legislative updates and fees information. Create an updated Building Inspection Services brochure in hard copy and on-line (pdf) 	Feb
Service Delivery (AD)	<ul style="list-style-type: none"> Respond to information requests within 48 hours Process and issue building permits within 3 weeks Continue "fast track" permit processing for contractors 	ongoing

Bylaw Enforcement	ACTION	DUE DATE
Integrated property database implement. (City View) (TA)	Participation in the implementation	Feb
Community Partnership/Liaison (JE, BB)	<ul style="list-style-type: none"> Conduct presentations on RDN roles to other agencies (police, fire, local gov'ts) Maintain participation with interagency groups Develop protocols with police & prov. agencies to parallel investigations 	ongoing
Public awareness (TA)	<ul style="list-style-type: none"> Update BE webpage Create ability for public complaints on-line Update bylaw services brochure 	Feb
Service delivery (JE, BB)	Respond to public inquiries/complaints within 24-hours	ongoing
New bylaws and bylaw amendments (TA)	<ul style="list-style-type: none"> Review and amend animal control bylaws as necessary Review and update MTI bylaw Initiate fireworks bylaw 	Sep

Emergency Planning	ACTION	DUE DATE
Full Scale Regional Interface Fire Exercise (Feb. 11/09), (JT)	<ul style="list-style-type: none"> Complete exercise & develop recommendation for future integration into RDN Emergency Program 	Feb. 11 2009
Generator (Simpson Maxwell) at Rollo Senior's Center (Gabriola Island Reception Center) (JT)	<ul style="list-style-type: none"> Installation of generator (weather dependent) 	Feb
Coombs Hilliers Community Wildfire Protection Plan (JT)	<ul style="list-style-type: none"> Spring 2009, plan will be made public upon completion as public awareness tool. 7 currently on website. 	Fall 2009
Errington Fuel Management Pilot Project (JT)	<ul style="list-style-type: none"> Continuation of project 	Fall 2009
West Nile Virus/VIHA (JT)	<ul style="list-style-type: none"> Continued surveillance project summer 2009 	Fall 2009
Emergency Management Certificate Program (JT)	<ul style="list-style-type: none"> Continued program training for EC Alternates 	ongoing
ESS volunteer recruitment for D68 (JT)	<ul style="list-style-type: none"> 10 volunteers recruited 27 Jan/09 as result of exercise preparation. More anticipated through year. 	ongoing
ESS Directors (Gabriola and Extension/Cedar) (JT)	<ul style="list-style-type: none"> mentor & assist in team development 	ongoing
Neighbourhood Emergency Preparedness program (JT)	<ul style="list-style-type: none"> ongoing development 	ongoing
Regional emergency radio communications plan (JT)	<ul style="list-style-type: none"> Complete plan, train more staff operators 	ongoing
2009/2010 JEPP Grants (JT)	<ul style="list-style-type: none"> plan to purchase dedicated IP phones for ECC/Board Chambers 	Submit application in 2009, funds available spring 2010
UBCM grant for Emergency Planning Training(JT)	<ul style="list-style-type: none"> If grant application successful, to be targeted for staff training/workshop/tabletop exercise 	Fall 2009
Emergency management orientation for new staff (JT)	<ul style="list-style-type: none"> Work with HR Department regarding orientation for new staff 	Dec 31
Lantzville emergency planning contract (JT)	<ul style="list-style-type: none"> ongoing work and plan development 	Dec 31
Public awareness presentations/workshops (JT)	<ul style="list-style-type: none"> Personal/family/community preparedness 	ongoing
Work with First Nations, municipalities and stakeholders to build capacity for recovery on a regional basis (JT)	<ul style="list-style-type: none"> Groundwork commences for anticipated 2013 regional recovery exercise 	ongoing
Emergency Management Agreement (JT)	<ul style="list-style-type: none"> Complete agreement execution 	Anticipate Spring 2009

FINANCE & INFORMATION SERVICES

Finance	ACTION	DUE DATE
Property Management Software implementation (NA/MM/GG/TA/PT)	Go live	Feb 2009
Implement formula change for tax requisitions (NA)	Report to Board	Feb
Tangible capital asset implementation (WT)	Ongoing	Dec
Corporate asset management - software implementation (tba)	Commence software review fall 2009	2010-2011
Meadowood Firehall – construction (NA/WM)	Complete construction	Jul
Nanaimo River Firehall (NA)	Complete land transfer	Jul
Nanaimo River Firehall (NA)	Complete firehall design – potential update to borrowing authority	Dec
Nanoose Bay Firehall reconstruction (NA/WM)	Complete design and borrowing referendum	Dec
Firehall Seismic Studies (NA)	Report to Board and fire departments	July
Bulk Water DCC review (NA/WM/MD)	Report to Board	Aug
Nanoose Bay (Fairwinds) wastewater DCC review (NA/DS)	Report to Board	Aug
Coordinate Community Works funded projects and reporting (NA)	Update annual report	Jun
Pilot of online timesheet recording (Vadim) (WI)	Finance department pilot	Dec
Financial Services – Transactions	Process vendor invoices 15,000 Customer accounts 15,900 Change of ownership 518	ongoing

Information Services	ACTION	DUE DATE
Property Management Software implementation (NA/MM/GG/TA/PT)	Go live	Feb 2009
Develop web based Transit features and route information (MM/LK)	Develop with Transit staff.	2009
Integrated telephone system review (MM)	Report to GM/Board	Sep
Server implementation and virtualization failover (MM/RM)	Go Live	Fall 2009
Workstation power consumption reduction plan (MM/RM)	Go Live	Mar
Web based map presentation software upgrade (Onpoint 6.0) (TS/FP)		

RECREATION & PARKS SERVICES

Community Parks	ACTION	DUE DATE
Cedar Skateboard Park (EA 'A') (WM/EM)	Develop plan, cost estimates, public consultation	Sep
MCT Cedar Historic Community Park (EA 'A') (EM)	Finalize plan with developer and implement	Dec
707 Community Park Management Plan (EA 'B') (WM/EM)	Develop Plan	Dec
Meadow Drive Community Park – park planning (EA 'C') (EM)	Implement plan pending grant funding	2009
Brickyard Community Park (EA 'E') (EM/JL)	Design and construct stairs	Nov
Malcolm Property – park development plan (EA 'F') (EM)	Trail Development	Dec
Miller Road Community Park – bank stabilization (EA 'G') (JL)	Stabilization of river bank	Aug
19A Trail - planning (EA 'G') (JM)	Planning & report	Oct
Deep Bay Community Park Trail (EA 'H') (JL)	Completion of trail work	Dec
Area H Community Park (EA 'H') (EM)	Playground study and design	Dec
Amend Terms of Reference for POSACs (TO)	Report to Board	Feb
Amend land acquisition policy (TO)	Report to Board	Feb

Recreation Services	ACTION	DUE DATE
Area 'A' Recreation & Culture Service Delivery Model (DP/TO)	Implementation of RDN Recreation and Culture program service delivery	Jul
Review Area A Recreation and Culture Bylaw (TO)	Review bylaw to see if able to fund improvements to society owned facilities	Nov
D69 Track & Field Concept Plan (DP/SP)	Finalize initial study and expand as required; report to D69 Rec Commission	Jun
D69 Recreation Fees & Charges Review (DP/SP)	Report to Rec Commission	Jun
2009 World U17 Hockey Challenge (SP/MC)	Planning & implementation of games at Oceanside Place	Complete
Ravensong Repair / Expansion Review (MC/TO)	Undertake review and report to Commission / Board action plan for 2010	Jun
Lighthouse Recreation Commission MoU (SP)	Programming and Facility Use MoU to D69 Rec Commission	Apr
Ravensong Aquatic Centre – Audit recommendations (SP/MC)	Implement Lifesaving Society recommendations	Apr
Amend District 69 Recreation Coordinating Bylaw (TO)	Amend bylaw to allow for reserves to construct & operate sport and rec facilities	Nov
District 69 Recreation Youth and Community Grants (SP)	Review and amend criteria	Mar

Regional Parks & Trails	ACTION	DUE DATE
(IC) Land acquisition matter in southern RDN (TO/WM)	Report to RPTAC pending action by TLC	Fall
(IC) Land acquisition matter in northern RDN (TO)	Awaiting next steps by Island Timberlands.	Fall
(IC) Regional park review for lands in a municipality (WM)	Review & provide report to RPTAC re staffing, budget & liability implications to determine if lands to be managed as regional park. Apply Reg Park criteria.	Oct
Mt. Arrowsmith Massif – Regional Park (WM)	Interim operations with Federation of Canadian Mountain Clubs and Hupacasath First Nations. Opening Ceremonies.	Jun
Coats Marsh Regional Park (Gabriola Island) (WM/TO)	Opening ceremonies. Interim operations	Jun
Mount Benson Regional Park Management Plan (WM/EM)	Develop plan. Report to Board	Dec
Top Bridge to Englishman River - Regional Park Trail (JL)	Design & construction regional trail	Aug
Top Bridge Trail - Access Agreements (JM)	Renew access agreements with City of Parksville and landowner	Aug

Regional Parks & Trails	ACTION	DUE DATE
Electoral Area Community Tourism Program - Phase II (WM/JM/TO)	Trail by Rail Feasibility Study & implementation. ICF Trail by Rail Agrmnt	Dec
Regional Park DCC's (TO)	Review proposal with municipalities applying criteria below; report back to RPTAC	Jun
Regional Park Criteria Review (WM/TO)	Review with Municipalities & implement	Jun
Nash/Ridgewell Bridges - plan (JM)	Design and construct crossings	Dec
Nanaimo River (TCT) Bridge – planning (JM)	Site planning	Dec
Horne Lake Regional Park (JM)	Development & operational plan	Jun
Volunteer park warden/host program for the Regional Parks & Trails System Park (JL)	Develop and implement program	Sep
Little Qualicum River Estuary Regional Conservation Area (JM)	Long term lease with Ducks Unlimited for mgmt of area	Jun
Descanso Bay Regional Park (JL/JM)	Removal of house & design/construction of shelter	Nov
Bylaw No. 1399 Review (park use regulation) (JM)	Review & update bylaw as required	Sep
Mount Benson - parking lot (EM)	Design & construction	Jun
Mount Benson - trails agreement (JM/JL)	Trail access agreement	Dec
Friends of Morden Mine Funding (WM)	Report to RPTAC / Board re grant request	Feb
Parks Operations Building (WM/JL)	Secure lease and facility improvements. Locate Parks Ops at site.	Jun
Descanso Bay Regional Parks Water System Upgrades (JM/JL)	Water System Upgrades as required by Ministry of Health	Oct

TRANSPORTATION & SOLID WASTE SERVICES

Solid Waste	ACTION	DUE DATE
New treatment technologies assessment (CM)	Present results	Apr
Yard waste collection program options (CM)	Develop options & preparation of report	Sep
Multi-Family Diversion Strategy (CM)	Implement strategy with haulers/ communicate plan	Sep
Garbage, recycling & food waste collection RFP (CM)	Award contact	Jun
Food waste bins Gas Tax grant application (CM)	Submit application	Apr
RL Design & Operations Plan (CM)	Report to be submitted for approval	Feb
RL North Berm Construction Phase 1 (CM)	Construction Project	Nov
RL Cell One Southwest Berm Expansion (CM)	Construction Project	Nov
CRTS Retrofit, Redevelopment & Expansion Phase 1 (CM)	Construction Project	Dec

Transportation Services	ACTION	DUE DATE
2009 Transit Expansion (LK)	Implementation of expanded routes	Apr
2009 Custom transit Expansion (LK)	Implementation of expanded hours of service	Dec
Parksville Expansion (LK)	Report to Transit Select Committee	Sep
UPASS – Referendum (DT)	VIU to hold referendum – awaiting results	Dec
Priority Lights (LK)	Implementation of capital project	Dec
Custom Transit (HandyDART) Software Scheduling Project (LK)	Implementation of software program	Jun
Electoral Area Transit Plans (LK)	Development of Terms of Reference for completion of study	Feb - Oct
2010 Expansion Plan (LK)	Development of expansion plan options and report to Transit Select Committee	Sep
Update Bus Stop Information Posts (PK)	Implementation of capital project	Aug
Electoral Area Bus Shelters (JP)	Construction project	Oct
Upgrade Exchange Shelters (JP)	Construction project	Oct
Upgrade and relocate parts room (JP)	Construction project – improve shipping/ receiving area	Dec
Transit Building Expansion (JP)	Construction project	Jan
VIU Exchange (JP)	Detailed Design/Construction	Jun - Oct
VIU/Woodgrove Respite Area Expansion (JP)	Investigate options for improved respite area at Woodgrove	Nov
Respite Area Downtown Exchange Relocation (JP)	Planning/Construction	Apr
Transit Yard Expansion and Upgrades (JP)	Construction Project	Dec
Transit Driver Recruiting Process (JA)	Improved recruitment process for hiring of new drivers	Sep
Car Pool Fuelling Project (JP)	Investigation of fueling options/alternatives	Jun
Interim Office Relocation (JP)	Planning/Implementation	Apr

WATER AND WASTEWATER SERVICES

Water Services (WS)	Action	Due Date
NBPWSA Well Sequencing (MD)	Water Quality Project Implementation	Nov
Cross Connection Control Program (DC)	Bylaw & Procedures Development	Nov
Drinking Water Protection - Well Awareness (MD)	Well Maintenance & Protection Education Program development	Jun
Drinking Water Protection - Private Well Monitoring (DC)	Well Testing program development	Dec
Drinking Water Protection - Watershed Management (MD)	Watershed Identification & Prioritization	Dec
Sustainable Water Use Programs (MD)	Innovative Water Use program development	Nov
RDN/Fairwinds Joint Pump Station Agreement (MD)	Agreement to Board	May

WasteWater Services (WWS)	Action	Due Date
NBPCC Expansion/Upgrade (SD)	Options study and strategy	Sep
GNPCC Upgrade Options review (SD)	Alternatives analysis & selection	2010
FCPCC Expansion Options review (SD)	Alternatives analysis and selection	2010
Liquid Waste Management Plan Review (LD)	Plan review	Mar 2010
Departure Bay Pump Station Upgrade (BS)	Construction Project	Oct
GNPCC Cogeneration Project (SD)	Construction Project	Dec
GNPCC New Digester (SD)	Construction Project	Jun 2010
FCPCC Odour Control – Tricking Filter air flow (BS)	Construction Project	Mar 2010
NBPCC DCC Review (SD)	DCC review and update	Sep
DPPCC DCC Review (SD)	DCC review and update	Sep
FCPCC Centrifuge and Scale (BS)	Construction Project	Dec
Hall Road PS Odour Control (HH)	Construction Project	Nov
FCPCC Sludge pumping (HH)	Construction Project	Oct
GNPCC Outfall Land Section Expansion (SD)	Pre-design	Aug
GNPCC #4 Sedimentation Tank (SD)	Pre-design	Aug
Chase River PS Odour Control (MB)	Construction Project	Nov
DCC Policy for Not-for-Profit Housing Projects (SD)	Prepare Board Policy & Bylaw	Jun
Facilities Preventative Maintenance Plan	Develop Maintenance Plan	Sep

Engineering Services (ES)	Action	Due Date
FCPCC Septage metering facility (WM)	WWS Construction Project	Oct 2009
Lee Road PS & Forcemain Upgrade (WM)	WWS Construction Project	Dec 2009
GNPCC Interceptor Rights of Way (WM)	WWS Survey and SROW Update	Sept 2009
NBPWSA Pump Upgrade (WM)	WS Pumps (3) replacement project	Aug 2009
Delanice Way Watermain extension (WM)	WS Construction Project	May 2009
FCWLSA Treatment Options (WM)	WS Treatment cost estimates	April 2009
San Pareil Water System Upgrades (WM)	WS pumphouse & watermain pre-design and cost estimate project	Nov 2009
NB Peninsula Bulk water pump station (WM)	Design & construction project	Sept 2009
Engineering Water Standards (WM)	Bylaw review and update	March 2009
Cedar Sewers (WM)	Construction project	Aug 2009
Meadowood Firehall (WM)	Construction Project – Project Management	Aug 2009
AWS Capital Plan RFP (JF)	Award RFP	May 2009



RON REPORT	
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GOW	✓ Feb 3, '09
JAN 29 2009	
RHD	
BOARD	

MEMORANDUM

TO: C. Mason
Chief Administrative Officer

DATE: Revised January 29, 2009

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

SUBJECT: 2009 Proposed Budget Overview

PURPOSE:

To provide background information on, and receive direction on, publishing the proposed 2009 budget.

BUDGET OVERVIEW:

Local governments are required to prepare five year budget forecasts. These financial plans are intended to guide the development of annual operating budgets. The 2009 to 2013 financial plan which will be presented over the course of the next two months reflects the most recent information available to refine forecasts which were initiated in the fall of 2007 and which were adopted in March of 2008.

The first two years of the financial plan represent staff's most certain estimates, however, as shown below each year brings some changes to the work of the Regional District. There are now 88 individual services summarized in our budget documents.

The following ratios illustrate the consistency of this provisional budget with the previous plan:

Number of Services	Same as forecast	Somewhat lower than forecast (1% or more lower than forecast)	Somewhat higher than forecast (1% or more higher than forecast)	Consistency with previous plan (Same as or Lower than)
19 major services	9	4	6	68% (2008 -72%)
67 local services (excluding new services)	41	11	15	78% (2008 - 80%)
86	50	15	21	76% (2008 - 75%)

Year over Year Change

The 2008 adopted financial plan forecast an overall increase in tax revenues of \$2.16 million or 7.4% between 2008 and 2009. The updated 2009 budget has an overall increase in tax revenues of \$2.87 million dollars or 9.9% (Appendix A). Total property tax revenues for 2009 are forecast at \$31,899,335 (2008 - \$29,024,915). Appendices B, B-1 and B-2 list the property tax requisitions for each service provided by the Regional District.

Appendix C analyses the year over year change in three broad categories - New/Changed Service Levels, Changes from Other Jurisdictions and finally, Changes for Existing Services. Within the year over year

change of \$2.87 million, \$1.64 million dollars (57% of the year over year change) is new revenue to support the following changes in service levels:

Transportation Services	\$ 762,760	- 5,000 hr conventional/2,400 hr HandyDart service expansions
Regional Parks	101,280	- new municipal parcel taxes & operating costs for parks received in 2008
Regional Growth	14,470	- new Area B participation
D68 Search & Rescue	24,000	-a new service to support a lease for operating premises
Liquid Waste Mgmt Planning	135,720	-reallocation of participation in long term planning
Community Parks	119,930	-various Electoral Area initiatives (itemized below)
Drinking Water Protection	<u>478,520</u>	- new service approved in 2008 referendum
	<u>\$1,636,680</u>	Appendix C-1

For all other service budgets, the cumulative property tax revenue change year over year is 2.3%, although the change to individual jurisdictions and property owners varies widely as will be discussed further below.

BUDGET SPECIFICS:

Major Services – the forecast for tax revenues for major services was \$23.29 million – the proposed budget is \$23.46 million or a change of \$170,000 (.7%).

While the overall change for major services is modest, the Transit services requisitions have increased by \$308,500 over the initial forecast. Transit service hours increased in 2008 for Sunday and Statutory Holiday service and a further 5,000 hour increase, is scheduled for this March. In the fall of this year HandyDart service hours will be increased by 2,400 hours (about 10%) – the first increase since 1999.

Corporate Services – The major capital initiative planned for 2009 is the expansion to the Administration building. This project is combined with the construction of new Transit offices/site works and will result in a significant reorganization of vehicle parking on the site. Both projects are being designed to achieve a LEED Silver rating and represent the first Regional District facilities to be built following the adoption of the Green Buildings Policy.

Corporate Services is the primary administrative department for the region and includes Human Resources, Legislative Services, Public Consultation, Finance, Information and GIS services. In response to a steadily increasing work load in Human Resources, an additional support position is proposed with a start date of July 1, 2009.

Planning Services - The Planning department will continue its work on major policy reviews – a portion of which is funded from Gas Tax program funds. Over the course of 2008/2009 \$578,000 will have been expended on the following projects:

Bylaw 500 (Rural Zoning) review	\$80,000
Affordable Housing Strategy	\$30,000
Area 'A' OCP Studies including groundwater resources	\$70,000
Area 'II' Village planning	\$70,000
Barriers/Incentives/Staff education for Green Building	\$70,000
Home Based Business/Sustainable Subdivision regulations review	\$95,000
Temporary wages	\$163,000

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These initiatives will be complemented by completing the review of our Liquid Waste Management Plan, the overall Regional Growth Strategy and a Community Climate Change Plan.

Building Inspection – New building permits will decline this year – the unknown factor is by how much and how quickly. At the present time, permit activity is relatively quiet however, that is partly due to seasonal factors. The 2009 budget forecast prepared in November includes lower revenues and this is being monitored on a continuous basis. January 2009 revenues to date are considerably lower than in the same period in 2008 which, should the trend continue, would need to be addressed by changes in the staff complement. As a counterpoint to the decline in new business for the department is the fact that issued permits still require inspections and administration, so that it is difficult to react immediately to a decline in new permit activity. The market is of obvious concern and will be closely watched as the year progresses.

Bylaw Enforcement – Opened files increased 8% over 2007/2008 and this is expected to continue. In order to manage the growing administrative demands for active files a part time position is proposed which will be cost shared with Emergency Planning.

Emergency Planning – The Emergency Coordinator will execute the first regional-scale exercise since the service was created. The project is budgeted to cost about \$45,000, with 50% funding provided through the Provincial/Federal Joint Emergency Planning and Preparedness program (JEPP). The Coordinator will also complete the second year of a two year contract to provide start up emergency planning coordination for the District of Lantzville. Finally, \$17,000 is budgeted to undertake a Community Wildfire Protection Plan in the Coombs Hilliers fire service area. This project receives partial funding from the Province through UBCM.

Southern and Northern Community Liquid Waste Management – Total budgeted expenditures combined are \$22.1 million dollars. The portion of the budget funded by property taxes is \$8.0 million dollars combined. The remaining revenues for 2009 are a combination of development cost charges, Gas Tax program grants and reserve funds for capital projects.

The *Southern Community Wastewater* requisition (primarily City of Nanaimo) has been adjusted downwards by \$278,000 (from the 2009 forecast) to offset a greater than forecast increase in the Transportation Services requisitions (which also primarily affect City of Nanaimo taxpayers). The requisition is lower overall from 2008 by about \$100,000, reflecting a shift of planning costs to the new Liquid Waste Management Planning function. The new function includes participation by all member jurisdictions.

The same adjustment of planning costs applies to the *Northern Community Wastewater* service (primarily Parksville, Qualicum Beach and sewer collection areas in Electoral Area G) – however, that budget will increase by about \$73,000 over 2008 to continue providing long term support to the capital program.

The work of the liquid waste department is focussed on operating four treatment plants of varying sizes and carrying out a complex capital plan. In 2009 the Northern and Southern capital plans will require the use of over \$2 million dollars each, from development cost charge reserves. A further \$2.7 million dollars in Gas Tax/FCM (Federation of Canadian Municipalities) grant funds will be applied to a co-generation project at the Nanaimo based treatment plant.

The Liquid Waste Management Plan is the subject of a major review over 2009/2010. This master planning document provides guidance with respect to which options should be considered for wastewater treatment as well as recommending educational initiatives to improve the overall management of wastewater down to the individual level.

Regional/Community Parks – The Regional Parks budget has two components; an acquisition/capital budget and an operating budget which carries out management plans, park improvements and continuing maintenance. On the acquisition/capital side of the budget, the parcel tax rate for Parksville, Qualicum Beach and Lantzville will rise from \$5.00 to \$7.50. The City of Nanaimo and the Electoral Areas continue at a rate of \$10.00.

At the end of 2008 the Regional District was granted tenure over Mt. Arrowsmith, creating a new regional park of some 1,300 hectares. The 2009 budget includes funds for management plans required under partnership agreements, for Mt. Benson and Little Qualicum River Estuary Regional Parks, as well as \$15,000 in new operating costs for Mt. Arrowsmith and Coats Marsh (also new in 2008) on Gabriola Island. Two major bridge projects are included in the 2009 budget, both located in Electoral Area H. Nash and Ridgewell Creek bridges are budgeted at a total of \$400,000. The department continues to seek Provincial cost sharing for these projects.

The Regional Parks service has also been responsible for managing provincial Community Tourism Program funds, which in 2008 resulted in the construction of kiosks at a number of our Regional Parks and trail heads and the production of a brochure highlighting the parks and trails system. In 2009 \$185,000 in further grant funds are being used to develop a management plan for the 707 Community Park on Gabriola Island, a study of tourism opportunities and some potential construction of trailways along the E&N Railway.

Eight parks and trails advisory committees share the resources of a manager, planner and three operational staff. In order to respond to the service level expectations for Community Parks and the increasing workload in managing Regional Parks, two additional positions are recommended – a Parks Planner and a Parks Operations Coordinator.

Solid Waste Management – the Solid Waste service has had no tax requisition increase since 2003 and is again projecting no increase for 2009. Taxes in the amount of \$402,305 support planning initiatives on reducing waste delivered to the landfill and transfer station as well as longer term options for solid waste disposal. The facilities and capital budget in 2009 is approximately \$19.6 million.

Final 2008 revenues for Solid Waste were lower than the 2008 forecast by about 10%. Part of the decline is attributed to the slowing construction/renovations sector. Solid Waste tipping fee revenues are forecast at \$9.3 million dollars for 2009 (down from \$9.5 million in 2008 but somewhat higher than actual 2008 revenues of \$8.5 million). The 2009 forecast reflects a 5% increase in tipping fees from \$100 per tonne to \$105 per tonne effective April 1.

Capital projects in 2009 include \$3.8 million (total over two years is \$5.5 million) for major upgrades to the Church Rd. transfer station. The project includes new organic waste disposal facilities, expanded and improved recycling and waste disposal areas and administration building. This project is also being designed under our Green Buildings Policy and may achieve LEED Gold certification. Again, the Regional District is the recipient of \$2.75 million dollars (50%) from the Gas Tax program for this project. The department will also use \$4.5 million dollars from reserve funds on hand to cover the remainder of the Church Rd project as well as construction of a berm in the southwest corner of the Regional landfill.

Transportation Services – the Southern and Northern Community Transit Service requisitions are forecast to increase by 24.0% and 19.7% respectively. The changes reflect our continued commitment to increasing public transit hours across the Regional District. In March 2009 conventional bus service will increase by 5,000 hours and Custom Transit (HandyDart) will expand by 2,400 hours later this year.

Fuel costs in particular, and wage costs to a degree, associated with the final design of the on the ground schedules for these service changes are higher than the relatively rough forecast in the 2008 financial plan.

There are continued plans for additional service hours over the next five years and the cost impacts can only be generalized until transit route schedules are created.

Fuel costs for transportation services are highly variable. Currently, the best arrangements for prices are based on weekly markets. In 2008 fuel prices were budgeted at \$1.04 per litre. In 2009, the base budget uses \$1.20 per litre with a BC Transit recommended contingency up to \$1.40 per litre. The base fuel budget is \$1.7 million with a contingency of \$296,000.

In mid-2008 the Regional District received \$1.7 million dollars for the following list of transportation related capital projects from the Gas Tax program and as shown below most of the projects are targeted for completion this year:

Smart Cars for crew changes	\$ 36,000	(2008)
Bus shelter upgrades	\$300,000	(2009)
Malaspina University exchange	\$595,000	(2009)
Prideaux Street Exchange upgrades	\$133,000	(2009)
Electronic fare boxes	\$300,000	(2009)
Priority Lighting	\$414,000	(2010)
	<u>\$1,778,000</u>	

The Transit department continues work on several customer pass programs. In 2008 a large employer program was initiated and recently the Vancouver Island Health Authority signed on as a participant. Progress on a universal bus pass for students at Vancouver Island University is slower than hoped for, but optimism continues that a student referendum in 2009 will be successful and the changes will be in place in January 2010. This would result in all college students paying for a transit pass as part of their student fees. Similar programs exist at the University of Victoria and in Metro Vancouver. These types of programs generate new and more predictable revenues however, more importantly, they improve the ridership volumes and overall efficiency of the transportation network in the region.

Finally, the budget includes significant improvements to the current transit office and bus parking facilities which will be funded by a combination of borrowing from Solid Waste reserves and BC Transit cost sharing. The transit parking improvements will allow up to 83 busses to be parked on site (up from 38 conventional and 10 HandyDart vehicles) improving this location for a considerable period into the future. The improvements will be undertaken in conjunction with an expansion of the Administration Building. Both projects were recently tendered.

Local Services – This category includes fire protection, street lighting, noise control, community parks, and water and sewer utilities. Total tax revenues forecast were \$5.32 million – the current forecast is \$5.27 million.

Fire department requisitions are in some cases considerably higher than forecast in 2008. These operating budgets have traditionally been relatively low cost because of the volunteer component, however, in order to maintain a competent and committed roster of volunteers, all departments have found that more financial incentive is required. Additionally, equipment replacement costs continue to rise as newer technology enters the field.

The Dashwood Volunteer fire Department requisition will rise from \$227,900 in 2008 to a new level of \$355,605. Much of this change is a result of new costs for fire protection services in the Meadowood area of Electoral Area F. Since July 2008 crews and vehicles have been available to respond to emergency calls but have operated out of lease premises. The firehall is under construction and is scheduled for completion by the end of July 2009.

In 2008 the Board authorized a seismic survey of all of our rural firehalls, most of which are 25 to 30 years old. That study is expected to provide guidance with respect to bringing the halls to post disaster standards. No specific costs are identified in 2009 with the exception of the Nanoose Bay firehall. Funds have been approved from its building reserve fund to undertake the design of a replacement building, as recommended by a seismic study completed early in 2008.

Resource Implications – to help achieve the business plan objectives for 2009 and beyond there is included in these budget projections the following staff resources:

Bylaw Enforcement Emergency Planning	.5 FTE (July 2009)	Clerical support – 65% to Bylaw Enforcement/35% to Emergency Planning
Human Resources	1.0 FTE (July 2009)	Recruitment & selection and occupational health & safety programs
Water Services	1.0 FTE (March/April 2009)	Drinking Water Protection program coordinator
Wastewater Services	1.0 FTE (June 2009)	Operator for French Creek treatment plant to allow 7 day rotating coverage
Solid Waste Management	1.0 FTE (March/April)	Convert casual hours to permanent - Equipment operator improves efficiency of transporting yard waste to offsite composting facility and increased support for on-site projects such as interim cover at landfill
Ravensong Aquatic Center	1.0 FTE *	Establish excluded position to oversee pool operations – recommended by Aquatic Safety Audit Report
Regional/Community Parks	2.0 FTE (July 2009)	1 - Parks Coordinator 1 - Parks Planner To respond to continued program growth and provide better resources to each program area
Transportation Services	Approximately 4.0 FTE 1.0 FTE Body Shop person	Transit/HandyDart drivers for service expansions Larger fleet – BC Transit will use our facility for up-island service center at premium cost recovery rates

* Please note this position has been previously addressed with the District 69 Recreation Commission as a result of the Lifesaving Society independent Aquatic Safety Audit Report conducted following the near drowning event in September 2008.

ALTERNATIVES:

1. Receive and approve the proposed 2009 budget as presented and proceed to publishing the Regional Perspectives budget newsletter.
2. Make amendments to the proposed budget and proceed to publishing the Regional Perspectives budget newsletter.
3. Receive this report for information and forward it to a Special Committee of the Whole for further discussion.

FINANCIAL IMPLICATIONS:

A considerable challenge in Regional District budgeting is that each service must be balanced separately. The best analogy is that the Regional District maintains over 80 separate bank accounts. If the account is overdrawn in one year, it must be topped up by the taxpayers contributing to that service in the following year. A surplus at the end of the year acts to stabilize the property tax requirement in the following year. In this way, each service has a built in mechanism which highlights the consequences of changed service levels (those requested by taxpayers and/or the Board), as well as those resulting from changes in operating costs, either capital or regular ongoing costs such as fuel and electricity.

The Regional District of Nanaimo's budget affects taxpayers differently depending on where they own property in the Regional District. Appendices D, E and F outline the requisitions and some of the projected tax rates for 2009. Each member is shown with a reconciliation that outlines what has contributed to the year over year change. For example, the City of Nanaimo would have a requisition of \$10.7 million dollars, an increase over 2008 of \$1,052,080. The primary reason for the change is \$825,525 identified for new or changed services levels. Appendix B-I provides further details. A projection of municipal tax rates is not provided, because these are calculated individually at the municipal level.

For Electoral Area jurisdictions, staff have calculated on Appendices D and E the estimated tax cost for general services per \$100,000 of property value. These estimates do not include other property taxes for fire, water, sewer and streetlighting, which vary considerably across the region. The following example is illustrative of the projected year over year change for a property valued at \$100,000:

	2008	2009	Change
General Services (average)	\$105.00	\$110.00	\$5.00
Regional Parks parcel tax	\$12.29	\$12.29	\$0.00
Drinking Water Protection	N/A	\$23.06	\$23.06
Total	\$117.29	\$145.35	\$28.06

For Electoral Area taxpayers, the primary contributing factor to 2009 tax rates will be the new parcel tax for the Drinking Water Protection service. At this time the parcel tax is estimated at \$23.06. The table above suggests a base increase in general services property taxes of about \$5.00 per \$100,000, or about \$15.00 for property valued at \$300,000.

Changes arising from local service tax requisitions – those for fire, water, sewer, etc. – are unique to an individual property owner and often have a greater impact than all other services combined. In particular fire protection requisitions for all Regional District volunteer fire departments continue to increase in response to retaining qualified personnel by remunerating them on a regular basis. The Regional District also has a fire service contract with the City of Parksville and the Town of Qualicum Beach for coverage in the French Creek area. As costs rise within the municipalities, those costs also affect Regional District taxpayers.

Budget Adjustments

For the most part the Regional District operates and maintains essential services such as wastewater treatment plants, water and sewer utility systems, transit services, recreation facilities and solid waste disposal sites. The items selected for consideration represent discrete activities or purchases that would not have an immediate impact on the operation of facilities such as the treatment plants, arena/multiplex, the aquatic center or other locations where staff report to work.

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Appendices G, H and I contain budget adjustments which could be made to reduce the estimated increases outlined above. The adjustments are broken into three broad categories:

- | | |
|-----------|---|
| Program | - adjustments to programs involve deferring an initiative for one year |
| Capital | - discrete items which do not affect long term maintenance or upgrades which are required to meet provincial permit standards |
| Positions | - staff positions proposed as additions in 2009, which could be deferred for one year |

Staff have noted, that in some cases, the cumulative affect of the adjustments will reduce the 2009 requisition to below the 2008 values. The concern with changes that reduce requisitions below 2008 values, is that it may be necessary to increase the requisition at a higher rate than currently forecast, in a future year. Due to the complexity of Regional District budgeting additional review would be necessary to be more precise.

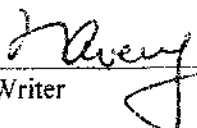
SUMMARY/CONCLUSIONS:

This report and appendices outline the changes arising from the proposed 2009 budget as they affect each individual jurisdiction as well as describing some of the major initiatives planned in 2009. The 2009 proposed budget is largely consistent with the forecasts developed in late 2007, early 2008. Significant exceptions include new revenues for the Drinking Water Protection service and adjustments in Transportation Services related to higher fuel costs.


Staff have also provided a list of items that could be adjusted within the 2009 budget without immediately affecting facility operations – although some of the adjustments would affect service levels at least for a year. As noted above, Regional District legislation requires each individual service to be self sustaining and balanced each year. Further the Regional District budget affects taxpayers very differently depending on where they live and which services they receive. Staff propose providing an update at the February 10th Committee of the Whole on any implications arising from adjustments approved at this meeting,

RECOMMENDATION:

That the 2009 proposed budget be approved as presented with amendments as approved at the February 3rd, 2009 Special Committee of the Whole meeting.



Report Writer



CAO concurrence

COMMENTS:

2009 PROPOSED BUDGET ADJUSTMENTS – PROGRAM RELATED

Appendix G

	Service	Participants	Description of Budget Item	Current value	Included in Budget Y or N	Amount of Change Increase (decrease)	Tax Impact
1	Regional Parks Operations	All members	Operating grant to Nanaimo Area Land Trust (NALT)	NIL	N	\$30,000	Increase of \$.10 cents per \$100,000
2	D69 Recreation Coordinating	D69 members	Increase Community/Youth Grants	\$62,500	N	\$20,000	Increase of \$.20 cents per \$100,000
3	D69 Recreation Coordinating	D69 members	Increase operating grant to Arrowsmith Community Enhancement Society (ACES)	\$28,000	N	\$6,000	Increase of \$.10 cents per \$100,000

2009 PROPOSED BUDGET ADJUSTMENTS – PROGRAM RELATED

Appendix G (Continued)

	Service	Participants	Description of Budget Item	Current value	Included in Budget Y or N	Amount of Change Increase (decrease)	Tax Impact
4	Drinking Water Protection	All Electoral Areas	Various consulting assignments to compile & map existing data, develop standards, planning tools and water use regulations	\$136,000	Y	(\$105,000)	Decrease of (\$5.06) per property (rate is \$18.00 versus \$23.06 per property)
5	Southern/Northern Community Transit	Nanaimo, Lantzville, EA A and part of EA C, Pville, Qual Beach, EA's E and G	Marketing budget – reduction in scope	\$42,255	Y	(\$20,000)	Southern – approximately \$18,000 (mostly to Nanaimo) Northern – approximately \$2,000 – roughly split between Pville and Qual Beach
6	Southern/Northern Community Transit	Nanaimo, Lantzville, EA A and part of EA C, Pville, Qual Beach, EA's E and G	Replace bus stop strip markers with telespar information posts - 5.5 year program – reduce by half 2009 changes	\$18,750	Y	(\$9,375)	Southern – approximately \$8,435 (mostly to Nanaimo) Northern – approximately \$940 – roughly split between Pville and Qual Beach
7	D69 Recreation	D69 members	Reduce Youth and Community Grants	\$62,500	Y	(\$12,500)	Decrease of \$.10 per \$100,000
8	General Grants in Aid	D69 members	Increase amount requisitioned from approximately \$14,695 to \$18,000	\$18,000	Y	(\$3,035)	No quantifiable impact
9	Electoral Area C Community Park	Area C	Interpretive sign at new park	\$15,000	Y	(\$12,500)	No requisition increase from 2008 Decrease of \$2.00 per \$100,000
10	Electoral Area E Community Park	Area E	Grant to Nanoose Bay Elementary PAC for accessible playground	\$25,000	Y	(\$21,630)	No requisition increase from 2008 Decrease of \$1.20 per \$100,000

2009 PROPOSED BUDGET ADJUSTMENTS – PROGRAM RELATED

Appendix G (Continued)

	Service	Participants	Description of Budget Item	Current value	Included in Budget Y or N	Amount of Change Increase (Decrease)	Tax Impact
11	Electoral Area F Community Park	Area F	Grant towards construction of community hall	\$25,000	Y	(\$25,000)	Decrease of \$2.20 per \$100,000
12	Electoral Area H Community Park	Area H	Park development budget	\$20,000	Y	(\$10,000)	Decrease of \$1.00 per \$100,000

2009 PROPOSED BUDGET ADJUSTMENTS – CAPITAL EXPENDITURES

Appendix H

	Service	Participants	Description of Budget Item	Current value	Included in Budget Y or N	Amount of Change Increase (Decrease)	Tax Impact
13	Solid Waste Management	All members	Lawn Mower/Gator ATV (replacements)	\$80,000	Y	(\$80,000)	Reduces requisition below 2008 value Decrease of \$.30 cents per \$100,000
14	Water/Sewer Utilities	Areas E and G	Vehicle replacements	\$60,000	Y	(\$60,000)	Decrease approximately \$10 per property
15	Water Utilities	Areas E and G	Water testing stations	\$19,500	Y	(\$19,500)	Decrease approximately \$4 to \$15 per property
16	Water Utilities	Area G	Introduce SCADA instrumentation	\$17,350	Y	(\$17,350)	Decrease approximately \$25.00 per property
The impact of applying adjustments 14,15 and 16 combined, would be requisitions below 2008 levels for Nanoose, Surfside, French Creek & Englishman River systems				Cumulative impact for water/sewer adjustments is between \$14 to \$39 per property			
17	Northern Community Wastewater	D69 members	Seismic analysis	\$20,000	Y	(\$20,000)	Pville - \$10,475 Qual Beach - \$6,435 Sewer Benefitting areas - \$3,090
18	Northern Community Wastewater	D69 Members	Annual benchmarking fee – participation highlights areas for operational improvement	\$4,800	Y	(\$4,800)	Pville - \$2,515 Qual Beach - \$1,545 Sewer Benefitting areas - \$740
19	Northern Community Wastewater	D69 Members	Annual ISO certification audit – maintains certification	\$2,800	Y	(\$2,800)	Pville - \$1,465 Qual Beach - \$900 Sewer Benefitting areas - \$435
20	Northern Community Wastewater	D69 members	Odour control Hall Rd pump station	\$70,000	Y	(\$70,000)	Pville - \$36,660 Qual Beach - \$22,520 Sewer Benefitting areas - \$10,820

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2009 PROPOSED BUDGET ADJUSTMENTS – CAPITAL EXPENDITURES

Appendix H (Continued)

	Service	Participants	Description of Budget Item	Current value	Included in Budget Y or N	Amount of Change Increase (Decrease)	Tax Impact
21	Northern Community Wastewater	D69 members	Septage metering station – improve information used to calculate allocation formula	\$150,000	Y	(\$150,000)	Pville - \$78,555 Qual Beach - \$48,255 Sewer Benefiting areas - \$23,190 Applying this adjustment alone will reduce the requisition below 2008 value by \$77,065
The cumulative affect if adjustments 17 to 20 for Northern Community Wastewater are applied would be a reduction in the requisition \$174,000 below the 2008 value.							
22	Southern Community Wastewater	Nanaimo, Lantzville, portion of EA C	Seismic analysis	\$30,000	Y	(\$30,000)	Reduction to City of Nanaimo only
23	Southern Community Wastewater	Nanaimo, Lantzville, portion of EA C	Survey interceptor line	\$10,000	Y	(\$10,000)	Reduction to City of Nanaimo only
24	Southern Community Wastewater	Nanaimo, Lantzville, portion of EA C	Odour control Chase River pump station	\$70,000	Y	(\$70,000)	Reduction to City of Nanaimo only
25	Southern Community Wastewater	Nanaimo, Lantzville, portion of EA C	ISO annual audit	\$7,000	Y	(\$70,000)	Reduction to City of Nanaimo only
The Southern Community requisition is currently \$103,460 less than in 2008 as a result of realigning liquid waste management planning costs to the new Liquid Waste Management Planning function. The cumulative affect if all of the adjustments for Southern Community Wastewater are applied would be a reduction in the requisition \$283,000 below the 2008 value.							
26	Southern /Northern Community Transit	Nanaimo, Lantzville, EA A and part of EA C, Pville, Qual Beach, EA's E and G	Shop floor sweeper	\$18,000	Y	(\$18,000)	Southern – approximately \$16,200 (mostly to Nanaimo) Northern – approximately \$1,800 – roughly split between Pville and Qual Beach

2009 BUDGET REDUCTIONS – PROPOSED STAFF POSITIONS

Appendix I

	Service	Participants	Description of Budget Item	Current value	Included in Budget Y or N	Amount of Change Increase (Decrease)	Tax Impact
27	Bylaw Enforcement/ Emergency Planning	Electoral Areas Only	Part time clerical	\$14,350 (July 2009)	Y	Bylaw Enforcement (\$9,350) Emergency Planning (\$5,000)	Bylaw Enforcement varies by EA (i.e. Animal Control, Noise Control) Emergency Planning Decrease of \$.10 cents per \$100,000
28	Corporate Services	All members	Human Resources Advisor	\$38,340 (July 2009)	Y	(\$38,340)	See Note 1 below
29	Solid Waste Management	All members	Equipment Operator	\$64,280	Y	(\$64,280)	See Note 2 below
30	Drinking Water Protection	Electoral Areas Only	Program Coordinator	\$64,900 (March 2009)	Y	(\$64,900)	Decrease of \$3.00 per property Program unlikely to proceed in 2009
31	Regional/ Community Parks Services	All members	Operations Coordinator	\$49,300 (June, 2009)	Y	(\$49,300)	Regional Parks approx. \$25,000 Community Parks approx \$3,470 each Cumulative with prior reductions reduces requisitions for A,C,E & H below 2008 value
32	Regional/ Community Parks Services	All members	Parks Planner	\$44,825 (June, 2009)	Y	(\$44,825)	Regional Parks approx. \$22,860 Community Parks approx \$3,135 each Cumulative with prior reductions reduces requisitions for A,C,E & H below 2008 value

Note 1 – Human Resources Advisor – Property taxes (approx 20% of revenues) fund “external” services by Corporate Services such as Board legislative and public consultation items. Costs for Human Resources, Finance, Information/GIS Services and building operations are funded by interdepartmental recovery charges.

Note 2 – Solid Waste Management - Facility operating costs are fully recovered through tipping fees. The tax requisition supports the Zero Waste program initiatives. A reduction in the tax requisition would result in a value lower than 2008.

2009 BUDGET REDUCTIONS – PROPOSED STAFF POSITIONS

Appendix I (Continued)

	Service	Participants	Description of Budget Item	Current value	Included in Budget Y or N	Amount of Change Increase (Decrease)	Tax Impact
33	Ravensong Aquatic Centre (also cost shared with D69 Recreation & Oceanside Place)	All District 69 members	Superintendent Establish excluded position to oversee pool operations – recommended by Lifesaving Society Aquatic Safety Audit Report	\$57,430	Y	(\$57,430)	Decrease of \$.07 per \$100,000
34	Southern /Northern Community Transit	Nanaimo, Lantzville, EA A and part of EA C, Pville, Qual Beach, EA's E and G	Body shop person	\$56,180 net of recoveries	Y	(\$56,180)	Southern – approximately \$50,560 (mostly to Nanaimo) Northern – approximately \$5,620 – roughly split between Pville and Qual Beach