

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, SEPTEMBER 8, 2009
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

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MINUTES

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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, JULY 14, 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
Alternate	
Director D. Heenan	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 L. McNabb	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	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
J. Finnie	General Manager of Water & Wastewater Services
C. McIver	A/General Manager of Transportation & Solid Waste
T. Armet	A/General Manager of Development Services
T. Osborne	General Manager of Recreation & Parks
N. Tonn	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Directors Heenan and Pattje to the meeting.

DELEGATIONS

Diane Brennan & Pam Hadikin, United Way Central Island, re 2009 United Way Campaign.

Ms. Brennan and Ms. Hadikin provided information to the Committee members to create a greater awareness of what the United Way does, past accomplishments and future goals.

MOVED Director Holdom, SECONDED Director Westbrook, that the information provided by the delegation be referred to staff to explore ways in which our employees can participate.

CARRIED

Michael Weedon, BC Bioenergy Network, re BC Bioenergy Network Tripartite Collaboration Agreement.

Mr. Weedon provided an overview of the Bioenergy Network, early progress, the strategic plan and funding, investment strategy, major streams for collaboration and development and collaborative development of a sustainable Bioenergy industry in BC.

MINUTES

MOVED Director McNabb, SECONDED Director Biggemann, that the minutes of the regular Committee of the Whole meeting held June 9, 2009 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Patty Biro, District 69 Electoral Area 'H' Commissioner, re Resignation from District 69 Recreation Commission.

MOVED Director McNabb, SECONDED Director Burnett, that the correspondence from Patty Biro regarding her resignation from the District 69 Recreation Commission be received.

CARRIED

Derek Corrigan, City of Burnaby, re Local Government Liabilities Resulting from Building Construction Regulation – Request for Legislative Changes.

MOVED Director McNabb, SECONDED Director Burnett, that the correspondence from the City of Burnaby regarding problems associated with municipal liabilities resulting from building construction regulation, be received.

CARRIED

Rosemary Bonanno, Vancouver Island Regional Library, re Facilities Planning.

MOVED Director McNabb, SECONDED Director Burnett, that the correspondence from the Vancouver Island Regional Library regarding the Library's proposed Consolidated Facility Master Plan, be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Bylaw No. 148 – To Authorize Borrowing for Nanaimo Regional Hospital District 2008 Capital Expenditures.

MOVED Director McNabb, SECONDED Director Holdom, that "Nanaimo Regional Hospital District 2008 Capital Expenditure Borrowing Bylaw No. 148, 2009" be introduced and read three times.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that "Nanaimo Regional District 2008 Capital Expenditure Borrowing Bylaw No. 148, 2009" be adopted.

CARRIED

Bylaw No. 1575 – To Authorize Temporary Borrowing for the Purchase of Land for the Nanoose Bay Bulk Water Service.

MOVED Director Holme, SECONDED Director McNabb, that “Nanoose Bay Bulk Water Temporary Borrowing Bylaw No. 1575, 2009” be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that “Nanoose Bay Bulk Water Temporary Borrowing Bylaw No. 1575, 2009” be adopted.

CARRIED

Bylaws No. 1565, 1566, 1445.03 & 1004.04 – In Relation to the Cedar Sewer Collection System.

MOVED Director Burnett, SECONDED Director Mayne, that “Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service Establishment Bylaw No. 1565, 2009” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Burnett, SECONDED Director Mayne, that “Cedar Sewer Small Residential Properties Stage 2 Loan Authorization Bylaw No. 1566, 2009” be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Burnett, SECONDED Director Mayne, that “Cedar Sewer Service Area Amendment Bylaw No. 1445.03, 2009” be introduced for three readings.

CARRIED

MOVED Director Burnett, SECONDED Director Mayne, that “Duke Point Sewer Local Service Area Amendment Bylaw No. 1004.04, 2009” be introduced for three readings.

CARRIED

Amendment to Regional District Signing Authorities and Appointment of Deputy Financial Administrator.

MOVED Director Holdom, SECONDED Director McNabb, that the signing authorities for financial instruments as outlined in agreements with TD Canada Trust, the Municipal Finance Authority, Canaccord Capital and BMO Nesbitt Burns reflect the following officer positions:

Chairperson	Joseph Stanhope
Deputy Chairperson	Larry McNabb
Chief Administrative Officer	Carol Mason
General Manager, Finance & Information Services	Nancy Avery
Manager, Financial Reporting	Wendy Idema
Manager, Accounting Services	Tiffany Moore

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that the foregoing authority extend to accounts in the name of the Regional District of Nanaimo and the Nanaimo Regional Hospital District.

CARRIED

MOVED Director Holdom, SECONDED Director McNabb, that Wendy Idema, Manager, Financial Reporting, be designated as the Deputy Officer for Financial Administration under Section 199 of the *Local Government Act*.

CARRIED

Amendment Bylaw No. 1532.01 – Amends the Cedar Sewer Service Rates and Regulations Bylaw by Temporarily Decreasing the Sewer Connection Fee.

MOVED Director Burnett, SECONDED Director McNabb, that “Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.01, 2009” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that “Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.01, 2009” be adopted.

CARRIED

Bylaw No. 1576 – To Regulate Burning and Fires Within a Portion of the Yellowpoint-Waterloo Fire Protection Service.

MOVED Director Burnett, SECONDED Director Johnstone, that “Yellowpoint Fire Regulatory Bylaw No. 1576, 2009” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Johnstone, that “Yellowpoint Fire Regulatory Bylaw No. 1576, 2009” be adopted.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Property Maintenance Contravention – 2499 Schirra Drive – Area ‘E’.

MOVED Director Holme, SECONDED Director Johnstone, that should the property maintenance concerns not be rectified by July 28, 2009, pursuant to the “Unsightly Premises Regulatory Bylaw No. 1073, 1996”, the Board directs the owners of the subject property 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’s agents at the owners’ cost.

CARRIED

Amendment Bylaw No. 1418.01 – Amends the Bylaw Enforcement Ticket Regulation Bylaw by Adding the Waste Stream Management Licensing Bylaw.

MOVED Director Burnett, SECONDED Director Young, that “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.01, 2009” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.01, 2009” be adopted.

CARRIED

Amendment Bylaw No. 787.12 – Extends the Building Inspection Service Area to Include the Regional District of Nanaimo Church Road Transfer Station Property.

MOVED Director Biggemann, SECONDED Director Sherry, that “Regional District of Nanaimo Building Inspection Service Bylaw Amendment Bylaw No. 787.12, 2009” be introduced, read three times and forwarded to the Ministry of Community and Rural Development for approval.

CARRIED

PLANNING

Request for Urban Containment Boundary Amendment – City of Nanaimo.

MOVED Director Ruttan, SECONDED Director Pattje, that the Regional District of Nanaimo Board endorse the proposed change to the City of Nanaimo Urban Containment Boundary and that the maps in the Regional Growth Strategy be updated at the next available opportunity to reflect this change.

CARRIED

MOVED Director Ruttan, SECONDED Director Pattje, that staff be directed to provide a letter to the City of Nanaimo indicating the Board’s decision.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

BC Bioenergy Network Tripartite Collaboration Agreement.

MOVED Director Holdom, SECONDED Director Holme, that the Board enter into a collaborative agreement with the BC Bioenergy Network and Cedar Road LFG Inc. to establish a Collaborative Demonstration and Development Centre (CDDC) to promote sustainable landfill gas-to-energy projects in BC.

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that the Board appoint the Manager of Solid Waste to represent the RDN on the CDDC Network Advisory Board.

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that staff remain alert to any revenue potential that may result from this collaboration.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Biggemann, SECONDED Director Ruttan, that the minutes of the District 69 Recreation Commission meeting held June 25, 2009 be received for information.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the Youth Services Review: January – May 2009 Report, be received as information.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the recommendations from the Youth Services Review Report for the design and development of a new youth recreation services plan for District 69 be approved and that \$10,000 be allocated in fiscal years 2009 and 2010 in the District 69 Recreation Coordination budget for consulting services to undertake the plan to commence in the fall of 2009 and conclude spring 2010.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that, respecting the District 69 Recreation Services Fees and Charges 2009/10 staff report, the new Fees and Charges category titled Golden in Appendices A and B for participants 85 years and older be changed to 80 years and older.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the 2009/10 program, admission and rental fees for Oceanside Place be approved as highlighted in the staff report and outlined in Appendix A, as amended.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the 2009/10 program, admission and rental fees for Ravensong Aquatic Centre be approved as highlighted in the staff report and outlined in Appendix B, as amended.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the 2009/10 Recreation Coordinating program fees and recovery rates, administration fee, and revenue-sharing percentage ratio for Term Instructor (Companies) agreements be approved as highlighted in the staff report and outlined in Appendix C.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the District 69 Track and Field Facility Feasibility Study be approved as a resource document for the planning and development of a track and field facility in District 69.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that Regional District staff continue to work with School District 69, City of Parksville, Town of Qualicum Beach, Oceanside Track and Field Club and the District 69 Sports Association to further explore the options identified in the District 69 Track and Field Facility Feasibility Study.

CARRIED

MOVED Director Biggemann, SECONDED Director Ruttan, that the Regional Board appoint an alternate for each member of the Commission as provided in Bylaw No. 935.

CARRIED

Nanoose Bay Parks and Open Space Advisory Committee.

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held May 4, 2009 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Biggemann, that staff be directed to investigate further the design and construction of a community trail adjacent to the existing trail which forms part of Strata #3393 lands as it extends off Rockhampton Road.

CARRIED

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

MOVED Director Burnett, SECONDED Director Holme, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held May 21, 2009 be received for information.

CARRIED

Regional Solid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Biggemann, that the minutes of the Regional Solid Waste Advisory Committee meeting held June 18, 2009 be received for information.

CARRIED

Regional Parks & Trails Advisory Committee.

MOVED Director McNabb, SECONDED Director Burnett, that the minutes of the Regional Parks & Trails Advisory Committee meeting held June 16, 2009 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that the Mount Arrowsmith Regional Park – Park Use and Management Concerns staff report be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that the Regional Park Acquisition Criteria and Rating Framework be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that the E&N Trail-with-Rail Feasibility Study be received to use as a guiding document for the future development of the E&N Rail Trail.

CARRIED

MOVED Director McNabb, SECONDED Director Burnett, that the Regional District write a letter to the Chief Medical Officer at Vancouver Island Health Authority requesting his investigation into the use of Round Up on the E&N Rail Line and for his opinion if it presents a health problem with drinking water or to citizens who may come in direct contact with the herbicide.

CARRIED

Regional Liquid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Burnett, that the minutes of the Regional Liquid Waste Advisory Committee meeting held June 19, 2009 be received for information.

CARRIED

Transit Select Committee.

MOVED Director McNabb, SECONDED Director Johnstone, that the minutes of the Transit Select Committee meeting held June 17, 2009 be received for information.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the 2009/2010 Annual Operating Agreement with BC Transit be approved.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the Board direct staff to proceed with the Prideaux Street Exchange Upgrade Project.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that the two letters from Vancouver Island University be received for information and that staff be directed to send letters regarding cost sharing opportunities to School District No. 68, BC Transit and Vancouver Island University for an improved bus service from Cinnabar Valley/Chase River Area to John Barsby Community School, NDSS and Vancouver Island University/Malaspina International High School.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that staff prepare a report to be brought to the August Board meeting that outlines the L'Association des francophones de Nanaimo's request regarding transportation support for the Maple Sugar Festival.

CARRIED

MOVED Director McNabb, SECONDED Director Holdom, that staff send a letter to Greyhound Canada supporting a non-idling policy.

CARRIED

Sustainability Select Committee.

MOVED Director Westbrook, SECONDED Director Young, that the minutes of the Sustainability Select Committee meeting held June 17, 2009 be received for information.

CARRIED

MOVED Director Westbrook, SECONDED Director Rudischer, that the name of the Regional Growth Strategy be amended to Regional Sustainability Plan to reflect the revised focus on sustainability.

CARRIED

MOVED Director Westbrook, SECONDED Director Rudischer, that the information regarding Regional Growth Strategy definitions be referred to staff for consideration in the revised Regional Growth Strategy.

CARRIED

MOVED Director Westbrook, SECONDED Director Rudischer, that staff be directed to arrange a presentation on forest and resource management at a future Ideas and Updates Board Seminar.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Local Government Liabilities Resulting from Building Construction Regulation – Request for Legislative Changes.

MOVED Director Kipp, SECONDED Director Holdom, that the report received from the City of Burnaby regarding building construction regulation be referred to staff for their review and recommendations.

CARRIED

BC Bioenergy Network Tripartite Collaboration Agreement.

MOVED Director Burnett, SECONDED Director Young, that the Manager of Solid Waste make a presentation to the Sustainability Select Committee on this issue.

CARRIED

NEW BUSINESS

Gabriola Island Parks & Open Space Advisory Committee Appointment.

MOVED Director Rudischer, SECONDED Director Holdom, that Cameron Murray be appointed to the Gabriola Island Parks & Open Space Advisory Committee for a term ending December 31, 2009.

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director McNabb, that pursuant to Section 90(1)(e) of the *Community Charter* the Board proceed to an In Camera Committee of the Whole meeting to consider items related to land issues.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:13 PM

CHAIRPERSON

RDN			
CAO	<input checked="" type="checkbox"/>	GMF&IS	
GMDS		GMR&PS	
GMES	<input checked="" type="checkbox"/>	GMTS	
AUG 20 2009			
SMCA			
CHAIR	<input checked="" type="checkbox"/>	BOARD	
COW correspond. <input checked="" type="checkbox"/>			

Whiskey Creek Water
979, Poplar Way,
Qualicum Beach BC
V9K 1V0

12TH Aug 2009

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

Dear Sir,
Re: Whiskey Creek Water District

Our board met today with three of your executives to discuss the potential handover of our system to the RDN. We thank them for a very useful and informative meeting.

We are writing to make a formal request that the RDN commence the process of taking over our system. Our board is unanimous in its decision to make this request.

Yours sincerely,




Lawrence Hawkes
Chairman



Sheila Parcher

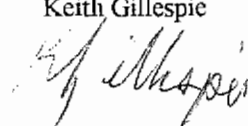


Tracy Levirs

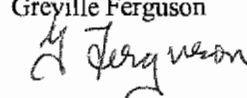


William Crowther

Keith Gillespie



Greyville Ferguson



August 31, 2009

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

RDN			
CAO	<input checked="" type="checkbox"/>	GMR&PS	
GMDS		GMT&SWS	
GMF&IS		GMWWWS	
SEP - 1 2009			
SMCA		BOARD	<input checked="" type="checkbox"/>
CHAIR		Corres.	

ATTN: MAUREEN YOUNG

The Extension Heritage Committee respectfully requests that Area C community park C-13 (commonly referred to as Extension Community Park or Scannel Creek Park) be officially named Extension Miners Community Park.

The proposed name describes the park's historically significant location within the community of Extension and the surrounding region. The Extension Heritage Committee also views the proposed name as an important reflection of the community's growing sense of pride in its only developed park.

The Extension Heritage Community is grateful for the strong support it has received from the Regional District of Nanaimo for the park development project. We look forward to continued support from the RDN as we work towards the park's dedication in October of this year.

Sincerely,

Aimee Greenaway
Member
Extension Heritage Committee
(250) 714-1811



CAO APPROVAL		<i>[Signature]</i>
EAP		
COW	✓	Sept 8 '09
Aug 21 2009		
RHD		
BOARD		

MEMORANDUM

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

DATE: August 25, 2009

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: Operating Results for the Period Ending June 30, 2009

PURPOSE

To present a summary of the operating results for the period ending June 30, 2009.

BACKGROUND

This report provides information on the operating results for the period January 1st to June 30th, 2009. 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

Quarterly statements are prepared primarily on a cash paid/cash received basis. Exceptions to the cash basis include property taxes and debt payments, which are accrued each month and prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 50% versus budget. Where significant variances have been observed, staff have provided comments in the individual sections below.

Overall Summary by Division (Appendix 1)

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

Revenues

Property tax revenues are received in August, but accrued monthly and are therefore at the expected 50% benchmark. Referring to the Total Revenue Fund column, the category of 'Grants/Operating/Other' revenues stands at 32% overall. This is largely a result of development cost charges (DCC's) and grants which have not yet been drawn on for a number of capital projects. This result is fairly typical of capital financing at this point in the year.

Expenditures

Expenditure items which stand out at the overall level include Professional Fees (20%), Vehicle and Equipment Operations and Maintenance (37%), Other Operating Costs (32%), Recreation Programs (25%), Capital Expenditures (10%) and Transfers to Reserve Funds (2%).

Professional fees include the Regional District’s annual audit, landfill leachate and gas monitoring, regional parks management plans, a variety of electoral area planning initiatives, the Regional Growth Strategy review, allowances for legal fees as well as consultants for specific projects where the costs will be incurred later in the summer and fall as the work is completed. This pattern of expenditures on Professional Fees is consistent with previous years.

Vehicle and Equipment Operations and Maintenance expenditures reflect lower than expected fuel costs.

Recreation program spending will incur some catch up through the summer and fall as programs are completed.

For accounting purposes, Transfers to Reserve are recorded on August 1 each year and will be reflected in the next quarterly update.

Summary of Operating Results by Department (Appendix 2)

This appendix 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 June 30 compared to the overall budget for that service.

Departmental Details (Appendices 3 – 7)

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

Appendix 3 - Corporate Services

Year to Date Grants/Operating/Other Revenues for this division are just above the benchmark at 52%.

Grants/Operating/Other Revenues for General Administration are at 40%. \$2.3 million budgeted as transfers from reserves related to the administration building upgrade will be recognized as the work is completed through the remainder of the summer and fall.

Year to Date Total Expenditures for this division are below the benchmark at 40%.

Grants in Aid are at 39% pending payout of the remaining grants in the fall. Professional Fees are at 15% reflecting expenditures not yet incurred for the District’s annual audit, a telephone system study, and First Nations protocol agreements.

Capital Expenditures stand at 13% simply due to the timing of progress billings on the building expansion project. Other Operating Costs are at 4% of budget. The primary contributors are 'clothing & gas allowances' and honorariums for fire departments which are paid in December.

Appendix 4 - Development Services

Year to Date Grants/Operating/Other Revenues for this division are below the benchmark at 34%.

The main factor in the below benchmark revenue performance for the division, is recording revenues matching project expenditures related to Community Works funded study initiatives. Typically these are recorded in July and December. Community Works projects include the following:

- | | |
|-----------------------------------|--|
| Bylaw 500 Update | Village Planning (Area H) |
| Affordable Housing Strategy | Official Community Plan Studies (Area A) |
| Green Building & Public Awareness | |

With the exception of the Bylaw 500 Update, progress is being made on all of these projects.

Building Inspection Services:

Building permit fee revenues received stand at \$328,881 which continues to be below the budget benchmark at 37%. Year to date permit revenues are also 24% lower than the same period in 2008 (June 2008 - \$430,780). As reported earlier by the department, mid-summer activity has been reasonably strong, however, that is not yet reflected in fees collected. Staff are closely monitoring projections to the end of the year and at this time it looks likely that the early staff adjustments and significant restraint in all other departmental expenditures will result in the department meeting the lowered budget forecast identified earlier this year.

Year to Date Expenditures for this division are below the benchmark at 42%.

Professional Fees (31%), while below benchmark are expected to reach the overall budget target by year end. The major focus of work is the aforementioned Community Works projects and the Regional Sustainability Review.

Appendix 5 - Water & Wastewater Services

Year to Date Grants/Operating/Other Revenues for this division are below benchmark at 18%.

Revenues for Water and Wastewater Services are below the budget benchmark due to the timing of transferring approximately \$5.5 million from Development Cost Charge reserves and \$2.3 million in Gas Tax Grant revenues as offsets to capital project expenditures. Three very large wastewater services projects budgeted for 2009 are imminently underway and include the Greater Nanaimo Departure Bay Pump Station upgrade (\$1.8 million – DCC's), the Greater Nanaimo wastewater treatment plant cogeneration project (\$2.9 million - \$2.3 m Gas Tax Grants and \$350K FCM Grant) and the Northern Community (French Creek) treatment plant Lee Road Pump Station Upgrade (\$1.4 million – DCC's).

Sewer Utility revenues are at 96% of budget following the May annual billing. Grants, Operating and Other revenues for Water Services are at 37% of budget, which reflects the 2008/2009 fall/winter billing period only. This is typical of water utility services revenues at this point in the year.

Year to Date Expenditures for this division are below the benchmark at 26%.

The comments above with respect to grant and development cost charge revenues are similar with respect to capital expenditures (14%).

Appendix 6 - Recreation and Parks Services

Year to Date Grants/Operating/Other Revenues for this division are near the benchmark at 46%.

Revenues budgeted for Regional Parks include grant revenues from the second phase of the Province's Community Tourism program (\$220,000) which will be recognized after the work is completed throughout the summer and fall – hence this budget line item is only at 7% of budget at this time.

All other recreation facility revenues (Grants/Operating/Other) are within the benchmark expectations at this time.

Grants/Operating/Other Revenues for the Southern Community Recreation and Culture services are lower than budgeted (9%) because the Hotel Tax is now flowing directly to Oceanside Tourism rather than through the Regional District accounts. This has no net impact on our annual budget.

Year to Date Expenditures for this division are below benchmark at 35%.

Expenditures for Oceanside Place (48%) and Ravensong Aquatic Center (48%) are close to the benchmark, while those for Regional Parks (28%), D69 Recreation Program Coordinating (31%), Southern Community Recreation & Culture (3%) and Community Parks (28%) are below the benchmark.

Community Parks expenditures show a seasonal pattern as will to a degree the D69 Recreation Coordinating Service. Revenues for recreation programs are received in advance of paying program instructors and other program costs, so this pattern of high revenues and slightly low expenditures is normal. The Southern Community Recreation and Culture spending is below budget at 3% because transfers for municipal sports fields and Harbourfront Theatre agreements are paid out in August.

Appendix 7 - Transportation and Solid Waste Services

Year to date Grants/Operating/Other Revenues for this division are below benchmark at 41%.

The largest source of external revenues for the Regional District is the Transportation and Solid Waste division, in particular the Solid Waste service. The table below provides a snapshot of year to date revenues compared to the same period in 2008.

Function	2009 YTD	2009 Annual Budget	% of Budget	2008 YTD	% of Budget
Solid Waste Disposal Fees	\$3,986,661	\$9,444,750	42%	\$4,341,654	45%
Garbage & Recycling Collection Services	\$2,189,350	\$2,426,023	90%	\$2,061,795	89%
BC Transit Operating Grants	\$2,072,655	\$4,800,000	43%	\$2,110,788	52%
Transit Fare Revenue	\$1,756,458	\$3,592,416	49%	\$1,726,328	50%

Solid Waste landfill disposal fees at 42% of budget are below the benchmark reflecting the continuing general decline in economic activity. Garbage collection/recycling operating revenues by contrast are at 90% because this program is funded by flat annual user fees, which were billed in May.

Transit fare revenue is just below the benchmark at 49% and BC Transit operating grants are below the benchmark at 43%. Both of these budget line items are lower because the planned service expansion doesn't begin until September.

Year to Date Expenditures for this division are below the benchmark at 29%.

Both Transportation and Solid Waste Services have large capital projects underway and are below the benchmark status of 8% and 4% respectively which is simply reflective of timing between progress claims.

Vehicle Operating costs are at 39% for Transportation Services largely as a result of lower than forecast fuel prices.

Expenditures for Solid Waste Disposal Services are at 18% overall. The most significant contributors to the below benchmark performance are lower than anticipated operating expenses. A number of line items related to removing recyclables from the disposal facilities are considerably lower than budget at this time. This is partly seasonal and partly reflects lower volumes of economic activity in the community. Fuel costs are also considerably lower than forecast at this date.

SUMMARY

The attached appendices reflect the operating activities of the Regional District recorded up to June 30, 2009. Appendix 1 summarizes the overall results across the organization. To date 46% of budgeted revenues and 31% of budgeted expenditures have been recorded. Grants/Operating/Other Revenues (32%) are below the benchmark, for seasonal and other timing reasons noted above.

Expenditures across all services are lower overall (31%) due to the timing of transfers to reserves (2%) and summer time commencement for many capital projects (10%). Across all services, Wages and Benefits are at 47% of budget for the year, which is in line with expectations.

RECOMMENDATION

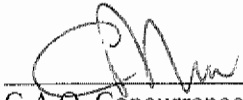
That the summary report of financial results from operations to June 30, 2009 be received for information.



Report Writer



General Manager



C.A.O. Concurrence



REGIONAL DISTRICT OF NANAIMO

GENERAL REVENUE FUND
June 30, 2009

	CORPORATE SERVICES			DEVELOPMENT SERVICES			WATER & WASTEWATER SERVICES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES																		
TAX REQUISITION	\$2,668,368	\$5,336,716	50%	\$ 990,276	\$2,002,030	49%	\$ 5,645,196	\$11,290,345	50%	\$3,493,194	\$6,986,374	50%	\$2,932,386	\$5,864,770	50%	\$15,729,420	\$31,480,235	50%
GRANTS/OPERATING/OTHER	4,326,537	10,891,255	40%	597,104	1,777,315	34%	1,866,611	10,436,643	18%	\$836,700	\$1,823,185	46%	\$10,807,498	\$31,973,259	34%	18,434,450	56,901,657	32%
RETAINED EARNINGS	1,358,017	1,358,190	100%	1,575,037	1,575,035	100%	4,330,889	4,268,800	101%	\$1,233,288	\$1,233,290	100%	\$3,126,037	\$3,126,030	100%	11,623,268	11,561,345	101%
TOTAL REVENUES	8,352,922	17,586,161	47%	3,162,417	5,354,380	59%	11,842,696	25,995,788	46%	5,563,182	10,042,849	55%	16,865,921	40,964,059	41%	45,787,138	99,943,237	46%
EXPENSES																		
OFFICE OPERATING	\$ 493,203	\$ 998,921	49%	\$ 277,838	\$ 754,831	37%	\$ 432,538	\$ 938,514	46%	\$294,055	\$616,001	48%	\$1,667,783	\$3,203,305	52%	\$ 3,165,417	\$ 6,511,572	49%
COMMUNITY GRANTS	13,155	34,005	39%	0	0		0	0		48,102	86,720	55%	0	0		61,257	120,725	51%
LEGISLATIVE	151,641	295,320	51%	0	0		0	0		0	0		0	0		151,641	295,320	51%
PROFESSIONAL FEES	42,955	291,245	15%	180,673	587,910	31%	59,862	649,912	9%	79,654	400,500	20%	102,693	443,465	23%	465,837	2,373,032	20%
BUILDING - OPER & MAINT	94,707	224,560	42%	32,841	84,325	39%	124,189	259,489	48%	293,165	586,852	43%	152,502	363,100	42%	697,404	1,618,326	43%
VEH & EQUIP - OPER & MAINT	94,162	264,206	36%	25,647	41,065	62%	296,427	708,314	42%	58,923	223,765	26%	1,658,957	4,455,517	37%	2,134,116	5,692,867	37%
OTHER OPERATING COSTS	9,294	225,800	4%	84,943	227,450	37%	1,211,487	3,018,066	40%	99,352	601,161	17%	1,692,743	5,514,555	31%	3,097,819	9,587,032	32%
WAGES & BENEFITS	1,214,417	2,479,471	49%	1,127,010	2,484,293	45%	1,596,563	3,498,204	46%	1,569,571	3,579,695	44%	5,250,006	10,843,788	48%	10,757,567	22,885,451	47%
RECREATION PROGRAMS	0	0		0	0		0	0		31,587	124,630	25%	0	0		31,587	124,630	25%
CAPITAL EXPENDITURES	447,524	3,428,290	13%	56,609	115,250	49%	1,514,447	11,165,686	14%	106,201	607,910	17%	691,445	12,004,095	6%	2,816,226	27,321,231	10%
DEBT FINANCING-INTEREST	1,482,246	3,030,060	49%	0	0		513,171	1,115,620	46%	291,318	584,220	50%	41,172	164,700	25%	2,327,907	4,894,600	48%
DEBT FINANCING-PRINCIPAL	931,778	1,957,630	48%	0	0		391,764	852,760	46%	286,275	493,080	58%	0	90,730		1,609,817	3,394,200	47%
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	15,790		0	0		0	0		0	0		0	295,595		0	311,385	
TRANSFER TO RESERVE FUND	7,415	350,431	2%	17,405	39,905	44%	32,598	1,895,003	2%	720	122,150	1%	13,445	1,977,445	1%	71,583	4,384,934	2%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0		0	0	
TFR TO OTHER GOVT/AGENCIES	1,888,787	3,512,280	54%	3,000	3,000	100%	0	0		165,895	1,455,090	11%	0	0		2,057,682	4,970,370	41%
TOTAL EXPENDITURES	6,871,284	17,108,009	40%	1,805,966	4,338,029	42%	6,173,046	24,101,568	26%	3,324,818	9,581,774	35%	\$11,270,746	39,356,295	29%	29,445,860	94,485,675	31%
OPERATING SURPLUS (DEFICIT)	\$1,481,638	\$ 478,152		\$1,356,451	\$1,016,351		\$ 5,669,650	\$ 1,894,220		\$ 2,238,364	\$ 461,075		\$ 5,595,175	\$ 1,607,764		\$16,341,278	\$ 5,457,562	

REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
 June 30, 2009

	Revenues			Expenditures			Surplus	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
CORPORATE SERVICES								
General Administration	3,221,784	7,664,175	42%	2,282,806	7,358,223	31%	938,978	305,952
Electoral Areas Only	276,477	360,130	77%	99,921	231,170	43%	176,556	128,960
Public Safety								
D68 E911	56,259	95,975	59%	31,726	81,910	39%	24,533	14,065
D69 E911	258,263	510,125	51%	504,635	510,125	99%	-246,372	0
Community Justice	30,174	60,116	50%	0	60,115		30,174	1
Fire Protection - Volunteer								
Coombs-Hilliers	137,700	275,405	50%	196,380	275,405	71%	-58,680	0
Errington	114,524	241,000	48%	143,205	241,000	59%	-28,681	0
Nanoose	206,544	393,635	52%	53,701	393,635	14%	152,843	0
Dashwood	160,294	319,260	50%	208,695	319,260	65%	-48,401	0
Meadowood	64,602	97,100	67%	8,106	97,100	8%	56,496	0
Extension	144,933	204,585	71%	18,571	204,585	9%	126,362	0
Nanaimo River	27,647	34,045	81%	9,360	34,045	27%	18,287	0
Bow Horn Bay	96,283	193,300	50%	118,499	193,300	61%	-22,216	0
Fire Protection - Service Contracts								
French Creek (Area G)	244,012	412,280	59%	543	388,105	0%	243,469	24,175
Parksville Local (Area G)	59,005	113,390	52%	60	113,390	0%	58,945	0
Yellowpoint (Area A)	113,635	234,000	49%	85,440	234,000	37%	28,195	0
Wellington (Area D)	28,115	52,345	54%	930	47,345	2%	27,185	5,000
Regional Library	713,106	1,426,210	50%	713,106	1,426,210	50%	0	0
Feasibility Studies								
Electoral Area E	-1,898	0		49	0		-1,947	0
Electoral Area G	5,910	11,815	50%	0	11,816		5,910	-1
Municipal Debt Transfers	2,384,801	4,865,770	49%	2,384,801	4,865,770	49%	0	0
House Numbering	10,752	21,500	50%	10,750	21,500	50%	2	0
	8,352,922	17,586,161	47%	6,871,284	17,108,009	40%	1,481,638	478,152
DEVELOPMENT SERVICES								
EA Community Planning	1,088,071	1,694,090	64%	639,152	1,463,732	44%	448,919	230,358
Community Works Fund - Dev Svcs	0	406,550		102,109	406,551	25%	-102,109	-1
Regional Growth Management	437,494	651,270	67%	155,360	441,554	35%	282,134	209,716
Emergency Planning	258,193	359,715	72%	159,545	302,895	53%	98,648	56,820
Search & Rescue	10,741	24,235	44%	12,000	24,000	50%	-1,259	235
Building Inspection	1,078,419	1,692,435	64%	548,845	1,262,977	43%	529,574	429,458
Bylaw Enforcement								
Animal Control F	15,167	21,720	70%	22,083	15,470	143%	-6,916	6,250
Animal Control A,B,C&D	62,569	88,970	70%	25,952	61,490	42%	36,617	27,480
Animal Control E,G&H	62,535	100,175	62%	40,093	87,810	46%	22,442	12,365
Nuisance Premises	20,643	26,110	79%	2,761	10,285	27%	17,882	15,825
Hazardous Properties	3,745	8,190	46%	2,391	7,605	31%	1,354	585
Noise Control								
Electoral Area A	13,040	15,165	86%	2,437	5,655	43%	10,603	9,510
Electoral Area B	7,010	9,145	77%	2,390	5,300	45%	4,620	3,845
Electoral Area C	11,556	15,460	75%	2,401	5,655	42%	9,155	9,805
Electoral Area E	7,340	9,185	80%	2,371	5,085	47%	4,969	4,100
Electoral Area G	3,120	6,240	50%	3,301	6,240	53%	-181	0
General Enforcement	82,774	204,225	41%	82,775	204,225	41%	-1	0
	3,162,417	5,332,880	59%	1,805,966	4,316,529	42%	1,356,451	1,016,351
WATER & WASTEWATER								
Water & Wastewater Administration	132,789	284,500	47%	132,788	284,500	47%	1	0
Wastewater Management								
Wastewater Management Plan	88,583	173,720	51%	76,618	173,720	44%	11,965	0
Southern Community Wastewater	4,195,082	11,357,900	37%	1,944,750	10,753,789	18%	2,250,332	604,111
Northern Community Wastewater	2,910,122	7,147,320	41%	2,213,601	7,028,010	31%	696,521	119,310
Duke Point Wastewater	167,205	238,370	70%	52,999	161,224	33%	114,206	77,146
Water Supply								
Nanoose	23,844	23,845	100%	1,926	11,920	16%	21,918	11,925
French Creek	139,419	222,695	63%	44,285	146,064	30%	95,134	76,631

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
June 30, 2009**

	Revenues			Expenditures			Surplus	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
Surfside	24,666	37,825	65%	11,032	25,299	44%	13,634	12,526
Decourcey	5,653	9,579	59%	2,785	9,195	30%	2,868	384
San Pareil	151,368	233,775	65%	75,707	184,546	41%	75,661	49,229
Driftwood	4,144	8,135	51%	3,924	7,850	50%	220	285
Englishman River	165,174	205,532	80%	29,195	100,084	29%	135,979	105,448
Melrose Terrace	19,536	30,830	63%	9,515	28,260	34%	10,021	2,570
Nanoose Peninsula	938,973	1,504,460	62%	511,198	1,390,216	37%	427,775	114,244
Drinking Water Protection	290,677	516,370	56%	66,589	516,370	13%	224,088	0
Nanoose Bay Bulk	795,883	1,395,700	57%	186,748	1,101,055	17%	609,135	294,645
French Creek Bulk	473,485	571,795	83%	34,487	341,290	10%	438,998	230,505
Sewer Collection								
French Creek	537,055	719,360	75%	316,799	675,652	47%	220,256	43,708
Fairwinds/Nanoose	431,542	622,180	69%	204,866	559,001	37%	226,676	63,179
Pacific Shores	30,891	53,245	58%	19,718	44,926	44%	11,173	8,319
Surfside	20,104	29,094	69%	6,974	18,645	37%	13,130	10,449
Cedar	20,362	91,590	22%	50,770	91,590	55%	-30,408	0
Englishman River Stormwater	12,064	14,315	84%	60	4,820	1%	12,004	9,495
Barclay Cr	115,004	166,173	69%	79,118	145,064	55%	35,886	21,109
Pump & Haul	5,475	5,260	104%	-6	2,300	0%	5,481	2,960
Streetlighting	69,998	112,835	62%	23,002	76,794	30%	46,996	36,041
Engineering Services	73,598	219,385	34%	73,598	219,384	34%	0	1
	11,842,696	25,995,788	46%	6,173,046	24,101,568	26%	5,669,650	1,894,220
RECREATION & PARKS SERVICES								
Regional Parks	921,522	1,894,784	49%	523,281	1,894,785	28%	398,241	-1
Community Parks								
Electoral Area A	79,611	119,510	67%	32,684	101,137	32%	46,927	18,373
Electoral Area B	104,878	173,660	60%	48,460	152,632	32%	56,418	21,028
Electoral Area C	30,416	44,770	68%	10,326	37,883	27%	20,090	6,887
Electoral Area D	122,388	143,750	85%	9,904	124,591	8%	112,484	19,159
Electoral Area E	80,639	116,670	69%	32,373	106,670	30%	48,266	10,000
Electoral Area F	82,923	128,135	65%	45,016	122,420	37%	37,907	5,715
Electoral Area G	89,618	133,150	67%	26,055	113,559	23%	63,563	19,591
Electoral Area H	106,365	159,860	67%	48,238	132,061	37%	58,127	27,799
Area A Recreation	198,615	250,305	79%	24,608	129,430	19%	174,007	120,875
District 69 Coordinating Recreation	917,972	1,572,195	58%	439,472	1,399,413	31%	478,500	172,782
Oceanside Place Arena	1,077,574	2,069,910	52%	998,857	2,067,838	48%	78,717	2,072
Ravensong Aquatic Center	1,200,124	2,106,845	57%	991,149	2,072,735	48%	208,975	34,110
Gabriola Island Recreation	44,655	83,150	54%	66,680	80,590	83%	-22,025	2,560
Southern Community Rec & Culture								
Southern Community Recreation	469,190	935,760	50%	23,980	935,760	3%	445,210	0
Hotel Room Tax	3,735	45,000	8%	3,735	45,000	8%	0	0
Port Theater	32,957	65,395	50%	0	65,270		32,957	125
	5,563,182	10,042,849	55%	3,324,818	9,581,774	35%	2,238,364	461,075
TRANSPORTATION AND SOLID WASTE SERVICES								
Gabriola Island Emergency Wharf	6,510	9,135	71%	235	5,150	5%	6,275	3,985
Southern Community Transit	7,576,583	18,640,366	41%	6,536,061	18,269,765	36%	1,040,522	370,601
Northern Community Transit	827,418	1,502,240	55%	660,278	1,345,720	49%	167,140	156,520
Solid Waste Disposal Facilities	5,579,409	17,699,625	32%	3,030,573	17,240,799	18%	2,548,836	458,826
Solid Waste Collection & Recycling	2,876,001	3,112,693	92%	1,043,599	2,494,860	42%	1,832,402	617,833
	16,865,921	40,964,059	41%	11,270,746	39,356,294	29%	5,595,175	1,607,765
TOTAL ALL SERVICES	45,787,138	99,921,737	46%	29,445,860	94,464,174	31%	16,341,278	5,457,563

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
June 30, 2009**

	Administration			Electoral Areas			Public Safety			Fire Protection			Regional Library		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES															
TAX REQUISITION	\$375,942	\$751,885	50%	\$85,140	\$170,280	50%	\$321,582	\$643,161	50%	\$1,154,034	\$2,308,065	50%	\$713,106	\$1,426,210	50%
GRANTS/OPERATING/OTHER	1,867,165	5,933,610	31%	56,489	55,000	103%	59	0		18,023	36,875	49%	0	0	
RETAINED EARNINGS	978,677	978,680	100%	134,848	134,850	100%	23,055	23,055	100%	225,237	225,405	100%	0	0	
TOTAL REVENUES	3,221,784	7,664,175	42%	276,477	360,130	77%	344,696	666,216	52%	1,397,294	2,570,345	54%	713,106	1,426,210	50%
EXPENSES															
OFFICE OPERATING	\$399,199	\$721,451	55%	\$41,752	\$88,350	47%	\$4,541	\$12,690	36%	\$36,961	\$154,930	24%	\$0	\$0	
COMMUNITY GRANTS	13,155	34,005	39%	0	0		0	0		0	0		0	0	
LEGISLATIVE	121,404	248,320	49%	30,237	47,000	64%	0	0		0	0		0	0	
PROFESSIONAL FEES	41,475	278,920	15%	404	5,725	7%	0	0		1,027	6,600	16%	0	0	
BUILDING - OPER & MAINT	71,060	178,350	40%	414	0		559	315	177%	22,674	45,895	49%	0	0	
VEH & EQUIP - OPER & MAINT	32,711	81,131	40%	807	1,200	67%	3,866	5,150	75%	56,778	176,725	32%	0	0	
OTHER OPERATING COSTS	5,939	36,800	16%	0	0		0	0		3,355	189,000	2%	0	0	
WAGES & BENEFITS	1,184,688	2,411,676	49%	26,307	58,895	45%	0	0		3,422	8,900	38%	0	0	
CAPITAL EXPENDITURES	405,760	3,171,115	13%	0	0		0	0		41,764	257,175	16%	0	0	
DEBT FINANCING-INTEREST	0	0		0	0		0	0		10,646	93,295	11%	0	0	
DEBT FINANCING-PRINCIPAL	0	0		0	0		0	0		18,577	28,625	65%	0	0	
DEBT FINANCING-EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	15,790		0	0	
TRANSFER TO RESERVE FUND	7,415	173,815	4%	0	30,000		0	6,800		0	128,000		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	22,640		0	0		527,395	627,195	84%	648,286	1,436,235	45%	713,106	1,426,210	50%
TOTAL EXPENDITURES	\$2,282,806	\$7,358,223	31%	\$99,921	\$231,170	43%	\$536,361	\$652,150	82%	\$843,490	\$2,541,170	33%	\$713,106	\$1,426,210	50%
OPERATING SURPLUS (DEFICIT)	\$938,978	\$305,952		\$176,556	\$128,960		(\$191,665)	\$14,066		\$553,804	\$29,175		\$0	\$0	

REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
June 30, 2009

	Feasibility Studies			Municipal Debt Transfers			House Numbering			Total Corporate Services		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES												
TAX REQUISITION	\$7,812	\$15,615	50%	\$0	\$0		\$10,752	\$21,500	50%	\$2,668,368	\$5,336,716	50%
GRANTS/OPERATING/OTHER	0	0		2,384,801	4,865,770	49%	\$0	\$0		4,326,537	10,891,255	40%
RETAINED EARNINGS	-3,800	-3,800	100%	0	0		\$0	\$0		1,358,017	1,358,190	100%
TOTAL REVENUES	4,012	11,815	34%	2,384,801	4,865,770	49%	\$10,752	\$21,500	50%	8,352,922	17,586,161	47%
EXPENSES												
OFFICE OPERATING	\$0	\$0		\$0	\$0		\$10,750	\$21,500	50%	\$493,203	\$998,921	49%
COMMUNITY GRANTS	0	0		0	0		\$0	\$0		13,155	34,005	39%
LEGISLATIVE	0	0		0	0		\$0	\$0		151,641	295,320	51%
PROFESSIONAL FEES	49	0		0	0		\$0	\$0		42,955	291,245	15%
BUILDING - OPER & MAINT	0	0		0	0		\$0	\$0		94,707	224,560	42%
VEH & EQUIP - OPER & MAINT	0	0		0	0		\$0	\$0		94,162	264,206	36%
OTHER OPERATING COSTS	0	0		0	0		\$0	\$0		9,294	225,800	4%
WAGES & BENEFITS	0	0		0	0		\$0	\$0		1,214,417	2,479,471	49%
CAPITAL EXPENDITURES	0	0		0	0		\$0	\$0		447,524	3,428,290	13%
DEBT FINANCING-INTEREST	0	0		1,471,600	2,936,765	50%	\$0	\$0		1,482,246	3,030,050	49%
DEBT FINANCING-PRINCIPAL	0	0		913,201	1,929,005	47%	\$0	\$0		931,778	1,957,630	48%
DEBT FINANCING-EXCHANGE	0	0		0	0		\$0	\$0		0	0	
CONTINGENCY	0	0		0	0		\$0	\$0		0	15,790	
TRANSFER TO RESERVE FUND	0	11,816		0	0		\$0	\$0		7,415	350,431	2%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		\$0	\$0		1,888,787	3,512,280	54%
TOTAL EXPENDITURES	\$49	\$11,816	0%	\$2,384,801	\$4,865,770	49%	\$10,750	\$21,500	50%	\$6,871,284	\$17,108,009	40%
OPERATING SURPLUS (DEFICIT)	\$3,963	(\$1)		\$0	\$0		\$2	\$0		\$1,481,638	\$478,152	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
June 30, 2009**

	EA Community Planning			Comm Works Fund Dev Svcs			Regional Growth Mgmt Services			Emergency Planning		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES												
TAX REQUISITION	565,734	1,131,465	50%	0	0		185,070	370,140	50%	92,658	185,310	50%
GRANTS/OPERATING/OTHER	50,890	91,175	56%	0	406,550		30,792	59,500	52%	97,897	106,765	92%
RETAINED EARNINGS	471,447	471,450	100%	0	0		221,632	221,630	100%	67,638	67,640	100%
TOTAL REVENUES	1,088,071	1,694,090	64%	0	406,550		437,494	651,270	67%	258,193	359,715	72%
EXPENSES												
OFFICE OPERATING	143,081	379,475	38%	\$0	\$0		\$19,523	\$67,799	29%	\$19,279	\$45,240	43%
PROFESSIONAL FEES	28,699	110,000	26%	19,109	203,900	9%	13,472	42,500	32%	37,501	58,100	65%
BUILDING - OPER & MAINT	12,039	25,175	48%	300	5,000	6%	0	10,000		150	200	75%
VEH & EQUIP - OPER & MAINT	4,715	5,235	90%	0	0		255	350	73%	4,580	5,350	86%
OTHER OPERATING COSTS	31,212	73,030	43%	0	0		1,168	26,300	4%	363	5,900	6%
WAGES & BENEFITS	408,276	853,317	48%	82,700	197,651	42%	120,537	294,200	41%	44,399	92,105	48%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	4,130	10,500	39%	0	0		0	0		50,273	73,000	69%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	7,000	7,000	100%	0	0		405	405	100%	0	20,000	
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											
TOTAL EXPENDITURES	639,152	1,463,732	44%	\$102,109	\$406,551	25%	\$155,360	\$441,554	35%	\$159,545	\$302,895	53%
OPERATING SURPLUS (DEFICIT)	\$448,919	\$230,358		(\$102,109)	(\$1)		\$282,134	\$209,716		\$98,648	\$56,820	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
June 30, 2009**

	Search & Rescue			Building Inspection			Bylaw Enforcement			Total Development Services		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES												
TAX REQUISITION	13,500	27,000	50%	46,002	92,000	50%	87,312	174,615	50%	990,276	2,002,030	49%
GRANTS/OPERATING/OTHER	5	0		328,881	896,900	37%	88,639	216,425	41%	597,104	1,777,315	34%
RETAINED EARNINGS	-2,764	-2,765	100%	703,536	703,535	100%	113,548	113,545	100%	1,575,037	1,575,035	100%
TOTAL REVENUES	10,741	24,235	44%	1,078,419	1,692,435	64%	289,499	504,585	57%	3,162,417	5,354,380	59%
EXPENSES												
OFFICE OPERATING	\$0	\$0		\$87,512	\$215,582	41%	\$8,443	\$25,235	33%	\$277,838	\$754,831	37%
PROFESSIONAL FEES	0	0		5,957	32,500	18%	75,935	140,910	54%	180,673	587,910	31%
BUILDING - OPER & MAINT	12,000	24,000	50%	6,852	16,700	41%	1,500	3,250	46%	32,841	84,325	39%
VEH & EQUIP - OPER & MAINT	0	0		11,972	20,130	59%	4,125	10,000	41%	25,647	41,065	62%
OTHER OPERATING COSTS	0	0		29,771	70,770	42%	22,429	51,450	44%	84,943	227,450	37%
WAGES & BENEFITS	0	0		402,781	901,845	45%	68,317	145,175	47%	1,127,010	2,484,293	45%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		0	1,450		2,206	30,300	7%	56,609	115,260	49%
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		4,000	4,000	100%	6,000	8,500	71%	17,405	39,905	44%
TRANSFER FROM RESERVE FUN	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOV'TS	0	0		0	0		0	0		3,000	3,000	100%
TOTAL EXPENDITURES	\$12,000	\$24,000	50%	\$548,845	\$1,262,977	43%	\$188,955	\$414,820	46%	\$1,805,966	\$4,338,029	42%
OPERATING SURPLUS (DEFICIT)	(\$1,259)	\$235		\$529,574	\$429,458		\$100,544	\$89,765		\$1,356,451	\$1,016,351	

**REGIONAL DISTRICT OF NANAIMO
WATER & WASTEWATER SERVICES
June 30, 2009**

	Administration			Wastewater Management			Water Supply		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES									
TAX REQUISITION	\$0	\$0		\$4,059,960	\$8,119,910	50%	\$1,041,828	\$2,083,635	50%
GRANTS/OPERATING/OTHER	132,789	284,500	47%	832,601	8,328,970	10%	430,623	1,178,396	37%
RETAINED EARNINGS	0	0		2,468,431	2,468,430	100%	1,560,371	1,498,510	104%
TOTAL REVENUES	132,789	284,500	47%	7,360,992	18,917,310	39%	3,032,822	4,760,541	64%
EXPENSES									
OFFICE OPERATING	\$2,151	\$1,000	215%	\$294,939	\$569,890	52%	\$103,612	\$293,387	35%
PROFESSIONAL FEES	0	0		49,722	361,800	14%	4,604	229,884	2%
BUILDING - OPER & MAINT	0	0		86,157	134,755	64%	30,536	79,542	38%
VEH & EQUIP - OPER & MAINT	0	0		218,368	560,400	39%	41,358	90,018	46%
WAGES & BENEFITS	129,170	273,780	47%	870,926	1,830,083	48%	390,888	928,011	42%
OTHER OPERATING COSTS	1,467	5,720	26%	648,282	1,752,690	37%	135,964	431,664	31%
CAPITAL EXPENDITURES	0	4,000		1,432,453	9,938,245	14%	73,437	1,108,507	7%
DEBT FINANCING - INTEREST	0	0		371,262	742,525	50%	116,683	242,495	48%
DEBT FINANCING - PRINCIPAL	0	0		310,494	620,990	50%	66,228	201,690	33%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	0	0		5,365	1,605,365	0%	14,081	256,951	5%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0	
TSFR TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$132,788	\$284,500	47%	\$4,287,968	\$18,116,743	24%	\$977,391	\$3,862,149	25%
OPERATING SURPLUS (DEFICIT)	\$1	\$0		\$3,073,024	\$800,567		\$2,055,431	\$898,392	

**REGIONAL DISTRICT OF NANAIMO
WATER & WASTEWATER SERVICES
June 30, 2009**

	Sewerage Collection			Street Lighting			Engineering			Total Water & Wastewater Services		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES												
TAX REQUISITION	\$510,642	\$1,021,275	50%	\$32,766	\$65,525	50%	\$0	\$0		\$5,645,196	\$11,290,345	50%
GRANTS/OPERATING/OTHER	396,884	414,937	96%	116	10,455	1%	73,598	219,385	34%	1,866,611	10,436,643	18%
RETAINED EARNINGS	264,971	265,005	100%	37,116	36,855	101%	0	0		4,330,889	4,268,800	101%
TOTAL REVENUES	1,172,497	1,701,217	69%	69,998	112,835	62%	73,598	219,385	34%	11,842,696	25,995,788	46%
EXPENSES												
OFFICE OPERATING	\$29,183	\$64,342	45%	\$498	\$1,045	48%	\$2,155	\$8,850	24%	\$432,538	\$938,514	46%
PROFESSIONAL FEES	3,835	25,728	15%	0	10,000		1,701	22,500	8%	59,862	649,912	9%
BUILDING - OPER & MAINT	6,161	26,242	23%	1,335	18,950	7%	0	0		124,189	259,489	48%
VEH & EQUIP - OPER & MAINT	36,701	57,896	63%	0	0		0	0		296,427	708,314	42%
WAGES & BENEFITS	136,351	279,244	49%	0	902		69,228	186,184	37%	1,596,563	3,498,204	46%
OTHER OPERATING COSTS	404,091	780,245	52%	21,169	45,897	46%	514	1,850	28%	1,211,487	3,018,066	40%
CAPITAL EXPENDITURES	8,557	114,934	7%	0	0		0	0		1,514,447	11,165,686	14%
DEBT FINANCING - INTEREST	25,226	130,600	19%	0	0		0	0		513,171	1,115,620	46%
DEBT FINANCING - PRINCIPAL	15,042	30,080	50%	0	0		0	0		391,764	852,760	46%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	13,152	32,687	40%	0	0		0	0		32,598	1,895,003	2%
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	
TOTAL EXPENDITURES	\$678,299	\$1,541,998	44%	\$23,002	\$76,794	30%	\$73,598	\$219,384	34%	\$6,173,046	\$24,101,568	26%
OPERATING SURPLUS (DEFICIT)	\$494,198	\$159,219		\$46,996	\$36,041		\$0	\$1		\$5,669,650	\$1,894,220	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
June 30, 2009**

	Regional Parks			Community Parks			Area A Recreation			D69 Coordinating Recreation			Oceanside Place Arena		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES															
TAX REQUISITION	702,738	1,405,469	50%	330,630	661,260	50%	41,694	83,385	50%	524,586	1,049,170	50%	668,664	1,337,330	50%
GRANTS/OPERATING/OTHER	18,848	289,380	7%	42,961	35,000	123%	0	10,000		135,138	264,770	51%	300,774	624,445	48%
RETAINED EARNINGS	199,936	199,935	100%	323,247	323,245	100%	156,921	156,920	100%	258,248	258,255	100%	108,136	108,135	100%
TOTAL REVENUES	921,522	1,894,784	49%	696,838	1,019,505	68%	198,615	250,305	79%	917,972	1,572,195	58%	1,077,574	2,069,910	52%
EXPENSES															
OFFICE OPERATING	\$43,202	\$87,015	50%	\$25,659	\$55,198	46%	\$1,007	\$5,140	20%	\$57,574	\$132,253	44%	\$80,366	\$164,675	49%
PROFESSIONAL FEES	29,299	252,000	12%	12,457	84,000	15%	0	500		1,113	10,500	11%	7,232	12,000	60%
BUILDING - OPER & MAINT	20,604	85,275	24%	4,060	14,777	27%	105	6,000	2%	10,384	20,300	51%	125,445	275,150	46%
VEHICLE & EQUIP - OPER & MAINT	11,710	45,225	26%	2,419	8,500	28%	0	0		7,371	30,955	24%	26,678	97,055	27%
OTHER OPERATING COSTS	37,290	305,766	12%	30,976	229,920	13%	591	2,050	29%	13,760	22,600	61%	5,486	15,300	36%
WAGES & BENEFITS	195,163	400,829	49%	115,577	328,263	35%	7,900	91,720	9%	270,046	747,715	36%	447,174	894,553	50%
COMMUNITY GRANTS	0	0		0	0		1,900	14,020	14%	41,045	65,080	63%	-50	700	-7%
RECREATION PROGRAMS	0	1,500		0	0		0	10,000		9,217	58,280	16%	8,029	11,150	72%
CAPITAL EXPENDITURES	71,898	556,585	13%	358	0		13,105	0		782	4,745	16%	5,529	11,495	48%
DEBT FINANCING - INTEREST	456	2,500	18%	12,252	24,500	50%	0	0		0	0		156,264	312,530	50%
DEBT FINANCING - PRINCIPAL	79,479	79,480	100%	8,298	16,595	50%	0	0		0	0		136,524	273,050	50%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	180	40,610	0%	0	51,000		0	0		180	30,180	1%	180	180	100%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	34,000	38,000	89%	41,000	78,200	52%	0	0		28,000	276,885	10%	0	0	
TOTAL EXPENDITURES	\$523,281	\$1,894,785	28%	\$253,056	\$890,953	28%	\$24,608	\$129,430	19%	\$439,472	\$1,399,413	31%	\$998,857	\$2,067,838	48%
OPERATING SURPLUS (DEFICIT)	\$398,241	(\$1)		\$443,782	\$128,552		\$174,007	\$120,875		\$478,500	\$172,782		\$78,717	\$2,072	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
June 30, 2009**

	Ravensong Aquatic Center			Gabriola Island Recreation			Southern Community Recreation & Culture			Total Recreation & Parks		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES												
TAX REQUISITION	687,234	1,374,470	50%	38,496	76,995	50%	499,152	998,295	50%	3,493,194	6,986,374	50%
GRANTS/OPERATING/OTHER	334,603	554,090	60%	503	500	101%	3,873	45,000	9%	836,700	1,823,185	46%
RETAINED EARNINGS	178,287	178,285	100%	5,656	5,655	100%	2,857	2,860	100%	1,233,288	1,233,290	100%
TOTAL REVENUES	1,200,124	2,106,845	57%	44,655	83,150	54%	505,882	1,046,155	48%	5,563,182	10,042,849	55%
EXPENSES												
OFFICE OPERATING	\$84,653	\$167,565	51%	\$754	\$1,455	52%	\$840	\$2,700	31%	\$294,055	\$616,001	48%
PROFESSIONAL FEES	29,553	39,000	76%	0	2,500		0	0		79,654	400,500	20%
BUILDING - OPER & MAINT	108,587	256,600	42%	0	0		23,980	28,750	83%	293,165	686,852	43%
VEH & EQUIP - OPER & MAINT	10,745	41,955	26%	0	75		0	0		58,923	223,765	26%
OTHER OPERATING COSTS	11,004	25,350	43%	245	100	245%	0	75		99,352	601,161	17%
WAGES & BENEFITS	528,185	1,102,655	48%	5,526	13,960	40%	0	0		1,569,571	3,579,695	44%
COMMUNITY GRANTS	5,207	7,000	74%	0	0		0	0		48,102	86,720	55%
RECREATION PROGRAMS	14,341	43,700	33%	0	0		0	0		31,587	124,630	25%
CAPITAL EXPENDITURES	14,374	20,085	72%	155	0		0	15,000		106,201	607,910	17%
DEBT FINANCING - INTEREST	122,346	244,690	50%	0	0		0	0		291,318	584,220	50%
DEBT FINANCING - PRINCIPAL	61,974	123,955	50%	0	0		0	0		286,275	493,080	58%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRANSFER TO RESERVE FUND	180	180	100%	0	0		0	0		720	122,150	1%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		60,000	62,500	96%	2,895	999,505	0%	165,895	1,455,090	11%
TOTAL EXPENDITURES	\$991,149	\$2,072,735	48%	\$66,680	\$80,590	83%	\$27,715	\$1,046,030	3%	\$3,324,818	\$9,581,774	35%
OPERATING SURPLUS (DEFICIT)	\$208,975	\$34,110		(\$22,025)	\$2,560		\$478,167	\$125		\$2,238,364	\$461,075	

REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION SERVICES
 June 30, 2009

	Gabriola Island Emergency Wharf			Southern Community Transit			Northern Community Transit			Total Transportation Services		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES												
TAX REQUISITION	\$2,628	\$5,255	50%	\$2,446,338	\$4,892,675	50%	\$322,266	\$644,535	50%	\$2,771,232	\$5,542,465	50%
GRANTS/OPERATING/OTHER	0	0		4,315,030	12,932,476	33%	303,135	655,690	46%	4,618,165	13,588,166	34%
RETAINED EARNINGS	3,882	3,880	100%	815,215	815,215	100%	202,017	202,015	100%	1,021,114	1,021,110	100%
TOTAL REVENUES	\$6,510	\$9,135	71%	\$7,576,583	\$18,640,366	41%	\$827,418	\$1,502,240	55%	\$8,410,511	\$20,151,741	42%
EXPENSES												
OFFICE OPERATING	\$235	\$150	157%	\$820,619	\$1,635,859	50%	\$392,616	\$717,730	55%	\$1,213,470	\$2,353,740	52%
PROFESSIONAL FEES	0	0		4,590	75,000	6%	0	0		4,590	75,000	6%
BUILDING - OPER & MAINT	0	4,000		125,062	254,635	49%	0	0		125,062	258,635	48%
VEH & EQUIP - OPER & MAINT	0	0		1,436,558	3,673,004	39%	0	0		1,436,558	3,673,004	39%
OTHER OPERATING COSTS	0	0		100,593	356,875	28%	0	0		100,593	356,875	28%
WAGES & BENEFITS	0	0		3,667,793	7,529,702	49%	267,662	627,990	43%	3,935,455	8,157,692	48%
CAPITAL EXPENDITURES	0	0		375,551	4,443,800	8%	0	0		375,551	4,443,800	8%
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	295,595		0	0		0	295,595	
TRANSFER TO RESERVE FUND	0	1,000		5,295	5,295	100%	0	0		5,295	6,295	84%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$235	\$5,150	5%	\$6,536,061	\$18,269,765	36%	\$660,278	\$1,345,720	49%	\$7,196,574	\$19,620,636	37%
NET SURPLUS	\$6,275	\$3,985		\$1,040,522	\$370,601		\$167,140	\$156,520		\$1,213,937	\$531,105	

REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT SERVICES
June 30, 2009

	SW Disposal Shared Operating			Scale Operations Cedar Rd			Scale Operations Church Rd			Engineering & Disposal Operations		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES												
TAX REQUISITION	\$161,154	\$322,305	50%	\$0	\$0		\$0	\$0		\$0	\$0	
GRANTS/OPERATING/OTHER	4,034,168	15,936,050	25%	0	0		0	0		2,590	0	
RETAINED EARNINGS	1,418,272	1,418,270	100%	0	0		0	0		0	0	
TOTAL REVENUES	5,613,594	17,676,625	32%	0	0		0	0		2,590	0	
EXPENSES												
OFFICE OPERATING	\$354,707	\$655,530	54%	\$6,574	\$16,800	39%	\$3,774	\$2,800	135%	\$0	\$0	
PROFESSIONAL FEES	4,696	5,000	94%	0	0		0	0		67,881	224,500	30%
BUILDING - OPER & MAINT	2,100	4,200	50%	7,876	18,780	42%	2,416	2,600	93%	13,974	76,740	18%
VEH & EQUIP - OPER & MAINT	1,903	2,610	73%	898	3,000	30%	0	0		218,311	774,248	28%
OTHER OPERATING COSTS	64,189	110,610	58%	159,230	545,889	29%	252,263	969,370	26%	168,342	1,180,750	14%
WAGES & BENEFITS	206,197	407,600	51%	308,884	561,612	55%	324,671	662,560	49%	349,001	768,411	45%
CAPITAL EXPENDITURES	136,762	140,595	97%	0	0		0	0		179,132	7,417,000	2%
DEBT FINANCING - INTEREST	41,172	164,700	25%	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	90,730		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	6,620	1,969,620	0%	0	0		0	0		0	0	
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$818,346	\$3,551,195	23%	\$483,462	\$1,146,081	42%	\$583,124	\$1,637,330	36%	\$996,641	\$10,441,649	10%
OPERATING SURPLUS (DEFICIT)	\$4,795,248	\$14,125,430		(\$483,462)	(\$1,146,081)		(\$583,124)	(\$1,637,330)		(\$994,051)	(\$10,441,649)	

REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT SERVICES
 June 30, 2009

	Zero Waste Programs			Total Solid Waste Disposal			Garbage & Recycling Collection			Total Transportation and Solid Waste Services		
	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR	Actual 2009	Budget 2009	% VAR
REVENUES												
TAX REQUISITION	\$0	\$0		\$161,154	\$322,305	50%	\$0	\$0		\$2,932,386	\$5,864,770	50%
GRANTS/OPERATING/OTHER	-36,775	23,000	-160%	3,999,983	15,959,050	25%	2,189,350	2,426,043	90%	10,807,498	31,973,259	34%
RETAINED EARNINGS	0	0		1,418,272	1,418,270	100%	686,651	686,650	100%	3,126,037	3,126,030	100%
TOTAL REVENUES	-36,775	23,000	-160%	5,579,409	17,699,625	32%	2,876,001	3,112,693	92%	16,865,921	40,964,059	41%
EXPENSES												
OFFICE OPERATING	\$1,781	\$0		\$366,836	\$675,130	54%	\$87,477	\$174,435	50%	\$1,667,783	\$3,203,305	52%
PROFESSIONAL FEES	21,841	131,465	17%	94,418	360,965	26%	3,685	7,500	49%	102,693	443,465	23%
BUILDING - OPER & MAINT	0	0		26,366	102,320	26%	1,074	2,145	50%	152,502	363,100	42%
VEH & EQUIP - OPER & MAINT	634	870	73%	221,746	780,728	28%	653	1,785	37%	1,658,957	4,455,517	37%
OTHER OPERATING COSTS	47,929	160,000	30%	691,953	2,966,619	23%	900,197	2,191,061	41%	1,692,743	5,514,555	31%
WAGES & BENEFITS	75,945	171,340	44%	1,264,698	2,571,522	49%	49,853	114,574	44%	5,250,006	10,843,788	48%
CAPITAL EXPENDITURES	0	0		315,894	7,557,595	4%	0	2,700		691,445	12,004,095	6%
DEBT FINANCING - INTEREST	0	0		41,172	164,700	25%	0	0		41,172	164,700	25%
DEBT FINANCING - PRINCIPAL	0	0		0	90,730		0	0		0	90,730	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	295,595	
TRANSFER TO RESERVE FUND	870	870	100%	7,490	1,970,490	0%	660	660	100%	13,445	1,977,445	1%
TRANSFER FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRANSFER TO OTHER GOVTS	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$149,000	\$464,545	32%	\$3,030,573	\$17,240,799	18%	\$1,043,599	\$2,494,860	42%	\$11,270,746	\$39,356,295	29%
NET SURPLUS	(\$185,775)	(\$441,545)	-36%	\$2,548,836	\$458,826	-36%	\$1,832,402	\$617,833		\$5,595,175	\$1,607,764	



CAO APPROVAL	
EAP	
COW	✓ Sept 8 '09
SEP 23 2009	
RHD	
BOARD	

MEMORANDUM

TO: Nancy Avery
General Manager, Corporate Services

DATE: August 24, 2009

FROM: M. Moody
Manager, Information Services

FILE:

SUBJECT: **Wireless Network Feasibility Analysis Report**

PURPOSE:

To summarize the results of a feasibility study for a wireless Wide Area Network.

BACKGROUND:

The Regional District employs several different technologies to link facilities together in a Wide Area Network (or WAN). The WAN allows staff access to the various applications and data housed on servers throughout the region. Operating sites are classified as either primary or secondary depending on the number of staff and importance of data transmission speed. All primary sites are connected with a secured Telus leased fiber service, while secondary sites use a secured VPN connection (virtual private network) using Shaw Cable or Telus ADSL Internet service.

Some secondary sites have expressed a desire for faster data communications and staff are aware that some local governments have been successful in improving connectivity and decreasing costs using wireless (microwave radio spectrum) equipment. Our current telecommunications contract expires in 2012. Given the time to transition to a wireless alternative, staff engaged Cercomm Electronics Limited to carry out a Wireless Network Feasibility Study. The outcomes were to determine whether a wireless communications infrastructure for the District's WAN (in whole or in part) would have an equal or higher degree of performance and/or would be more cost effective. The Cercomm report identified wireless equipment and specific locations for placement of equipment as well as order of magnitude capital and operating costs.

Overview Comments

The wireless options outlined in the report are a combination of owned tower equipment and leased tower locations. For the most part the towers themselves would not be Regional District assets. Leasing space is less certain in terms of managing the infrastructure, but there is a well developed commercial environment with companies of long tenure in this area. The costs shown in this report would be considerably higher if tower locations were purchased. The study did conclude that the level of reliability for wireless services would be slightly lower than our current infrastructure, although probably not noticeable to any great degree.

The most cost effective implementations exist where locations can be connected by line of sight. Within a compact urban area less costly antennas can often be located on rooftops. There are no true line of sight opportunities between Regional District sites, so that some full height towers would need to be erected.

Finally, although much of the wireless infrastructure (dishes, towers, etc) would be maintained and supported by a commercial vendor, network support for the infrastructure would require new staff resources with specialized skills in the field of data communications, routers, monitoring and modifying network traffic and maintaining security. For the purposes of the financial summary below, staff resources are estimated at .5 FTE for a partial wireless solution and .7 FTE for a complete wireless solution.

ALTERNATIVES:

1. Receive this information and continue to investigate and evaluate a wireless network alternative.
2. Receive this information and take no further action at this time.

FINANCIAL IMPLICATIONS:

Two operational alternatives have been examined from the report information. The first alternative consists of networking five sites – the Administration building, Oceanside Place, Ravensong Aquatic Center, the Regional landfill location and the Church Rd transfer station. The second alternative would be to connect all of our sites. The table below summarizes the estimated capital and operating costs.

Column 1 is the estimated investment in towers and associated network equipment. Column 2 represents estimated annual operating costs for the wireless solution and Column 3 indicates the current costs of our leased fibre arrangements (ie. paying for service through Telus).

	Col 1	Col 2	Col 3
	Total Capital Costs	Estimated Annual Operating Costs for Wireless Option	Current Annual Operating Costs
Partial network	\$435,550	\$62,195	\$74,060
Complete network	\$844,680	\$110,015	\$74,060

Neither alternative shows a demonstrable benefit at the operational level, and the initial investment is significant. Our current Telus service arrangements expire in 2012 and an update shortly before that time would be useful. Staff recommend receiving the report and taking no further action at this time.

SUMMARY / CONCLUSIONS:

A study was conducted in 2008 to determine the feasibility and costs of operating a wireless Wide Area Network between RDN primary and secondary facilities.


The study concluded that the level of reliability for wireless services would be slightly lower than our current infrastructure, although probably not noticeable to any great degree. The cost of changing out some, or all of the current infrastructure would be significant and at this time, there is no demonstrable operational financial benefit. Our existing landline based wide area network contract expires in 2012, at which time this wireless study information should be reviewed. Based on these study results staff recommend that the Wireless Wide Area Network Study be received for information.

RECOMMENDATION:

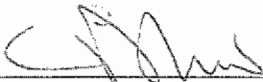
That the Wireless Network Feasibility report be received for information.



Report Writer



General Manager Concurrence



C.A.O. Concurrence



CAO APPROVAL	
EAP	
COW	✓ Sept 8 '09
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet
Manager, Building and Bylaw Services

DATE: August 25, 2009

FROM: Jack Eubank
Bylaw Enforcement Officer

FILE: CE286G08

SUBJECT: 1109 Island Highway West – Electoral Area ‘G’ – Unsightly Premises

PURPOSE

To obtain Board direction concerning an on-going property maintenance contravention at the above location.

BACKGROUND

- Property: 1109 Island Highway West – Electoral Area ‘G’, Parksville, B.C.
- Legal Description: Lot A (DD S112452), District Lot 28, Nanoose District Plan, Plan 12052
- Property Owner: Darryl C. Henry
1109 Island Highway West
Parksville, B.C.
- Zoning: Residential 1 – Bylaw 500

The subject property is located on the Island Highway West adjacent to French Creek near the community of Parksville. In November 2008, Bylaw Services received numerous complaints that trees bordering French Creek had been felled and that other development was underway on the property. This and other land use issues are currently being investigated by staff. It was found, however, during the initial site inspection and other subsequent inspections that a quantity of automotive and marine parts, derelict vehicles, metal parts and scrap and other marine equipment is accumulating on the property.

In the following months staff spoke to and corresponded with the property owner Darryl Henry. The property owner was directed to cease the land use violations found and to remove the discarded and unused material however he failed to do so.

On July 16th, 2009 staff inspected the property with the owner. The discarded and disused materials were pointed out to the owner who declined to commit to the removal of same from the property. It was also observed and confirmed by the owner at this time that the owner was accumulating and subsequently selling boats and automobiles on the property. The owner indicated at that time no further cooperation should be expected from him in this regard.

ALTERNATIVES

1. That the owners be directed by way of Board Resolution to remove the identified discarded and disused material from the property within fourteen (14) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the owner's cost.
2. To not consider a clean up Resolution pursuant to "Unsightly Premises Regulatory Bylaw No. 1073, 1996."

FINANCIAL IMPLICATIONS

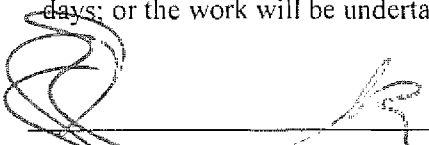
If the Board adopts a Resolution to have the identified material removed from the property, all expenses incurred by the Regional District of Nanaimo with respect to the clean-up are charged to the owner. If unpaid by December 31st in the year in which the work is done, the expenses will be added to and form part of the taxes payable on the subject property as taxes in arrears.

CONCLUSIONS


Staff received numerous complaints about the unsightly accumulation of vehicles, auto parts and scrap metal on the subject property which is located in a highly visible location along the West Island Highway. Despite direction from staff to cease using the property in this manner, the owner has demonstrated no intention of doing so. Staff is therefore recommending that the owner be directed by Board Resolution to bring the property into compliance with Regional District of Nanaimo regulations.

RECOMMENDATION

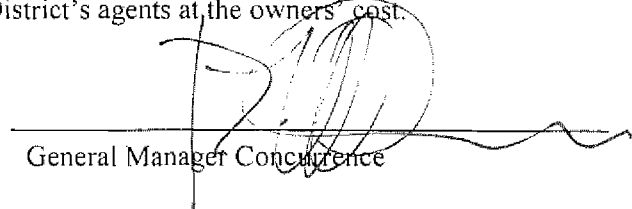
That should the property maintenance concerns not be rectified by September 22, 2009, pursuant to the "Unsightly Premises Regulatory Bylaw No. 1073, 1996," the Board directs the owner of the above-noted property to remove from the premises those items as set out in the attached resolution within fourteen (14) days; or the work will be undertaken by the Regional District's agents at the owners' cost.



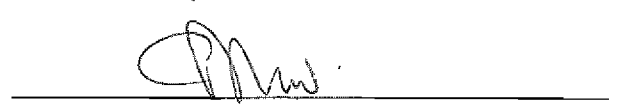
Report Writer



Manager Concurrence



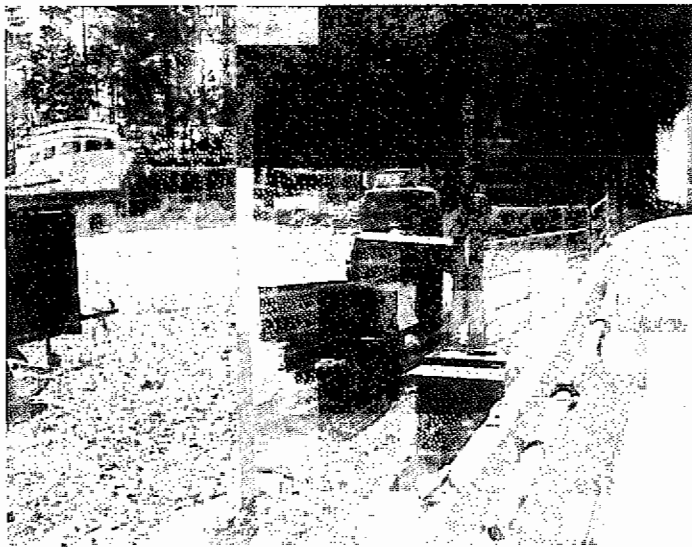
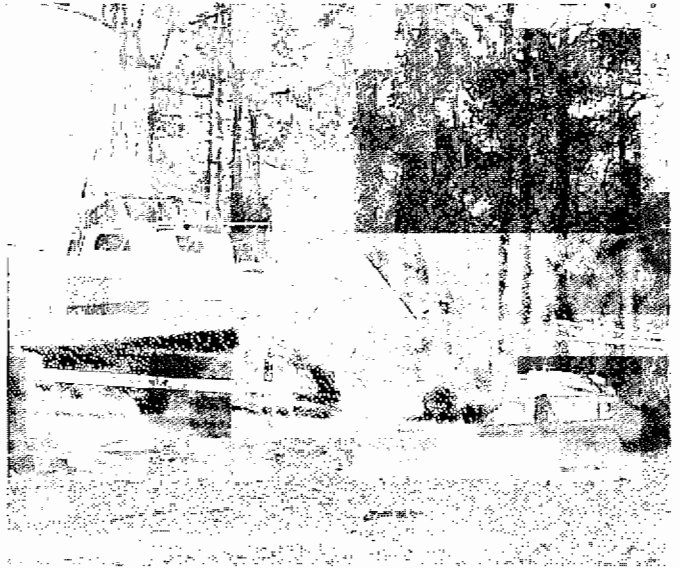
General Manager Concurrence



CAO Concurrence

COMMENTS:

Attachment No. 1
1109 Island Highway West



REGIONAL DISTRICT OF NANAIMO
RESOLUTION
UNSIGHTLY PREMISES REGULATORY BYLAW NO. 1073, 1996

MOVED Director _____, SECONDED Director _____, that pursuant to the provisions of the “*Unsightly Premises Regulatory Bylaw No. 1073, 1996*,” and amendments thereto, IT IS HEREBY RESOLVED that the owner(s)/occupier(s) of the respective premises set forth below be notified to remove the accumulation of the materials indicated and to take such remedial measures as are specified:

Property Description: Lot A (DD S112452), District Lot 28, Nanoose District Plan, Plan 12052

Location: 1109 Island Highway West
Parksville, BC

Owner: Darryl C. Henry
1109 Island Highway West
Parksville, BC

UNSIGHTLY ACCUMULATION: Derelict vehicles, metal parts and scrap, debris and other discarded and disused materials.

REMEDIAL MEASURES: To remove the derelict vehicles, metal parts and scraps, and all other discarded and disused materials leaving the property clean and tidy.

AND BE FURTHER RESOLVED that a Bylaw Enforcement Officer of the Regional District of Nanaimo BE AND IS HEREBY AUTHORIZED in default of such removal or remedial measures being undertaken by the owner(s) or occupier(s), within fourteen (14) days, to carry out or have such work carried out and the expense charged to the owner(s)/occupier(s). If unpaid by December 31st in the year in which the work is done, the expenses shall be added to and form part of the taxes payable on that real property as taxes in arrears.

I hereby certify the foregoing to be a true and correct copy of the resolution passed by the Board at its regular meeting held September 22, 2009.

DATED at Nanaimo, BC, this 23rd day of September, 2009.

Senior Manager Corporate Administration



CAO APPROVAL	
EAP	
COW	✓ Sept 8 '09
OFFICE USE	
FILED	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: August 28, 2009

FROM: Tom Armet
Manager, Building and Bylaw Services

FILE:

SUBJECT: Building Inspection Service Funding

PURPOSE

To provide the Board with an understanding of the funding framework for providing building inspection service in the Regional District of Nanaimo and to seek direction on future funding.

BACKGROUND

Regional District of Nanaimo (RDN) building inspection service was established in 1972 by supplementary letters patent. In 1989, as a result of changes to the "Municipal Act", Regional Districts were required to convert building inspection from a "statutory service" to an "extended service". This necessitated the adoption of *Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989* which clearly defined the service areas as well as cost recovery mechanisms. The current building inspection service area includes all properties within Electoral Areas B, E, and G and some portions of Electoral Areas A, C, F and H. Since 1989, the annual cost of providing building inspection services has been funded by a combination of:

- Property value tax levied within the Building Inspection Service Area
- The imposition of fees and charges pursuant to the Building Bylaw
- Prior year budget surpluses

Building inspection services funding in a Regional District governance structure is substantially different than within a municipality. Unlike municipalities, Regional Districts cannot draw on general revenues from one function to assist another and must strike an appropriate and sustainable balance between permit fees and taxation to cover the cost of the building inspection service.

The Role of Building Inspection Services

Central to the role of building inspection in the RDN is the protection of the public through the enforcement of existing bylaws and Provincial Statutes, including the BC Building Code. The building inspection function helps protect property values, ensures new development and construction meets basic standards and supports regulations that protect groundwater supplies and the environment. General benefits to property owners within building inspection service areas include:

- Confidence that new construction is in compliance with the BC Building Code and other applicable regulations.
- New construction is safe, healthy and meets minimum requirements for protection from flooding and fires.
- Assistance with interpretation of the building code and local regulations.
- Prevention of illegal construction through monitoring and investigation of complaints.
- Protection for property owners from poor or suspect building practices.
- Retention of construction records for property owners.
- Ensuring that houses are properly addressed for emergency service response.

Electoral Areas

The building inspection service areas are spread throughout the Regional District and cover a large distance. By way of comparison, any site within the City of Nanaimo can be accessed in a 10 minute drive. Building Inspectors in the RDN can travel up to 30 minutes or more to a construction site.

District of Lantzville

The District of Lantzville (formerly a portion of EA 'D') currently contracts to the RDN for a variety of services including building inspection. The tax component for this service is apportioned in the same manner as an electoral area within a building inspection service area and is charged to all property owners in the District of Lantzville. Building permit fees are retained by the RDN.

This is a unique and somewhat more challenging arrangement due to the requirement to consult with the District of Lantzville on DCCs, development permits and zoning regulations at different stages in the permit application process. This requires more staff time (cost) than would normally be expended processing an application within an RDN electoral area.

Electoral Area 'B' - Gabriola Island

Gabriola Island is another example of a unique service area within the RDN. This relatively small electoral area has seen considerable residential development over the years, necessitating the establishment of a part time remote office on the island approximately 8 years ago. This additional service was provided for the convenience of property owners applying for building permits or consulting with RDN staff. Until April 2009 a building clerk was assigned to travel to Gabriola Island once a week to receive and issue building permits and answer inquiries.

Additionally, a building inspector travels to the Island 3 times a week to carry out inspections and follow-up on enforcement related matters. Our remote office was open weekly however recent staffing reductions have reduced this to a bi-weekly service. The frequency of inspections however remains unchanged and Gabriola residents may still make building permit applications at the RDN office in Nanaimo or at the Gabriola Island field office when it is open. The cost of providing this additional service is approximately \$12,000.00 per year, which includes additional staff time, ferry travel costs, office rental, telephone and office supplies.

Public Assistance

Department staff regularly receive requests for assistance or general information from a variety of sources including the general public, businesses and other agencies. Building permit fees typically do not cover the cost of providing this service which, in general terms, is of little or no benefit to the citizens of the service areas. Property information requests can typically take up to an hour of staff time to complete and a portion of that cost (staff time) is recoverable through the imposition of a small user fee as per the Building Bylaw.

Enforcement

The enforcement component of the building inspection function is critical to the protection of the public and is considered a direct benefit to those who live in the service area. Enforcement ensures that all construction is in accordance with the building code and other regulations, thus enhancing overall community safety and sustainability and includes:

- scheduled inspections to ensure compliance
- unscheduled inspections in response to staff observations or public complaints
- taking a matter to the Board for a Bylaw Contravention Notice if owner is non-compliant
- Taking legal action where necessary

The Building Permit Application Process

A building permit application is initially processed by a Building Inspection Clerk who confirms all necessary information (plans, surveys, forms) is submitted pursuant to the requirements of the building and zoning bylaws. The application then enters the processing stream where it is reviewed by other departments such as Planning, Mapping and Engineering to ensure the construction complies with development permit, house numbering, development cost charges and sewer/water servicing regulations. A full review of the submitted plans (the plan check) will confirm the proposed construction meets the requirements of the BC Building Code and other regulations.

Once a permit application is approved, applicable fees are assigned and the permit is ready to be issued. Field inspectors (building officials) will then conduct a series of physical inspections at intervals throughout the period in which the permit is valid (usually 2 years). The number and type of inspections will vary based on the type of construction. A single family dwelling, as illustrated above, could typically require 10 or 11 separate inspections. Depending on the type of inspection and distance traveled, each inspection will take between 30 and 60 minutes.

Fees and Charges

Fees and charges for building permits and some administrative fees are levied pursuant to *Regional District of Nanaimo Building Regulations and Fees Bylaw No. 1250, 2001*. Our current fee structure has not changed since 1995 when the previous building bylaw (bylaw 1000) was adopted by the Board.

The primary component of the overall permit fee is based on value of the construction. To arrive at this value, staff use the *Marshall & Swift* automated valuation system. This technology incorporates the most current and qualified building costs and is recognized as the North American industry standard in the valuation of new residential and commercial construction. The RDN has been using this valuation system since 1994, prior to which, construction valuation was manually calculated based on square footage construction values approved by the Board within the building bylaw in effect at that time. Determining construction value using that method tended to be inaccurate in terms of aligning permit fees with current market values. Regular bylaw amendments were necessary to accurately reflect the changing market values of the day. The *Marshall & Swift* system has automated this process.

Fee Calculations

Once the (*Marshall & Swift*) construction valuation is determined, the following calculations are made following the fee schedule in the current building bylaw (1250):

Value of construction (\$0 to \$1,000.00) -	\$45.00
Each additional \$1,000.00 or part thereof up to \$150,000.00 -	\$10.00
Each additional \$1,000.00 exceeding \$150,000.00 up to \$500,000.00 -	\$6.50
Each additional \$1,000.00 exceeding \$500,000.00 -	\$3.50

Additional fees such as plumbing, drains and sewer lines are then added based on the type of work. These components typically require additional inspections and review at the plan check stage. The following is an example of a building permit fee calculation for a 1,500 square foot single family dwelling with a *Marshall & Swift* construction valuation of \$225,000.00:

Building Permit fee <i>(based on Marshall & Swift)</i>	2,022.00
Plumbing fee	160.00
Special inspection fee	50.00
Water service line fee	65.00
Sanitary sewer line fee	85.00
Storm drain service line fee	85.00
Foundation drains fee	40.00
Title search	15.00
Total permit fee	2,522.00

The Cost of Processing a Building Permit

To a large extent, the types of building permits issued in a given year range from minor alterations to commercial buildings. The highest value permits tend to be the single family dwelling (SFD) with average fees in the \$3,000.00 range. It is difficult to predict the numbers of SFDs' that will be constructed year to year. With up to 10 inspections for a new SFD, these are also the most costly permits to process and inspect however the permit fees tend to cover the cost of inspections.

On average, an RDN Building Inspector will conduct 7 inspections per day and as many as 5,000 inspections are performed yearly by inspection staff. Comparatively, the cost of conducting inspections in the RDN tends to be higher than neighbouring jurisdictions. Staff must travel greater distances, incurring higher costs in terms of fuel, vehicle repairs and staff time. The cost of providing the service on Gabriola Island is further elevated with the inclusion of ferry fares and the costs of operating the remote office on the Island.

The base cost of conducting each inspection is approximately \$50.00. The does not include the cost of processing permit applications, plan checking, booking inspections, clerical and administrative support. The time dedicated to each inspection can vary greatly depending on distance travelled and complexity of the inspection.

Building Department Operating Costs

The annual operating budget of the building inspection service area includes fixed and variable expenses. **Fixed expenses** are those that are necessary to operate the department regardless of revenues or development activity. The **variable expenses** are those more directly related to the cost of providing building inspection services within the RDN.

Variable Costs		Fixed Costs	
<ul style="list-style-type: none"> • Administration fees • Association dues • Courier costs • Conventions • Office expenses • Professional fees • Safety supplies • Training • Travel • Vehicle fuel 	<ul style="list-style-type: none"> • Vehicle licenses • Vehicle repairs • Wages – inspection and administration • Benefits • Interdepartmental accommodations 	<ul style="list-style-type: none"> • Inter-departmental administration • Mapping services • Bylaw enforcement • Insurance • Legal • Wages – management and administration • Telephone • Equipment leases 	<ul style="list-style-type: none"> • Software licenses • Publications • Capital costs (computers, vehicles, equipment) • Office expenses • Building rentals • Advertising • Equipment repairs

The following table provides an overview of the percentages of fixed and variable expenses in the last five budgets:

Year	Variable Expenses	Fixed Expenses	Total Operating Expenses	% Fixed	% Variable
2008	766,660.00	418,130.00	1,184,790.00	35.3%	64.7%
2007	708,770.00	408,380.00	1,117,150.00	36.5%	63.5%
2006	682,862.00	424,788.00	1,107,650.00	38.3%	61.7%
2005	619,961.00	298,199.00	918,160.00	32.5%	67.5%
2004	611,201.00	320,361.00	931,562.00	34.4%	65.6%

Service Funding Overview

Throughout the past 20 years, the proportional funding formula for building inspection services within this framework has been dependant entirely on the level of development in the region and the corresponding fee revenues. During periods of strong development activity, the department generated surplus revenues that, over time, were used to offset rising operational costs during periods of declining building permit fee revenues. These surpluses also enabled the RDN to reduce the tax requisition portion of the service funding over the past several years. As an example, the highest tax requisition (dollar amount) was levied in 1996 at \$265,000 (28% of funding), gradually declining to a low of \$70,000 in 2005 (3% of funding). The 2009 department budget set the tax portion of service funding at just 5.8%. A detailed chart of the comparative funding and service costs over a 20 year period is attached to this report as *Appendix 'A'*.

DISCUSSION

Fixed vs Variable Expenses

As the above values show, the ratio of fixed to variable costs in the past 5 budget years is relatively consistent. Regardless of funding sources, the fixed costs of operating the service remain rather high with little or no ability for staff to achieve substantial reductions in this area. By contrast, the variation in variable costs is, to a large degree, influenced by budget management practices such as staff reductions and discretionary spending measures during periods of declining permit revenues.

Revenue Fluctuations

In late 2008 and early 2009, there was a sudden and unexpected drop in permit revenues brought on by a recessionary climate. The revenue level was insufficient to sustain the staffing levels (variable costs) in the department resulting in the elimination of three positions. We are seeing signs that the economy is beginning to rebound. This activity has not however, translated into corresponding increases in revenue which will significantly erode the surpluses necessary to maintain the operation of the building inspection service. Staff project that the current trend will have serious implications on the budget for the next several years as the present funding formula does little to “recession proof” the service area budget. This will require an equitable and sustainable framework that divides the funding between taxes and fee revenues.

ALTERNATIVES

1. Adjust the tax requisition to cover the fixed costs of the service area.
2. Adjust the fees and charges to more fully recover the variable costs of the service area.
3. Examine a combined approach of increased tax requisition, fees and charges to cover the full costs of building inspection.

FINANCIAL IMPLICATIONS

Alternative #1

Adjust the tax requisition to cover the fixed costs of the service area.

In the 2008 budget year, approximately 95% of funding came from user fees and surplus while 5% was derived from tax requisition. User fees (building permit fees) and retained earnings (surpluses) are currently paying the core cost of providing the building inspection service. This essentially means that those who are taking out building permits and following the rules are paying the bulk of the fixed and variable costs associated to the service. The current level of taxation is a minor value in the overall service area revenues. Yet all property owners and residents in the building inspection area receive the general benefits of the service for what is essentially, a very small contribution by way of taxes.

The average fixed expenses associated with the operation of the building inspection service over the past five years are approximately 374,000.00 per year. These are core expenses that are necessary despite the funding levels in the year. The average variable expenses for the same period are 678,000.00.

Beginning in 1989, the tax requisition was approximately 153,000.00 and peaked at a high of 265,000.00 in 1996 during a time when taxes and revenues were closely aligned. As surpluses grew over the years, the tax requisition was proportionately reduced to a low of 70,000.00 in 2005. In the past five years the tax requisition averages at 87,000.00 and with the declining permit revenues, the surpluses began to shrink. Should this trend continue, there will be serious budget implications in the service area, particularly with the five year planning.

The fixed costs of providing the service could be supported by tax requisition with an annual re-set to match those costs. This would ensure that the core costs of operating the service are not dependant on the variable user fees and surpluses. If this funding model was applied to the current year fixed expenses, the present cost of \$1.50 per \$100,000 would increase to \$6.00 per \$100,000 of property value.

Alternative #2

Adjust the fees and charges to more fully recover the variable costs of the service area.

The building permit fee structure has not changed since 1995. A fee review has shown some disparity in the fees charged by neighbouring jurisdictions. Using the preceding example of a 1500 square foot home, the same fees charged by the City of Nanaimo are approximately \$500.00 higher than the cost of the same permit in the RDN. Administrative charges such as property requests, contravention discharges and re-inspection fees are considerably lower than most jurisdictions. Adjustments to these fees would reflect the actual cost of providing these services, however would not likely produce enough “stand-alone” revenue to support the service costs over the long term. Significant fee increases could tend to stifle economic growth in the Regional District.

Alternative #3

Examine a combined approach of increased tax requisition, fees and charges to cover the full costs of building inspection.

A blend of user fees and tax increases could be used to offset the overall cost of providing the service. Projecting the actual cost increases under this model will require a detailed analysis based on assumptions of permit and administrative fees in a given year, activities that are driven by the economy and are “best guesses” only. The benefit of this funding model is a reduced taxation impact and the ability for the department to recover the actual costs of providing some services through modest fee increases.

CONCLUSION

The building inspection function in the Regional District has faced significant financial challenges due to economic factors in the past several years and particularly in the last 10 months. During periods of strong development, the primary funding source for the department was through user fees and retained earnings and the Board was able to reduce the tax requisition considerably. This funding model has proven to be unsustainable and will have serious implications on the service area budget. As proposed under alternative #3, it is recommended that staff pursue this alternative and present the options at a Board seminar later this fall for consideration for the 2010 annual budget and financial plan.

RECOMMENDATION

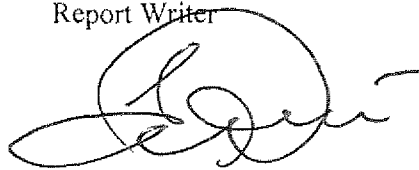
1. That staff be directed to examine a combined approach of increased tax requisition, fees and charges to cover the full costs of building inspection.
2. That staff be directed to schedule a Board seminar to present options for consideration by the Board for the 2010 annual budget and financial plan.



Report Writer



CAO Concurrence



for General Manager Concurrence

Attachment No. 1

Building Inspection 20 Year Comparative Funding and Service Costs							
Year	Tax Req.	Permit Revenues	Prior Year Surplus	Total Funding	Expenses	% Tax Req.	Fees % Surplus
1989	153,152.00	151,199.00	37,048.00	341,399.00	275,873.00	44.86%	44.29%
1990	153,152.00	228,012.00	65,526.00	446,690.00	332,485.00	34.29%	51.04%
1991	186,197.00	201,567.00	114,203.00	501,967.00	378,896.00	37.09%	40.16%
1992	170,694.00	271,251.00	123,071.00	565,016.00	459,091.00	30.21%	48.01%
1993	230,804.00	280,476.00	105,926.00	617,206.00	530,520.00	37.39%	45.44%
1994	246,096.00	369,510.00	86,684.00	702,290.00	642,972.00	35.04%	52.62%
1995	246,100.00	374,053.00	59,316.00	679,469.00	679,166.00	36.22%	55.05%
1996	265,375.00	656,266.00	302.00	921,943.00	622,530.00	28.78%	71.18%
1997	175,000.00	595,772.00	281,412.00	1,052,184.00	695,383.00	16.63%	56.62%
1998	195,000.00	454,917.00	338,758.00	988,675.00	632,037.00	19.72%	46.01%
1999	195,000.00	534,467.00	392,713.00	1,122,180.00	685,462.00	17.38%	47.63%
2000	195,000.00	532,035.00	436,717.00	1,163,752.00	722,138.00	16.76%	45.72%
2001	175,000.00	507,489.00	441,618.00	1,124,107.00	729,615.00	15.57%	45.15%
2002	155,000.00	692,005.00	394,492.00	1,241,497.00	739,341.00	12.48%	55.74%
2003	135,000.00	830,509.00	502,156.00	1,467,665.00	828,626.00	9.20%	56.59%
2004	135,000.00	1,256,737.00	639,038.00	2,030,775.00	931,562.00	6.65%	61.88%
2005	70,000.00	971,495.00	1,099,213.00	2,140,708.00	918,163.00	3.27%	45.38%
2006	71,400.00	967,340.00	1,222,546.00	2,261,286.00	1,107,649.00	3.16%	42.78%
2007	75,740.00	889,957.00	1,153,637.00	2,119,334.00	1,117,152.00	3.57%	41.99%
2008	83,315.00	802,825.00	1,002,183.00	1,888,323.00	1,184,791.00	4.41%	42.52%

2009 - See next page

Attachment No. 1, Con't

Year	Tax Requisition	Permit/Fee Revenues	Prior Year Surplus	Total Funding	Expenses
2009 Adopted Budget					
2009	92,000.00	884,900.00	703,500.00	1,692,400.00	1,263,000.00
2009 Post Budget Projections					
2009	92,000.00	499,000.00	703,500.00	1,294,500.00	1,081,000.00
2009 Actual Values to August 31					
2009	92,000.00	438,000.00	703,500.00	1,233,000.00	745,000.00



CAO APPROVAL	
EAP	
COW	✓ Sept 8 '09
SEP 03 2009	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet
Manager Building and Bylaw Services

DATE: 26 August 2009

FROM: Jani Thomas, Emergency Coordinator

FILE: 7130-03-01 EMSC

SUBJECT: Emergency Management Select Committee

PURPOSE

To establish a new select committee to provide the Regional District of Nanaimo (RDN) Board with recommendations on emergency management preparedness, mitigation, response and recovery from emergencies or disasters.

BACKGROUND

Currently emergency management issues are presented to the Emergency Preparedness Scheduled Standing Committee, which meets on an as needed basis. The committee is chaired by Director Biggemann, and the membership is comprised of senior representatives from stakeholder agencies, municipalities and First Nations, and functions in an advisory capacity. Since many of the members are first responders or volunteers, it has proven challenging to obtain a quorum for meetings.

RDN emergency management initiatives continue to develop and more frequently include a regional perspective, as many hazards are multijurisdictional in nature. Examples include response planning for West Nile Virus, interface fire and extreme weather events. There is a need for a forum for informed discussion on these and other emergency management issues.

The Emergency Management Committee is envisioned as a select committee of the RDN Board which provides advice and recommendations on issues related to the Emergency Program, community disaster resiliency initiatives, response operations, recovery and mitigation measures. The committee would provide a forum for discussion on staff reports on emergency management related grant projects, training/exercise program, and state of operational readiness and then forward recommendations to the Board. The proposed Terms of Reference for the Emergency Management Committee is attached.

ALTERNATIVES

1. That the Board approve the establishment of the Emergency Management Committee with the attached Terms of Reference.

2. That the Board approve the establishment of the Emergency Management Select Committee with a revised Terms of Reference.

3. That the Board not approve the establishment of the Emergency Management Select Committee.

FINANCIAL IMPLICATIONS

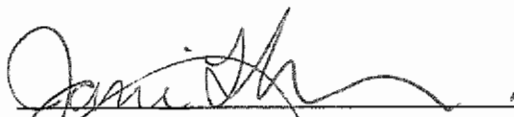
The formation of the Emergency Management Select Committee will incur some minimal meeting expenses and administrative costs. These expenses will be considered in the 2010 budget process.

CONCLUSION

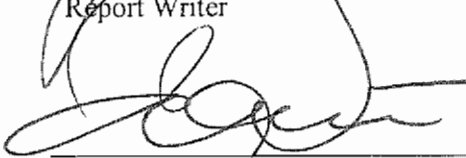
With many emergency management initiatives currently underway in the RDN, staff believe there is a need for a Board appointed select committee to provide the opportunity for extended discussion on these issues that may have significant financial implications for the electoral areas. The proposed Emergency Management Committee would be a select committee of the RDN Board which provides advice and recommendations to the RDN Board on issues connected to emergency management, preparedness, mitigation, response and recovery issues.

RECOMMENDATION/S

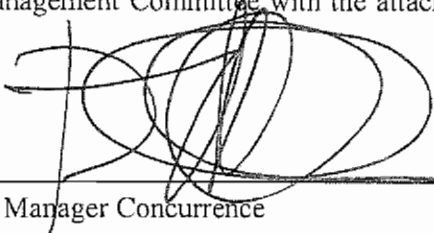
That the Board approve the establishment of the Emergency Management Committee with the attached Terms of Reference.




Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

COMMENTS:

EMERGENCY MANAGEMENT SELECT COMMITTEE TERMS OF REFERENCE

PURPOSE

The Emergency Management Committee is a select committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues related to emergency management: preparedness, mitigation, response and recovery from emergencies or disasters.

MEMBERSHIP

The committee will be comprised of the seven Electoral Area directors, representing the Electoral Area Emergency Planning function. The Chair shall be appointed by the Regional Board Chair pursuant to the Board Procedure Bylaw.

PROCEDURES

- The Committee will meet four times a year or as required.
- A quorum of 50% plus one of the Committee membership is required to conduct Committee business.
- Staff will be assigned to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

COMMITTEE ROLES AND RESPONSIBILITIES

The Emergency Management Select Committee's mandate is to provide political oversight for matters related to emergency management and community disaster resiliency initiatives in the electoral areas. The Committee is the forum to which staff report on:

- *Hazards and Planning:* Hazard Vulnerability Risk Analysis and updates, Emergency Plan developments and updates, hazard specific plans, communications strategies and operational guidelines
- *Emergency Response Operations:* Operational readiness of Emergency Coordination and Reception Center facilities, staff/volunteers, related equipment, stakeholder partnerships, and mutual aid
- *Training and Exercises:* Development and delivery of staff, agency and public training programs. Develop and deliver exercises to test plans.
- *Recovery and Mitigation:* Development of business continuity plans, implementation of mitigation activities.

The Committee's responsibilities are:

- Consider staff reports on emergency management (preparedness, response, mitigation and recovery) and make recommendations to the RDN Board;

- At its discretion, hear and consider public delegations on matters within the scope of its mandate and, where appropriate, make recommendations to the RDN Board arising out of such delegations;
- Follow up on matters referred to the Committee by the RDN Board and report back to the Board as required.



RDN REPORT	
CAO APPROVAL	
EAP	
CCW	✓ Sept. 8/9
AUG 27 2009	
RHD	
BOARD	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: August 27, 2009

FROM: Jeff Ainge
Zero Waste Coordinator

FILE: 5360-00

SUBJECT: BC SPCA Request to Waive Tipping Fees

PURPOSE

To provide the Board with information on the implications of granting the BC SPCA Parksville-Qualicum branch with a disposal fee waiver.

BACKGROUND

At the July 28, 2009 meeting, the Regional Board received a request from the BC SPCA (Parksville-Qualicum branch) regarding waiving of disposal fees at the Church Road Transfer Station. The Board requested staff prepare a report providing the implications of granting the BC SPCA a waiver for disposal fees for the purpose of disposing of cardboard, old books and other fundraising items.

In May 2004, the Board approved a policy to grant waste disposal fee relief for illegal dumping clean up only, for non-profit organizations such as the Nanaimo Recycling Exchange and Gabriola Island Recycling Organization that incorporate waste reduction as a core function, and for two not-for-profit thrift stores (Salvation Army and Society of Organized Services) whose work helps minimize waste generation.

The BC SPCA is a very active animal welfare organization that plays an important role in our communities. That role however is not linked to waste reduction.

ALTERNATIVES

1. Grant a disposal fee waiver to the Parksville-Qualicum branch of the BC SPCA for the purposes of disposing of unused fundraising items.
2. Not grant a disposal fee waiver to the Parksville-Qualicum branch of the BC SPCA.
3. Consider this report and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

In 2008, waiving tipping fees for not-for-profit waste reduction organizations and the two not-for-profit thrift store operations cost approximately \$91,300. Illegally dumped materials cost a further \$8,700 to dispose of. Providing waivers to specified users within the solid waste budget means that any revenue lost must be made up by other solid waste customers and is counter to the user pay philosophy.

The BC SPCA Parksville-Qualicum branch's request does not fit within the Board's approved policy for organizations with waste reduction as a core function. The request does not include a specific dollar value or material weight amount. Under Alternative 1, the BC SPCA Parksville-Qualicum branch would benefit from an unspecified subsidy that is not afforded to other community groups other than those with a recycling or waste diversion mandate. Granting the request may result in other not-for-profit community organizations requesting similar dispensations from the Regional Board.

PUBLIC RELATIONS IMPLICATIONS

The public has strongly supported illegal dumping clean-ups and the recycling services provided by the Nanaimo Recycling Exchange and Gabriola Island Recycling Organization. The involvement of not-for-profit thrift stores in waste reduction is less obvious. However, through their re-use practices and diligent recycling, waste proliferation is minimized. While the BC SPCA does play an important role in our communities, it is not linked to waste reduction.

SUSTAINABILITY IMPLICATIONS

Illegal dumping clean-up provides ongoing environmental improvement. The services provided by the Nanaimo Recycling Exchange and Gabriola Island Recycling Organization, particularly in the area of product stewardship depots which handle household hazardous waste, impart a definite environmental benefit to the residents of the RDN by keeping toxic materials out of the landfill and other inappropriate places. The recycling and reuse of household goods by the not-for-profit thrift stores means less material entering the landfill.

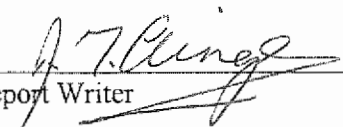
SUMMARY/CONCLUSIONS

The Board has received a request from the Parksville-Qualicum branch of the BC SPCA to have tipping fees waived for disposing of cardboard, old books and other fundraising items.


In 2004, the Board supported a policy to grant waste disposal fee relief only for three types of "no charge" accounts: illegal dumping clean up, non-profit recycling organizations, and non-profit thrift stores whose work helps minimize waste generation. The BC SPCA, while providing a valuable community service, does not have a waste reduction role.

RECOMMENDATION

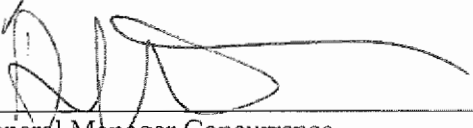
That the Board denies the disposal fee waiver request made by the Parksville-Qualicum branch of the BC SPCA.



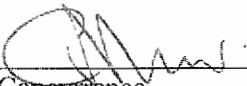
Report Writer



Manager Concurrence
for

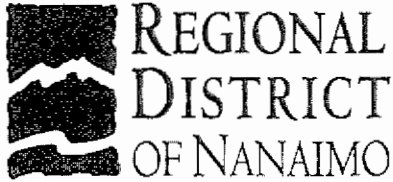


General Manager Concurrence



CAO Concurrence

COMMENTS:



CAO/APPROVAL <i>(Signature)</i>	
EAP	
COW	✓ Sept 8 '09
AMENDED	
RHD	
BOARD	
MEMORANDUM	

TO: Sean De Pol
Manager of Wastewater Services

DATE: August 21, 2009

FROM: Ellen Hausman
Wastewater Program Coordinator

FILE: 4520-20-39

**SUBJECT: Pump and Haul Bylaw Amendment
2397 Arbutus Crescent, Electoral Area 'E'**

PURPOSE

To consider an amendment to Bylaw 975 which established the Regional District of Nanaimo's Pump and Haul Service Area.

BACKGROUND

A request has been received to exclude the following property from the Pump and Haul Local Service Area:

Lot 5, District Lot 78, Plan 25366, Nanoose District
2397 Arbutus Crescent, Electoral Area 'E'

The original inclusion of the property for pump and haul was adopted on January, 9th 2001 after Vancouver Island Health Authority indicated that the property could not accommodate an on-site septic system. On July 15th, 2009 a formal letter was received from Ms. Albrecht requesting that the property at 2397 Arbutus Crescent be removed from the Pump and Haul Service Area as an on-site treatment system meeting the Provincial Sewerage System Regulation had been installed. Hence, the property does not require the pump and haul service, and should be excluded from the Regional District of Nanaimo's Pump and Haul Local Service Area Bylaw 975.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS


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

SUMMARY/CONCLUSIONS


Based on the applicant's undertaking to install an on-site treatment and disposal system in accordance with the Provincial Sewerage System Regulation, staff recommend the Board remove the subject property from the pump and haul service area.

RECOMMENDATIONS

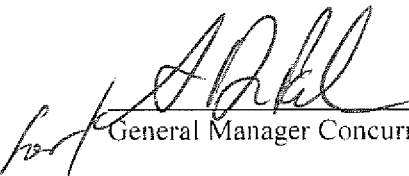
1. That the boundaries of the RDN Pump and Haul Local Service Area Bylaw 975 be amended to exclude Lot 5, District Lot 78, Plan 25366, Nanoose District (2397 Arbutus Crescent, Electoral Area 'E').
2. That "Regional District of Nanaimo Pump & Haul Local Service Area Amendment Bylaw No. 975.51, 2009" be introduced and read three times.




Report Writer



Manager Concurrence

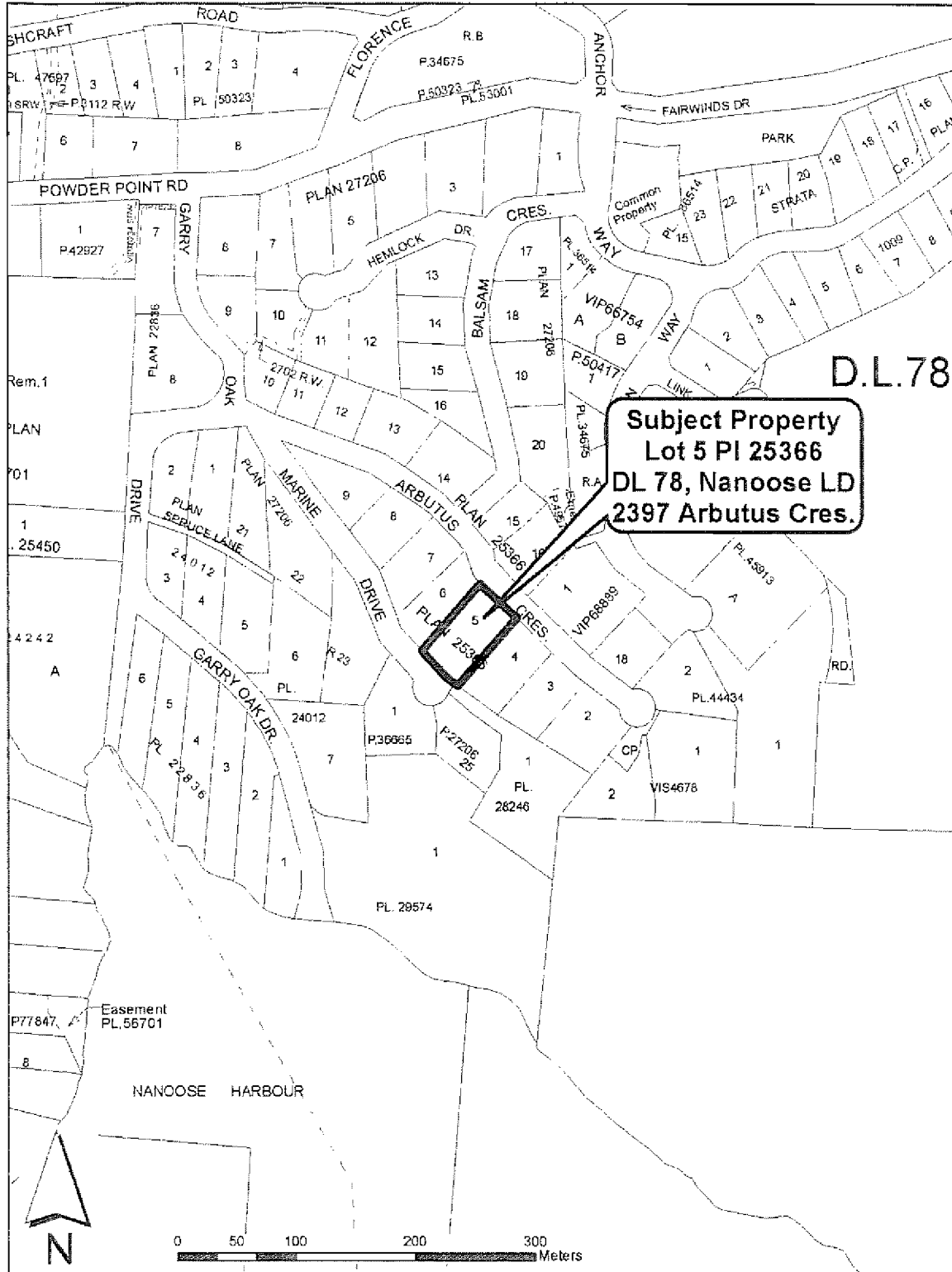


General Manager Concurrence



CAO Concurrence

COMMENTS:



BCGS MAPSHEET: 92F.040.3.1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.51

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

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

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

Lot 5, District Lot 78, Plan 25366, Nanoose Land District (Electoral Area 'E')

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

AND WHEREAS the Councils of the City of Nanaimo and the District of Lantzville have consented, by resolution, to the adoption of Bylaw No. 975.51;

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

1. Schedule 'A' of Bylaw No. 975 is hereby repealed and replaced with Schedule 'A' attached hereto and forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump and Haul Local Service Area Amendment Bylaw No. 975.51, 2009".

Introduced and read three times this _____ day of _____, 2009.

Adopted this _____ day of _____, 2009.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr , Corporate Administration

BYLAW NO. 975.51

SCHEDULE 'A'

Electoral Area 'B'

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 24, Section 5, Plan 19972, Nanaimo Land District.
5. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
6. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
7. Lot 177, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
9. Lot 7, Section 18, Plan 17698, Nanaimo Land District.
10. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
11. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
12. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
13. Lot 14, Section 21, Plan 5958, Nanaimo Land District.
14. Lot 108, Section 13, Plan 21531, Nanaimo Land District.
15. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District.
16. Lot 72, Section 13, Plan 21531, Nanaimo Land District.

Electoral Area 'C' (Defined portion)

Electoral Area 'E'

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

Electoral Area 'F'

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

6. Strata Lot 182, Block 526, Strata Plan VIS4673, Cameron Land District.
7. Strata Lot 183, Block 526, Strata Plan VIS4673, Cameron Land District.

Electoral Area 'G'

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

Electoral Area 'H'

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. District Lot 2001, Nanaimo Land District.
8. Lot 1, District Lot 40, Plan 16121, Newcastle District.
9. Lot 27, Plan 16121, District Lot 40, Newcastle Land District.

City of Nanaimo

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

District of Lantzville

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