

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, JANUARY 12, 2010  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 5-8            **Roger McDonell, Vancouver Island North Film Commission**, re Request for 2010 Annual Funding.
- 9              **Shelley Seniuk & Jacqueline Fennellow**, re Rural Streetlighting Service Boundary Extension – Area ‘E’.
- Paul Chapman & Ron Tanasichuk, Nanaimo & Area Land Trust**, re 2009 Annual Report and Request for Renewed Annual Funding.

**MINUTES**

- 10-15            Minutes of the regular Committee of the Whole meeting held November 10, 2009.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

- 16-19            **Brian Kingzett, Vancouver Island University**, re Letter of Support for the Deep Bay Field Station.

**UNFINISHED BUSINESS**

***CORPORATE ADMINISTRATION SERVICES***

- 20-21            Meeting Schedule for 2010.

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

- 22-27            Bylaw 1584 – Security Issuing Bylaw in Relation to the Cedar Sewer Capital Financing Service (Stage 2 – Small Lot Residential Properties).

- 28-33 Bylaw 1587 – Security Issuing Bylaw in Relation to the Meadowood Fire Protection Service.
- 34-47 2009 Audit Plan.
- 48-80 2010 Proposed Budget Overview.
- 81-87 Amendment Bylaws No. 789.03, 803.05, 804.06, 1001.03 & 1553.02 – Increase the Requisition Limits for the Fairwinds Streetlighting, Areas E & F Community Parks, Parksville Fire Protection and Regional Growth Management Services.
- Bylaws No. 899.01 & 1358.01 – Amend the Apportionment Sections of the District 69 Swimming Pool & Ice Arena Service Establishment Bylaws. (to be circulated)

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

#### **RECREATION**

Bylaws No. 861.02 & 1588 – Amend the Joint Civic Properties & Recreation Commission Establishment Bylaw and Establish a Reserve Fund for the Service. (to be circulated)

### ***REGIONAL AND COMMUNITY UTILITIES***

#### **ENGINEERING**

- 88-94 Bylaw No. 791.18 – Amends the Rural Streetlighting Service Establishment Bylaw to Include an Area 'E' Property.

#### **WATER**

- 95-97 Water Services Operations Centre Lease Agreement.

### **COMMISSION, ADVISORY & SELECT COMMITTEE**

#### **District 69 Recreation Commission.**

- 98-108 Minutes of the District 69 Recreation Commission meetings held November 19, 2009 and December 17, 2009. (for information)

#### ***From the Commission Meeting held November 19, 2009:***

- 1. That staff be directed not to proceed further with the Ravensong Aquatic Centre expansion review at this time and that the user groups be advised accordingly.*

2. *The Regional District forward a letter of thank you to the Lion's Club and the Parksville Save-on-Foods for their financial contribution, which allows free admission to the Oceanside Place Family Skate Sessions which has provided an opportunity to all District 69 families to actively participate in a healthy sport.*

***From the Commission Meeting held December 17, 2009:***

1. *That subject to confirmation of funding of \$12,000 from the Oceanside Track and Field Club, \$4,000 from the District 69 Sports Association, the Regional District of Nanaimo support the proposal from the Oceanside Track and Field Club for improvements to the track at Ballenas Secondary School under the UBCM School Community Connections Program in partnership with School District #69 and provide \$6,500 from the District 69 Recreation Coordination Function for the project.*
2. *That the Regional District of Nanaimo endorse the Terms and Conditions as set out under the UBCM School Community Connections Program for Phase III funding.*

**District 69 Recreation Commission Budget Recommendations:**

*That the following recommendations be forwarded to the Board for consideration at the 2010 budget deliberations:*

- (a) *That the Board support a contribution of \$6,500 for the Track improvements at Ballenas Secondary School be funded through the District 69 Recreation Coordinating Function by reducing the same amount from the \$30,000 identified to be transferred to reserves in the proposed 2010 annual budget.*
- (b) *That the Board support the increase to the Arrowsmith Community and Enhancement Society 2010 contract in the amount of \$5,880, to cover their operating costs budget shortfall, and that the increase be funded by lessening the amount set aside in 2010 reserve funds by an equal amount.*

**Drinking Water Protection Advisory Committee.**

109-110 Minutes of the Drinking Water Protection Advisory Committee meeting held December 8, 2009. (for information)

**Regional Parks & Trails Advisory Committee.**

111-211 Minutes of the Regional Parks & Trails Advisory Committee meeting held December 1, 2010. (for information)

1. *That the Mount Benson Regional Park Management Plan be approved.*
2. *That future regional park management plans include a costing matrix regarding the policies and actions outlined in the plan.*

**Regional Solid Waste Advisory Committee.**

212-217

Minutes of the Regional Solid Waste Advisory Committee meeting held November 19, 2009. (for information)

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

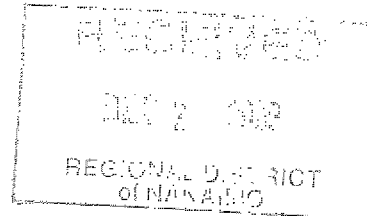
**BOARD INFORMATION (Separate enclosure on blue paper)**

**ADJOURNMENT**

**IN CAMERA**

December 1, 2009

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



Dear Board of Directors Regional District of Nanaimo;

**Re: Request for Island North Film Commission 2010 Annual Funding**

Please accept this letter as a request to be added to the January agenda of the Regional District of Nanaimo Committee of the Whole of Board meeting. Island North Film Commission's (INfilm's) Board of Directors would like to make a short presentation, distribute information packets and answer any questions on INfilm to your Board for their information and review.

As your regional representative to the film industry and as a not for profit association, we must secure a source of funding which will allow us to continue to support film and the economic benefit it brings to the region.

Additionally, we wish to continue to foster our working relationship with the Regional District of Nanaimo and therefore believe that this information session would be of benefit to update and inform you of INfilm's recent activities and services.

INfilm is confident that you will find this presentation of interest. Thank you for your consideration, and we look forward to your reply.

Sincerely,

Roger McDonnell  
President  
Island North Film Commission

### **Re: Request for January Board to Board Presentation**

Vancouver Island North Film Commission Board of Directors requests the opportunity to make a short presentation to the regional district board of directors. We are inviting you to continue to participate in a regional film and television promotion initiative by becoming a supporting member of the Vancouver Island North Film Commission. Recent economic conditions are making it imperative that Vancouver Island communities diversify their economies in order to be resilient enough to weather changes in the current economic climate. Time is money and competition is global. By joining together with communities throughout the region we have the opportunity to attract productions that prefer to do business through a regional entity rather than on a community by community basis. There is strength and value in combining our locations assets as well as our budgets.

### **INFilm Locations Database Promotes Local Economic Opportunities**

Recently, we had the pleasure of participating in the 2009 Vancouver Island Economic Alliance Conference. The message that collaboration and partnership is essential to spearhead regional economic development for the Vancouver Island region dovetails perfectly with the mandate of INFilm.

INFilm's innovative database is being used locally and internationally by film professionals who are searching for shooting locations. With more than 25,000 high definition images, the INFilm database is an excellent tool for attracting international business to our communities. Businesses, local crew, local labour and organizations wishing to provide services to the film industry can register free of charge by going online to [www.infilm.ca](http://www.infilm.ca). The database is being used by governments and associations like Tourism and Chambers of Commerce, VIEA with an interest in promoting regional business alliances. This is a valuable tool to introducing ourselves to the world as British Columbia becomes the focus of international attention during the lead up and presentation of the 2010 winter Olympics.

### **INFilm as a Vehicle for Regional Cooperation**

The Vancouver Island North Film Commission (INFilm) has been operating as a regional economic initiative since 2003. Our not-for-profit organization began in 1995 as a local initiative; we soon learned that global business is not necessarily interested in what one community has to offer, but what the region can provide as a whole. INFilm immediately responded by expanding to market and service Vancouver Island as a recognizable location for television and film productions.

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INfilm now provides one point of contact liaising with all the communities it services. INfilm has tracked 70 million in local economic impacts from productions that we have serviced all across the island.

### **Providing International Recognition with a Certified Film Commissioner**

As Island North's Film Commissioner, Joan Miller brings internationally recognized training and experience to our organization. She is a member of the Association of Film Commissioners International (AFCI) and represents Canada on the AFCI Board of Directors. Joan regularly promotes our region at regional and international industry conferences. Joan is the Vice President of the board and chairperson for the International film Cineposium in Las Angeles. This industry conference was attended by delegates from over 20 countries including executives from the top US studios.

In 2009 Tanya Price joined the team as our Location's and Project Manager. Tanya comes from a background in Tourism and has now completed all the film certification courses. Tanya is overseeing the locations photo database as well as the creation of the new regional brochure and the interactive film tourism mapping projects. Tanya resides in the Comox Valley.

### **Stable Regional Funding Strategy**

Our goal is create a stable, long-term regional fair funding model. Along with the Greater Victoria Film Commission, INfilm has a contract with the Province of BC to deliver services to Vancouver Island. This contract represents about twenty percent of our annual operating budget. The balance is made up from grants including local community and regional district grant-in-aids.

In January, INfilm's board of directors will travel to the six regional districts: Nanaimo, Alberni-Clayoquot, Powell River, Comox, Strathcona and Mt. Waddington. Their goal is to establish a service contract with the six regional districts that will allow this economic initiative to grow.

We are requesting an opportunity to present this information to you during your January committee of the whole or board meetings. With your support, the INfilm organization believes it can successfully create a model to sustain and grow this valuable regional initiative.

Sincerely,



Roger McDonell, President  
Vancouver Island North Film Commission

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<b><u>Projected</u></b>					
Strathcona RD	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Comox RD	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Alberni Clayoquot RD	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 13,000.00	\$ 13,000.00
Nanaimo RD	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Mt Waddington RD	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Powell River RD	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Project Grants	\$ 20,000.00	\$ 17,000.00	\$ 17,000.00	\$ 9,000.00	\$ 14,000.00
<u>Province of BC</u>	<u>30,000.00</u>	<u>40,000.00</u>	<u>45,000.00</u>	<u>50,000.00</u>	<u>50,000.00</u>
<b><u>TOTAL</u></b>	<b><u>183,000.00</u></b>	<b><u>190,000.00</u></b>	<b><u>195,000.00</u></b>	<b><u>195,000.00</u></b>	<b><u>200,000.00</u></b>



**Armstrong, Jane**

**From:** J. & J. Fennellow [jrfis@shaw.ca]  
**Sent:** December 26, 2009 5:00 PM  
**To:** Armstrong, Jane  
**Cc:** Shelley & Roger; George Holme  
**Subject:** Inclusion of the Prawn Road property into the Rural Streetlighting Service Area - Electoral Area E

Hi Jane

I understand that a further a further report on the inclusion of the Prawn Road property into the Rural Streetlighting Service Area - Electoral Area E will be presented to the Committee of the Whole on January 12, 2010 and then to the Board on January 26, 2010. We would like to appear as a delegation at the January 12, 2010 meeting of the Committee of the Whole.

The speaker will be Shelley Seniuk, 1591 Clayton Crescent, Nanoose Bay, 250-468-2038 and/or Jacqueline Fennellow, 1601 Clayton Crescent, Nanoose Bay, 250-468-9330. We wish to reiterate our opposition to the proposed installation of street lighting on Prawn Road, address safety issue identified by the developer and outline our concerns about the lack of appropriate notification of the meeting the developer scheduled with the residents on December 7.

Would you please confirm the time of the meeting, our inclusion on the agenda and the time permitted to present our concerns.

If you require any additional information, please do not hesitate to contact me.

Jackie Fennellow

## REGIONAL DISTRICT OF NANAIMO

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

#### Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director C. Haime	District of Lantzville
Director E. Mayne	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director J. Ruttan	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director L. McNabb	City of Nanaimo
Alternate	
Director M. Unger	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:

P. Thorkelsson	Acting 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
D. Trudeau	General Manager of Transportation & Solid Waste
T. Osborne	General Manager of Recreation & Parks
L. Burgoyne	Recording Secretary

#### DELEGATIONS

##### **Vaughan Roberts, ParkCity Engineering Ltd. for Walbern Management Inc., re Rural Streetlighting Service Boundary Extension – Area ‘E’.**

Mr. Roberts provided information regarding a petition for streetlighting in the Nuttal Ridge subdivision and explained the type of streetlights proposed for the area and security issues.

MOVED Director Holme, SECONDED Director McNabb, that the late delegation be permitted to address the Board.

CARRIED

##### **Shelley Seniuk, re Rural Streetlighting Service Boundary Extension – Area ‘E’.**

Ms. Seniuk discussed the negative impact that the installation of street lights in the Nuttal Ridge subdivision will cause to residents including light pollution, health & safety, and energy conservation.

## MINUTES

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the regular Committee of the Whole meeting held October 13, 2009 be adopted.

CARRIED

## COMMUNICATIONS/CORRESPONDENCE

**Rachel Shaw, Environmental Assessment Office, re Environmental Assessment of Proposed Raven Underground Coal Project.**

MOVED Director Bartram, SECONDED Director McNabb, that the communication from the Environmental Assessment Office regarding the environmental assessment of the proposed Raven Underground Coal Project be received.

CARRIED

## *FINANCE AND INFORMATION SERVICES*

### FINANCE

**Operating Results for the Period Ending September 30, 2009.**

MOVED Director Westbroek, SECONDED Director McNabb, that the summary report of financial results from operations to September 30, 2009 be received for information.

CARRIED

## *DEVELOPMENT SERVICES*

### BUILDING & BYLAW

**Property Maintenance Contravention - 2533 Island Highway - Area 'E'.**

MOVED Director Holme, SECONDED Director Burnett, that should the property maintenance concerns not be rectified by November 24, 2009, pursuant to the "Unsightly Premises Regulatory Bylaw No. 1073, 1996," the Board directs the owner 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

**Animal Control – Service Delivery in Districts 68 and 69.**

MOVED Director Ruttan, SECONDED Director McNabb, that the report be received for information and staff be directed to bring back options for providing animal control services in District 68 and District 69.

CARRIED

## *WATER AND WASTEWATER SERVICES*

### WATER

**Drinking Water & Watershed Protection Service - 2009 Team WaterSmart Activities.**

MOVED Director Bartram, SECONDED Director Kipp, that the 2009 Team WaterSmart Activities report be received for information.

CARRIED

**WASTEWATER**

**Bylaws No. 1124.10 & 889.54 – Amend the Surfside & Northern Community Sewer Service Establishment Bylaws to Include an Area ‘G’ Property.**

MOVED Director Westbrook, SECONDED Director Holdom, that “Surfside Sewer Local Service Area Boundary Amendment Bylaw No. 1124.10, 2009” be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.54, 2009” be introduced and read three times.

CARRIED

**Bylaw No. 1583 – Establishes a Storm Water Management Service in a Portion of Area ‘A’ (Cedar Estates Development).**

MOVED Director Burnett, SECONDED Director Young, that the “Regional District of Nanaimo Cedar Estates Storm Water Management Service Establishment Bylaw No. 1583, 2009” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED

**ENGINEERING**

**Bylaw No. 791.18 – Amends the Rural Streetlighting Service Establishment Bylaw to Include an Area ‘E’ Property.**

MOVED Director Holme, SECONDED Director Burnett, that “Rural Streetlighting Local Service Area Amendment Bylaw No. 791.18, 2009” be held in abeyance until the developer and his agent hold a meeting with the residents in the local area.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Recreation Commission.**

MOVED Director Bartram, SECONDED Director McNabb, that the minutes of the District 69 Recreation Commission meeting held October 15, 2009 be received for information.

CARRIED

**District 69 Recreation Youth Grants**

MOVED Director Bartram, SECONDED Director Westbrook, that the following District 69 Recreation Youth Grants be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
Associated Family & Community Support Services	\$ 1,600
Associated Family & Community Support Services	\$ 1,500
German Ju Jutsu Foundation	\$ 1,500
Kumbana Marimba Youth Band	\$ 3,250
Oceanside Kidfest Society	\$ 1,293
Rough Diamonds Creative Arts Society	\$ 1,560

CARRIED

**District 69 Recreation Community Grants**

MOVED Director Bartram, SECONDED Director Westbrook, that the following District 69 Recreation Community Grants be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
Coombs Halloween Candy Walk	\$ 1,500
Lighthouse Floor Curiers	\$ 1,800
Nanoose Place Landscaping Project	\$ 2,500
Parksville Lawn Bowling Club	\$ 1,390

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the Regional District denies the Parksville Qualicum Foundation - The Hand proposal to change the project and request the return of the \$1,850 RDN Recreation Grant provided June 2009.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that staff approach the Parksville Qualicum Community Foundation Youth Action Committee – The Hand, to discuss possible collaboration with regard to the Youth Services Review and to further discuss their grant application and to advise them the \$1,850 funds will be reserved for a future application by the group, should they decide to reapply.

CARRIED

**East Wellington/Pleasant Valley Parks and Open Space Advisory Committee**

MOVED Director Young, SECONDED Director Burnett, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held September 24, 2009 be received for information.

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 October 5, 2009 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Unger, that staff be directed to contact Strata #3393 Council to discuss the possible development of a land use agreement or easement on the Strata's Common Property that would provide public access to Schooner Ridge Community Park and Trail from Rockhampton Road.

CARRIED

**Electoral Area 'B' Parks and Open Space Advisory Committee**

MOVED Director Rudischer, SECONDED Director Holdom, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held September 29, 2009 be received for information.

CARRIED

MOVED Director Rudischer, SECONDED Director Holdom, that staff be directed to apply to Ministry of Transportation and Infrastructure for a permit to create the Tunnel Trail, as presented by Gabriola Land and Trails Trust.

CARRIED

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

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held October 15, 2009 be received for information.

CARRIED

**District 69 Community Justice Select Committee**

MOVED Director Bartram, SECONDED Director Westbroek, that the minutes of the District 69 Community Justice Select Committee meeting held October 27, 2009 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that a Grant-in-Aid from the remaining 2009 Electoral Area 'H' funds in the amount of \$1,195, be approved to the Spider Lake Community Association. Grant funding is to be used to purchase signage to improve road safety on Spider Lake, Turnbull and Shayla Roads and fire prevention signage for Spider and Illusion Lake Parks.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the grant application for the Arrowsmith Agricultural Association Society be denied.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the grant application for the Citizens on Patrol Society for \$9,000 be approved. Grant funding is to be allocated proportionately in Electoral Area's 'E', 'F', 'G', 'H', City of Parksville and Town of Qualicum Beach, as outlined in their submission.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the grant application for the Arrowsmith Community Enhancement Society (ACES), be approved with funds provided from the balance remaining in the Electoral Area 'F' 2009 funding envelope. Grant funding is to be used to purchase a portable safety kitchen for various events.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the District 69 Community Justice Select Committee recommends that the requisition for funding to support the Victims Services be increased by an additional \$22,500 in 2010.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that a letter be sent to the Provincial Government, local MLA's and news editors highlighting the Regional District's increased financial commitment to community safety despite our concerns that the Province continues in both direct and indirect ways to increase local taxpayer costs, in this instance by insufficiently funding training for Victim's Services and Restorative Justice programs.

CARRIED

**BOARD INFORMATION**

**Proposed Raven Underground Coal Project.**

MOVED Director Bartram, SECONDED Director Westbroek, that a staff member be appointed as a representative on the Working Group of the Environmental Assessment Office for the proposed Raven Underground Coal Project, and that the Environmental Assessment Office and the proponent, Compliance Coal Corporation, be invited to give formal presentations to the Board.

CARRIED

**Mid-Island Sustainable Stewardship Initiative.**

MOVED Director Burnett, SECONDED Director Bartram, that correspondence from the Mid-Island Sustainable Stewardship Initiative (MISSI) be referred to staff for a report back to the Board on the implications to the RDN for convening a 'Climate Action Team', and that staff evaluate the merits and benefits of MISSI's proposed Yellow Cedar Project.

CARRIED

**ADJOURNMENT**

**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 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: 7:30 PM

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CHAIRPERSON

**Pearse, Maureen**

**From:** Mason, Carol  
**Sent:** January 7, 2010 9:12 AM  
**To:** Pearse, Maureen  
**Subject:** FW: Request for RDN Letter of Support for "Mid Island Renewable Energy Showcase" at Deep Bay Field Station  
**Attachments:** VIU -Mid Island Renewable Energy Showcase - abstract.pdf

**From:** Brian Kingzett [mailto:Brian.Kingzett@viu.ca]  
**Sent:** Wednesday, January 06, 2010 9:37 AM  
**To:** Mason, Carol  
**Cc:** Don Tillapaugh; David Bartram  
**Subject:** Request for RDN Letter of Support for "Mid Island Renewable Energy Showcase" at Deep Bay Field Station

Hi Carol.

I am writing to you on advice of Dave Bartram to solicit a possible letter of support from the RDN Board of Directors for an application VIU is making to the Provincial Innovative Clean Energy (ICE) Fund titled "Mid Island Renewable Energy Showcase". The purpose of this fund which is paid for through BC Hydro levies is to support the development of clean power and energy efficiency technologies in the electricity, alternative energy, transportation and oil and gas sectors.

VIU is proposing to add value to the development of the Deep Bay Field Station through the inclusion of a range of green energy generation technologies and energy conservation measures suitable for domestic and commercial application in coastal communities. As you are aware, the VIU Deep Bay Field Station, has been designed utilizing the latest "state of shelf" technologies in energy conservation as a green facility with anticipated LEED® Platinum accreditation. This flagship, public facility will host and engage audiences on a range of sustainability issues and will provide an ideal platform, and special opportunity, to advance and enhance green energy design, renewable energy demonstration and energy conservation to audiences in the mid-island. We think that this will be of particular interest and align with sustainability goals of the RDN.

The primary objective of an ICE funded project will be to incorporate and showcase a variety of commercially available renewable energy sources in unique and locally applicable arrays and to display real time measurement, document and assess the contribution of renewable energies and conservation technologies. This will be used to educate the public including developers of emerging coastal projects on the importance and practicality of energy conservation and renewable energy technologies through demonstration and interpretive programming.

Thank-you for your consideration of this request. I have attached a copy of the project abstract for your review and am available to answer further questions that you or the board may have. Our deadline for submission is January 29<sup>th</sup> and if support is possible I am hoping that we would be able to receive a letter after the January 26<sup>th</sup> Board Meeting.

On other news, construction of the Field Station is progressing well, we are trying to provide updates as often as possible on our new site blog <http://viudeepbay.com/>. Our offer to provide tours or official updates anytime still stands and I am still hoping that we will be able to put something together to act as a learning resource for local building inspectors.



Thanks again and I will look forward to hearing from you.

Cheers.

Brian

**Brian Kingzett, M.Sc.**  
Deep Bay Field Station Manager,  
Center for Shellfish Research,  
Vancouver Island University  
900 5th St, Nanaimo. BC V9R 5S5

T: 250 740-6399

C: 250-714-9077

F: 250 740-6353

E: [brian.kingzett@viu.ca](mailto:brian.kingzett@viu.ca)

*N.L.W: Deep Bay updates blog: <http://viudeepbay.com/>*



**Innovative Clean Energy Fund**  
**THIRD CALL FOR APPLICATIONS**  
**Project Abstract**

**Project proponent -** Vancouver Island University (VIU)

**Project title -** Mid Island Renewable Energy Showcase

The purpose of this project is to add value to a unique green energy construction project through the inclusion of a range of green energy generation technologies and energy conservation measures suitable for domestic and commercial application in coastal communities. The VIU **Deep Bay Field Station**, currently under construction, has been designed utilizing the latest "state of shelf" technologies in energy conservation as a green facility with anticipated LEED® Platinum accreditation. This flagship, public facility will host and engage audiences on a range of sustainability issues and will provide an ideal platform, and special opportunity, to advance and enhance green energy design, renewable energy demonstration and energy conservation to audiences in the mid-island.

The Deep Bay Field Station is located at the southern end of Baynes Sound, the body of water between Vancouver Island and Denman Island. Deep Bay is in the Regional District of Nanaimo – Area H, 45 minutes north of Nanaimo and 30 minutes south of Courtenay. The Deep Bay Field Station project has ignited the interest and support of local communities. It is a high profile development that has attracted funding from federal and provincial programs, foundations, private companies and VIU. The requested ICE funding will be used to address ICE program Priority 1: Energy Production and Priority 3: Energy Use.

The Deep Bay Field Station's green energy design elements include geo-exchange (ocean source) heating, water conservation and re-use, soil conservation, and sustainable site development. Due to funding limitations, many potential renewable energy sources have not yet been integrated into the building. This project and its timing represents a unique opportunity to leverage the investment in the LEED® Platinum design of the Field Station and maximize its green stature by adding these renewable energy technologies and energy conservation monitoring displays. An incremental investment will significantly impact the awareness and uptake of renewable energy and conservation practices in Vancouver Island coastal communities served by Vancouver Island University.

The primary objective of an ICE funded project will be to incorporate and showcase a variety of commercially available renewable energy sources in unique and locally applicable arrays and to display real time measurement, document and assess the contribution of renewable energies and conservation technologies.

The key deliverables of the ICE program funding will be to:

- Expand green design of the Deep Bay Field Station to include and showcase renewable energy sources including micro turbine (process water), solar photovoltaics, solar hot water, solar PV site lighting, small scale vertical wind turbines and small scale biomass boilers - utilizing BC Technologies and providers wherever possible.





**Vancouver Island University, Mid Island Renewable Energy Showcase**

- ❑ Install energy metering equipment on all energy components and an "energy dashboard" in public interpretative formats accessible both on-site and off-site through the internet.
- ❑ Educate the public including developers of emerging coastal projects on the importance and practicality of energy conservation and renewable energy technologies through demonstration and interpretive programming.
- ❑ Support the development of educational resources and contribute to academic programming in K-12 school programs and through the Vancouver Island University Green Building & Renewable Energy Technician program.
- ❑ Facilitate Vancouver Island University's leadership in environmental sustainability initiatives within coastal communities.

Through this demonstration showcase there will be an increase in the use of renewable energy sources and improved energy conservation by individuals and small and medium business which will be critical to achieving sustainable coastal economies. In addition, this project will contribute to employment as it will become a teaching platform for the VIU Green Building and Renewable Energy Technology Diploma Program thereby assisting in the production of individuals skilled in renewable energy technologies and well prepared for emerging job opportunities in the green energy field. This project will result in decreased reliance and use of non-renewable commercial energy sources. Reducing the environmental impact of continued coastal growth through increased conservation is critical to community environmental sustainability. By showcasing local solutions whenever possible, this project will promote development of BC technologies and expand the markets for these technologies.

**Project contact:** Brian Kingzett, M.Sc.  
Deep Bay Field Station Manager,  
Centre for Shellfish Research, Vancouver Island University  
900 5th St., Nanaimo BC Canada V9R 5S5  
Tel: 250-740-6399;  
Cell: 250-714-9077;  
Fax: 250-740-6353;  
E: [brian.kingzett@viu.ca](mailto:brian.kingzett@viu.ca)





EAP	
C.A.O. ✓ Jan 12 '10	
EAP	
EAP	

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** December 30, 2009

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

**FILE:**

**SUBJECT:** Meeting Schedule for 2010

**PURPOSE**

To advise Board members on the meeting schedule for the year.

**BACKGROUND**

The attached list indicates the regular meetings scheduled for 2010.

Please note that in August, there are no EAP/Committee of the Whole meetings scheduled. (On the Board's request, since August of 2006, the Committee meetings in August have been deferred to September to allow for a bit of a break during the summer.) The Board meeting (August 24) and Ideas & Updates meeting (August 31) are the only regular meetings scheduled for that month.

**ALTERNATIVES**

1. That the 2010 meeting schedule be received for information and, as has been the practice since 2006, the August Committee meetings be deferred to September.
2. That the meeting schedule be amended to provide for Committee meetings in August.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**CONCLUSIONS**

To assist the Board, a list of regular meeting dates has been prepared for information.

**RECOMMENDATION**

That the 2010 meeting schedule be received for information and, as has been the practice since 2006, the August Committee meetings be deferred to September.

*Maureen Pearse*  
Report Writer

*Carol Mason*  
C.A.O. Concurrence

## REGIONAL DISTRICT OF NANAIMO

### Board & Committee Meeting Dates – 2010

Electoral Area Planning Committee (EAP) - 6:30 pm, 2<sup>nd</sup> Tuesday of the month.

Committee of the Whole (COW) – 7:00 pm, 2<sup>nd</sup> Tuesday of the month.

Board Meeting – 7:00 pm, 4<sup>th</sup> Tuesday of the month.

January 12	EAP/Committee of the Whole
January 26	Board Meeting
February 9	EAP/Committee of the Whole
February 23	Board Meeting
March 9	EAP/Committee of the Whole
March 23	Board Meeting
March 30	Ideas & Updates (Tentative)
April 13	EAP/Committee of the Whole
April 27	Board Meeting
May 11	EAP/Committee of the Whole
May 25	Board Meeting
June 8	EAP/Committee of the Whole
June 22	Board Meeting
June 29	Ideas & Updates (Tentative)
July 13	EAP/Committee of the Whole
July 27	Board Meeting
August 24	Board Meeting
August 31	Ideas & Updates (Tentative)
September 14	EAP/Committee of the Whole
October 5	Board Meeting
October 12	EAP/Committee of the Whole
October 26	Board Meeting
November 9	EAP/Committee of the Whole
November 23	Board Meeting
November 30	Ideas & Updates (Tentative)
December 14	Inaugural Board Meeting

### 2010 Conferences:

AVICC Conference - April 9 -11 (Powell River)

FCM Conference – June 4 – 7 (Toronto)

UBCM Conference – September 27 – October 1 (Whistler)



FILED		CITY OF NANAIMO	
DATE		Jan 12 '10	
TIME			
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INDEXED			

## MEMORANDUM

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

**DATE:** January 4, 2010

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

**FILE:**

**SUBJECT:** Financing Bylaw for the Cedar Sewer Collector System

### PURPOSE:

To introduce for three readings and adoption a bylaw to secure long term debt related to the Cedar Sewer collection service.

### BACKGROUND:

In June 2009 bylaws were adopted to enter into borrowing for the first portion of financing under an agreement to construct a sewer collection system in the Cedar village area. Several additional properties have since petitioned to gain connections to the service and a Stage 2 service was established for that purpose. The Stage 2 service committed the remaining sewer equivalents available in the Cedar village area at this time.

In August, property owners were sent correspondence offering an option to pay a lump sum for their capital costs or to pay for their share through property taxes. All of the properties chose to pay for their capital costs through future years' property taxes. Accordingly, it is now in order to borrow the funds associated with the Stage 2 group of properties. Long term debt will be secured through the Municipal Finance Authority's spring 2010 debt issue.

### ALTERNATIVES:

1. Adopt the security issuing bylaw as presented.
2. Use alternative methods to finance these capital requirements.

### FINANCIAL IMPLICATIONS:

#### Alternative 1

There are no other practical alternatives to financing these capital costs. The amount to be borrowed is \$232,286 and the estimated annual debt repayment cost is \$2,400 per connection, levied as a parcel tax. The initial group of nine residential properties subscribing for a connection did so at a lower cost. For those properties the annual parcel tax for debt servicing is estimated at \$1,160 per year. The higher cost for the later connections reflects recovery of additional construction costs. There are no other alternatives for financing these capital costs.

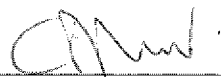
**SUMMARY/CONCLUSIONS:**

Attached to this report is a bylaw to enter into long term debt for financing capital costs related to the Cedar Sewer collection system. This bylaw covers the capital costs for seven additional properties established as the Cedar Sewer Small Lot Residential Properties Stage 2 Capital Financing Service. Funds in the amount of \$232,286 will be borrowed through the spring 2010 Municipal Finance Authority debt issue. Staff recommend adopting the bylaw as presented.

**RECOMMENDATIONS:**

1. That “Regional District of Nanaimo (Cedar Sewer Small Lot Residential Properties Stage 2 Capital Financing Service) Security Issuing Bylaw No. 1584, 2010” be introduced and read three times.
2. That “Regional District of Nanaimo (Cedar Sewer Small Lot Residential Properties Stage 2 Capital Financing Service) Security Issuing Bylaw No. 1584, 2010” be adopted and forwarded when required to the Ministry of Community & Rural Development for a Certificate of Approval.

  
\_\_\_\_\_  
Gen. Mgr., Finance & Information Services

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1584**

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

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

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

<b>Regional District</b>	<b>L/A Bylaw No.</b>	<b>Purpose</b>	<b>Amount Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue (Yrs.)</b>	<b>Amount of Issue</b>
Nanaimo	1566	Cedar Sewer Small Lot Residential Properties Stage 2 Loan Authorization Bylaw	\$236,425	Nil	\$236,425	20	\$232,286

Total Financing pursuant to Section 825 \$232,286

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

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

- The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Two Hundred and Thirty Two Thousand, Two Hundred and Eighty Six Dollars (\$232,286.00) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.



2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and General Manager of Finance and Information Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and General Manager of Finance and Information Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1566, the anticipated revenues accruing to the Regional District from the operation of the said Cedar Sewer Small Lot Residential Properties Stage 2 Capital Financing Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in

connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

10. This bylaw may be cited as "Regional District of Nanaimo (Cedar Sewer Small Lot Residential Properties Stage 2 Capital Financing Service) Security Issuing Bylaw No. 1584, 2010.

Introduced and read three times this 26th day of January, 2010.

Adopted this 26th day of January, 2010.

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CHAIRPERSON

---

SR. MGR., CORPORATE ADMINISTRATION

\_\_\_\_\_  
Chairperson

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

CANADA  
PROVINCE OF BRITISH COLUMBIA  
AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

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

Dated at Nanaimo, British Columbia, this \_\_\_\_ of \_\_\_\_\_, 2010.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1584 cited as "Regional District of Nanaimo (Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service) Security Issuing Bylaw No. 1584, 2010", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the General Manager, Finance and Information Services thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
General Manager, Finance and Information Services

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Inspector of Municipalities of British Columbia



**REGIONAL  
DISTRICT  
OF NANAIMO**

1234567890	
CENTRE EAST	
EXP	
CCW	Jan 12 '10
RHD	
BOARD	

**MEMORANDUM**

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

**DATE:** December 14, 2009

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

**FILE:**

**SUBJECT:** Final Financing Bylaw for the Meadowood Fire Protection Service

**PURPOSE:**

To introduce for three readings and adoption Bylaw No. 1587, to draw down funds for the Meadowood Fire Protection Service.

**BACKGROUND:**

The construction and equipping of the Meadowood firehall is almost complete. Two items will be finished early in 2010 – they include installation of a small standby generator and final modifications to the installation of a large water tank used to fill firefighting vehicles. It is now in order to draw on the loan authority.

**ALTERNATIVES:**

1. Adopt the security issuing bylaws as presented.
2. Use alternative methods to finance these capital requirements.

**FINANCIAL IMPLICATIONS:**

Alternative 1

The total loan authority is \$1,789,200. An amount of \$15,790 was included in the 2009 budget to “prepay” a portion of the required borrowing. Staff are recommending borrowing the remaining funds in the amount of \$1,773,410.

The final project cost elements, compared to the original estimates are as follows:

	Estimate after tender award	Final Project Costs	Variance
Building	\$835,920	818,810	(17,110)
Site Servicing	113,630	145,145	31,515
Vehicles & equipment	660,000	725,725	65,725
Miscellaneous	5,500	5,660	160
Capital charge paid to Dashwood	72,335	72,335	Nil
Contingency	101,815	21,525	(80,290)
Total	1,789,200	1,789,200	
Prepaid capital		(15,790)	
Amount to borrow		1,773,410	

As the project progressed with a positive budget balance, the department undertook a search for a rescue vehicle which was removed from the project to meet a revised budget. A used fire/rescue vehicle was located in Washington State at a cost of about \$65,000 and was delivered on December 23rd. Site servicing was more expensive than anticipated because the septic field was relocated and a larger disposal tank was installed.

Alternative 2


There are no other practical alternatives to borrowing for this purpose.

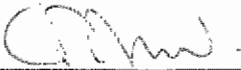
**SUMMARY/CONCLUSIONS:**

Bylaw No. 1587 will authorize long term debt in the amount of \$1,773,410 for the Meadowood Firehall project. The project is almost complete as described above and staff recommend adopting the bylaw as presented.

**RECOMMENDATIONS:**

1. That "Meadowood Fire Protection Service Security Issuing Bylaw No. 1587, 2010" be introduced and read three times.
2. That "Meadowood Fire Protection Service Security Issuing Bylaw No. 1587, 2010" be adopted and forwarded when required to the Ministry of Community & Rural Development for a Certificate of Approval.

  
 Gen. Mgr., Finance & Information Services

  
 C.A.O. Concurrence

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW 1587**

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

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

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

<b>Regional District</b>	<b>L/A Bylaw No.</b>	<b>Purpose</b>	<b>Amount Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue (Yrs.)</b>	<b>Amount of Issue</b>
Nanaimo	1510.01	Meadowood Fire Protection Service Area Loan Authorization Amendment Bylaw	\$1,789,200	Nil	\$1,773,410	20	\$1,773,410

Total Financing pursuant to Section 825 \$1,773,410

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

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

- The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed One Million, Seven Hundred and Seventy Three Thousand, Four Hundred and Ten Dollars (\$1,773,410.00) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.

2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and General Manager of Finance and Information Services of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of the bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and General Manager of Finance and Information Services.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Loan Authorization Bylaw No. 1510.01 the anticipated revenues accruing to the Regional District from the operation of the said Meadowood Fire Protection Service Area are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

10. This bylaw may be cited as "Meadowood Fire Protection Service Security Issuing Bylaw No. 1587, 2010".

Introduced and read three times this 26th day of January, 2010.

Adopted this 26th day of January, 2010.

---

CHAIRPERSON

---

SR. MGR., CORPORATE ADMINISTRATION



Schedule 'A' to accompany "Meadowood Fire Protection Service Area Security Issuing Bylaw No. 1587, 2010".

\_\_\_\_\_  
Chairperson

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

C A N A D A  
PROVINCE OF BRITISH COLUMBIA  
AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

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

Dated at Nanaimo, British Columbia, this \_\_\_\_ of \_\_\_\_\_, 2010.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1587 cited as "Meadowood Fire Protection Service Area Security Issuing Bylaw No. 1587, 2010", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the General Manager, Finance and Information Services thereof.

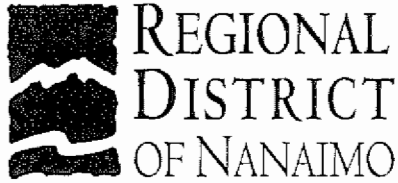
\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
General Manager, Finance and Information Services

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Inspector of Municipalities of British Columbia



RECEIVED		
CADA APPROVAL		
Jan 12 '10		

## MEMORANDUM

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

**DATE:** December 15, 2009

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

**FILE:**

**SUBJECT:** 2009 Audit Plan

### PURPOSE:

To provide and obtain support for the proposed audit plan of the Regional District for the fiscal year ending 2009.

### BACKGROUND:

The Regional District undergoes in accordance with the *Local Government Act* an annual financial audit. Our current audit firm is Meyers Norris Penny LLP. The auditors must provide an audit plan to their client's outlining both the auditors' and management's responsibilities, a description of the approach to and the key focuses of review, the dollar value to be used for evaluating a material misstatement and the schedule for completing the audit.

The auditors have developed a three year rotation for testing the various financial systems maintained by the Regional District – this helps manage the amount of detailed testing necessary to comply with audit standards, but ensures that all systems are reviewed in more detail over a relatively short cycle. The auditors have made that determination based on the strength of our financial controls. In 2009 the focus of review will be our payroll system.

Materiality is an important audit concept. It is used to assess the significance of omissions, errors and the amount of detailed testing to be carried out. Materiality is evaluated by the auditor based on the size and complexity of the client, changes within the organization, management or accounting systems and concerns expressed by management, if any. For 2009 the materiality limit has been established at \$440,000 (2008, \$400,000).

The fees for the 2009 audit at \$31,500 are as outlined in our approved service agreement with Meyers, Norris, Penny. Additional fees will be incurred on a one time basis for work to review the values and inventory of tangible capital assets for the Regional District. Staff have been compiling up to date records over the course of 2009 in order to comply with new accounting rules established to bring all government entities to a common reporting standard for capital assets.

### ALTERNATIVES:

1. Receive and approve the audit plan as presented.
2. Request additional information.

**FINANCIAL IMPLICATIONS:**

Alternative 1

The annual financial audit is intended to produce an opinion, that based on the testing and other analyses carried out, that there is no material misstatement of the financial results. The audit plan for 2009 reflects a careful analysis by Meyers Norris Penny of our organization and its financial systems and in staff's opinion will provide the intended assurance. It is important to note however, that this is not an audit structured specifically to identify fraud or other types of deliberate financial misstatement and may not identify these types of instances without further targeted investigation. Staff have reviewed the audit plan and recommend accepting it as presented. The fees for the annual audit are reflected in the budget approvals for 2009.


**SUMMARY/CONCLUSIONS:**

The firm of Meyers Norris Penny LLP have provided their financial audit plan of the Regional District for 2009. The plan is an independent statement of activities and review to be carried out to provide assurance that there is no material misstatement of our financial results. Staff have reviewed the plan with the auditors to gain an understanding of the intended work and consider the plan appropriate to our organization. Staff recommend approving the audit plan as presented.

**RECOMMENDATIONS:**

That the 2009 audit plan proposed by Meyers Norris Penny LLP be received and approved as presented.

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

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

**COMMENTS:**

October 9, 2009

Board of Directors  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, B.C. V9T 6N2

Dear Members of the Board:

We are pleased to submit to you this report for discussion of our overall strategy and general arrangements for the audit of the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2009. In the report we cover those significant matters which, in our opinion, you should be aware of as the Board of Directors.

We look forward to working with both management and employees over the course of our audit work.

We would also be pleased to respond to any questions you may have about our upcoming audit, and to discuss any other matters that may be of interest to you.

Yours truly,

*Meyers Norris Penny LLP*

MEYERS NORRIS PENNY LLP

MC/II



# Regional District of Nanaimo

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For the year ended December 31, 2009

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*The matters raised in this and other reports that will flow from the audit are only those which have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising, and in particular we cannot be held responsible for reporting all risks in your business or all control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for any other purpose.*



## 1. Introduction

We are pleased to continue our appointment as auditors of Regional District of Nanaimo (the "Regional District").

This summary Audit Service Plan is for the use of Meyers Norris Penny LLP ("MNP"), the Regional District of Nanaimo's Board of Directors and members of the Regional District of Nanaimo's management and staff, and is designed to document the overall approach and the general arrangements for the conduct of our fiscal 2009 audit.

The plan should assist you in understanding the approach to the 2009 audit.

## 2. Audit Objectives and Responsibilities

### 2.1 Audit Objectives

The primary objective of our 2009 work for the Regional District of Nanaimo (the "Regional District") is:

*2.1.1* To report on the fair presentation of the consolidated financial statements prepared in accordance with Canadian generally accepted accounting principles.

Our audit will be conducted in accordance with Canadian generally accepted auditing standards and, at the conclusion of our examination, we will submit to you a report containing our opinion on the consolidated financial statements.

### 2.2 Audit Responsibilities

Our statutory responsibility as auditors of the Regional District is to report to the Board whether the annual consolidated financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the Regional District in accordance with Canadian generally accepted accounting principles. In forming our opinion, the following issues are important:

Effective controls	<ul style="list-style-type: none"> <li>- While effective controls may reduce the likelihood of fraud occurring, controls cannot completely eliminate that possibility.</li> <li>- We cannot guarantee that all errors, fraud or illegal acts, if present, will be detected.</li> <li>- We will design our audit to provide reasonable, but not absolute, assurance of detecting errors, fraud or illegal acts having a material effect on the financial statements taken as a whole. Absolute assurance cannot be provided because of limitations inherent in controls, including faulty human judgment in decision-making, human error and the possibility of management override or collusion.</li> <li>- We will obtain an understanding of internal controls relevant to the audit, however, not all controls would be relevant to the audit. We will evaluate the design of controls relevant to our audit and determine whether they have been implemented. We will obtain sufficient understanding to identify and assess the risks of material misstatement of the consolidated financial statements and to design and perform further audit procedures. We are not, however, required to determine whether relevant controls are operating effectively.</li> <li>- Although we will provide the Board of Directors with any material information about weaknesses in internal control that have come to our attention, we may not be aware of all the material weaknesses in internal control that do, in fact, exist.</li> </ul>
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<p>Inherent limitations in the auditing process</p>	<ul style="list-style-type: none"> <li>- An auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected due to factors such as use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the financial statements; inherent limitations of controls described above; and, the fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.</li> <li>- Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.</li> <li>- The likelihood of not detecting material misstatement resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.</li> <li>- We will, inform the appropriate level of management or the Board of Directors with respect to identified:             <ul style="list-style-type: none"> <li>- Misstatements resulting from error, other than trivial errors;</li> <li>- Fraud or any information obtained that indicates that a fraud may exist;</li> <li>- Evidence obtained that indicates that an illegal or possibly illegal act, other</li> <li>- Significant weaknesses in the design or implementation of controls to prevent and detect fraud or error; and,</li> <li>- Related party transactions that are not in the normal course of operations.</li> </ul> </li> <li>- Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the consolidated financial statements taken as a whole.</li> </ul>
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To meet these responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

**2.2 Audit Responsibilities (continued)**

- 2.2.1 Obtaining an understanding of the entity and its environment, including its controls, in order to identify and assess the risk that the financial statements contain material misstatements due to fraud or error;
- 2.2.2 Assessing the adequacy of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments. We have identified twelve significant transaction streams within the Regional District's financial systems;
- 2.2.3 Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities;
- 2.2.4 Examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- 2.2.5 Assessing the appropriateness of accounting principles used and their application; and,
- 2.2.6 Assessing the significant estimates used by management.

As part of our planning process, we will also undertake to inform the Board of Directors of concerns relating to management's implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management's assessments of controls in place to detect fraud and error, and of the risk that the financial statements may be misstated; from a failure by management to appropriately address material weaknesses in controls identified in prior audits; and, from our evaluation of the Regional District's control environment, and management's competence and integrity.



## 2.3 Management's Responsibilities

Management is responsible for the preparation and fair presentation of the financial statements, including the notes thereto, in accordance with Canadian generally accepted accounting principles. This responsibility includes the initial selection of and changes to significant estimates and accounting policies, and the disclosure of sufficient information about the extent and nature of events having an effect on the Regional District, in the preparation of the statements. Management's responsibilities also include the safeguarding of assets; the establishment and maintenance of policies, financial reporting systems and controls, including those designed to prevent and detect fraud and error; and ensuring compliance with applicable legislative authorities.

In accordance with Canadian generally accepted auditing standards, we will request a letter of representation from management at the close of our examination to confirm oral representations given to us and to reduce the possibility of misunderstanding concerning matters that are the subject of the representations. Specifically, we will request written confirmation of significant representations provided on matters that are directly related to items that are material, either individually or in the aggregate, to the financial statements; not directly related to items that are material to the financial statements, but are significant, either individually or in the aggregate, to the engagement; and matters relevant to judgments or estimates that are material, either individually or in the aggregate, to the financial statements. These representations are used as evidence to assist us in deriving reasonable conclusions upon which our audit opinion is based.

## 2.4 Board of Directors Responsibilities

The Board's primary responsibilities include the review and approval of the financial statements. In order to perform these responsibilities, the Board should maintain oversight of management to ensure the integrity of accounting and financial reporting systems, and that appropriate controls are in place, including those needed for monitoring risk, financial reporting, and compliance with relevant laws and regulations. The Board should consider the potential for management override of controls or other inappropriate influences, such as earnings management, over the financial reporting process. Primary responsibility for the prevention and detection of fraud and error rests with both the Board and management, through the creation and maintenance of a culture of honesty and high ethics, and the establishment of appropriate controls to prevent and detect fraud and error. The Board should also assume responsibility for the approval of policies and the monitoring of performance areas.

Effective discharge of the respective responsibilities of the auditor, management, and the Board, and maintenance of strong working relationships and open communication between MNP as auditors, and the management and the Board of the Regional District, is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

## 3. Our Overall Audit Strategy and Materiality

### 3.1 Our Plan

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and consequent financial reporting.

Our overall audit strategy does not, and is not intended to, involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.



### 3.2 Overall Reliance

In general, there are three levels of reliance that we can place on controls, or the absence thereof:

- 3.2.1 *Low/None* - where controls are weak or absent and reliance therefore cannot be placed on them, or where it is deemed to be more efficient to carry out a high level of direct substantive tested of transactions and balances. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details and transactions.
- 3.2.2 *Moderate* - where there are some weaknesses in systems application or procedural controls or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material errors in the financial reporting systems. Testing of those management monitoring controls is supplemented with a moderate level of substantive tests of details and transactions.
- 3.2.3 *High* - where a high degree of control is in place in the areas of management monitoring controls AND application systems and procedures. Our audit work focuses on testing both management monitoring and application systems and procedures controls, and is supplemented with a low level of substantive tests of details and transactions.

For the 2009 audit, we are planning to place moderate reliance on some of the Regional District's accounting systems. This level of reliance is the same as in 2008, and will involve payroll, purchases, solid waste disposal tipping fee revenues and transit fare revenues. This will enable us to reduce our substantive work. This reliance is based on our 3-year rotation of control testing, which is dependent on your systems having no significant changes. The system which we plan to test controls on in 2009 is payroll.

As part of our audit work we will update our understanding of the entity and its environment, including the controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the financial statements resulting from fraud or error. This will be accomplished through enquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems. Our review of the Regional District's controls will not be sufficient to express an opinion as to their effectiveness or efficiency.

### 3.3 Audit Materiality

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in financial statements is considered to be material, if it is probable that the decision of the party relying on the financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or the aggregate of all misstatements. The scope of our audit work is tailored to reflect the relative size of operations of the Regional District and our assessment of the potential for material misstatements in the Regional District's consolidated financial statements. In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- 3.3.1 The size, complexity, and growth of the Regional District;
- 3.3.2 Changes within the organization, management or accounting systems; and
- 3.3.3 Concerns expressed by management.

Judgment is applied separately to the determination of materiality in the audit of each set of financial statements. The foregoing factors are taken into account in establishing the materiality level. For your information, **we have calculated and propose to use \$440,000 as materiality for audit planning purposes.**

**3.4 Carryforward Effect of Prior Year Differences**

The following difference, identified during our 2008 audit engagement, was not adjusted in the prior year's financial statements. This will result in an opening equity understatement of \$33,628, unless we obtain evidence during our 2009 audit indicating a change to our prior year's assessment is appropriate.

DESCRIPTION OF UNADJUSTED DIFFERENCE	2009 OPENING EQUITY (UNDER) OVER STATEMENT
2008 - Bad debt allowance was for more than what was required for a solid-waste commercial account.	(33,628)
<b>Total understatement of opening equity</b>	<b>(33,628)</b>

**3.5 Summary of Planned Overall Audit Strategy**

SIGNIFICANT CONSOLIDATED FINANCIAL STATEMENT ITEMS	CONTROLS TO BE RELIED UPON	SUBSTANTIVE TESTS TO PERFORM
Cash, short-term deposits, investments		<ul style="list-style-type: none"> <li>- confirm with banks and brokers</li> <li>- recalculate discount and premium amortization</li> <li>- vouch outstanding items</li> <li>- check allocation of interest income</li> </ul>
Accounts receivable		<ul style="list-style-type: none"> <li>- confirm or vouch large items</li> <li>- check collectibility</li> <li>- check cut-off</li> </ul>
Accounts payable		<ul style="list-style-type: none"> <li>- vouch a sample to invoice</li> <li>- search for unrecorded liabilities</li> </ul>
Other liabilities		<ul style="list-style-type: none"> <li>- agree to payroll records</li> <li>- check calculations</li> <li>- test selected individual amounts</li> </ul>
Deferred Revenue		<ul style="list-style-type: none"> <li>- ensure planning department data agrees to accounting records</li> <li>- check individual calculations</li> <li>- ensure revenue only recognized for valid projects</li> </ul>
Long term debt		<ul style="list-style-type: none"> <li>- confirm amounts</li> <li>- recalculate interest expense and accrued interest</li> </ul>
Unfunded Liabilities		<ul style="list-style-type: none"> <li>- verify assumptions</li> <li>- check calculations</li> </ul>
Tangible Capital Assets	Transaction level controls over recording of purchases	<ul style="list-style-type: none"> <li>- vouch significant additions</li> <li>- check a sample of amortization calculations</li> <li>- check methodology, assumptions and execution of implementation of new tangible capital assets policy</li> <li>- test sample of restated opening balances for support for existence, cost and accumulated amortization</li> </ul>
Reserves equity		<ul style="list-style-type: none"> <li>- agree contributions to/from other funds to other fund and relevant by-law</li> <li>- ensure expenditures are valid</li> </ul>

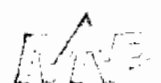


Other Equity		- agree changes to other sections - recalculate equity in capital assets - recalculate the restatement impact of the change in tangible capital assets policy and the change in reporting model
Property tax revenue		- recalculate
Transit grants	Monitoring controls over transit reports	- recalculate
Landfill fees	Transaction level controls over recording of landfill fees	- Analytics comparing actual results to budget
Transit Fare revenue	Transaction level controls over recording of transit fare revenue	- Analytics comparing actual results to budget
Other revenues		- Analytics comparing actual results to budget and prior year
Payroll Expenses	Transaction level controls over calculation and recording of payroll	- Analytics comparing actual results to budget
Non-payroll expenses	Transaction level controls over recording of purchases	- Analytics comparing actual results to budget

**4. Your Needs and Expectations and the Planned MNP Response**

We are committed to providing you with the highest level of professional service, to meet your needs and expectations. Based on our discussions with you, we have identified the following needs and expectations, and have developed our planned service response:

NEEDS AND EXPECTATIONS	RESPONSE
Keep you apprised of new and proposed CICA Handbook pronouncements so we can plan for their effect.	Provide ongoing updates relative to proposed and new accounting pronouncements and assistance in the implementation, to the extent relevant.
Communicate effectively with the Board and management	We will communicate in accordance with CICA Handbook Section 5751, <i>Communication with Those Having Oversight Responsibility for the Financial Reporting Process</i> . Those communications include presentation of the Audit Service Plan.
Assign an engagement team that has an understanding of the Regional District and the municipal sector.	The engagement team will have the continuity of the partner, field-senior and senior student.
Provide ongoing business, taxation and accounting advice, and financial reporting recommendations on unusual transactions, business contracts and arrangements as considered appropriate.	We will assist management as transactions or issues arise and as required.
Opine on the financial statements in accordance with Canadian generally accepted accounting standards.	Upon completion of the audit, review draft financial statements and opine thereon.
Deliverables:	
Audit report on the 2009 financial statements	Issuance of audit report for the audited financial statements.
Reporting to the Board in accordance with CICA Handbook Section 5751.	We will report on our Audit Service Plan, financial statement audit opinion and our Audit Findings to the Board. This Audit Service Plan includes our understanding of your needs and expectations, and our plan to address them. The Audit Findings Report will communicate matters arising from our audit such as fraud, weaknesses in internal controls and non-trivial misstatements in the financial statements and will also confirm our independence.



Management Letter	Identify recommendations to management relative to internal controls and administrative efficiencies.
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**5. Key Developments in your Business and Our Audit Response**

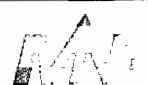
Based on discussions with management, we noted the recent developments set out below. Our audit strategy has been developed giving consideration to these factors

The following are key areas that we have highlighted as requiring particular attention during the course of the audit. MNP will review other points of focus as may be directed by the Board.

ISSUES AND DEVELOPMENTS	AUDIT RESPONSE
New functions created in the year.	Review by-laws and check taxation limits.
Impact of change to new tangible capital assets policy	Assess the reasonableness of RDN policy for asset capitalization and amortization. Audit a sample of restated opening balances for evidence of asset existence and ownership, determination of cost amount and calculation of accumulated amortization.
Impact of change in financial statement reporting model	Ensure that consolidated statement of financial position includes inventories and prepaid expenses. Ensure that statement of operations is expense based. Ensure that there is a new statement of changes in net financial assets.

**6. Reporting Requirements, Timetable and the MNP Engagement Team**

COMMUNICATION	DATE
Delivery of 2009 Audit Service Plan to the Board of Directors	October 21, 2009
Interim field work	October 26-30, 2009
Year-end field work commences	March 1, 2010
Draft year-end audit findings to management	March 19, 2010
Report of the 2009 Audit Findings to the Board of Directors	March 26, 2010
Release of auditors report	March 26, 2010
Issuance of Management Letter	March 26, 2010



Our audit team, knowledgeable about Regional District of Nanaimo and your industry, will be:

Engagement Partner:	Meryl Chahley, CA
Concurring Partner:	Chris Fyfe, CA
Engagement Manager:	Cory Vanderhorst, CA
Team Members:	Mike Bonkowski, CA (Senior); Sean Dougherty, Kali Meyer

Professional standards require that we obtain sufficient information to evaluate complex, difficult, or contentious matters. In that regard, our audit team may also include other MNP professionals whose consultation may be obtained in order to resolve any matters identified during our engagement.

## 7. Audit Fees

Our audit fees for the year ended December 31, 2009 is estimated to be \$31,500, plus \$3,000-5,500 for work on the tangible capital assets opening balances.

Our audit fee amount is dependent on your completion of working papers, finalization of accounting matters, completion of consolidation procedures and drafting of the full financial statement package before the start of our audit field work.

## 8. New and Proposed Reporting and Auditing Developments

We would like to bring to your attention the following accounting and auditing developments which may have some impact on your financial reporting.

### Financial statement presentation (PS 1200 Amendment)

PS 1200 provides recommended general reporting principles and standards for the disclosure of information in government financial statements. This Section has been amended to incorporate local governments within its scope and to introduce a new financial statement reporting model based on full accrual accounting principles, consistent with PS 3150 Tangible capital assets. Following adoption of these amended standards, local governments will be required to include in their general purpose financial statements:

- A statement of financial position reporting both net debt/net financial assets and accumulated surplus/deficit calculated on a full accrual basis of accounting;
- A statement of operations (previously a statement of financial activities) reporting the annual surplus/deficit as the difference between revenue and expenses;
- A new statement of change in net debt, including current year budget figures calculated on a full accrual basis of accounting, highlighting the effects of capital spending on net debt; and
- A statement of cash flows (previously a statement of changes in financial position) that includes a new capital category.

This amendment applies to local governments for fiscal years beginning on or after January 1, 2009. Earlier adoption is encouraged.

### Tangible capital assets (PS 3150)

This revised Section establishes standards on accounting for and reporting tangible capital assets in all government financial statements, including local governments which previously did not have standards for accounting for capital assets. The major changes to the recommendations of PS 3150 include:

- Revised definition of cost indicating that capital grants are not to be netted against the cost of a tangible capital asset;
- Tangible capital assets acquired in lieu of development charges would be recorded at fair value;
- Additional guidance on the commencement and cessation of capitalizing carrying costs;
- Removal of the 40-year limit on the amortization period; and
- Adding the disclosure requirements from *Financial statement presentation - federal, provincial & territorial governments*, paragraph PS 1200.061 to Section PS 3150.

Revised PS 3150 now applies to local governments for fiscal years beginning on or after January 1, 2009. Earlier adoption is encouraged.

**Leased tangible capital assets (PSG-2 Amendment)**

PSG-2 has been amended to expand its scope to include local governments. This Guideline:

- Defines leased tangible capital assets;
- Describes how to account for a leased tangible capital asset and the related lease liability;
- Describes the information that should be disclosed about transactions involving leased tangible capital assets; and
- Provides guidance on initial application of the Guideline.

The Guideline applies to a local government when it adopts PS 1200 Financial statement presentation.

**Funds and reserves (PSG-4 Amendment)**

This Guideline has been amended to expand its scope to include local governments. It provides guidance on presenting information related to a government's financial funds and reserves, excluding externally restricted funds and reserves, which are addressed in PS 3100 *Restricted assets and revenues*. To maintain consistency with PS 1200 *Financial statement presentation*, PSG-4 specifies that funds and reserves may only be disclosed in notes and schedules to the financial statements. Therefore, local governments can no longer separately report funds and reserves in the statement of financial position. The Guideline applies to a local government when it adopts PS 1200.

**Government transfers (Re-Exposure Draft)**

This Re-Exposure Draft, released in April 2007, proposes to issue revised *Government transfers*, CICA Public Sector Accounting Handbook Section PS 3410. The major changes to the Section are as follows:

- Redefined government transfers to include transfers of any monetary asset or tangible capital asset rather than merely cash.
- Eliminated the ability to defer the recognition of transfers for transferring governments.
- Eliminated the ability to defer the recognition of transfers for recipient governments, except in situations where transfer stipulations create a liability in accordance with PS 3200 *Liabilities*.
- Incorporated discussion regarding the requirement for evidence at the financial statement date to determine authorization of a transfer.
- Introduced the concept of stipulations (i.e., terms imposed by a transferring government regarding the use of a government transfer) which are required to be met, otherwise resulting in the return of the transferred asset or the imposition of some equivalent sanction.

A second Re-Exposure Draft was issued in spring 2009.

**Financial instruments (Statement of Principles)**

The Public Sector Accounting Board ("PSAB") proposes in this Statement of Principles released in June 2007, to expose *Financial instruments* as new Handbook material to be applied by all levels of government. The main principles are as follows:

- Derivatives and portfolio investments quoted in an active market are to be measured at fair value;
- Hedge accounting treatment is permitted for certain documented highly effective hedging relationships;
- May designate non-derivative financial assets and financial liabilities to be reported at fair value in cases where more relevant information will result;
- Choice of two measurement categories:
  - Cost or amortized cost; and
  - Fair value (with gains and losses recognized in the statement of operations);
- Specific disclosure and presentation requirements for financial instruments are suggested.

The Statement of Principles also contains information such as definitions, fundamental principles, scope of application, impact of the proposals on key financial reporting indicators, and an illustration of the presentation for a cash flow hedge. For the most part, the scope of the proposed principles is equivalent to CICA Handbook-Accounting standards. However, unlike the private sector standards, PSAB is recommending only two classifications and reporting bases. PSAB approved an Exposure Draft in summer 2009 with a final standard expected to be released in March 2010.



## 9. Auditor Independence

9.1 An essential aspect of all our services to the Regional District is an independent viewpoint, which recognizes that our responsibilities are to the members of the Board. While the concept of independence demands a questioning and objective attitude in conducting our audit, it also requires the absence of financial or other interest in the Regional District. In accordance with our firm's policy, and the Rules of Professional Conduct, which govern our profession, neither MNP nor any of its team members assigned to the engagement or any of its partners, are permitted to have any involvement in or relationship with the Regional District that would impair independence or give that appearance. As auditors, we subscribe to the highest standards and are required to discuss the auditors' independence with the Board of Directors on an annual basis. Under the standard an auditor shall:

- 9.1.1 Disclose to the Board of Directors, in writing, all relationships between the auditor and the Regional District that in the auditor's professional judgment may reasonably be thought to bear on our independence.
- 9.1.2 Confirm in writing that, in its professional judgment, MNP is independent within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of British Columbia as of the date of completion of the audit; and,
- 9.1.3 Discuss the auditors' independence with the Board of Directors, if requested.

### 9.2 Confirmation of Independence

We are not aware of any relationships between our Firm and the Regional District that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred during the year ended December 31, 2009. We hereby confirm that we are independent accountants with respect to the Regional District. Our letter to the Board of Directors discussing our independence will be issued upon the conclusion of our audit and attached to our Audit Findings Report.

During the course of the audit, we will communicate any significant new matters that come to our attention that, in our professional judgment, may reasonably be thought to bear on our independence. At the completion of our audit, we will reconfirm our independence.





Number of Services	Same as forecast	Somewhat lower than forecast (1% or more lower than forecast)	Somewhat higher than forecast (1% or more higher than forecast)	Consistency with previous plan (Same as or Lower than)
Major 21 (19)	10 (9)	6 (4)	5 (6)	76% (68%)
Local 74 (67) (excluding 3 new services)	41 (41)	11 (11)	22 (15)	70% (78%)
Total 95 (86)	51 (50)	17 (15)	27 (21)	72% (76%)

Year over Year Change

The previously adopted financial plan forecast an increase in general property tax revenues for 2010 of 8.9% and an overall change of 9%. The proposed 2010 budget has an increase in general property tax revenues of \$2.2 million dollars or 8.3% and an overall change of \$2.6 million dollars or 8.4%. Appendices 'A', 'A-1' and 'A-2' list the property tax requisitions for each service provided by the Regional District.

Items contributing to the year over year change in general property taxes, are summarized on Appendix 'B'. The changes are categorized into three broad categories – New/Changed Service Levels, Changes from Other Jurisdictions and Changes for Existing Services.

\$1.1 million dollars is new revenues to support the following changes in service levels:

Grants in Aid	\$ 8,036	10% increase in General Grants in Aid
	22,500	D69 Community Justice – additional for Victim Services
Transportation Services	775,386	Annualized 2009 expansion and 5,000 hr conventional/2,400 hr HandyDart increases in 2010
Regional Parks	163,120	Final phase of Parksville, Qualicum Beach and Lantzville parcel taxes & operating costs for new parks received 2008/2009
Community Parks	120,070	Various Electoral Area initiatives
Emergency Planning	9,265	Continued support for growing program and installation of standby generators at reception centers
Animal Control Area 'F'	<u>21,130</u>	One time adjustment for extra legal expense
Total for New/Changed Service Levels (Appendix 'B') \$ <u>1,119,501</u>		

The cumulative property tax revenue change year over year for Existing Services is 3.5%. The Ravensong Aquatic Center makes up 1.2% of the existing service change, resulting in the remaining general services provided by the Regional District rising by just over 2%.

## **BUDGET SPECIFICS:**

### **Corporate Administration** (Budget summaries at Appendices E, E1, E2)

Corporate Administration carries out most of the administrative work of the Regional District and its departments include Legislative Services, Human Resources, Public Consultation, Financial Services, Public Safety (Fire & E911), Information & GIS Services and Energy & Sustainability. Property tax revenues provide about 17% of the total revenues supporting Corporate Administration, with the remainder represented by interdepartmental fees and a small amount of investment income.

The requisition for Corporate Administration increases \$70,045 or 10%, to \$770,910. This change is as projected in the 2009 financial plan and represents monies to repay \$615,000 borrowed from the Solid Waste Reserve fund to pay for the upgrade and expansion of the Administration Headquarters building. This project was successfully completed on December 22, 2009 on time and slightly under the budget of \$2.6 million dollars. The Administration building upgrade and expansion project was combined with the construction of new Transit offices and site works. Both projects have been evaluated as achieving a LEED Silver rating and may receive a Gold rating once all evaluation materials have been reviewed. These two building projects represent the first Regional District facilities to be built following the adoption of the Green Buildings Policy.

**Finance & Information Services** - Over the last year financial services staff, have been compiling updated values for all of our capital assets as part of changed financial reporting rules. The water and wastewater departments have invested in the development/purchase of basic software which is being used for maintenance scheduling and some replacement planning, however, there is no single database covering all departments. In order to continue to provide the best information for both accounting and infrastructure management purposes, staff have identified that an integrated software solution should be investigated as soon as possible. \$52,000 has been provided in 2010 to initiate a review of software options and a potential tender.

**Energy & Sustainability** - With the support of \$50,000 in funding from BC Hydro the Board approved late in 2009, the creation of a Manager of Energy & Sustainability. The BC Hydro funding is focused on assisting the Regional District to create specific policies, implement capital projects and increase staff capacity to improve energy efficiency throughout the organization.

As an example, staff have recently identified a BC Hydro supported program which subsidizes the installation of real time energy monitoring meters. The meters have software which produces reports on energy consumption every 15 minutes, so that operators can identify unusual variances very quickly. The meters themselves typically cost about \$12,000 but under this program the supply, installation and set up of the software is estimated at \$4,000 per facility. Annual software maintenance costs are in the range of \$4,000 after an initial period of two years. The outcome of the meter installations is an expected improvement in energy management and a reduction in energy costs. This is very recent information and is being pursued to determine the exact cost implications, but in anticipation the following budgets include this item in 2010:

Solid Waste	Transportation Services
General Administration	Oceanside Place
Ravensong Aquatic Center	Wastewater Treatment Plants

Staff in this department will also be engaged in providing staff education focused on green buildings and in particular our RDN integrated design process for new building projects.

**Fire Departments** - Following Board direction to work with the volunteer fire departments on seismically upgrading firehall buildings, four departments have budgets which provide for design work in 2010. A design development brief for reconstruction has been prepared for the Nanoose Bay firehall following the Green Building Policy. Costing is underway and further progress reports will follow.

The budgets for the Coombs Hilliers, Dashwood and Bow Horn Bay fire departments, include using a combination of reserve funds and some additional taxation to complete design studies for those buildings in 2010. The Coombs Hilliers firehall is the oldest building at over 40 years, while the Dashwood and Bow Horn Bay firehalls were identified as the least able to withstand a significant seismic event due to concrete block construction. The 2010 budgets for all fire departments also include \$2,000 per site for legal and topographic surveys, which will be required for any re-design work. At this time the strategy for reconstructing the three additional firehalls is not decided, but is most likely to build upon concepts established for the Nanoose Bay firehall. All of these projects will require public approval to proceed to construction.

**Grants in Aid** - the general Grants in Aid funding has been increased by 10% as recommended by the Grant in Aid Committee. The amounts available in 2010 consist of approximately:

District 68	\$30,255 (increase of \$2,750)
District 69	\$19,800 (increase of \$1,800)

**District 69 Community Justice Grant in Aid** - The grant in aid for Victim Services programs in District 69 has been recommended to be increased by \$22,500 to \$52,500. A grant in aid for Restorative Justice funded under this same umbrella, will be maintained at \$25,000.

**Electoral Areas Only** - the Electoral Areas Only budget funds a number of activities including local government elections (2011), annual conference attendances by Electoral Area Directors to the UBCM, Federation of Canadian Municipalities and Association of Vancouver Island & Coastal Communities conferences, Electoral Area Director remuneration allowances, publication of quarterly Electoral Area newsletters and a portion of staff wages for Engineering Services for time spent on responding to limited reviews of infrastructure requests. New in 2010 is a transfer of \$50,000 to the Building Inspection service. This is recommended as an interim source of funds in 2010 to recognize that all properties in the Electoral Areas benefit from the impact of Building Inspection services and access to information with respect to building on properties in the Regional District. Staff continue to review alternatives for addressing the budget challenges in Building Inspection and a further report will be presented shortly.

**Development Services** (Budget summaries at Appendices F1, F2)

**Electoral Area Community & Long Range Planning** - The tax requisition increases by \$98,145 to \$1,229,610 - approximately \$37,630 less than projected. The department is responsible for processing development permits and subdivision files as well as undertaking long term community planning, including Official Community Plans. Generally speaking current development activity has been steady in the Planning department in 2009 with a slight increase projected in 2010. What is noticeable in the files

being processed is increased complexity, requiring more time for each file. The Current Planning section is recommending a new permanent part time Planner position - funds which over the last two years have been used to support temporary staff placements.

The Long Range Planning section of the department continues work on the Official Community/Village Plan for Electoral Area 'A'. The recent experience with creating a village plan in Electoral Area 'H' has demonstrated that these community processes are taking longer and are considerably more complex than in the past. Adding to the complexity are increased legislative requirements for green house gas emissions targets and implementation of development policies. Staff are recommending a new permanent Senior Planner position which will be cost shared 30% to Long Range Planning (Electoral Area funded) and 70% to the Regional Growth Strategy service (all members funded).

**Regional Growth Strategy** - The Regional Growth Strategy requisition is increased by \$12,105 or 3.3% over 2009. The budget for 2010 reflects completion of the strategy update and a commercial/industrial land study as part of implementing recommendations in the plan. The additional staff resources noted above will be applied to developing strategies to implement the final goals and policies in the plan.

**Building Inspection** - New building permits are forecast to be slightly improved in 2010, with the main change in revenues from changes in permit fees. The affect of the dramatic revenue downturn in 2009 is reflected in an increase in the tax requisition for this service from \$92,000 to \$150,000. The projected tax cost for properties in a portion of Electoral Areas 'A' (Cedar), 'C' (Extension/Pleasant Valley), 'B' (Gabriola Island), 'E' (Nanoose Bay) and 'G' (French Creek) rises from \$1.50 per \$100,000 to \$2.40 per \$100,000. At this time the department is functioning with three fewer employees and a change to that status will only occur once permits and revenues have recovered substantially. Unfortunately, this situation is likely to result in longer processing times during peak season.

**Emergency Planning** - The requisition for Emergency Planning increases by \$9,265 primarily to continue funding for installation of standby generators at reception centers. One generator is planned for 2010, dependant in part on a grant from the federal JEPP program. Commencing in 2010, the department will provide to the District of Lantzville the same level of service provided to the Electoral Areas, at a rate consistent with that requisitioned from the Electoral Areas. The District of Lantzville's 2010 contribution is \$17,000.

#### **Recreation & Parks** (Budget summaries at Appendices G1, G2)

**Ravensong Aquatic Center** – The requisition increases by \$298,000 to \$1,672,470, reflecting the approved plan for upgrades to the building envelope and mechanical systems identified earlier in 2009. The repairs are being funded in part by a Recreational Infrastructure Grant from the Government of Canada (\$1,000,000) and temporary borrowing from the Southern Community Wastewater service (\$4,138,550).

**Oceanside Place** - The requisition increase for this facility is \$160,235. The increase reflects a gradual erosion of the operating surplus from prior years due to increasing energy costs and equipment maintenance. While the facility is young by comparison to most RDN buildings, it contains complex mechanical systems which have relatively short useful lives. As an example, a boiler and dehumidifier equipment identified for replacement in 2012/2013 failed unexpectedly in December and have been replaced earlier than planned. The 2010 budget for Oceanside Place also reflects the impact of future year's capital requirements – in other words, the requisition increases in 2010, in anticipation of additional costs in 2011 to 2014.

**Regional Parks** – The Regional Parks budget has two components; an acquisition/capital budget and an operating budget which carries out management plan updates, parks & trail improvements and continuing maintenance.

Acquisition/Capital – This portion of the budget is funded by a per property parcel tax levy. In 2010 the parcel tax rate for Parksville, Qualicum Beach and Lantzville will rise from \$7.50 to \$10.00 and thereafter all properties in the Regional District will be assessed the recommended \$10.00 per property tax levy for future acquisitions and major capital development.

Two major bridge projects are included in the 2010 budget, both located in Electoral Area 'H'. Nash and Ridgewell Creek bridges are budgeted at a total of \$396,000. These bridges were identified for construction in 2009 but were deferred in the hopes of receiving infrastructure grant assistance. Applications continue to be made, however, at this time staff expect that the bridges will be built without external funding. Management Plans for Coats Park (Gabriola Island) and the Mt. Arrowsmith Regional Park will be completed in 2010 as required under agreements for the acquisition of those lands.

The Regional Parks service has also been responsible for managing provincial Community Tourism Program funds. In 2009 \$185,000 in further grant funds were used to develop a management plan for the 707 Community Park on Gabriola Island, a study of tourism opportunities and potential construction of trailways along the E&N Railway. Reports on both of those projects will be forthcoming.

Operations – The operations component of the budget increases by \$131,450, about \$47,500 less than initially projected. The forecast surplus for 2010 is higher than expected which is assisting in reducing property taxes for operations. One new project is included for 2010. Trail improvements in Electoral Area 'H' (Lighthouse Community Trail) were the subject of a grant application from the Island Coastal Economic Trust (ICET) and approval was confirmed in December. The total cost of the improvements is about \$250,000 and includes a boardwalk approach to the Nash and Ridgewell bridges. The Regional District applied for a grant on \$125,000 and was approved for a 50% grant of \$62,500. The remainder of the funding was expected to come from a federal job creation program for fisheries workers. Very recently staff were advised, that the federal program funding is no longer available - accordingly staff are reviewing the project scope and alternative funding sources.

The Regional Parks operations budget does not include funding to the Nanaimo Area Land Trust (NALT) organization, which has been approved previously in the amount of \$30,000. The impact of adding \$30,000 to the operations budget in 2010 is estimated at \$0.10 cents per \$100,000.

**Community Parks** – the Electoral Area Community Parks budgets include a Parks Operations Coordinator position which was approved in 2009 but deferred to 2010. At present a single coordinator position is shared 50% with Regional Parks. The new position is budgeted to be in place by April 1<sup>st</sup> at an additional incremental cost of about \$5,000 per Electoral Area in 2010.

#### **Regional & Community Utilities** (Budget summaries at Appendices H1, H2)

**Southern Community Wastewater** – The property tax requisition (City of Nanaimo and District of Lantzville) increases by 2% (\$84,460) to \$4.4 million dollars. The most significant part of this budget is the capital program which in 2010 will see the completion of a biogas cogeneration installation, funded 90% by Gas Tax and Federation of Canadian Municipalities grants. The next major installation is a new digester at a cost of \$7.25 million (\$3M - 2010; \$4.25M - 2011) funded entirely from Development Cost Charges.

**Northern Community Wastewater** – The property tax requisition (Parksville, Qualicum Beach, Electoral Areas ‘E’, ‘F’, ‘G’ and ‘H’) increases by 4% (\$143,280) to \$3.7 million dollars as projected in 2008. \$30,000 is budgeted in 2010 for a review of this plant’s Development Cost Charge program – a review which will include the impact of legislative changes to encourage compact building units and other low environmental impact structures.

The Wastewater Services department also operates two smaller plants, one in Nanoose Bay and one in Duke Point in the City of Nanaimo. Requisitions for both of these plants increase by 10.9% and 14% respectively. Operating costs for the Nanoose Bay treatment plant are higher in 2010 to account for more frequent hauling of biosolids to the French Creek plant for disposal. The Duke Point treatment plant budget increases to initiate a reserve fund for future capital expenditures. Finally the Liquid Waste Management Plan review is well underway and should be completed in 2010.

The Wastewater Services department continues to plan and execute upgrades and expansions to both major treatment facilities and, as a continuing theme throughout this budget memo, existing plants require more maintenance to keep them functioning at optimal levels. In the face of several potential retirements of long term employees, the department has over the last three years, developed an inventory of its plant and equipment, taken some steps to automating maintenance work scheduling and is moving toward identifying critical components for preventative maintenance. Maintaining asset records, tracking and recording maintenance work and managing the capital asset systems is work that requires additional resources. Staff are recommending a new Technician position, cost shared among the four plants to address these growing tasks.

**Water Services** – There are relatively few operational changes in the local water and sewer service budgets in 2010. Requisitions for these local budgets reflect individual cost pressures and/or new capital items identified in more detail over the course of the year. The individual requisitions for local water and sewer services are listed on Appendix A-2.

**Drinking Water & Watershed Protection** – This new service is evolving following the hiring of a Drinking Water Coordinator in mid 2009. In 2010 the budget will again support the Team WaterSmart outreach program and new education initiatives regarding private well safety. Most of the program expenditures will be focused on data collection including data mapping, watershed prioritization/characterization, water quality monitoring, web site development, installation of groundwater monitoring wells (funded by Towns for Tomorrow grant - \$121,575), surface monitoring equipment and private well monitoring equipment. 2010 is also the first year of a toilet rebate program approved earlier in 2009.

#### **Transportation & Solid Waste** (Budget summaries at Appendices I, 11)

**Transportation Services** – the Southern and Northern Community Transit Service requisitions are forecast to increase by 14.9% and 6.8% respectively. The changes reflect our continued commitment to increasing public transit hours across the Regional District. In September 2009 a partial expansion of an annualized increase of 4,000 hours took place with the full affect of those hours now reflected in the recent 2010 bus schedule. A further 5,000 hour expansion is expected in 2010 (after March 31) which will result in additional statutory holiday service, additional peak period intercity service and improved Nanaimo south end service. Custom Transit (HandyDart) services are also planned to expand by 2,400 hours later this year.

Staff resources following these two year over year expansions, include 1 new driver and a Transit Road Supervisor to improve responses to en route diversions, mechanical failures and service quality issues.

2009 operating results for Transit were very positive as a result of stable and lower than budgeted fuel prices. The resulting savings offered an opportunity to cover the costs of the new Transit office building, rather than borrowing from the Solid Waste Reserve fund as originally projected. In 2009 fuel prices were budgeted at a base of \$1.20 per litre, with a contingency of \$.20 per litre (total \$2,010,170 – actual approximately \$1,100,000). In 2010 fuel prices are budgeted at \$1.05 per litre, with a contingency of \$0.10 cents per litre (total \$1,438,505).

In mid-2008 the Regional District received \$1.8 million for the following list of transportation related capital projects from the Gas Tax program. With the exception of the Vancouver Island University (VIU) exchange, which requires approval and some participation by the University itself, all are underway and should be completed by the end of March. Staff are corresponding with UBCM regarding an extension on the VIU exchange project. By the end of 2010 funds will have been spent as follows:

Smart Cars for crew changes	\$ 36,000	(2008)
Stratagen Custom Dispatch Software	\$ 300,000	(2009)
Bus shelter upgrades	\$ 300,000	(2010)
Vancouver Island University exchange	\$ 595,000	(2010)
Prideaux Street Exchange upgrades	\$ 133,000	(2010)
Priority Lighting equipment	\$ 414,000	(2010)
	<u>\$ 1,778,000</u>	

**Solid Waste Management** – The Solid Waste service has had no tax requisition increase since 2003 and is projecting a 2% increase for 2010. Taxes in the amount of \$328,750 largely support staff resources which undertake plans to reduce waste delivered to the landfill and transfer station sites, the issuance and oversight of waste stream licenses to private facility operators as well as longer term options for solid waste disposal. Tipping fee revenues fund the remainder of operations in an amount of approximately \$9 million.

Final 2009 tipping fee revenues for Solid Waste are lower than the 2009 forecast by about 20% reflecting the continued decline in economic activity in 2009 and the impact of diverting more waste than anticipated from the landfill. Solid Waste tipping fee revenues are forecast at \$8.2 million dollars for 2010 (down from a \$9.3 million forecast for 2009). Tipping fee revenues will become increasingly sensitive to the banning of materials. The 2010 forecast includes tipping fees at \$107 per tonne effective April 1, 2010 up by 2% from \$105 per tonne.

Capital projects in 2010 include the completion of the upgrade and expansion of the Church Road Transfer Station. This project may achieve LEED Gold certification. The Regional District is the recipient of \$2.75 million dollars (50%) from the Gas Tax program for this project. The department will use \$5.4 million dollars from reserve funds on hand to cover the Regional District's share of the Church Road project, closure of a portion of the landfill, design of the expansion of the berm on the north side of the landfill and detailed design of the nature park on the closed landfill.

The garbage and recycling collection contract was re-tendered and awarded in 2009. Implementation of organics collection is included in the collection budget, specifically a one time cost of \$780,000 for the purchase of household organics disposal bins. Grant funding for this purchase is being solicited – however, it may not be approved in time for the projected June/July commencement. User rates for this service have increased to \$146.20 for weekly pickup (2009 - \$125.80) and \$143.75 for bi-weekly pickup (2009- \$115.70).

**Resource Implications Summary** – to help achieve the business plan objectives for 2010 and beyond there is included in these budget projections the following staff resources:

Planning Services	1.5 FTE	1.0 FTE for Long Range (\$26,210) /Regional Growth Strategy (\$61,680)  .5 FTE for Current Planning (\$19,750 – half year; annualized \$39,500)
Community Parks	1.0 FTE (April 1)	Dedicated Electoral Area Parks Coordinator – no longer cost shared with Regional Parks (approximately \$5,000 incremental cost per Electoral Area over 2009)
Transportation Services	Approximately 2.0 FTE (Jan/May)	Transit driver for service expansions – full year (\$68,000)  Road Superintendent (May) to address route timings, mechanical failures and other en route service issues (\$52,000; annualized \$78,500)
Wastewater Services	1.0 FTE (May)	Technician to implement and maintain capital asset management systems

**ALTERNATIVES:**

1. Receive and approve the proposed 2010 budget as presented and proceed to finalize the 2010 to 2014 financial plan.
2. Make amendments to the proposed 2010 budget and proceed to finalize the 2010 to 2014 financial plan.
3. Receive this report for information and forward it to a Special Committee of the Whole for further discussion.

**FINANCIAL IMPLICATIONS:**

A considerable challenge in Regional District budgeting is that each service must be balanced separately. The best analogy is that the Regional District maintains 95 separate bank accounts. If the account is overdrawn in one year, it must be topped up by the taxpayers contributing to that service in the following year. A surplus at the end of the year acts to stabilize the property tax requirement in the following year. In this way, each service has a built in mechanism which highlights the consequences of changed service levels, as well as those resulting from changes in operating costs, either capital or regular ongoing costs such as fuel and electricity.



The Regional District of Nanaimo’s budget affects taxpayers differently depending on where they own property in the Regional District.

Appendix C to C-2: Each member is shown with a reconciliation that summarizes the three categories of changes to their requisition ( New/Changed Service levels, Other Jurisdictions, Existing Services). For example, the City of Nanaimo would have a requisition of \$11.5 million dollars, an increase over 2009 of \$895,549. The primary reason for the change is \$761,084 identified for New/Changed Service Levels. Appendices ‘D’, ‘D-1’ and ‘D-2’ provide further details of the component changes for each member.

For Electoral Area jurisdictions, the estimated tax cost for general services is provided in summary form on Appendix D-3. These estimates do not include property taxes for fire, water, sewer and streetlighting, which vary considerably across the region.

As noted above, there is no single representative taxpayer in the Regional District. The following table is illustrative of the average year over year change within the Electoral Areas of the Regional District, for a property assessed at \$100,000:

<b>Electoral Areas Average Change</b>	<b>2009</b>	<b>2010</b>	<b>Change</b>
General Services	\$ 93.00	\$ 100.60	\$ 7.60
Regional Parks parcel tax*	\$ 12.30	\$ 12.30	\$ 0.00
Drinking Water Protection parcel tax	\$ 20.25	\$ 20.25	\$ 0.00
<b>Total</b>	<b>\$ 125.55</b>	<b>\$ 133.15</b>	<b>\$ 7.60</b>

\* Electoral Areas and Lantzville have prior year adjustment – this ends in 2010 and parcel tax rate will fall to \$10.00 per property in 2011.

The table above suggests a base increase in general services property taxes of about \$7.60 per \$100,000, or about \$22.80 for property assessed at \$300,000.

Changes arising from local service tax requisitions – those for fire, water, sewer, etc. – are unique to an individual property owner and often have a greater impact than all other services combined. In particular, fire protection requisitions continue to increase in response to retaining qualified personnel by remunerating them on a regular basis and as outlined above, to undertake seismic upgrades to firehall structures. The Regional District also has a fire protection service contract with the City of Parksville and the Town of Qualicum Beach for coverage in the French Creek (Electoral Area ‘G’) area. Regional District taxpayers are affected pro-rata by cost increases from those municipalities.

In a separate handout, staff have prepared detailed five year histories showing the services each jurisdiction contributes to and the dollars and tax rates (where applicable) for each service.

**NEXT STEPS:**

The following schedule is recommended for the remaining review and public distribution of the 2010 to 2014 Financial Plan:

January 9 to February 16	Staff complete year end accounting and financial forecasts
February 17	Board seminar – preview of five year forecasts
February 23	Regular Board Meeting- Presentation of full financial plan
February 26	Publication of budget version of Regional Perspectives
March 9	Introduction of Financial Plan bylaw
March 23	Adoption of Financial Plan bylaw

The schedule of meetings would be published and each meeting will provide an opportunity for members of the public to provide comment and input to the proposed budgets.


**SUMMARY/CONCLUSIONS:**

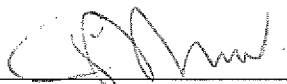
This report and appendices outline the changes arising from the proposed 2010 budget as they affect each individual jurisdiction as well as describing some of the major initiatives planned in 2010. The 2010 proposed budget is largely consistent with the forecasts developed in late 2008, early 2009. The single largest impact on most taxpayers will be continued improvements to transit services. Significant exceptions to the original 2010 forecasts include upgrades to the Ravensong Aquatic Center and seismic work on Regional District firehalls. On average, within the Electoral Areas the 2010 proposed budget would result in a property tax increase of \$7.60 per \$100,000.

Staff recommend that the proposed budget be approved in principle and that staff be directed to finalize preparation of the 2010 to 2014 financial plan and that the schedule for the remainder of the financial plan review be published as presented.

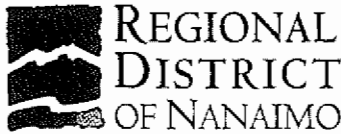
**RECOMMENDATIONS:**

1. That the proposed 2010 budget be approved in principle and that staff be directed to finalize preparation of the 2010 to 2014 financial plan.
2. That the schedule of budget meetings and publications be approved and published as presented

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

  
\_\_\_\_\_  
CAO concurrence

**COMMENTS:**

**CORPORATE SERVICES**

Corporate Administration  
House Numbering  
Electoral Areas Only  
General Grants In Aid  
District 68 Restorative Justice  
District 69 Community Justice  
Feasibility Studies/Referendums

**DEVELOPMENT SERVICES**

Electoral Area Community & Long Range Planning  
Regional Growth Strategy  
Emergency Planning  
Emergency Planning - Lantzville contract  
District 68 Search & Rescue  
Building Inspection

**Bylaw Enforcement**

Animal Control - Area A ,B,C,Lantzville  
Animal Control Area E,G,H  
Animal Control Area F  
Hazardous Properties  
Unightly Premises  
Noise Control

**RECREATION & PARKS**

Ravensong Aquatic Center  
Oceanside Place  
District 69 Recreation Coordinating  
Gabriola Island Recreation  
Area A Recreation & Culture  
Port Theater Contribution  
Regional Parks - operating  
Regional Parks - capital  
Community Parks

**REGIONAL & COMMUNITY UTILITIES**

Southern Wastewater Treatment  
Northern Wastewater Treatment  
Liquid Waste Management Planning  
Drinking Water Protection

**TRANSPORTATION & SOLID WASTE SERVICES**

Southern Community Transit  
Northern Community Transit  
Descanso Bay Emergency Wharf  
Solid Waste Management & Disposal

**GENERAL TAXATION FOR OTHER JURISDICTIONS**

SD 68 Emergency 911  
SD69 Emergency 911  
Southern Community Recreation  
District 69 Sportsfield Agreement  
Vancouver Island Regional Library

**GENERAL SERVICES PROPERTY TAX REVENUES****LOCAL SERVICE AREA TAXES**

Duke Point Wastewater Treatment  
Fire Protection Areas  
Streetlighting Service Areas  
Stormwater Management  
Utility Services

**TOTAL PROPERTY TAX REVENUES**

	2008 Annual	2009 Annual	2010 Forecast	change from 2009	2010 Proposed	change from 2009 \$	change from 2009 %
<b>CORPORATE SERVICES</b>							
Corporate Administration	634,155	700,865	770,908	10.0%	770,910	70,045	10.0%
House Numbering	21,500	21,500	21,500	0.0%	21,500	0	0.0%
Electoral Areas Only	167,765	170,280	172,834	1.5%	174,795	4,515	2.7%
General Grants In Aid	69,084	51,020	54,495	6.8%	59,055	8,035	15.7%
District 68 Restorative Justice	5,000	5,000	5,000	0.0%	5,000	0	0.0%
District 69 Community Justice	55,010	55,000	55,000	0.0%	77,500	22,500	40.9%
Feasibility Studies/Referendums		15,615	11,815	-24.3%	0	(15,615)	-100.0%
	952,514	1,019,280	1,091,552	7.1%	1,108,760	89,480	8.8%
<b>DEVELOPMENT SERVICES</b>							
Electoral Area Community & Long Range Planning	1,057,445	1,131,465	1,267,241	12.0%	1,229,610	98,145	8.7%
Regional Growth Strategy	351,235	370,140	410,855	11.0%	382,245	12,105	3.3%
Emergency Planning	176,400	185,310	194,576	5.0%	194,575	9,265	5.0%
Emergency Planning - Lantzville contract		21,720			17,000	(4,720)	-21.7%
District 68 Search & Rescue		27,000	27,000	0.0%	27,000	0	0.0%
Building Inspection	83,315	92,000	121,200	31.7%	150,000	58,000	63.0%
<b>Bylaw Enforcement</b>							
Animal Control - Area A ,B,C,Lantzville	50,785	52,815	55,192	4.5%	55,190	2,375	4.5%
Animal Control Area E,G,H	70,415	72,530	75,431	4.0%	75,430	2,900	4.0%
Animal Control Area F	12,665	13,110	13,569	3.5%	34,240	21,130	161.2%
Hazardous Properties	3,820	3,895	4,623	18.7%	5,820	1,925	49.4%
Unightly Premises	6,940	5,940	5,740	-3.4%	5,740	(200)	-3.4%
Noise Control	25,430	26,325	29,109	10.6%	30,310	3,985	15.1%
	1,838,450	2,002,250	2,204,536		2,207,160	204,910	
<b>RECREATION &amp; PARKS</b>							
Ravensong Aquatic Center	1,309,255	1,374,470	1,549,470	12.7%	1,672,470	298,000	21.7%
Oceanside Place	1,264,125	1,337,330	1,480,823	10.7%	1,497,565	160,235	12.0%
District 69 Recreation Coordinating	796,830	804,800	832,968	3.5%	824,755	19,955	2.5%
Gabriola Island Recreation	71,890	76,995	82,955	7.8%	82,995	6,000	7.8%
Area A Recreation & Culture	76,500	83,385	93,724	12.4%	93,725	10,340	12.4%
Port Theater Contribution	65,160	65,160	65,160	0.0%	65,160	0	0.0%
Regional Parks - operating	607,140	721,690	900,642	24.8%	853,140	131,450	18.2%
Regional Parks - capital	658,825	683,779	713,824	4.4%	715,450	31,671	4.6%
Community Parks	566,615	661,260	793,384	20.0%	781,330	120,070	18.2%
	5,416,340	5,808,869	6,512,990		6,586,590	777,721	
<b>REGIONAL &amp; COMMUNITY UTILITIES</b>							
Southern Wastewater Treatment	4,376,470	4,273,010	4,422,565	3.5%	4,357,470	84,460	2.0%
Northern Wastewater Treatment	3,674,095	3,582,030	3,725,311	4.0%	3,725,310	143,280	4.0%
Liquid Waste Management Planning		135,720	150,000	10.5%	150,000	14,280	10.5%
Drinking Water Protection	65,000	425,395	467,005	9.8%	425,385	(10)	0.0%
	8,115,565	8,416,155	8,764,881		8,658,165	242,010	
<b>TRANSPORTATION &amp; SOLID WASTE SERVICES</b>							
Southern Community Transit	4,019,120	4,892,675	5,726,576	17.0%	5,624,075	731,400	14.9%
Northern Community Transit	542,210	644,535	734,770	14.0%	688,520	43,985	6.8%
Descanso Bay Emergency Wharf	5,150	5,255	5,360	2.0%	5,360	105	2.0%
Solid Waste Management & Disposal	402,305	322,305	328,751	2.0%	328,750	6,445	2.0%
	4,968,785	5,864,770	6,795,457		6,646,705	781,935	
<b>GENERAL TAXATION FOR OTHER JURISDICTIONS</b>							
SD 68 Emergency 911	77,875	79,435	80,229	1.0%	81,820	2,385	3.0%
SD69 Emergency 911	483,345	503,725	527,855	4.8%	529,875	26,150	5.2%
Southern Community Recreation	814,780	933,135	930,854	-0.2%	934,270	1,135	0.1%
District 69 Sportsfield Agreement	235,155	244,370	249,257	2.0%	253,830	9,460	3.9%
Vancouver Island Regional Library	1,373,176	1,426,210	1,479,501	3.7%	1,479,500	53,290	3.7%
	2,984,331	3,186,875	3,267,696		3,279,295	92,420	
<b>GENERAL SERVICES PROPERTY TAX REVENUES</b>	24,275,985	26,298,199	28,637,112		28,486,675	2,188,476	
	6.5%	8.3%	8.9%		8.3%		
<b>LOCAL SERVICE AREA TAXES</b>							
Duke Point Wastewater Treatment	109,955	129,150	147,231	14.0%	147,230	18,080	14.0%
Fire Protection Areas	2,074,670	2,308,065	2,593,930	12.4%	2,546,415	238,350	10.3%
Streetlighting Service Areas	60,640	65,525	75,649	15.5%	73,155	7,630	11.6%
Stormwater Management	4,500	4,500	4,500	0.0%	4,500	0	0.0%
Utility Services	2,499,165	2,675,015	2,862,739	7.0%	2,879,785	204,770	7.7%
	4,748,930	5,182,255	5,684,049	9.7%	5,651,085	468,830	9.0%
<b>TOTAL PROPERTY TAX REVENUES</b>	29,024,915	31,480,454	34,321,161		34,137,760	2,657,306	
	8.0%	8.5%	9.0%		8.4%		
			<b>Forecast</b>		<b>Total Change</b>		


**DETAILS OF GENERAL SERVICES**  
**PORT THEATER CONTRIBUTION**

	2008 Annual	2009 Annual	2010 Forecast	change from 2009	2010 Proposed	change from 2009 \$	change from 2009 %
<b>DETAILS OF GENERAL SERVICES</b>							
<b>PORT THEATER CONTRIBUTION</b>							
Electoral Area A	13,900	13,900	13,900	0.0%	13,900	0	0.0%
Electoral Area B	13,915	13,915	13,915	0.0%	13,915	0	0.0%
Electoral Area C(Extension)	13,820	13,820	13,820	0.0%	13,820	0	0.0%
Electoral Area C(E-Wellington)	3,575	3,575	3,575	0.0%	3,575	0	0.0%
Electoral Area E	19,950	19,950	19,950	0.0%	19,950	0	0.0%
	65,160	65,160	65,160		65,160	0	
<b>COMMUNITY PARKS</b>							
Electoral Area A	79,560	79,800	97,800	22.6%	97,800	18,000	22.6%
Electoral Area B	125,050	137,560	160,062	16.4%	160,060	22,500	16.4%
Electoral Area C(Extension)	30,000	28,705	39,853	38.8%	39,850	11,145	38.8%
Electoral Area C(E-Wellington)	43,215	54,705	77,346	41.4%	77,345	22,640	41.4%
Electoral Area E	53,900	72,060	88,707	23.1%	88,705	16,645	23.1%
Electoral Area F	58,815	90,430	104,143	15.2%	104,140	13,710	15.2%
Electoral Area G	70,780	90,430	102,473	13.3%	90,430	0	0.0%
Electoral Area H	106,195	107,570	123,000	14.3%	123,000	15,430	14.3%
	566,615	661,260	793,384		781,330	120,070	
<b>LOCAL SERVICES TAX REVENUES</b>							
<b>FIRE PROTECTION</b>							
Nanaimo River Fire	9,000	12,795	17,795	39.1%	17,795	5,000	39.1%
Coombs-Hilliers Fire Volunteer	244,285	275,405	302,946	10.0%	304,795	29,390	10.7%
Errington Fire Volunteer	234,240	229,125	235,999	3.0%	241,670	12,545	5.5%
Nanoose Bay Fire Volunteer	356,410	377,750	474,859	25.7%	474,855	97,105	25.7%
Dashwood Fire Volunteer	227,900	318,760	328,323	3.0%	347,800	29,040	9.1%
Meadowood Fire	133,330	65,000	138,491	143.8%	137,515	72,515	111.6%
Extension Fire Volunteer	116,800	120,305	123,914	3.0%	125,915	5,610	4.7%
Bow Horn Bay	171,845	180,800	189,840	5.0%	192,305	11,505	6.4%
Yellow Point Fire Contract	145,535	234,000	230,092	-1.7%	165,080	(68,920)	-29.5%
Wellington Fire Contract	44,575	48,465	48,465	0.0%	55,480	7,015	14.5%
Parksville ( Local ) Fire Contract	78,820	108,775	114,214	5.0%	114,215	5,440	5.0%
French Creek Fire Contract	311,930	336,885	368,992	9.5%	368,990	32,105	9.5%
	2,074,670	2,308,065	2,593,930		2,546,415	238,350	
<b>STREETLIGHTING</b>							
Rural Areas Streetlighting	12,250	13,235	14,281	7.9%	14,280	1,045	7.9%
Fairwinds Streetlighting	13,255	15,985	23,885	49.4%	21,385	5,400	33.8%
French Creek Village Streetlighting	5,015	5,065	5,116	1.0%	5,120	55	1.1%
Highway Intersections Streetlighting (French Creek)	1,540	2,240	2,940	31.3%	2,940	700	31.3%
Morningstar Streetlighting	11,165	11,390	11,618	2.0%	11,620	230	2.0%
Sandpaper Streetlighting	9,740	9,935	10,134	2.0%	10,135	200	2.0%
Hwy # 4 ( Area F)	2,675	2,675	2,675	0.0%	2,675	0	0.0%
Englishman River Community	5,000	5,000	5,000	0.0%	5,000	0	0.0%
	60,640	65,525	75,649		73,155	7,630	
<b>NOISE CONTROL</b>							
Noise Control Area A	5,255	4,255	4,383	3.0%	4,385	130	3.1%
Noise Control Area B	4,180	4,325	4,476	3.5%	4,975	650	15.0%
Noise Control Area C	8,810	7,810	7,888	1.0%	7,890	80	1.0%
Noise Control Area E	3,470	3,695	3,935	6.5%	4,635	940	25.4%
Noise Control Area G	3,715	6,240	8,427	35.0%	8,425	2,185	35.0%
	25,430	26,325	29,109	10.6%	30,310	3,985	15.1%
<b>UTILITIES</b>							
Englishman River Community Stormwater	4,500	4,500	4,500	0.0%	4,500	0	0.0%



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	2008 Annual	2009 Annual	2010 Forecast	change from 2009	2010 Proposed	change from 2009 S	change from 2009 %	2008	2009 Projected	2010	Change
<b>UTILITY SERVICES</b>											
<b>WATER UTILITIES</b>											
Nanoose Peninsula	592,985	604,650	665,115	10%	640,115	35,465	5.9%	248	246	261	\$14
Nanoose	83,710	0	0		0	0	0.0%	82	0	0	\$0
Driftwood	7,990	7,990	7,990	0%	7,990	0	0.0%	615	571	571	\$0
Surfside	10,020	10,270	10,732	4%	11,730	1,460	14.2%	257	263	301	\$37
French Creek	54,450	50,925	53,981	6%	53,980	3,055	6.0%	229	214	227	\$13
Englishman River Community	40,290	36,945	38,238	3%	38,240	1,295	3.5%	258	237	245	\$8
San Parel Water	97,980	102,795	105,365	3%	107,365	4,570	4.4%	340	357	373	\$16
Melrose Place	16,520	17,170	18,485	8%	18,485	1,315	7.7%	590	613	660	\$47
Decourcey Water	5,285	6,390	7,518	18%	7,515	1,125	17.6%	1,057	1,278	1,503	\$225
Nanoose Bulk Water	529,185	580,165	609,173	5%	609,170	29,005	5.0%	221	236	248	\$12
French Creek Bulk Water	233,920	240,940	248,168	3%	248,170	7,230	3.0%	118	121	125	\$4
	1,672,335	1,658,240	1,764,765		1,742,760	84,520					
<b>SEWAGE COLLECTION UTILITIES</b>											
French Creek	340,100	371,470	387,614	4%	387,615	16,145	4.3%	199	217	226	\$9
Fairwinds	354,765	391,785	418,937	7%	433,935	42,150	10.8%	500	499	553	\$54
Surfside Sewer	15,255	17,975	20,913	16%	18,410	435	2.4%	763	899	921	\$22
Pacific Shores	30,100	44,705	53,290	19%	53,290	8,585	19.2%	241	358	426	\$69
Barclay Crescent	86,610	93,955	115,330	23%	116,360	22,405	23.8%	462/38	486/82	486/82	\$0
Cedar Sewer		96,885	101,890	5%	127,415	30,530	31.5%		varies		\$0
	826,830	1,016,775	1,097,974		1,137,025	120,250					
<b>TOTAL UTILITY PARCEL TAX REVENUES</b>	<b>2,499,165</b>	<b>2,675,015</b>	<b>2,862,739</b>	<b>7.0%</b>	<b>2,879,785</b>	<b>204,770</b>	<b>7.7%</b>				

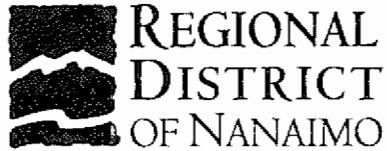


2010 BUDGET  
ANALYSIS OF CHANGES IN GENERAL PROPERTY TAX REVENUES

	%		
	Change		
General Property Tax Revenues 2009		25,751,319	
<b>Changed service levels</b>			
General Grants in Aid		8,036	10% increase for General (\$4,250)/Top up Community Safety grants in a
District 69 Community Justice		22,500	Additional for Victim Services
Emergency Planning - EA's		9,265	Reception centers generators plan
Animal Control Area F		21,130	Extra legal expense
Community Parks		120,070	Varies per Electoral Area
Transportation Services		775,386	Annualized September '09/Jan 2010 service expansions
Regional Parks		163,120	Final phased in municipal parcel tax/more parks inventory
	4.3	1,119,507	
<b>Changes for Other Jurisdictions</b>			
D68 E911		2,385	
D69 E911		26,150	
Southern Community Recreation		1,135	
D69 Sportsfields		9,460	
Vancouver Island Regional Library		53,290	
	0.4	92,420	
<b>Changes within existing service levels</b>			
Ravensong Aquatic Center	1.2%	298,000	
Other increases/decreases	2.4%	606,473	
	3.5	904,473	
<b>General Taxes/ Overall Change</b>			
	8.2	27,867,719	
<b>Total Annual 2010 Tax Revenues</b>			
Total Annual 2010 Tax Revenues		34,137,760	
Less: Local Service Area/Parcel Taxes		(6,270,041)	
2010 General Taxes		27,867,719	
<b>2009 General Taxes</b>			
2009 General Taxes		(25,751,319)	
Change	8.2	2,116,400	

General property taxes are levied to all properties within the Electoral Area.  
Local Service Area taxes are paid only by property owners within the boundaries of the specific service area.

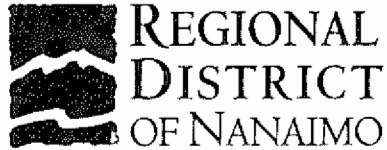
**2010 BUDGET  
SUMMARY OF REQUISITION PARTICIPATION BY MEMBER**



	2006	2007	2008	2009 Final	2010 Proposed	Change from 2009	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City Of Nanaimo Regional Parks Parcel Tax	8,594,741 \$10.00	8,969,315 \$10.00	9,674,292 \$10.00	10,591,666 \$10.00	11,487,215 \$10.00	895,549 8.5%	\$ 761,084 7.2%	\$ - 0.0%	\$ 134,465 1.3%
District of Lantzville Regional Parks Parcel Tax Regional Parks Parcel Tax(retro)	414,170	429,162 \$2.50 \$2.90	461,629 \$5.00 \$2.25	534,547 \$7.50 \$2.25	572,202 \$10.00 \$2.25	37,655 7.0%	\$ 29,034 5.4%	(86) 0.0%	\$ 8,707 1.6%
City Of Parksville Regional Parks Parcel Tax Community Justice Parcel Tax	3,224,485	3,391,456 \$2.50 \$4.60	3,497,774 \$5.00 \$2.38	3,454,442 \$7.50 \$2.32	3,590,184 \$10.00 \$3.27	135,742 3.9%	\$ 53,380 1.5%	\$ 6,543 0.2%	\$ 75,819 2.2%
Town of Qualicum Beach Regional Parks/Community Justice Parcel Tax Community Justice Parcel Tax	1,997,496	2,057,414 \$2.50 \$4.60	2,175,287 \$5.00 \$2.38	2,317,102 \$7.50 \$2.32	2,651,923 \$10.00 \$3.27	334,821 14.4%	\$ 50,022 2.2%	\$ 5,241 0.2%	\$ 279,558 12.1%

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**2010 BUDGET  
SUMMARY OF REQUISITION PARTICIPATION BY MEMBER**



	2006	2007	2008	2009 Final	2010 Proposed	Change from 2009	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A	986,197	1,039,738	1,092,054	1,237,809	1,323,940	86,131 7.0%	\$ 38,854 3.1%	\$ 10,021 0.8%	\$ 37,256 3.0%
Tax cost per \$100,000	\$121.97	\$107.37	\$99.40	\$105.36	\$113.32				
Regional Parks Parcel Tax	\$10.00	\$12.29	\$12.29	\$12.22	\$12.22				
Drinking Water Protection				\$20.32	\$20.32				
	\$131.97	\$119.66	\$111.69	\$137.90	\$145.86				
			(\$7.97)	\$26.21	\$7.96				
Electoral Area B	646,187	682,891	719,966	848,069	903,951	55,882 6.6%	\$ 27,871 3.3%	\$ 8,351 1.0%	\$ 19,660 2.3%
Tax cost per \$100,000	\$66.89	\$58.13	\$54.78	\$58.57	\$63.47				
Regional Parks Parcel Tax	\$10.00	\$12.29	\$12.29	\$12.22	\$12.22				
Drinking Water Protection				\$20.32	\$20.32				
	\$76.89	\$70.42	\$67.07	\$91.11	\$96.01				
			(\$3.35)	\$24.04	\$4.90				
Electoral Area C	604,912	636,347	690,172	780,793	859,347	78,554 10.1%	\$ 50,130 6.4%	\$ 5,200 0.7%	\$ 23,224 3.0%
Tax cost per \$100,000 (Excluding Transit)	\$78.93	\$72.10	\$69.80	\$75.32	\$80.96				
Regional Parks Parcel Tax	\$10.00	\$12.29	\$12.29	\$12.22	\$12.22				
Drinking Water Protection				\$20.32	\$20.32				
	\$88.93	\$84.39	\$82.09	\$107.86	\$113.50				
		(\$4.54)	(\$2.30)	\$25.77	\$5.64				

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**2010 BUDGET  
SUMMARY OF REQUISITION PARTICIPATION BY MEMBER**



	2006	2007	2008	2009 Final	2010 Proposed	Change from 2009	Changed Service Levels	Other Jurisdictions	Existing Service Levels
<b>Electoral Area E</b>	1,385,246	1,443,648	1,509,394	1,659,067	1,773,324	114,257 6.9%	\$ 27,237 1.6%	\$ 16,427 1.0%	\$ 70,593 4.3%
Tax cost per \$100,000	\$99.60	\$87.51	\$83.18	\$86.50	\$92.51				
Regional Parks Parcel Tax	\$10.00	\$12.29	\$12.29	\$12.22	\$12.22				
Community Justice Parcel Tax		\$4.60	\$2.38	\$2.32	\$3.27				
Drinking Water Protection				\$20.32	\$20.32				
	\$109.60	\$104.40	\$97.85	\$121.36	\$128.32				
			(\$6.55)	\$23.51	\$6.96				
<b>Electoral Area F</b>	1,012,631	1,058,789	1,219,900	1,364,838	1,503,026	138,188 10.1%	\$ 47,115 3.5%	\$ 13,822 1.0%	\$ 77,251 5.7%
Tax cost per \$100,000	\$127.22	\$112.34	\$103.19	\$107.28	\$119.13				
Regional Parks Parcel Tax	\$10.00	\$12.29	\$12.29	\$12.22	\$12.22				
Community Justice Parcel Tax		\$4.60	\$2.38	\$2.32	\$3.27				
Drinking Water Protection				\$20.32	\$20.32				
	\$137.22	\$129.23	\$117.86	\$142.14	\$154.94				
			(\$11.37)	\$24.28	\$12.80				
<b>Electoral Area G</b>	1,495,153	1,538,464	1,660,256	1,830,783	1,969,956	139,173 7.6%	\$ 12,374 0.7%	\$ 17,634 1.0%	\$ 109,165 6.0%
Tax cost per \$100,000	\$136.36	\$115.57	\$109.38	\$114.93	\$123.63				
Regional Parks Parcel Tax	\$10.00	\$12.29	\$12.29	\$12.22	\$12.22				
Community Justice Parcel Tax		\$4.60	\$2.38	\$2.32	\$3.27				
Drinking Water Protection				\$20.32	\$20.32				
	\$146.36	\$132.46	\$124.05	\$149.79	\$159.44				
			(\$8.41)	\$25.74	\$9.65				
<b>Electoral Area H</b>	912,529	1,012,725	1,061,710	1,132,203	1,232,651	100,448 8.9%	\$ 22,406 2.0%	\$ 9,267 0.8%	\$ 68,775 6.1%
Tax cost per \$100,000	\$122.44	\$107.74	\$99.84	\$101.57	\$111.21				
Regional Parks Parcel Tax	\$10.00	\$12.29	\$12.29	\$12.22	\$12.22				
Community Justice Parcel Tax	\$132.44	\$4.60	\$2.38	\$2.32	\$3.27				
Drinking Water Protection				\$20.32	\$20.32				
		\$124.63	\$114.51	\$136.43	\$147.02				
		(\$7.81)	(\$10.12)	\$21.92	\$10.59				
<b>General Services</b>	21,273,747	22,259,949	23,762,434	25,751,319	27,867,719		\$ 1,119,507	\$ 92,420	\$ 904,473
Percent change	6.9%	4.6%	6.7%	8.4%	8.2%		4.3%	0.4%	3.5%
<b>Local Services</b>	4,349,445	4,627,078	5,262,481	5,729,135	6,270,041				
Percent change	12.4%	6.4%	13.7%	8.9%	9.4%				
<b>Total Tax Revenues</b>	25,623,192	26,887,027	29,024,915	31,480,454	34,137,760				
	7.8%	4.9%	8.0%	8.5%	8.4%				

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**2010 BUDGET  
SUMMARY OF NEW/CHANGED SERVICES LEVELS**

	Community Parks	Grants in Aid	D69 Community Justice	Emergency Planning	Animal Control	Regional Parks Operations	Regional Parks Parcel Tax	Transportation Services	Total Change
City Of Nanaimo		2,141				74,615		684,328	761,084
District of Lantzville		113				3,471	3,863	21,587	29,034
City Of Parksville		1,351	6,098			10,423	16,095	19,413	53,380
Town of Qualicum Beach		360	4,438			8,062	11,712	25,450	50,022
Electoral Area A	18,000	162		1,147		6,666		12,879	38,854
Electoral Area B	22,500	189		1,342		3,840			27,871
Electoral Area C	33,785	136		960		2,642		12,607	50,130
Electoral Area E	16,645	1,189	3,235	1,909		5,360		(1,101)	27,237
Electoral Area F	13,710	1,709	2,999	1,233	21,130	6,334			47,115
Electoral Area G		501	3,405	1,586		6,659		223	12,374
Electoral Area H	15,430	185	2,325	1,068		3,378			22,406
	120,070	8,036	22,500	9,265	21,130	131,450	31,670	775,386	1,119,507

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**2010 BUDGET  
CHANGES FOR OTHER JURISDICTIONS**

	District 68 E 911 (Central Vancouver Island Partnership)	District 69 E911 (North Island 911 Corporation)	Southern Community Recreation Facilities/Sportsfield Agreement	District 69 Sportsfield Agreement	Vancouver Island Regional Library	Total Change
District of Lantzville	452		(538)			(86)
City Of Parksville		6,543				6,543
Town of Qualicum Beach		5,241				5,241
Electoral Area A	643		985		8,393	10,021
Electoral Area B	753		806		6,792	8,351
Electoral Area C	537		(118)		4,781	5,200
Electoral Area E		4,715		2,127	9,585	16,427
Electoral Area F		3,045		2,393	8,384	13,822
Electoral Area G		3,918		4,066	9,650	17,634
Electoral Area H		2,688		874	5,705	9,267
	2,385	26,150	1,135	9,460	53,290	92,420
Change from prior year	3.0%	5.2%	0.1%	3.9%	3.7%	

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2010 BUDGET  
SUMMARY OF CHANGES IN EXISTING SERVICES

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	Planning	Building Inspection	Wastewater Treatment (Southern)	Wastewater Treatment (Northern)	Oceanside Place	Ravensong Aquatic Center	D69 Recreation Coordinating	Other Cumulative Changes	Total
City Of Nanaimo			81,446					53,019	134,465
District of Lantzville		7,019	3,014					(1,326)	8,707
City Of Parksville				(69,171)	40,095	90,970	4,993	8,932	75,819
Town of Qualicum Beach				163,459	32,114	72,864	3,999	7,122	279,558
Electoral Area A	14,331	6,896						16,029	37,256
Electoral Area B		6,896						12,764	19,660
Electoral Area C	11,995	6,896						4,333	23,224
Electoral Area E	23,016	16,463		(7,197)	28,894		3,598	5,819	70,593
Electoral Area F	15,399			(6,407)	18,659	42,333	2,324	4,943	77,251
Electoral Area G	19,818	13,833		(3,828)	24,012	54,482	2,990	(2,142)	109,165
Electoral Area H	13,586			(5,654)	16,462	37,351	2,051	4,979	68,775
	98,145	58,003	84,460	71,202	160,236	298,000	19,955	114,472	904,473

**2010 BUDGET  
ELECTORAL AREAS ESTIMATED PROPERTY TAX  
CHANGE**



	Area A Cedar Yellowpoint Cassidy	Area B Gabriola Mudge Decourcey Islands	Area C Extension E. Wellington Pleasant Valley	Area E Nanoose Bay	Area F Coombs Hilliers Errington	Area G French Creek San Pareil Surfside	Area H Bowser Deep Bay
<b>General Property Tax</b>							
2009	\$ 105	\$ 59	\$ 75	\$ 86	\$ 107	\$ 115	\$ 101
2010	\$ 113	\$ 64	\$ 81	\$ 92	\$ 119	\$ 124	\$ 111
<b>Change per \$100,000</b>	\$ 8	\$ 5	\$ 6	\$ 6	\$ 12	\$ 9	\$ 10
<b>Percent Change</b>	7.6%	8.5%	8.0%	7.0%	11.2%	7.8%	9.9%
<b>General Parcel Taxes</b>							
2009	\$ 33	\$ 33	\$ 33	\$ 35	\$ 35	\$ 35	\$ 35
2010	\$ 33	\$ 33	\$ 33	\$ 36	\$ 36	\$ 36	\$ 36
<b>Change per property</b>	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ 1	\$ 1
<b>Percent Change</b>	0.0%	0.0%	0.0%	2.7%	2.7%	2.7%	2.7%
Total Change at \$ 100,000	\$ 8	\$ 5	\$ 6	\$ 7	\$ 13	\$ 10	\$ 11
Total Change at \$ 200,000	\$ 16	\$ 10	\$ 12	\$ 13	\$ 25	\$ 19	\$ 21
Total Change at \$ 300,000	\$ 24	\$ 15	\$ 18	\$ 19	\$ 37	\$ 28	\$ 31
Total Change at \$ 400,000	\$ 32	\$ 20	\$ 24	\$ 25	\$ 49	\$ 37	\$ 41

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# REGIONAL DISTRICT OF NANAIMO

## GENERAL REVENUE FUND 2010 PROPOSED BUDGET

	CORPORATE SERVICES			DEVELOPMENT SERVICES			REGIONAL & COMMUNITY UTILITIES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>																		
TAX REQUISITION	\$5,336,716	\$5,746,370	8%	\$1,980,530	\$2,207,160	11%	\$11,290,345	\$11,762,835	4%	\$6,985,374	\$7,774,690	11%	\$5,864,770	\$6,646,705	13%	\$31,458,735	\$34,137,760	9%
GRANTS	157,500	173,030		521,095	421,390		2,786,585	2,167,500		\$322,830	\$1,220,055		\$9,802,410	\$8,862,245		13,590,220	12,844,220	
OPERATING REVENUE	0	0		63,675	119,000		2,054,410	2,118,387		\$1,436,835	\$1,359,700		\$16,448,399	\$15,974,985		20,003,319	19,572,072	
OTHER REVENUE	10,733,755	9,038,595		1,192,545	867,850		5,595,648	6,895,020		\$63,720	\$5,578,840		\$5,722,450	\$5,424,105		23,308,118	27,824,510	
RETAINED EARNINGS	1,358,190	929,975		1,575,035	1,179,725		4,268,800	3,597,236		\$1,233,290	\$836,564		\$3,126,030	\$1,635,813		11,561,345	8,179,313	
<b>TOTAL REVENUES</b>	<b>17,586,161</b>	<b>15,888,070</b>		<b>5,332,880</b>	<b>4,815,125</b>		<b>25,995,788</b>	<b>26,540,978</b>		<b>10,042,849</b>	<b>16,789,849</b>		<b>40,964,059</b>	<b>38,543,853</b>		<b>99,921,737</b>	<b>102,557,875</b>	
<b>EXPENSES</b>																		
OFFICE OPERATING	\$ 998,921	\$1,102,515		\$ 733,331	\$ 866,446		\$ 938,514	\$ 984,507		\$616,001	\$704,517		\$3,203,305	\$3,395,396		\$ 6,490,072	\$ 7,053,481	
COMMUNITY GRANTS	34,005	34,170		0	0		0	0		85,720	93,400		0	0		120,725	127,570	
LEGISLATIVE	295,320	298,780		0	0		0	0		0	0		0	0		295,320	298,780	
PROFESSIONAL FEES	291,245	323,465		587,910	563,720		649,912	709,085		400,500	450,225		443,465	398,250		2,373,032	2,444,745	
BUILDING - OPER & MAINT	224,560	253,820		84,325	100,938		259,489	297,795		676,802	729,101		363,100	341,031		1,608,276	1,722,685	
VEH & EQUIP - OPER & MAINT	264,205	291,260		41,065	38,585		708,314	731,246		224,815	216,838		4,455,517	4,222,429		5,693,917	5,500,358	
OTHER OPERATING COSTS	225,800	241,840		227,450	275,770		3,018,066	3,064,824		601,161	628,460		5,514,555	6,875,473		9,587,032	11,086,367	
WAGES & BENEFITS	2,479,471	2,847,938		2,484,293	2,291,703		3,498,204	3,716,962		3,579,065	3,582,842		10,843,768	11,411,261		22,684,821	23,850,705	
RECREATION PROGRAMS	0	0		0	0		0	0		125,260	135,035		0	0		125,260	135,035	
CAPITAL EXPENDITURES	3,428,290	1,114,665		115,250	70,930		11,165,686	10,753,411		607,910	7,183,790		12,004,095	10,749,350		27,321,231	29,872,146	
DEBT FINANCING - INTEREST	3,030,060	2,728,670		0	0		1,115,620	1,074,720		584,220	681,550		164,700	0		4,894,600	4,484,940	
DEBT FINANCING - PRINCIPAL	1,957,630	2,044,580		0	0		852,760	890,935		493,080	413,775		90,730	0		3,394,200	3,349,290	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	15,790	0		0	0		0	0		0	0		295,595	130,775		311,385	130,775	
TRSF TO RESERVE FUND	350,431	353,175		39,905	22,105		1,895,003	2,627,535		122,150	123,805		1,977,445	533,155		4,384,934	3,659,775	
TRSF FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	3,512,280	3,541,785		3,000	3,000		0	0		1,464,090	1,327,610		0	0		4,979,370	4,872,395	
<b>TOTAL EXPENDITURES</b>	<b>17,108,009</b>	<b>15,176,763</b>		<b>4,316,529</b>	<b>4,233,197</b>		<b>24,101,568</b>	<b>24,851,020</b>		<b>9,581,774</b>	<b>16,270,948</b>		<b>\$39,356,295</b>	<b>38,057,120</b>		<b>94,464,175</b>	<b>98,589,048</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 478,152</b>	<b>\$ 711,307</b>		<b>\$1,016,351</b>	<b>\$ 581,928</b>		<b>\$ 1,894,220</b>	<b>\$ 1,689,958</b>		<b>\$ 461,075</b>	<b>\$ 498,901</b>		<b>\$ 1,607,764</b>	<b>\$ 486,733</b>		<b>\$ 5,457,562</b>	<b>\$ 3,968,827</b>	

**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
2010 PROPOSED BUDGET**

	Administration			Electoral Areas			Public Safety			Fire Protection			Regional Library		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>															
TAX REQUISITION	\$751,885	\$829,965	10%	\$170,280	\$174,795	3%	\$643,161	\$694,195	8%	\$2,308,065	\$2,546,415	10%	\$1,426,210	\$1,479,500	4%
GRANTS	85,000	149,530		55,000	18,000		0	0		17,500	5,500		0	0	
OTHER REVENUE	5,848,610	3,688,395		0	0		0	0		19,375	864,025		0	0	
RETAINED EARNINGS	978,680	500,000		134,850	169,000		23,055	17,160		225,405	243,815		0	0	
<b>TOTAL REVENUES</b>	<b>7,664,175</b>	<b>5,167,890</b>		<b>360,130</b>	<b>361,795</b>		<b>666,216</b>	<b>711,355</b>		<b>2,570,345</b>	<b>3,659,755</b>		<b>1,426,210</b>	<b>1,479,500</b>	
<b>EXPENSES</b>															
OFFICE OPERATING	\$721,451	\$757,515		\$88,350	\$141,910		\$12,690	\$14,195		\$154,930	\$167,495		\$0	\$0	
COMMUNITY GRANTS	34,005	34,170		0	0		0	0		0	0		0	0	
LEGISLATIVE	248,320	251,180		47,000	47,600		0	0		0	0		0	0	
PROFESSIONAL FEES	278,920	296,640		5,725	5,725		0	0		6,600	21,100		0	0	
BUILDING - OPER & MAINT	178,350	205,430		0	800		315	315		45,895	47,275		0	0	
VEH & EQUIP - OPER & MAINT	81,131	49,755		1,200	1,600		5,150	5,150		176,725	234,755		0	0	
OTHER OPERATING COSTS	36,800	52,840		0	0		0	0		189,000	189,000		0	0	
WAGES & BENEFITS	2,411,676	2,771,093		58,895	67,945		0	0		8,900	8,900		0	0	
CAPITAL EXPENDITURES	3,171,115	177,360		0	0		0	0		257,175	937,315		0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		93,295	144,805		0	0	
DEBT FINANCING - PRINCIPAL	0	62,000		0	0		0	0		28,625	80,170		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		15,790	0		0	0	
TRSF TO RESERVE FUND	173,815	173,815		30,000	0		6,800	6,800		128,000	172,560		0	0	
TRSF TO OTHER GOVT/AGENCIES	22,640	24,885		0	0		627,195	675,595		1,436,235	1,361,805		1,426,210	1,479,500	
<b>TOTAL EXPENDITURES</b>	<b>\$7,358,223</b>	<b>\$4,856,673</b>		<b>\$231,170</b>	<b>\$265,580</b>		<b>\$652,150</b>	<b>\$702,055</b>		<b>\$2,541,170</b>	<b>\$3,365,180</b>		<b>\$1,426,210</b>	<b>\$1,479,500</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$305,952</b>	<b>\$311,217</b>		<b>\$128,960</b>	<b>\$96,215</b>		<b>\$14,066</b>	<b>\$9,300</b>		<b>\$29,175</b>	<b>\$294,575</b>		<b>\$0</b>	<b>\$0</b>	

**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
2010 PROPOSED BUDGET**

	Feasibility Studies			Municipal Debt Transfers			House Numbering			Total Corporate Services		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>												
TAX REQUISITION	\$15,615	\$0	-100%	\$0	\$0		\$21,500	\$21,500	0%	\$5,336,716	\$5,746,370	8%
GRANTS	0	0		0	0		0	0		157,500	173,030	
OTHER REVENUE	0	0		4,865,770	4,486,275		0	0		10,733,755	9,038,695	
RETAINED EARNINGS	(3,800)	0		0	0		\$0	\$0		1,358,190	929,975	
<b>TOTAL REVENUES</b>	<b>11,815</b>	<b>0</b>		<b>4,865,770</b>	<b>4,486,275</b>		<b>\$21,500</b>	<b>\$21,500</b>		<b>17,586,161</b>	<b>15,888,070</b>	
<b>EXPENSES</b>												
OFFICE OPERATING	\$0	\$0		\$0	\$0		\$21,500	\$21,500		\$998,921	\$1,102,615	
COMMUNITY GRANTS	0	0		0	0		\$0	\$0		34,005	34,170	
LEGISLATIVE	0	0		0	0		\$0	\$0		295,320	298,780	
PROFESSIONAL FEES	0	0		0	0		\$0	\$0		291,245	323,465	
BUILDING - OPER & MAINT	0	0		0	0		\$0	\$0		224,560	253,820	
VEH & EQUIP - OPER & MAINT	0	0		0	0		\$0	\$0		264,206	291,260	
OTHER OPERATING COSTS	0	0		0	0		\$0	\$0		225,800	241,840	
WAGES & BENEFITS	0	0		0	0		\$0	\$0		2,479,471	2,847,938	
CAPITAL EXPENDITURES	0	0		0	0		\$0	\$0		3,428,290	1,114,665	
DEBT FINANCING - INTEREST	0	0		2,936,765	2,583,865		\$0	\$0		3,030,060	2,728,670	
DEBT FINANCING - PRINCIPAL	0	0		1,929,005	1,902,410		\$0	\$0		1,957,630	2,044,580	
DEBT FINANCING - EXCHANGE	0	0		0	0		\$0	\$0		0	0	
CONTINGENCY	0	0		0	0		\$0	\$0		15,790	0	
TRSF TO RESERVE FUND	11,816	0		0	0		\$0	\$0		350,431	353,175	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		\$0	\$0		3,512,280	3,541,785	
<b>TOTAL EXPENDITURES</b>	<b>\$11,816</b>	<b>\$0</b>		<b>\$4,865,770</b>	<b>\$4,486,275</b>		<b>\$21,500</b>	<b>\$21,500</b>		<b>\$17,108,009</b>	<b>\$15,176,763</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$1)</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$478,152</b>	<b>\$711,307</b>	



**REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
2010 PROPOSED BUDGET**

	EA Community Planning			Regional Growth Mgmt Services			Emergency Planning		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>									
TAX REQUISITION	1,131,465	1,229,610	9%	370,140	382,245	3%	185,310	211,575	14%
GRANTS	0	0		59,500	0		55,045	14,840	
OPERATING REVENUE	63,675	69,000		0	0		0	0	
OTHER REVENUE	27,500	27,500		0	0		51,720	14,000	
RETAINED EARNINGS	471,450	423,189		221,630	350,000		67,640	47,980	
<b>TOTAL REVENUES</b>	<b>1,694,090</b>	<b>1,749,299</b>		<b>651,270</b>	<b>732,245</b>		<b>359,715</b>	<b>288,395</b>	
<b>EXPENSES</b>									
OFFICE OPERATING	379,475	417,926		\$67,799	\$172,710		\$45,240	\$58,445	
PROFESSIONAL FEES	110,000	113,000		42,500	57,500		58,100	29,210	
BUILDING - OPER & MAINT	25,175	41,813		10,000	9,000		200	300	
VEH & EQUIP - OPER & MAINT	5,235	5,235		350	350		5,350	7,600	
OTHER OPERATING COSTS	73,030	93,190		26,300	21,300		5,900	7,600	
WAGES & BENEFITS	853,317	862,298		294,200	263,415		92,105	106,280	
COMMUNITY GRANTS	0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0	
CAPITAL EXPENDITURES	10,500	16,950		0	2,500		73,000	41,480	
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRSF TO RESERVE FUND	7,000	7,000		405	405		20,000	5,000	
TRSF FROM RESERVE FUND	0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		3,000	3,000	
	0	0							
<b>TOTAL EXPENDITURES</b>	<b>1,463,732</b>	<b>1,557,412</b>		<b>\$441,554</b>	<b>\$527,180</b>		<b>\$302,895</b>	<b>\$258,915</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$230,358</b>	<b>\$191,887</b>		<b>\$209,716</b>	<b>\$205,065</b>		<b>\$56,820</b>	<b>\$29,480</b>	

**REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
2010 PROPOSED BUDGET**

	Search & Rescue			Building Inspection			Bylaw Enforcement			Total Development Services		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>												
TAX REQUISITION	27,000	27,000	0%	92,000	150,000	63%	174,615	206,730	18%	1,980,530	2,207,160	11%
GRANTS	0	0		0	0		0	0		521,095	421,390	
OPERATING REVENUE	0	0		0	50,000		0	0		63,675	119,000	
OTHER REVENUE	0	0		896,900	609,000		216,425	237,350		1,192,545	887,850	
RETAINED EARNINGS	(2,765)	241		703,535	285,785		113,545	72,530		1,575,035	1,179,725	
<b>TOTAL REVENUES</b>	<b>24,235</b>	<b>27,241</b>		<b>1,692,435</b>	<b>1,094,785</b>		<b>504,585</b>	<b>516,610</b>		<b>5,332,880</b>	<b>4,815,125</b>	
<b>EXPENSES</b>												
OFFICE OPERATING	\$0	\$0		\$215,582	\$187,315		\$25,235	\$30,050		\$733,331	\$866,446	
PROFESSIONAL FEES	0	0		32,500	12,000		140,910	148,110		587,910	563,720	
BUILDING - OPER & MAINT	24,000	24,000		16,700	17,575		3,250	3,250		84,325	100,938	
VEH & EQUIP - OPER & MAINT	0	0		20,130	17,000		10,000	8,400		41,065	38,585	
OTHER OPERATING COSTS	0	0		70,770	88,780		51,450	64,900		227,450	275,770	
WAGES & BENEFITS	0	0		901,845	672,924		145,175	189,135		2,484,293	2,291,703	
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		1,450	10,000		30,300	0		115,250	70,930	
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	
TRSF TO RESERVE FUND	0	0		4,000	1,000		8,500	8,700		39,905	22,105	
TRSF FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIE	0	0		0	0		0	0		3,000	3,000	
<b>TOTAL EXPENDITURES</b>	<b>\$24,000</b>	<b>\$24,000</b>		<b>\$1,262,977</b>	<b>\$1,006,594</b>		<b>\$414,820</b>	<b>\$452,545</b>		<b>\$4,316,529</b>	<b>\$4,233,197</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$235</b>	<b>\$3,241</b>		<b>\$429,458</b>	<b>\$88,191</b>		<b>\$89,765</b>	<b>\$64,065</b>		<b>\$1,016,351</b>	<b>\$581,928</b>	

**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
2010 PROPOSED BUDGET**

	Regional Parks			Community Parks			Area A Recreation			D69 Coordinating Recreation			Oceanside Place Arena		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>															
TAX REQUISITION	1,405,469	1,568,590	12%	661,260	781,330	18%	83,385	93,725	12%	1,049,170	1,078,585	3%	1,337,330	1,497,565	12%
GRANTS	282,130	211,130		35,000	0		0	0		5,000	8,425		0	0	
OPERATING REVENUE	2,000	6,500		0	0		10,000	10,000		247,470	228,390		623,775	642,250	
OTHER REVENUE	5,250	1,435,000		0	0		0	0		12,300	3,000		670	790	
RETAINED EARNINGS	199,935	92,000		323,245	316,574		156,920	183,985		258,255	209,640		108,135	16,550	
<b>TOTAL REVENUES</b>	<b>1,894,784</b>	<b>3,313,220</b>		<b>1,019,505</b>	<b>1,097,904</b>		<b>250,305</b>	<b>287,710</b>		<b>1,572,195</b>	<b>1,528,040</b>		<b>2,069,910</b>	<b>2,157,155</b>	
<b>EXPENSES</b>															
OFFICE OPERATING	\$87,015	\$107,045		\$55,198	\$73,240		\$5,140	\$10,795		\$132,253	\$139,130		\$164,675	\$181,240	
PROFESSIONAL FEES	252,000	322,000		84,000	63,000		500	500		10,500	23,725		12,000	13,500	
BUILDING - OPER & MAINT	85,275	98,435		14,777	14,201		6,000	10,515		20,300	21,400		275,150	290,100	
VEH & EQUIP - OPER & MAINT	45,225	28,549		8,500	23,699		0	0		30,955	25,505		97,055	96,555	
OTHER OPERATING COSTS	305,766	329,900		229,920	217,005		2,050	6,550		22,600	28,955		15,300	16,300	
WAGES & BENEFITS	400,829	433,685		328,263	376,097		91,720	91,200		747,085	735,102		894,553	940,449	
COMMUNITY GRANTS	0	0		0	0		14,020	20,000		65,000	65,000		700	400	
RECREATION PROGRAMS	1,500	1,500		0	0		10,000	10,000		58,910	69,245		11,150	12,000	
CAPITAL EXPENDITURES	556,585	1,921,800		0	65,000		0	300		4,745	13,045		11,495	12,760	
DEBT FINANCING - INTEREST	2,500	0		24,500	24,330		0	0		0	0		312,530	312,530	
DEBT FINANCING - PRINCIPAL	79,480	0		16,595	16,770		0	0		0	0		273,050	273,050	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	40,610	56,260		51,000	36,000		0	0		30,180	30,180		180	1,185	
TRSF FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	38,000	0		78,200	28,200		0	0		276,885	282,345		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$1,894,785</b>	<b>\$3,299,174</b>		<b>\$890,953</b>	<b>\$937,542</b>		<b>\$129,430</b>	<b>\$149,860</b>		<b>\$1,399,413</b>	<b>\$1,433,632</b>		<b>\$2,067,838</b>	<b>\$2,150,069</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$1)</b>	<b>\$14,046</b>		<b>\$128,552</b>	<b>\$160,362</b>		<b>\$120,875</b>	<b>\$137,850</b>		<b>\$172,782</b>	<b>\$94,408</b>		<b>\$2,072</b>	<b>\$7,086</b>	

**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
2010 PROPOSED BUDGET**

	Ravensong Aquatic Center			Gabriola Island Recreation			Southern Community Recreation & Culture			Total Recreation & Parks		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>												
TAX REQUISITION	1,374,470	1,672,470	22%	76,995	82,995	8%	998,295	999,430	0%	6,986,374	7,774,690	11%
GRANTS	0	1,000,000		500	500		0	0		322,630	1,220,055	
OPERATING REVENUE	553,590	472,560		0	0		0	0		1,436,835	1,359,700	
OTHER REVENUE	500	4,140,050		0	0		45,000	0		63,720	5,578,840	
RETAINED EARNINGS	178,285	8,970		5,655	2,820		2,860	6,025		1,233,290	836,564	
<b>TOTAL REVENUES</b>	<b>2,106,845</b>	<b>7,294,050</b>		<b>83,150</b>	<b>86,315</b>		<b>1,046,155</b>	<b>1,005,455</b>		<b>10,042,849</b>	<b>16,769,849</b>	
<b>EXPENSES</b>												
OFFICE OPERATING	\$167,565	\$191,280		\$1,455	\$1,787		\$2,700	\$0		\$616,001	\$704,517	
PROFESSIONAL FEES	39,000	13,000		2,500	2,500		0	12,000		400,500	450,225	
BUILDING - OPER & MAINT	256,600	269,000		0	0		18,700	25,450		676,802	729,101	
VEH & EQUIP - OPER & MAINT	41,955	42,455		75	75		1,050	0		224,815	216,838	
OTHER OPERATING COSTS	25,350	29,400		100	275		75	75		601,161	628,460	
WAGES & BENEFITS	1,102,655	990,204		13,960	16,105		0	0		3,579,065	3,582,842	
COMMUNITY GRANTS	7,000	8,000		0	0		0	0		86,720	93,400	
RECREATION PROGRAMS	43,700	42,290		0	0		0	0		125,260	135,035	
CAPITAL EXPENDITURES	20,085	5,155,710		0	175		15,000	15,000		607,910	7,183,790	
DEBT FINANCING - INTEREST	244,690	344,690		0	0		0	0		584,220	681,550	
DEBT FINANCING - PRINCIPAL	123,955	123,955		0	0		0	0		493,080	413,775	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	180	180		0	0		0	0		122,150	123,805	
TRSF FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRSF TO OTHER GOV'T/AGENCIES	0	0		62,500	65,100		1,008,505	951,965		1,464,090	1,327,610	
<b>TOTAL EXPENDITURES</b>	<b>\$2,072,735</b>	<b>\$7,210,164</b>		<b>\$80,590</b>	<b>\$86,017</b>		<b>\$1,046,030</b>	<b>\$1,004,490</b>		<b>\$9,581,774</b>	<b>\$16,270,948</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$34,110</b>	<b>\$83,886</b>		<b>\$2,560</b>	<b>\$298</b>		<b>\$125</b>	<b>\$965</b>		<b>\$461,075</b>	<b>\$498,901</b>	

**REGIONAL DISTRICT OF NANAIMO  
REGIONAL & COMMUNITY UTILITIES  
2010 PROPOSED BUDGET**

	Wastewater Management			Water Supply			Sewerage Collection		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>									
TAX REQUISITION	\$8,119,910	\$8,380,010	3%	\$2,083,635	\$2,168,145	4%	\$1,021,275	\$1,141,525	12%
GRANTS	2,713,800	2,045,470		62,330	121,575		0	0	
OPERATING REVENUE	440,800	454,800		718,791	747,471		390,934	404,996	
OTHER REVENUE	5,174,370	6,396,285		397,275	492,520		24,003	6,215	
RETAINED EARNINGS	2,468,430	1,617,675		1,498,510	1,733,247		265,005	197,612	
<b>TOTAL REVENUES</b>	<b>18,917,310</b>	<b>18,894,240</b>		<b>4,760,541</b>	<b>5,262,958</b>		<b>1,701,217</b>	<b>1,750,348</b>	
<b>EXPENSES</b>									
OFFICE OPERATING	\$569,890	\$590,118		\$293,387	\$299,939		\$64,342	\$83,560	
PROFESSIONAL FEES	361,800	359,575		229,884	312,399		25,728	18,610	
BUILDING - OPER & MAINT	134,755	139,042		79,542	92,723		26,242	27,230	
VEH & EQUIP - OPER & MAINT	560,400	570,900		90,018	89,825		57,896	70,521	
WAGES & BENEFITS	1,830,083	1,975,851		928,011	996,610		279,244	271,129	
OTHER OPERATING COSTS	1,752,690	1,633,970		431,664	501,952		780,245	872,725	
CAPITAL EXPENDITURES	9,938,245	9,462,800		1,108,507	1,214,404		114,934	73,207	
DEBT FINANCING - INTEREST	742,525	742,525		242,495	231,675		130,600	100,520	
DEBT FINANCING - PRINCIPAL	620,990	620,990		201,690	202,135		30,080	67,810	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRSF TO RESERVE FUND	1,605,365	2,060,365		256,951	541,988		32,687	25,182	
TRSF FROM RESERVE FUND	0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$18,116,743</b>	<b>\$18,156,136</b>		<b>\$3,862,149</b>	<b>\$4,483,650</b>		<b>\$1,541,998</b>	<b>\$1,610,494</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$800,567</b>	<b>\$738,104</b>		<b>\$898,392</b>	<b>\$779,308</b>		<b>\$159,219</b>	<b>\$139,854</b>	

**REGIONAL DISTRICT OF NANAIMO  
REGIONAL & COMMUNITY UTILITIES  
2010 PROPOSED BUDGET**

	Street Lighting			Engineering			Total Regional & Community Utilities		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>									
TAX REQUISITION	\$65,525	\$73,155	12%	\$0	\$0		\$11,290,345	\$11,762,835	4%
GRANTS	10,455	455		0	0		2,786,585	2,167,500	
OPERATING REVENUE	0	0		219,385	220,830		2,054,410	2,118,387	
OTHER REVENUE	0	0		0	0		5,595,648	6,895,020	
RETAINED EARNINGS	36,855	48,702		0	0		4,268,800	3,597,236	
<b>TOTAL REVENUES</b>	<b>112,835</b>	<b>122,312</b>		<b>219,385</b>	<b>220,830</b>		<b>25,995,788</b>	<b>26,540,978</b>	
<b>EXPENSES</b>									
OFFICE OPERATING	\$1,045	\$1,045		\$8,850	\$6,850		\$938,514	\$984,507	
PROFESSIONAL FEES	10,000	1		22,500	18,500		649,912	709,085	
BUILDING - OPER & MAINT	18,950	38,800		0	0		259,489	297,795	
VEH & EQUIP - OPER & MAINT	0	0		0	0		708,314	731,246	
WAGES & BENEFITS	902	917		186,184	193,880		3,498,204	3,716,962	
OTHER OPERATING COSTS	45,897	48,857		1,850	1,600		3,018,066	3,064,824	
CAPITAL EXPENDITURES	0	0		0	0		11,165,686	10,753,411	
DEBT FINANCING - INTEREST	0	0		0	0		1,115,620	1,074,720	
DEBT FINANCING - PRINCIPAL	0	0		0	0		852,760	890,935	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		0	0		1,895,003	2,627,535	
TRSF FROM RESERVE FUND	0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$76,794</b>	<b>\$89,620</b>		<b>\$219,384</b>	<b>\$220,830</b>		<b>\$24,101,568</b>	<b>\$24,851,020</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$36,041</b>	<b>\$32,692</b>		<b>\$1</b>	<b>\$0</b>		<b>\$1,894,220</b>	<b>\$1,689,958</b>	

**REGIONAL DISTRICT OF NANAIMO  
TRANSPORTATION & SOLID WASTE MANAGEMENT SERVICES  
2010 PROPOSED BUDGET**

	<b>Gabriola Island Emergency Wharf</b>			<b>Southern Community Transit</b>			<b>Northern Community Transit</b>		
	<b>Budget 2009</b>	<b>Budget 2010</b>	<b>% Var</b>	<b>Budget 2009</b>	<b>Budget 2010</b>	<b>% Var</b>	<b>Budget 2009</b>	<b>Budget 2010</b>	<b>% Var</b>
<b>REVENUES</b>									
TAX REQUISITION	\$5,255	\$5,360	2%	\$4,892,675	\$5,624,075	15%	\$644,535	\$688,520	7%
GRANTS	0	0		7,435,610	6,113,340		405,000	415,000	
OPERATING REVENUE	0	0		4,402,416	4,326,080		250,690	250,690	
OTHER REVENUE	0	0		1,094,450	0		0	0	
RETAINED EARNINGS	3,880	3,830		815,215	315,000		202,015	124,340	
<b>TOTAL REVENUES</b>	<b>\$9,135</b>	<b>\$9,190</b>		<b>\$18,640,366</b>	<b>\$16,378,495</b>		<b>\$1,502,240</b>	<b>\$1,478,550</b>	
<b>EXPENSES</b>									
OFFICE OPERATING	\$150	\$150		\$1,635,860	\$1,775,130		\$717,730	\$790,545	
PROFESSIONAL FEES	0	0		75,000	105,000		0	0	
BUILDING - OPER & MAINT	4,000	4,000		254,635	196,450		0	0	
VEH & EQUIP - OPER & MAINT	0	0		3,673,004	3,532,125		0	0	
OTHER OPERATING COSTS	0	0		356,875	347,500		0	0	
WAGES & BENEFITS	0	0		7,529,702	7,906,251		627,990	684,576	
CAPITAL EXPENDITURES	0	0		4,443,800	2,280,650		0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		295,595	130,775		0	0	
TRSF TO RESERVE FUND	1,000	1,000		5,295	22,175		0	0	
TRSF FROM RESERVE FUND	0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$5,150</b>	<b>\$5,150</b>		<b>\$18,269,766</b>	<b>\$16,296,056</b>		<b>\$1,345,720</b>	<b>\$1,475,121</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$3,985</b>	<b>\$4,040</b>		<b>\$370,600</b>	<b>\$82,439</b>		<b>\$156,520</b>	<b>\$3,429</b>	

**REGIONAL DISTRICT OF NANAIMO  
TRANSPORTATION & SOLID WASTE MANAGEMENT SERVICES  
2010 PROPOSED BUDGET**

	Solid Waste Management			Solid Waste Collection & Recycling			Total Transportation and Solid Waste Management Services		
	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var	Budget 2009	Budget 2010	% Var
<b>REVENUES</b>									
TAX REQUISITION	\$322,305	\$328,750	2%	\$0	\$0		\$5,864,770	\$6,646,705	13%
GRANTS	1,961,800	2,333,905		0	0		9,802,410	8,862,245	
OPERATING REVENUE	9,394,250	8,268,500		2,401,043	3,129,715		16,448,399	15,974,985	
OTHER REVENUE	4,603,000	5,399,105		25,000	25,000		5,722,450	5,424,105	
RETAINED EARNINGS	1,418,270	301,643		686,650	891,000		3,126,030	1,635,813	
<b>TOTAL REVENUES</b>	<b>17,699,625</b>	<b>16,631,903</b>		<b>3,112,693</b>	<b>4,045,715</b>		<b>40,964,059</b>	<b>38,543,853</b>	
<b>EXPENSES</b>									
OFFICE OPERATING	\$675,130	\$651,907		\$174,435	\$177,664		\$3,203,305	\$3,395,396	
PROFESSIONAL FEES	360,965	279,550		7,500	13,700		443,465	398,250	
BUILDING - OPER & MAINT	102,320	137,900		2,145	2,681		363,100	341,031	
VEH & EQUIP - OPER & MAINT	780,728	688,519		1,785	1,785		4,455,517	4,222,429	
OTHER OPERATING COSTS	2,966,619	2,868,621		2,191,051	3,659,352		5,514,555	6,875,473	
WAGES & BENEFITS	2,571,522	2,637,336		114,574	183,098		10,843,788	11,411,261	
CAPITAL EXPENDITURES	7,557,595	8,466,000		2,700	2,700		12,004,095	10,749,350	
DEBT FINANCING - INTEREST	164,700	0		0	0		164,700	0	
DEBT FINANCING - PRINCIPAL	90,730	0		0	0		90,730	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		295,595	130,775	
TRSF TO RESERVE FUND	1,970,490	509,320		660	660		1,977,445	533,155	
TRSF FROM RESERVE FUND	0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$17,240,799</b>	<b>\$16,239,153</b>		<b>\$2,494,860</b>	<b>\$4,041,640</b>		<b>\$39,356,295</b>	<b>\$38,057,120</b>	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$458,826</b>	<b>\$392,750</b>	<b>1%</b>	<b>\$617,833</b>	<b>\$4,075</b>		<b>\$1,607,764</b>	<b>\$486,733</b>	



RECEIVED	
DATE	Jan 12 '10
BY	
FOR	
BOARD	

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

**DATE:** January 2, 2010

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

**SUBJECT:** Amendments to Taxation Limits

**PURPOSE:**

To introduce bylaws to amend the taxation limits for the Regional Growth, Parksville Local Fire Protection, Electoral Areas 'E' and 'F' Community Parks and the Fairwinds Streetlighting services.

**BACKGROUND:**

As budgets are prepared each year, staff review the requisitions in relation to the establishing bylaws. Generally speaking, changes in property assessments provide room for additional taxation as operating budgets change over time. However, depending on the extent of changes to the activities in an operating budget, the limit may be exceeded and require amendment. The five services noted above have reached or will very shortly reach their maximum limits. Our practice is to amend the limits to match the projected value in the fifth year of the financial plan. With the exception of the Parksville Local Fire Protection Service, all of the limits must be amended at or before the financial plan for 2010 to 2014 is adopted. Introducing the bylaws at this time will provide the time necessary to proceed to approval by the Inspector of Municipalities.

**ALTERNATIVES:**

1. Introduce the bylaws for first three readings and forward them to the Inspector of Municipalities for approval.
2. Introduce the bylaws for first three readings and hold them pending review and approval of the 2009 to 2014 financial plan.

**FINANCIAL IMPLICATIONS:**

Alternative 1

The table below shows the options for amending these bylaws. The 2013 column shows the requisition projected in the fifth year of the prior financial plan. The 2014 column shows the updated requisitions in the 2010 to 2014 financial plan. With the exception of the Regional Growth Strategy all of the requisitions are relatively the same in 2014 as projected in 2013. Staff are recommending that the bylaw limits for Parksville Local Fire, Electoral Areas E and F Community Parks and Fairwinds Streetlighting be amended to reflect the values in the most recently approved financial plan – that is the 2009 to 2013 financial plan. With respect to the Regional Growth Strategy, staff recommend a limit of \$450,000 - the

mid point between the current plan and the proposed plan. This limit will provide time to review the upcoming financial plan without the pressure of needing to make a last minute amendment to the requisition limit.

Service	Current Maximum	2010 Requisition	2013 projected Requisition	2014 projected Requisition
Regional Growth (Appendix A)	\$ 369,255	\$ 382,245	\$ 561,900	\$ 492,700
Parksville Local Fire Protection (Appendix B)	\$ 124,775	\$ 114,215	\$ 117,070	\$ 133,615
Electoral Area E Community Park (Appendix C)	\$ 85,000	\$ 88,705	\$ 116,700	\$ 120,200
Electoral Area F Community Park (Appendix D)	\$ 84,380	\$ 104,140	\$ 135,185	\$ 137,785
Fairwinds Streetlighting (Appendix E)	\$ 17,000	\$ 21,385	\$ 23,030	\$ 23,720

Alternative 2


There are no anticipated alternatives to property tax revenues for these services. However, should other revenue sources be available, the property tax requisition would not be raised to the level in these projections.

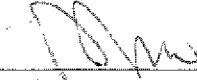
**SUMMARY/CONCLUSIONS:**

Five services have been identified as reaching or shortly reaching their taxation limits in and beyond 2010. Bylaws have been introduced to amend the limits to match the fifth year of the current approved 2009 to 2013 financial plan. The bylaws are introduced at this time to ensure sufficient time for Inspector approval. As noted above, there are no current sources of alternative revenues for any of these services, however, should other sources become available the requisitions would be less than projected at this time. Staff recommend anticipating these changes and forwarding the bylaws to the Inspector of Municipalities after third reading.

**RECOMMENDATIONS:**

1. That "Regional Growth Management Service Amendment Bylaw No. 1553.02, 2010" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.
2. That "Parksville (Local) Fire Protection Area Amendment Bylaw No. 1001.03, 2010" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.
3. That "Electoral Area 'E' Community Parks Local Service Amendment Bylaw No. 803.05, 2010" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.
4. That "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No.804.06, 2010" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.
5. That "Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.03, 2010" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

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

  
\_\_\_\_\_  
CAO concurrence

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1553.02**

**A BYLAW TO AMEND THE REQUISITION LIMIT  
IN THE REGIONAL GROWTH MANAGEMENT  
SERVICE ESTABLISHMENT BYLAW NO. 1553**

WHEREAS the Board has adopted a financial plan for the years 2009 to 2013;

AND WHEREAS the financial plan includes a requisition value for Regional Growth Management of approximately \$561,900 by 2013;

AND WHEREAS the Board considers an increase in the requisition value to \$450,000 be in the best interest of the service ;

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

1. Section 6 of Bylaw 1553 is hereby repealed and the following substituted therefore:
  - “6. The maximum amount that may be requisitioned for the cost of this service shall be the greater of:
    - (i) Four Hundred and Fifty Thousand Dollars (\$450,000); or
    - (ii) the amount obtained by multiplying a property value tax rate of \$0.0185 per \$1,000 of net taxable values of land and improvements in the service area.”
2. This bylaw may be cited as “Regional Growth Management Service Amendment Bylaw No. 1553.02, 2010”.

Introduced and read three times this 26th day of January, 2010.

Approved by the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2010.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
CHAIRPERSON

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1001.03**

**A BYLAW TO AMEND THE REQUISITION LIMIT  
IN THE PARKSVILLE (LOCAL) FIRE PROTECTION AREA  
CONVERSION BYLAW NO. 1001**

WHEREAS the Board has adopted a financial plan for the years 2009 to 2013;

AND WHEREAS the financial plan includes a requisition value for the service of approximately \$117,070 by 2013;

AND WHEREAS the Board considers the requisition value to be in the best interest of the service and wishes to amend the requisition value in accordance with the financial plan;

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

1. Section 5 of Bylaw 1001 is hereby repealed and the following substituted therefore:
  - “5. The maximum amount that may be requisitioned for this service, under Section 800.1(e)(iii) of the *Local Government Act* for the cost of this service shall be the greater of:
    - (i) One Hundred and Seventeen Thousand and Seventy Dollars (\$117,070); or
    - (ii) the amount obtained by multiplying a property value tax rate of \$0.525 per \$1,000 of net taxable values of land and improvements in the service area.”
2. This bylaw may be cited as “Parksville Local Fire Protection Service Amendment Bylaw No. 1001.03, 2010”.

Introduced and read three times this 26th day of January, 2010.

Approved by the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2010.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
CHAIRPERSON

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 803.05**

**A BYLAW TO AMEND THE REQUISITION LIMIT  
IN THE ELECTORAL AREA E COMMUNITY PARKS  
LOCAL SERVICE ESTABLISHMENT BYLAW 803**

WHEREAS the Board has adopted a financial plan for the years 2009 to 2013;

AND WHEREAS the financial plan includes a requisition value for the service of approximately \$116,700 by 2013;

AND WHEREAS the Board considers the requisition value to be in the best interest of the service and wishes to amend the requisition value in accordance with the financial plan;

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

1. Section 4 of Bylaw 803 is hereby repealed and the following substituted therefore:
  - “4. The maximum amount that may be requisitioned for the cost of this service shall be the greater of:
    - (i) One Hundred and Sixteen Thousand, Seven Hundred Dollars (\$116,700); or
    - (ii) the amount obtained by multiplying a property value tax rate of \$0.676 per \$1,000 of net taxable values of land and improvements in the service area.”
2. This bylaw may be cited as “Electoral Area ‘E’ Community Parks Local Service Amendment Bylaw No. 803.05, 2010”.

Introduced and read three times this 26th day of January, 2010.

Approved by the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
CHAIRPERSON

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 804.06**

**A BYLAW TO AMEND THE REQUISITION LIMIT  
IN THE ELECTORAL AREA F COMMUNITY PARK  
LOCAL SERVICE ESTABLISHMENT BYLAW NO. 804**

WHEREAS the Board has adopted a financial plan for the years 2009 to 2013;

AND WHEREAS the financial plan includes a requisition value for the service of approximately \$135,185 by 2013;

AND WHEREAS the Board considers the requisition value to be in the best interest of the service and wishes to amend the requisition value in accordance with the financial plan;

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

1. Section 4 of Bylaw 804 is hereby repealed and the following substituted therefore:
  - “4. The maximum amount that may be requisitioned for this service shall be the greater of:
    - (i) One Hundred and Thirty Five Thousand, One Hundred and Eighty Five Dollars (\$135,185); or
    - (ii) the amount obtained by multiplying a property value tax rate of \$0.1442 per \$1,000 of net taxable values of land and improvements in the service area.”
2. This bylaw may be cited as “Electoral Area ‘F’ Community Park Local Service Amendment Bylaw No. 804.06, 2010.

Introduced and read three times this 26th day of January, 2010.

Approved by the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2010.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
CHAIRPERSON

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 789.03**

**A BYLAW TO AMEND THE REQUISITION LIMIT  
IN THE FAIRWINDS STREETLIGHTING LOCAL  
SERVICE ESTABLISHMENT BYLAW NO. 789**

WHEREAS the Board has adopted a financial plan for the years 2009 to 2013;

AND WHEREAS the financial plan includes a requisition value for the service of approximately \$23,030 by 2013;

AND WHEREAS the Board considers the requisition value to be in the best interest of the service and wishes to amend the requisition value in accordance with the financial plan;

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

1. Section 2 of Bylaw 789 is hereby repealed and the following substituted therefore:
  - “2. The maximum amount that may be requisitioned for the cost of this service shall be the greater of:
    - (i) Twenty Three Thousand and Thirty Dollars (\$23,030); or
    - (ii) the amount obtained by multiplying a property value tax rate of \$0.0562 per \$1,000 of net taxable values of land and improvements in the service area.”
2. This bylaw may be cited as “Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.03, 2010”.

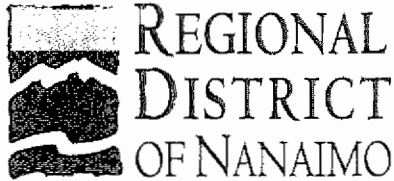
Introduced and read three times this 26th day of January, 2010.

Approved by the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2010.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
CHAIRPERSON

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



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## MEMORANDUM

**TO:** John Finnie, General Manager,  
Regional & Community Utilities

**DATE:** January 4, 2010

**FROM:** Wayne Moorman, P. Eng  
Manager of Engineering Services

**FILE:** 5500-21-01

**SUBJECT:** **Streetlighting - Inclusion into the Rural Streetlighting Local Service Area  
Prawn Road, Nanoose Bay (Walbren Ventures Inc.), Electoral Area 'E'**

### PURPOSE

To report to the Board on the public information meeting held to discuss the inclusion of the subject property into the rural streetlighting service area.

### BACKGROUND

A report on this matter was presented to the Committee of the Whole on November 11, 2009 (report dated October 28, 2009 attached as Appendix A).

At the Committee meeting, Vaughn Roberts, ParkCity Engineering, made a presentation on behalf of the Developer supporting the inclusion of the new subdivision into the Rural Streetlighting Local Service Area.. A delegation to the committee (Shelly Seniuk, 1591 Clayton Crescent and Jacqueline Fennelou, 1601 Clayton Crescent) spoke against the proposed installation of streetlights on Prawn Road.

The committee recommended that the developer (Walbren Ventures Inc.) conduct a public information meeting on this matter. At the November 24, 2009 Board meeting, the Board directed that the bylaw be held in abeyance *"until the developer and his agent hold a meeting with the residents in the local area"*.

The developer arranged a public meeting for Monday December 7, 2009 at the Parksville Community Centre. This meeting was advertised in the Oceanside Star on Thursday November 26, 2009 and was posted on mail boxes at the corner of Dorcas Point Road and Prawn Road and at the corner of Marina Way and Seacrest Road. Staff attended the meeting with Alternate Director Frank Van Eynde, Mr. Bernie Walsh (the developer), and his civil engineering and electrical engineering consultants. No residents attended the meeting.

Subsequent to the scheduled meeting, communication was received from Shelly Seniuk and from Therese Watson (1574 Dorcas Point Road) opposing the installation of the streetlights and expressing concern that they were not aware of the meeting. Opposition to the streetlights to date has been limited to a few residents who live near the proposed development. Notice of the public meeting was posted and published as requested but either few residents were aware of the meeting and/or those that may have been aware did not attend.

The Developer has asked the Area Director that his request go back to the Board for a decision at this time, and has indicated that he does not want to go to the expense and time of arranging another public meeting in the area.



## **ALTERNATIVES**

1. Accept the request for inclusion into the Rural Streetlighting Local Service Area.
2. Deny the request for inclusion.
3. Direct staff to arrange a meeting between the Developer and Shelley Seniuk, Jacqueline Fennelaw, Theresa Watson and other local residents they may wish to bring to discuss the proposed streetlights.
4. Provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

Under Alternative 1, if Rural Streetlighting Amendment Bylaw No. 791.18 is adopted, there are no financial implications to the RDN. Streetlights would be installed along the new section of Prawn Road by the developer at his cost. The annual power charges would only be paid by the property owners within the Rural Streetlighting Local Service Area at a rate of \$6.90 per \$100,000 of property assessment; there would be no financial impact to property owners on the old section of Prawn Road, Nuttal Drive, Clayton Crescent, Dorcas Point Road etc. No Capital Charges or DCC's apply to streetlighting.

Alternative 3 would provide another opportunity for those residents who have expressed concerns about the streetlights to meet with the proponent about their design, locations and function. The concerns expressed by residents appear to be based on an opposition to streetlights in general, i.e. their impact on dark sky and rural atmosphere. Although a meeting may not resolve differences, it may provide opportunity to reach an alternative and mutually acceptable arrangement.

## **SUMMARY/CONCLUSIONS**

Following direction by the Board the Developer arranged a public information meeting on December 7, 2009 to discuss the matter of streetlighting with residents in the local area. The meeting was advertised in the legal section of the Oceanside Star on November 26, 2009 and was posted on mail boxes in two locations close to the new subdivision. The meeting was attended by staff, Alternate Director Van Eynde, the Developer and his consulting engineers. No residents from the area attended the meeting.

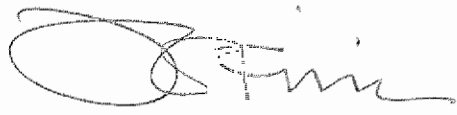
Staff are recommending that another meeting be arranged at RDN offices between the developer and those few residents that have contacted the RDN with concerns about the lights. This can be arranged expeditiously and at little or no cost to the Developer. Staff will report the results of the meeting to the Board for a decision on the inclusion of the lights into the Rural Streetlighting Local Service Area.

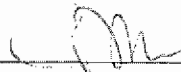
At this time RDN has no specific streetlighting standards in place for the Rural Streetlighting Local Service Area. Other than lights installed by BC Hydro on hydro poles, decisions on the type, design, locations and intensities of the lights for rural developments have been left up to the developer. Preparation of standards respecting light intensity, light distribution and power consumption (not aesthetic design) will be undertaken in 2010.

**RECOMMENDATION**

That staff be directed to arrange a meeting at RDN offices for the Developer and Shelley Seniuk, Jacqueline Fennelow, Theresa Watson and other local residents they may wish to bring, to discuss the streetlights proposed for the new subdivision at the end of Prawn Road in Nanoose Bay, and that staff report the results of the meeting to the Board..

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

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

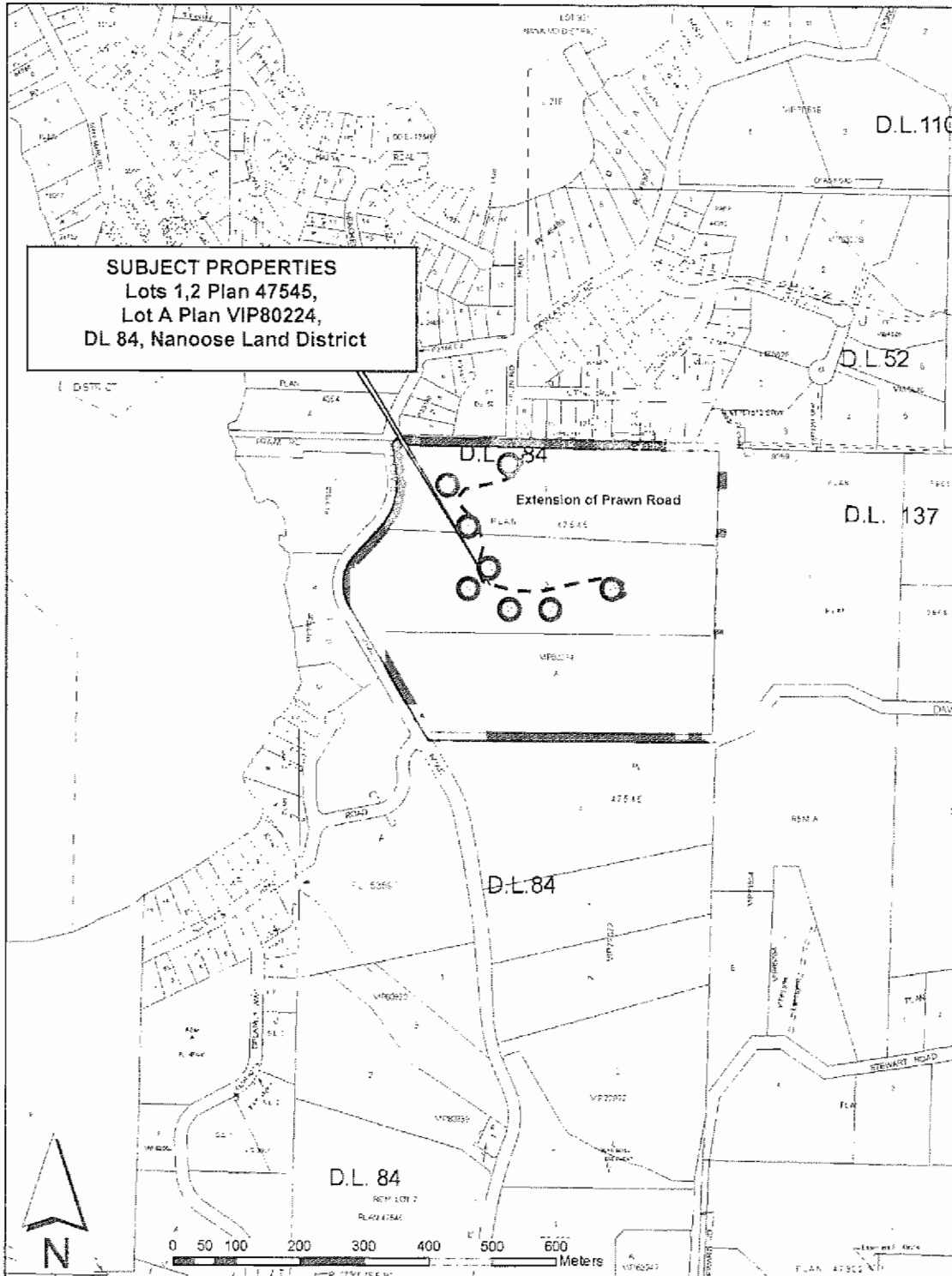
  
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CAO Concurrence

COMMENTS:

Figure 1 – Location Plan

**Legend**

= Proposed streetlight location (8 lights)





## MEMORANDUM

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**TO:** Mike Donnelly, AScT  
Manager of Water Services

**DATE:** October 28, 2009

**FROM:** Deb Churko, AScT  
Engineering Technologist

**FILE:** 5500-21-01

**SUBJECT:** **Streetlighting Petition  
Inclusion into the Rural Streetlighting Local Service Area  
Prawn Road, Nanoose Bay (Walbern Ventures Inc.), Electoral Area "E"**

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**PURPOSE**

To consider the request to include Lots 1 and 2, Plan 47545, and Lot A, Plan VIP80224, DL 84, Nanoose Land District into the Rural Streetlighting Local Service Area (see Location Plan in attached Figure 1).

**BACKGROUND**

The owner of the above-noted properties has petitioned the Regional District of Nanaimo (RDN) to be included in the Rural Streetlighting Local Service Area (LSA). The three subject properties are the location of a new non-strata subdivision being developed by Walbern Ventures Inc. at the end of Prawn Road in Dorcas Point, Nanoose Bay. Streetlights are being proposed on ornamental poles along the new section of Prawn Road where new single-family homes will be constructed.

The developer wishes to install eight steel ornamental poles along the roadway at his cost. The streetlights will have carriage-style lanterns with 100 Watt High Pressure Sodium bulbs. A streetlight will not be placed at the entrance to the subdivision at the request of the neighbouring property owner. As with each RDN streetlighting LSA, BC Hydro charges the annual cost to operate streetlights to the RDN, and the RDN in turn recovers those costs from all owners within the Rural Streetlighting Local Service Area.

*Regional District of Nanaimo Rural Streetlighting Local Service Area Bylaw No. 791, 1989* requires an amendment in order to include these properties within the taxation boundary for streetlighting service.

**ALTERNATIVES**

1. Accept the request for inclusion into the Rural Streetlighting Local Service Area.
2. Do not accept the request, and streetlights would not be installed along the new section of Prawn Road.

**FINANCIAL IMPLICATIONS**

Under Alternative 1, if Rural Streetlighting Amendment Bylaw No. 791.18 is adopted, there are no financial implications to the RDN. Streetlights would be installed along the new section of Prawn Road by the developer at his cost. The annual power charges would be paid by the property owners within the Rural Streetlighting Local Service Area at a rate of \$6.90 per \$100,000 of property assessment. No Capital Charges or DCCs apply to streetlighting service.

Under Alternative 2, if Rural Streetlighting Amendment Bylaw No. 791.18 is not adopted, there are no financial implications to the RDN. Only RDN staff costs have been incurred to date.

**SUSTAINABILITY IMPLICATIONS**

The proposed street lights provide efficient lighting at the lowest wattage available at this time. Spacing of the light standards is greater than the typical design standards, this will result in reduced energy consumption and impact from light pollution.

**SUMMARY/CONCLUSIONS**

Petitions have been received to amend the boundaries of the Rural Streetlighting Local Service Area. The three subject properties are the location of a new non-strata subdivision being developed at the end of Prawn Road in Nanoose Bay. The developer wishes to install eight steel ornamental poles with carriage-style lamps along the new section of Prawn Road.

There are no financial implications to the RDN. The developer will install the streetlights at his cost, and property owners within the Rural Streetlighting Local Service Area would pay the annual power charges.

**RECOMMENDATION**

That "Rural Streetlighting Local Service Area Amendment Bylaw No. 791.18, 2009" be introduced and read three times.

*D Churko*  
\_\_\_\_\_  
Report Writer

*M Donnelly*  
\_\_\_\_\_  
Manager Concurrence

*J Finnie*  
\_\_\_\_\_  
General Manager Concurrence

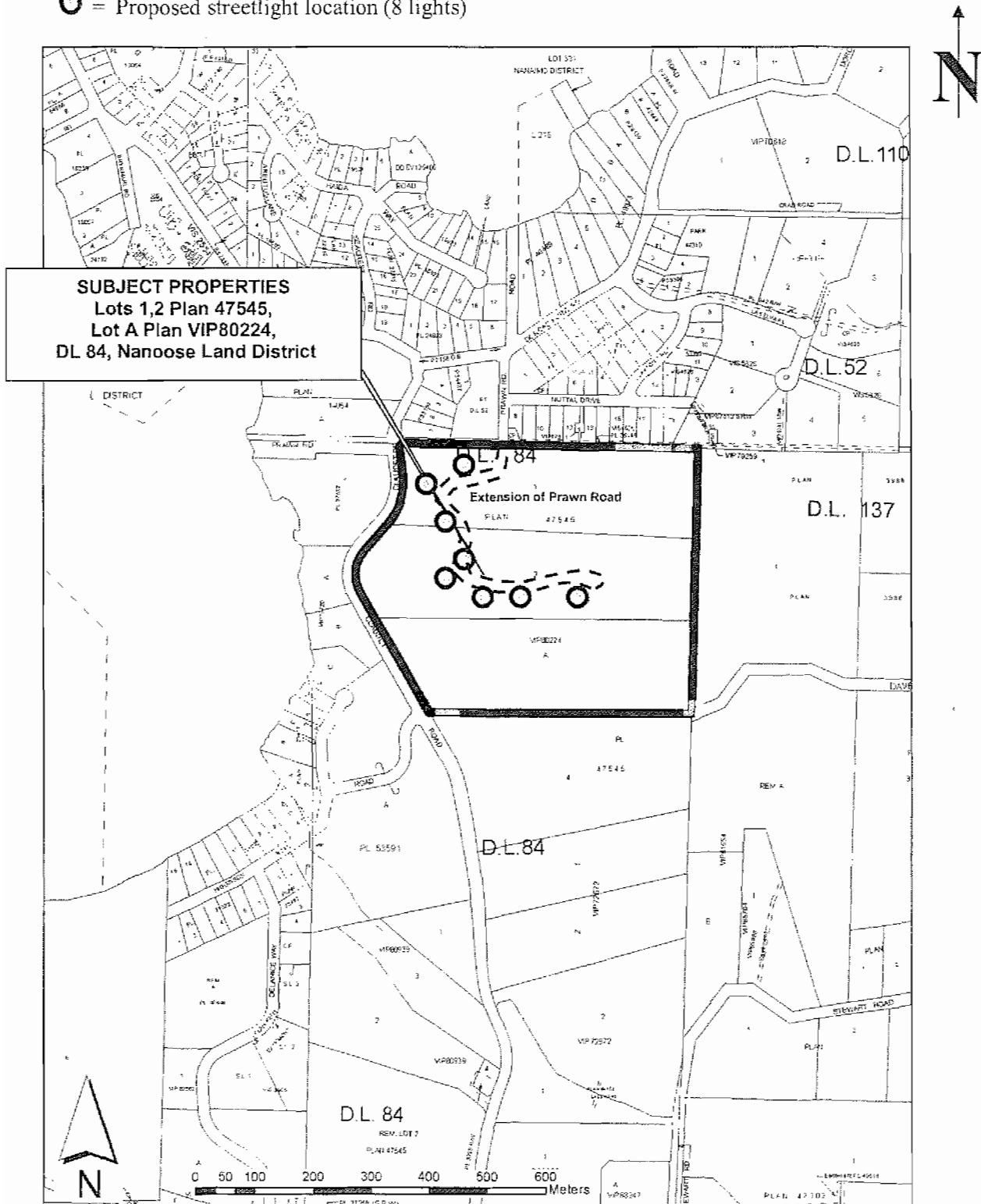
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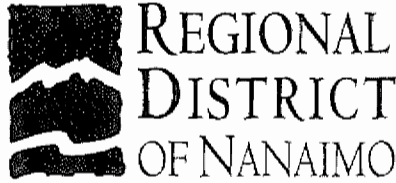
**COMMENTS**

Figure 1 – Location Plan

**Legend**

○ = Proposed streetlight location (8 lights)





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## MEMORANDUM

**TO:** John Finnie, General Manager  
Regional and Community Utilities

**DATE:** December 23, 2009

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

**FILE:** 2380-20-NOOR

**SUBJECT:** Water Services Operations Centre Lease Agreement

### PURPOSE

To present to the Board a Water Services Operations Centre Lease Agreement proposal.

### BACKGROUND

The Water Services Department operations centre is located at Unit #2, 1065 Herring Gull Way in Parksville. The centre currently leases 2,534 square feet of space for warehousing, office space, lunch room and a washroom. The lease expired on December 1, 2009 with an extension to the end of March 2010 which has provided an opportunity to review the current operations centre space requirements and to consider alternative lease space solutions.

The centre was originally leased in 1994 to provide adequate space for the needs at that time. Over the last 15 years the number of water service areas has increased by four and the number of connections has grown by approximately 40%. The infrastructure serving these systems has increased accordingly with additional reservoirs, pump stations, hydrants that must be serviced on a regular basis. Given the system growth since 1994 and the associated maintenance and storage requirements, water testing laboratory activity and staff needs associated with an operation of this size it is not possible to meet the space requirements with the current lease space.

To accommodate the lack of space in the current facility equipment, supplies and material are stored outside and at other locations within the service areas including inappropriate locations such as pump stations. Staff work areas including the workshop, lab and workstations are inadequate for the duties required and the washroom facilities do not meet the requirements for a male/female workforce.

An assessment of the space requirements has been carried out. The location of the operations centre is excellent as it is central to the areas serviced by the department. Based on this, staff reviewed the possibilities for alternate additional space in the Parksville Industrial Centre and surrounding area. After discussions with a real estate representative it was determined that other than the opportunity noted in this report, there are no alternative leasing arrangements in the area that would provide the necessary space.

The construction of a purpose built facility was explored in 2008 in conjunction with a proposed water treatment facility to be located on Nanoose Road. Construction costs of the facility were estimated to be between \$2,000,000 and \$3,000,000. The cost of a purpose built facility would require the assent of the electors and would result in annual debt servicing costs on \$2,000,000 of approximately \$167,000 per year for 20 years. Based on the annual costs for debt servicing this option was not pursued.

Staff have entered into discussions with Noort Investments, the owners of the current facility located at 1065 Herring Gull Way, to explore the possibility of leasing another unit within the same complex. The owners have a unit currently available that is 7,646 square feet in size. It includes office and warehouse space that provides some additional space for future growth. The table below compares the existing lease space to the space required to meet departmental needs.

**Operations Centre Space Requirements**

	Existing Lease Space (Sq. ft.)	Required Lease Space (Sq. ft.)
Warehouse	1,794	3,140
Workshop	50	200
Office/Tech Area	450	900
Lunch Room	150	150
Washrooms	60	120
Lab	30	120
Materials Stored Outside	0	1,000
Materials Stored Off Site	0	500
Mobile Equipment	0	800
	<u>2,534</u>	<u>6,930</u>

The price per square foot for the current operations centre facility (Unit #2) is \$7.05. The property owners have requested, as part of a five year lease renewal, that this price increase to \$7.75 for the first two years of a new agreement and to \$8.25 for the last three years.

Negotiations on the larger space (Unit #7,8) yielded an agreed-to price of \$5.30 per square foot plus triple net with a \$0.25/year increase for the remaining four years of a five year agreement (see attached). This lease rate is significantly lower than existing pricing for comparable space.

This new location provides adequate space for warehousing including offsite materials, equipment storage, workshop, water testing lab, office area and associated staff space requirements including washrooms and a lunch room. The agreement would also include a number of improvements to the office and warehouse areas including repainting, the installation of some walls and re-surfacing of the office space flooring. The cost of the proposed lease would allow for three times the current space at just over double the existing cost.

**ALTERNATIVES**

- 1) Approve the lease for Unit #7,8, 1065 Herring Gull Way. This would meet the department's space requirements for the foreseeable future.
- 2) Renew the lease on the existing space. This would result in a continuation of the current space deficit for the department.
- 3) Provide alternate direction.

**FINANCIAL IMPLICATIONS**

Alternative one increases the annual lease costs for operations centre office and warehouse space. The annual cost for the existing space based on the renewal proposal is [\$7.75 x 2,534(first year)] \$19,639 plus triple net (taxes, insurance). The proposed space would cost [7,646 x \$5.30 (first year)] = \$40,523 plus triple net.



The financial commitment for a five year agreement totals \$221,734. The financial commitment for a five year agreement for the existing space using the proposed lease renewal rates would total \$101,992.

The annual budget projections for 2010 indicate that this expenditure increase would be accommodated within the approved Financial Plan. The 2010 operating budget includes funding for the proposed new lease space.

Alternative two would require a renewal of the existing lease agreement as adequate alternative space is not available.

### SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this lease.

### CONCLUSIONS

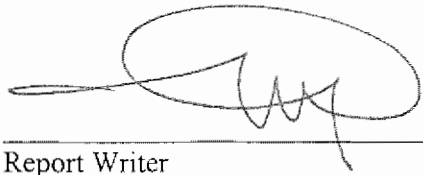
The lease agreement for the current Water Services operations centre in Parksville expired on December 1, 2009 with an agreement to extend the current lease until the end of March 2010. This facility has been the location of the operations centre for 15 years and has become inadequate given growth in additional service areas and an approximate growth in customers of 40% since 1994.

A review of the space requirements and available lease space in the area has resulted in a proposal for a new warehouse and office location in the same facility but in a larger unit. The proposed new space would allow equipment and material currently stored outdoors and offsite to be brought inside; it provides adequate space for warehousing, a workshop, water testing lab, office area and associated staff space requirements including washrooms and a lunch room. The proposed unit is approximately three times the size of the current unit and would meet the departmental needs for the foreseeable future.

Annual costs for the proposed leased space in 2010 would be \$40,523 as opposed to the existing annual cost of \$19,639 for the undersized space. Staff are recommending that a new lease agreement be approved for Unit #7,8.


### RECOMMENDATION

That the Board direct staff to complete a five year lease agreement with Noort Investments and Associates for Unit #7,8, 1065 Herring Gull Way in Parksville.



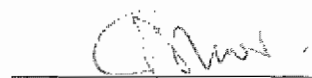
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Report Writer



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General Manager Concurrence



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C.A.O. Concurrence

COMMENTS:

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR MEETING HELD ON THURSDAY, NOVEMBER 19, 2009 AT OCEANSIDE PLACE 2:00PM

**Attendance:** Frank Van Eynde, Electoral Area 'E', Chairperson  
Dave Bartram, Director, RDN Board  
Reg Nosworthy, Electoral Area 'F'  
Jack Wilson, Councillor, Town of Qualicum Beach  
Eve Flynn, Trustee, School District #69  
Michael Procter, Electoral Area 'H'

**Staff:** Tom Osborne, General Manager of Recreation and Parks  
Dean Banman, Manager of Recreation  
Dan Porteous, Superintendent of Arenas and Southern Recreation Services  
Marilynn Newsted, Recording Secretary

**Regrets:** Teresa Patterson, Councillor, City of Parksville

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#### CALL TO ORDER

Chair Van Eynde called the meeting to order at 2:00pm.

#### MINUTES

Commissioner Nosworthy noted the Minutes of October 15, 2009, should be corrected under the heading *Commissioner Roundtable* to read "The first official use of the new Community Activity Centre..."

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the Minutes of the District 69 Recreation Commission meeting held October 15, 2009, be approved as amended.

CARRIED

#### BUSINESS ARISING FROM THE MINUTES

Mr. Osborne stated the Recreational Infrastructure Canada grant in the amount of one million dollars has been received. The funds will be used to assist with the Ravensong Aquatic Centre Repair and Upgrade Project and were formally announced by MP James Lunney on November 12, 2009, at the Aquatic Centre.

Mr. Osborne noted staff are in the final stage of preparing a report to be presented at the November 24, 2009, Regional Board meeting on the financial implications of the repairs and upgrades, factoring in the grant funding, the reserve funds and the repayment of those funds. Mr. Osborne noted should the report's recommendations receive Board approval, work would proceed immediately to ensure meeting the first grant commitment deadline of March 31, 2010. The stage one work would include the lighting components of the project, drain pipe replacement and some investigative work regarding the pool tank. The majority of the work would take place between mid June and the first two weeks of September 2010.

Mr. Osborne reminded the Commissioners that the Phase One Ravensong Aquatic Centre Repair and Expansion Project included a review of what an expanded facility would look like and the costing of the same. In that regard, meetings were held in the spring with the Aquatic Centre user groups for their input regarding their vision for an expanded facility. Mr. Osborne stated he understands the current financial situation and the communities feelings regarding the possible expansion of the aquatic centre at this time, but would like the perspective of the Commission regarding the wrap-up of phase one and dissemination of current information to the user groups.

MOVED Commissioner Wilson, SECONDED Commissioner Nosworthy, that staff be directed not to proceed further with the Ravensong Aquatic Centre expansion review at this time and that the user groups be advised accordingly.

CARRIED

## COMMUNICATION/CORRESPONDENCE

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

- D. Porteous to P. Solway and K. Bigg, Re: Oceanside Place Concession Service Agreement
- D. Robertson, RCMP, Re: Oceanside RCMP Congratulations Torch Run Success
- S. Bowie, Re: Ravensong Aquatic Centre Repairs

CARRIED

## FUNCTION REPORTS

### Oceanside Place

Mr. Porteous presented the monthly update for Oceanside Place highlighting the following items:

- The Lion's Club sponsored Family Skate Sessions have been very successful with almost 230 skaters attending last Sunday.
- The Teen Glow Skates have also grown to almost 100 teens participants at the last skate.
- The RDN Protocol for the H1N1 has been completed and to date most permanent staff at both facilities have been trained. The focus will now be training sessions for casual and part time staff.

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, the Regional District forward a letter of thank you the Lion's Club and the Parksville Save-on-Foods for their financial contribution, which allows free admission to the Oceanside Place Family Skate Sessions which has provided an opportunity to all District 69 families to actively participate in a healthy sport.

CARRIED

### Ravensong Aquatic Centre/Recreation Coordination

Mr. Banman presented the monthly update for Ravensong Aquatic Centre/Recreation Coordination Function highlighting the following items:

- The majority (86%) of the recommendations in the Life Saving Society Critical Incident Review have been completed, with the exception of one or two items which have not been physically possible to initiate until an expansion to the facility takes place. The final report is expected shortly.

- The local newspaper articles surrounding the upgrade and repair to the aquatic facility and the closure of the facility for repairs, have caused some confusion with patrons which has been reflected in low attendance and registration numbers.
- Public feedback regarding the new fee structure has been very positive.
- The Youth Services Plan process has begun, with advertising on the web, newspapers and posters through out the community. The deadline for applications is Thursday, November 26, 2009. Mr. Rollie Koop has been appointed by the School Board and Commissioner Flynn has been appointed to represent the District 69 Recreation Commission on the Committee. The Youth Programmer will be visiting the schools in an effort to encourage youth to apply. One position on the Committee to be appointed by the District 69 Commission at the December meeting.
- The Parksville Ballet School has contacted the Department regarding their concern that some recreation programs are in conflict with their program offering. Staff have contacted the Ballet School to discuss the matter.

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

Mr. Osborne presented the monthly update for the Regional Parks and Trails and Community Parks (EA 'E' – 'H') highlighting the following items:

- In general the high water due to the heavy rains has impacted the parks but to date no serious situations have arisen.
- Staff have been spending a significant amount of time working in and around the Fairwinds Development Project in Electoral Area 'E'.
- The Dashwood Community Park playground equipment has been received. Staff will be assisting with the installation of the equipment shortly.
- In Electoral Area 'H' some cleanup work has been done in Dunsmuir Community Park and damaged portions of the boardwalk will be repaired.
- New graphics have been installed in the kiosks at Englishman River Regional Park.
- An ICET grant application for funding 1.5 km of trail, the boardwalk and the trail approaches on the Lighthouse Country Regional Trail has been submitted. The planned upgrade to the trail and the installation of the two bridges is scheduled for the summer of 2010.
- Staff have just completed the Co-Owners Agreement for the Little Qualicum River Estuary Regional Conservation Area, which will be presented to Regional Parks and Trails Advisory Committee at their December meeting.
- Staff are in the process of preparing the RFP for the Mt. Arrowsmith Massif Management Plan for Mt. Arrowsmith Massif Regional Park.

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

CARRIED

### **NEW BUSINESS**

#### **Grant Sub-Committee Vacancy**

Chair Van Eynde called for nominations to fill the vacant position on the Grant-In-Aid Sub Committee.

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that Commissioner Procter be nominated to the District 69 Recreation Grant-In-Aid Sub-Committee.

CARRIED

## COMMISSIONER ROUNDTABLE

Commissioner Bartram noted the Bowser Village Midnight Madness will be held Saturday, November 21, 2009.

Commissioner Flynn stated the School District budget process has begun and will be completed by April 2010. Commissioner Flynn noted the School District has been given budgeting direction under Health Care and Community Living to allocate funding to sports programs with priority given to youth and disabled sport.

Commissioner Flynn requested staff forward information regarding the impact of provincial gaming grants budget cuts to minor sport associations on facility revenues.

Commissioner Flynn reported the Olympic Torch Relay will have an impact on the schools for the rest of the school year. From receiving flags from the Town of Qualicum Beach to the Community of Bowser being an event site and on the day of the relay in Nanoose Bay itself, the Torch Relay was a wonderful event, which will be remembered by the children for many years.

Commissioner Nosworthy noted the following items:

- The Agricultural Board was unsuccessful in their grant application for the completion of their new facility, which now will delay the completion of the facility until 2010. However, some programming is going ahead in the facility, such as Power Walking.
- A trial outreach session, by the Qualicum Beach Library, will be offered in the Community.
- Mr. Jerry Barnum has offered to present a writing and music workshop in the Community.

Commissioner Nosworthy reported the Olympic Torch Relay was also very well received in Area 'F' with many Community members attending the event, dressing in costume and/or having their pictures taken with the flame. He also referenced a MacLean's Magazine article called "Touched By The Flame" which covered the torch travelling up the Island and included excellent coverage for the Regional District along with pictures taken in Area 'F'.

Commissioners thanked staff for their efforts to ensure the Torch Relay event was a success.

Mr. Porteous stated the final wrap up meeting for the Torch Relay was held yesterday. In addition, he added on behalf of the Recreation Department and through the Commission members to their Communities, staff appreciated working with the Torch Relay Committee, in terms of coordination, the sharing of information and being part of the process. He noted special congratulations should be passed along to the coordinators of the Route Communities for their exceptional efforts in making the event a success.

Commissioner Nosworthy expressed a special thank you to Mr. Porteous and Ms. Pearson for their energy, enthusiasm and the effort which they both put into the Olympic Torch Relay event.

## ADJOURNMENT

MOVED Commissioner Bartram that the meeting be adjourned at 3:06pm.

**NEXT MEETING**

December 17, 2009, at 2:00pm,  
Oceanside Place Multi Purpose Room.

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Frank Van Eynde, Chair

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR MEETING HELD ON THURSDAY, DECEMBER 17, 2009 AT OCEANSIDE PLACE

- Attendance:** Frank Van Eynde, Electoral Area 'E', Chairperson  
Dave Bartram, Director, RDN Board  
Reg Nosworthy, Electoral Area 'F'  
Jack Wilson, Councilor, Town of Qualicum Beach  
Eve Flynn, Trustee, School District #69  
Michael Procter, Electoral Area 'H'
- Staff:** Tom Osborne, General Manager of Recreation and Parks  
Dean Banman, Manager of Recreation  
Marilynn Newsted, Recording Secretary  
Sandra Pearson, Superintendent of Aquatics and Northern Recreation Services
- Regrets:** Teresa Patterson, Councilor, City of Parksville

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#### CALL TO ORDER

Chair Van Eynde called the meeting to order at 2:01pm.

#### DELEGATIONS

MOVED Commissioner Bartram, SECONDED Commission Flynn, that the late delegation Arrowsmith Community Enhancement Society, be received.

CARRIED

Mr. Steve Stahley, the past president of the Arrowsmith Community Enhancement Society (ACES), introduced himself to the Commission. He reviewed the process by which recreation programming was initiated for the two rural areas, Electoral Area's 'F' and 'H'. Mr. Stahley also pointed out Electoral Area 'H' choose to have the Regional District provide the recreation programming in their area, while Electoral Area 'F' choose to be actively involved by providing recreation programming themselves through ACES.

Mr. Stahley stated originally the arrangement in Area 'F' worked well, however, changes with the involvement of the Community Schools, growth in the community and the need to provide more funds to the cost of recreation programming, such as office space, supplies and programming support have had an impact on their ability to appropriately fund recreation services.

Mr. Stahley presented a comparison of the two electoral areas, noting the higher tax requisition for Electoral Area 'F' but a lower budgeted amount for recreation services than Electoral Area 'H'. Mr. Stahley stated in view of the significant in balance in funding for Area 'F', he requested the Commission consider financial parity between the two electoral areas with regard to recreation services, by increasing the funding to Electoral Area 'F' to cover of the cost of recreation operations and to support the continuation of an Activities Coordinator.

## MINUTES

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the Minutes of the District 69 Recreation Commission Meeting held November 19, 2009, be approved.

CARRIED

## COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Bartram, SECONDED Commissioner Procter, that the following Correspondence be received:

- T. Osborne to Western Economic Diversification Canada, re: Funding Agreement
- B. Johnson Parksville – Qualicum Community Foundation, re: The Hand Grant Refund
- B. Hannam, School District 69, Email, re: School Communities Connections Grant – Track and Field Project

CARRIED

## FUNCTION REPORTS

### Oceanside Place

Mr. Banman presented the monthly update for Oceanside Place highlighting the following items:

- Winter Wonderland set up is complete on the Kraatz Arena and will remain until December 27.
- Minor Hockey will be holding hockey tournaments during the Christmas season on the Meeker Arena and after December 27 on the Kraatz Arena as well.
- One boiler which supplies hot water to the Arena failed in early December and was replaced prior to the Christmas break. The desiccant wheel on the dehumidifier requires replacement which will be completed in Early 2010.

### Ravensong Aquatic Centre and District 69 Recreation Services

Ms. Pearson presented the monthly update for Ravensong Aquatic Centre highlighting the following items:

- Confusion by the public regarding the shut down period of the pool to complete the repairs and upgrades has affected admission revenues.
- The Active Communities Grant and the Public Awareness Grant have both been wrapped up.
- Oceanside Walking Challenge has been very successful and will be offered again in the spring.
- Judith Koeleman, the new Child and Youth Programmer, joined the staff in late November.
- Colleen Douglas the Programmer responsible for preschool/promotions will be off on maternity leave. Her position will be covered by Chrissie Finnie.
- Some holiday programming scheduled includes the Polar Bear Swim, Polar Express and special swims at the pool.
- A partnership/sponsorship staff meeting was held to review partnerships currently in place and to prepare a strategic plan regarding the same.



Commissioner Wilson suggested a press release to clarify the Ravensong Aquatic Centre repair and expansion project and shut down time line may help remove the confusion about the pool closure.

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

Mr. Osborne presented the monthly update for the Regional Parks and Trails and Community Parks (EA 'E' – 'H') highlighting the following items:

- Staff continue to work with the Fairwinds on future community and regional park dedications.
- Trail work in Electoral Area 'F' has taken place on the Carrothers Road right-of-way, as well as on the Malcolm Road property.
- Trees which fell during the recent heavy rains along the river bank in the Lee Road Community Park in Area 'G' were removed.
- The bus shelter adjacent to Boulton Community Park is in disrepair. Staff have been requested to look into the repair or removal of the structure. Staff currently are investigating ownership of the shelter.
- Playground equipment is being installed in the Dashwood Community Park.
- The toilet at Crane Road (Nile Creek) has been removed for the season.
- Staff are working with the local group who sponsored the Olympic Torch Relay in Area 'H' to build the Torch Trail.
- Staff are working on the design for the bridge project on the Lighthouse Country Trail. Some funding has been received though ICET.

Commissioner Bartram thanked staff for their quick response regarding the fallen trees in Dunsmuir Community Park during the recent storm.

MOVED Commissioner Procter, SECONDED Commissioner Nosworthy, that the Reports be received.

CARRIED

### **NEW BUSINESS**

#### **Arrowsmith Community and Enhancement Society (ACES)**

Commissioner Nosworthy left the meeting at 2:43pm citing a possible conflict in his role with the Arrowsmith Community and Enhancement Society.

Mr. Banman reviewed the Electoral Area 'F' Recreation Services Agreement which will expire December 31, 2010, for the Commission. He noted ACES did attend the January 2009 Commission meeting, to request funding to cover a financial shortfall regarding rental space, however, their request was denied. Mr. Banman noted the Recreation Services Agreement with ACES will be reviewed prior to the end of 2010 and their request would be reconsidered at that time. During discussions while the delegation was answering questions Mr. Osborne clarified the fact that during the original discussions with ACES on the level of funding to be provided, parity with Electoral Area H was not requested and the amount of funding in the ACES agreement was based on a request from ACES themselves.

As this issue does have budget implication, Commissioners deferred further discussion regarding the Arrowsmith Community and Enhancement Society request for increased funding until after the Recreation Coordinating Function budget presentation later in the meeting.

Commissioner Nosworthy returned to the meeting at 3:00pm.

### **Track and Field Update**

Mr. Banman reviewed the Track and Field project for the Commission and the request from School District #69 for support on applying for Phase III funding under the UBCM School Community Connections Program.

Commissioner Flynn noted a correction to the notes stating the School District would not be responsible for any cost overages on the Track and Field project.

MOVED Commissioner Wilson, SECONDED Commissioner Bartram, that subject to confirmation of funding of \$12,000 from the Oceanside Track and Field Club, \$4,000 from the District 69 Sports Association, the Regional District of Nanaimo support the proposal from the Oceanside Track and Field Club for improvements to the track at Ballenas Secondary School under the UBCM School Community Connections Program in partnership with School District #69 and provide \$6,500 from the District 69 Recreation Coordination Function for the project.

CARRIED

MOVED Commissioner Wilson, SECONDED Commissioner Bartram, that the Regional District of Nanaimo endorse the Terms and Conditions as set out under the UBCM School Community Connections Program for Phase III funding.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Procter, that the Regional District of Nanaimo's contribution of \$6,500 for the Track improvements at Ballenas Secondary School be funded through the District 69 Recreation Coordinating Function by reducing the same amount from the \$30,000 identified to be transferred to reserves in the proposed 2010 annual budget.

CARRIED

### **Youth Strategy – Committee Selection**

Mr. Banman reported only one formal reply had been received to the RFP request regarding the Youth Strategy Project. Staff will be reviewing the Committee applications to perhaps pull together a team which could work on the project. He noted numerous youth applications were received and a concerted effort will be made to include all the youth in the project process. A special Section Committee will be held prior to the January Commission meeting to make the final selections to the committee.

### **Appointment District 69 Representative Healthy Food and Beverage Sales Grant Committee**

Commissioner Van Eynde volunteered to sit as the District 69 Recreation Commission representative on the Healthy Food and Beverage Sales Grant Committee.

## **2010 Annual Budget and Five Year Capital and Financial Plan -**

### **Recreation Coordinating Function**

Mr. Banman presented the 2010 Annual Budget and Five Year Capital and Financial Plan for the Recreation Coordination Function.

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the District 69 Recreation Commission support the increase to the Arrowsmith Community and Enhancement Society 2010 contract in the amount of \$5,880, to cover their operating costs budget shortfall, and that the increase be funded by lessening the amount set aside in 2010 reserve funds by an equal amount.

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Procter, that the District 69 Recreation Commission support the 2010 Annual Budget and Five Year Capital and Financial Plan as amended for the District 69 Recreation Coordinating Function to be then considered by the Regional Board during the 2010 Annual Budget process.

CARRIED

### **Oceanside Place**

Mr. Banman presented the 2010 Annual Budget and Five Year Capital and Financial Plan for Oceanside Place

MOVED Commissioner Flynn, SECONDED Commissioner Wilson, that the District 69 Recreation Commission support the 2010 Annual Budget and Five Year Capital and Financial Plan as presented for Oceanside Place to be then considered by the Regional Board during the 2010 Annual Budget process.

CARRIED

### **Ravensong Aquatic Centre**

Mr. Banman presented the 2010 Annual Budget and Five Year Capital and Financial Plan for Ravensong Aquatic Centre.

MOVED Commissioner Procter, SECONDED Commissioner Wilson, that the District 69 Recreation Commission support the 2010 Annual Budget and Five Year Capital and Financial Plan as presented for Ravensong Aquatic Centre to be then considered by the Regional Board during the 2010 Annual Budget process.

CARRIED

## **COMMISSIONER ROUNDTABLE**

Commissioner Bartram reported the Spirit of Christmas program, sponsored by the Ladies Auxiliary and the Fire Department, collected food and \$1,100 cash which will be used to provide food hampers through out the Community prior to Christmas.

Commissioner Nosworthy noted the new Activity Coordinator is making good progress in her contact with the Community Schools and there will numerous programs offered in the New Year at both Community Schools.

Commissioner Flynn noted she was unaware of the concerns regarding the school bus shelters. Commissioner Flynn stated will investigate the School District long term maintenance and inspection plans for the shelters.

Commissioner Flynn stated the second annual Métis and Inuit Education Enhancement Agreement has just been signed by the School District.

Commissioner Flynn noted many Christmas programs and concerts are happening through out the District. She noted 250 students at Ballenas Secondary School each paid \$2 each to take part in a turkey lunch Dec 17, instead of the usual breakfast program.

Commissioner Van Eynde stated he along with Commissioner Flynn had both attended the Nanoose Bay Elementary School Playground Official Opening on December 16.

Mr. Banman noted Nanoose Bay was the recipient of the Games Town draw for one pair of Olympic tickets for the Women's Curling Qualifications to be held February 17, 2010, 9:00am. Staff requested direction from the Commission for the most equitable way to offer the tickets to the Community. Commissioner Van Eynde and Commissioner Flynn stated they would contact the Nanoose Bay Fire Hall to see if they would be interested in participating in some type of public draw or event which would benefit both the Fire Hall and Nanoose Place.

## **ADJOURNMENT**

MOVED Commissioner Flynn, that the meeting be adjourned at 4:45pm.

## **NEXT MEETING**

January 21, 2010, at 2:00pm  
Oceanside Place Multi Purpose Room

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Frank Van Eynde, Chair

## REGIONAL DISTRICT OF NANAIMO

### MINUTES FROM THE INAUGURAL MEETING OF THE DRINKING WATER AND WATERSHED PROTECTION ADVISORY COMMITTEE

HELD ON TUESDAY, DECEMBER 8, 2009 AT 12:30 PM  
IN THE RDN COMMITTEE ROOM

<b>Present:</b>	Director J. Stanhope	Chairperson
	Joe Burnett	Director Electoral Area A
	Gisele Rudischer	Director Electoral Area B
	Dave Bartram	Director Electoral Area H
	John Finnie	GM, Regional and Community Utilities, RDN
	Mike Donnelly	Manager of Water Services, RDN
	Christina Metherall	Drinking Water/Watershed Protection Coordinator, RDN
	Sara Ellis	Special Projects Assistant, RDN
	Lynne Magee	Vancouver Island Health Authority
	Pat Lapcevic	Ministry of Environment
	Faye Smith	Environment Community Representative
	Domenico Iannidinardo	Forest Industry Representative
	Ken Epps (Alternate)	Forest Industry Representative
	Bonaventure Thorburn	Water Purveyors' Representative
	Shelley Bayne	Hydrogeology Representative
	Oliver Brandes	Academic Community Representative
	Alan Gilchrist	Academic Community Representative (VIU)
	Bev Farkas	Recording Secretary
	Lindsay Dalton	Observer
<b>Regrets:</b>	Gordon Buckingham	General Public Representative (North)
	Giles Wendling	General Public Representative (South)
	Makenzie Leine	Forest Industry Representative

#### CALL TO ORDER

The Chair called the meeting to order at 12:30 and introductions were made. The Chair gave an overview of the committee and voiced appreciation for the participation of all committee members.

#### REPORTS

##### Action for Water Video

M. Donnelly presented the Action for Water video prepared by Lanarc Consultants which outlines the purpose of the Drinking Water and Watershed Protection Action Plan.

##### DWWP Program Overview and 2009 Program Accomplishments

M. Donnelly gave a PowerPoint presentation on the DWWP Program Overview and informed the committee of the 2009 program accomplishments.

The following points were discussed:

- Looking to increase knowledge of groundwater resources and use that information in land use planning.
- Ministry of Environment is working with the RDN to expand groundwater well observation monitoring network.
- Ministry of Environment is monitoring surface water in sample areas to gather information on how surface water is changing over time.
- Vancouver Island University is working with the RDN on groundwater vulnerability mapping for the region.
- Need municipalities to come on board for full partnership.
- Need to support volunteers.

M. Donnelly noted there will be a need for an ad-hoc committee from time to time to assist in a more detailed manner on planned activities within the DWWP program.

C. Metherall introduced the 2010 programs under the Action Plan.

F. Smith stated that the Mid Vancouver Island Habitat Enhancement Society is using data loggers to keep track of pumping and recharge for several wells that have been volunteered.

J. Stanhope informed the committee that DWWPAC's information and recommendations will be forwarded to the RDN Board and it will be beneficial to discuss issues at the committee level prior to going to the Board.

B. Thorburn informed the committee that there is a British Columbia Water and Wastewater Association workshop in Vancouver in January 2010 highlighting water conservation and land management planning.

J. Finnie told the committee that the RDN developed a Storm Water Management Plan several years ago but it was not implemented due to resource issues and other priorities. An extensive watershed prioritization exercise was done at that time. It may be helpful to review this plan.

The next meeting TBA.

## **ADJOURNMENT**

The meeting was adjourned at 1:40 pm.

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Chairperson

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL PARKS AND TRAILS ADVISORY COMMITTEE MEETING  
HELD ON TUESDAY, DECEMBER 1, 2009, 12:00PM  
IN THE RDN COMMITTEE ROOM**

**Attendance:** Director Larry McNabb, Chair  
Director Joe Stanhope  
Director Maureen Young  
Director Dave Bartram  
Frank Van Eynde  
Craig Young

**Staff:** Carol Mason, Chief Administrative Officer  
Tom Osborne, General Manager of Recreation and Parks  
Wendy Marshall, Manager of Park Services  
Marilynn Newsted, Recording Secretary

**Regrets:** Peter Rothermel  
Director Teunis Westbrook

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**CALL TO ORDER**

Chair McNabb called the meeting to order at 12:04pm.

**MINUTES**

MOVED M. Young, SECONDED J. Stanhope, that the Minutes of the Regional Parks and Trails Advisory Committee Meeting held October 6, 2009, be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

MOVED D. Bartram, SECONDED F. Van Eynde, that the Correspondence T. Osborne to Mr. Peter Bolten, re Horne Lake Regional Park – Power Requirements and A. Baronas, North Island – Development Initiative Trust (ICET), re: Lighthouse Country Regional Trail, be received.

CARRIED

**REPORTS**

**Monthly Update of Community Parks and Regional Parks and Trails Projects for October 2009.**

Ms. Marshall briefly reviewed the Community Parks and Regional Parks and Trails projects for October highlighting the following items:

- Approval has been received from VIHA for the water system at Descanso Bay Regional Park.
- Work continues on the electrical system at Horne Lake Regional Park and wiring has been upgraded in the house as identified in the audit completed earlier.

- Work is being done on the RFP for the Horne Lake development new visitor centre. The project will involve moving the current visitor centre, which sits on DFO land, into the park.
- Stage one ICET funding has been approved. Work on the bridge design of the two bridges has begun and plans are to have them installed in the spring.
- The Little Qualicum River Regional Conservation Area Management Draft Plan has just been completed and is ready for public review. The final document should be ready by the end of January.
- The Mount Benson Regional Park Management Plan has just been completed and will be forwarded to the Board for approval.
- Staff installed a flight of stairs at the Nanaimo River Regional Park. The stairs survived the recent flooding from the heavy rains.
- Two new kiosks have been installed along the Trans Canada Trail.
- The new culverts installed last year on Morden Colliery Regional Trail, also held up very well during the recent flooding of the Nanaimo River.

MOVED J. Stanhope, SECONDED F. Van Eynde, that the Reports be received.

CARRIED

## NEW BUSINESS

### 9.1 **Mount Benson Regional Park Management Plan**

Ms. Marshall gave a brief introduction prior to the presentation of the Mount Benson Regional Park Management Plan by Ms. Harriet Rueggeberg, HB Lanarc's, Land Use/Environmental Planner.

Ms. Marshall stated the management plan project was initiated by the Regional District in conjunction with the Nanaimo and Area Land Trust, at the beginning of 2009. She noted over one hundred people attended the first public open house held in April and over three hundred completed surveys were received. The two issues which stood out from this public session were, 1) the request to keep the park as a wilderness area; and 2) public access to the park. At the second public session held in September, with about 50 people attending, minor adjustments were noted, with the majority of those in attendance satisfied with the document.

Ms. Rueggeberg presented an over view of the Mount Benson Regional Park Management Plan 2010 – 2020, reviewing the planning process, defining the park values, the visions, principles and goals for the park and the management policies and actions to be taken under the plan.

MOVED M. Young, SECONDED F. Van Eynde, that the Mount Benson Regional Park Management Plan be approved.

CARRIED

Mr. Bartram noted his concern that the management plan did not include the financial implications such as affordability, budgets etc with regard to actions which were noted, such as the reforestation of the logged portions, in the plan.



MOVED D. Bartram, SECONDED C. Young, that future regional park management plans include a costing matrix regarding the policies and actions outlined in the plan.

CARRIED

#### **ADJOURNMENT**

MOVED D. Bartram, SECONDED F. Van Eynde, that the meeting be adjourned at 12:55pm.

#### **IN CAMERA**

MOVED D. Bartram, SECONDED F. Van Eynde, that pursuant to Section (90) (1) (e) of the Community Charter the Committee proceed to an In Camera meeting to consider land issues.

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Chair



NOVEMBER 2009		
CAG APPROVED		
EA		
DEV		
S+D		
BOARD		
RPTAC - Dec 1 '09		

**MEMORANDUM**

**TO:** Wendy Marshall  
Manager of Parks Services

**DATE:** November 20, 2009

**FROM:** Graham Gidden  
Regional Parks Planner

**FILE:**

**SUBJECT: Mount Benson Regional Park Management Plan**

**PURPOSE**

To review and approve the Mount Benson Regional Park Management Plan.

**BACKGROUND**

In 2008, the Regional Board approved the Terms of Reference for the first Management Plan for Mount Benson Regional Park (MBRP). The ten year plan has now been completed.

In 2005, the Regional District completed a purchase agreement with the a private company, Pennclan-Reeves, for the 212 hectares (523acres) that now comprise Mount Benson Regional Park (MBRP). In 2006 the Regional District entered into a contribution agreement with Nanaimo & Area Land Trust (NALT) for both parties to contribute 50% each of the purchase price. On March 15<sup>th</sup> 2006 the land purchase was closed and the Regional District became the registered land owner. The Regional District and NALT partnership established for purchasing the properties remained for the creation of the management plan and will continue for future management. A conservation covenant is now being drafted to respect the conservation aims of NALT as agreed to in the Contribution Agreement with the Trust that will be in line with vision and goals of the management plan.

The Management Plan outlines the long-term vision, management principles and goals for the MBRP and provides specific policies and actions for the management and stewardship of the natural, cultural and recreational features of the park.

The vision reflects the underlying goal to strike a balance between environmental protection and sustainable human use. The park forms part of a larger conservation effort within the RDN and management decisions in the MBRP will work in concert with these initiatives. Conservation and habitat restoration will be balanced with providing a safe environment for passive recreation

The Plan sets out a series of Management Polices and accompanying Operational Actions to move towards achieving the plan goals over the next 5 years. Notable actions to take include establishing new and existing trails for acceptable recreation activities while providing

conservation; completing and implementing a silviculture plan for the park; formalizing main access routes to and within the park; developing a sign system within the park; and investigating, designing and developing a parking area for park visitors.

The Management Plan was reviewed at various stages of development by a sub-committee comprised of two members of the Regional Parks and Trails Advisory Committee (RPTAC) and two NALT Board members.

## **ALTERNATIVES**

1. That the Mount Benson Regional Park Management Plan be approved.
2. That the Mount Benson Regional Park Management Plan not be approved and provide alternative direction to staff.

## **FINANCIAL IMPLICATIONS**

Several projects outlined in Section 5 of the Management Plan impact the capital and operation budgets for the next 5 years. The 2010 budget includes cost for a parking area estimated at \$50,000. Other costs associated with actions identified in Section 5 have been outlined in a cost estimate matrix attached to the Management Plan. Funding for development projects and administrative activities will be from the Regional Parks Budget. However, it is possible that funding may be augmented by project partnerships and grant funding.

## **PUBLIC CONSULTATION IMPLICATIONS**

Public consultation included surveys, open houses and presentations with stakeholders. Open houses were held on April 16<sup>th</sup>, 2009, and October 29<sup>th</sup>, 2009 at Beban Park Lounge to inform the public about the management plan and get feedback on the proposed policies and actions. These were attended by the general public as well as representatives from NALT, Vancouver Island University, Island Timberlands Ltd., TimberWest Forest Corp. Cercomm Electronics, East Wellington / Pleasant Valley Parks and Open Space Advisory Committee, City of Nanaimo, Snuneymuxw First Nations, and various outdoor clubs. Over 370 survey responses were received for the first public session and 50 for the second.

The “wilderness experience” was generally favoured by those attendees who filled out surveys at both public sessions or online. Protection and restoration of ecological values and maintaining the natural integrity of the area were key themes in their comments. Formalizing trails and establishing appropriate signage was also an important issue for the majority. The neighbours along Benson View Road voiced their concerns of safety due to increased traffic and parking along the road and parking is an important development priority for Mount Benson Regional Park.

Developments for increased access and specifically a road to the top of Mount Benson were discussed in the public sessions and on the surveys. When asked, the public consensus was split on the idea of having a road developed to further access to the top of the mountain. The split still favoured not developing a road, but the pressure for greater vehicle access is evident. Allowing vehicle access would have large costs, maintenance issues and experiential impacts to the park. The decision to not pursue the road concept is confirmed by the overwhelming public desire to keep MBRP a wilderness experience, which is communicated in the vision for the park. Policy 7

in the Management Plan does however state that if a proposal for access development were presented to the RDN with strong public approval, a process for consideration could be initiated.

In October 2009, a draft version of the Management Plan and Appendices were posted on the RDN's website, along with a link to an online survey regarding the vision, goals and management policies of the plan. All stakeholders were contacted by email to inform them of the availability of the draft plan and requesting their input via the online survey or direct contact by November 10<sup>th</sup>. Reviewers generally agreed with the goals and policies presented in the draft plan.

### **SUSTAINABILILTY IMPLICATIONS**

The vision, principles and goals of this management plan support the conservation and restoration of the environmental features of the park while providing various public recreational opportunities. Actions outlined in the plan include initiatives to restore and enhance the forest and associated ecosystems in the park. Reforestation of logged areas within the park is a priority and through a NALT initiative, with guidance from a forestry consultant and the RDN, is scheduled for 2010. This action will aid in forest rehabilitation, habitat protection and will contribute to the environmental health of the MBRP and the region as a whole.

### **SUMMARY**

In November 2008, the Regional Board approved the Terms of Reference to develop the Mount Benson Regional Park Management Plan that would guide the day-to-day and longer-term operations and administration of the Regional Park for ten years. The Management Plan outlines the long-term vision, management principles and goals for Mount Benson Regional Park and provides specific policies and actions for the management and stewardship of the natural, cultural and recreational features of the park.

### **RECOMMENDATION**

That the Mount Benson Regional Park Management Plan be approved.



Per / Report Writer



Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence

## Appendix 1

# Mount Benson Regional Park Management Plan



# Mount Benson Regional Park 2010-2020 Management Plan



**DECEMBER 2009**

Prepared for:

**Regional District of Nanaimo  
Recreation and Parks Dept.**



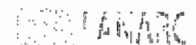
and

**Nanaimo & Area Land Trust**



Prepared by:

**HB Lanarc Consultants Ltd.**



Front cover photos courtesy of S. Shaw and H. Rueggeberg



## ACKNOWLEDGEMENTS

This plan was prepared under the guidance of the Mount Benson Regional Park Staff Working Group:

*Gail Adrienne, Executive Director, NALT*  
*Paul Chapman, Volunteer Coordinator, NALT*  
*Graham Gidden, Parks Planner, RDN*  
*Wendy Marshall, Parks Manager, RDN*  
*Elaine McCulloch, Parks Planner, RDN*

- and the Management Plan Subcommittee of the RDN's Regional Parks and Trails Advisory Committee:

*Dean Gaudry, NALT Board*  
*Frank Van Eynde, RPTAC*  
*Jim Young, NALT Board*  
*Maureen Young, RDN Board*

The support, commitment and vision of the members of these committees were central to the success of the project.

Our sub-consultants, *Joe Materi, R.P.Bio.*, Ursus Environmental Consulting and *Len Apedaile, R.P.F.*, Econ Consulting were instrumental in providing the ecological and forestry expertise needed to complete this Plan.

To the many *citizens, organizations and their representatives* who provided invaluable input into the management plan through the park survey, public sessions and comments on this plan – thank you for your insight, time and resources.

The HB Lanarc consulting team:

*Jana Zelenski, Project Manager*  
*Harriet Rueggeberg, Land Use/Environmental Planner*  
*Leigh Sifton, Environmental Planner*





## EXECUTIVE SUMMARY

Mount Benson Regional Park, located just west of the City of Nanaimo, covers 212 hectares (523 acres) of land on the upper north east slope of Mt. Benson. It is located in Electoral Area C of the Regional District of Nanaimo (RDN).

The Park is surrounded by private managed forest and Crown land. There are no public roads to the Park, and existing trail accesses cross private and Crown lands. Securing agreements with surrounding landowners and tenure holders is key to long term management and use of the Park.

The Park was acquired jointly by the Regional District of Nanaimo (RDN), the Nanaimo and Area Land Trust Society (NALT) and the Mt Benson Legacy Group. While the Park is now owned by the RDN, management of the Park is conducted in partnership with NALT. Together, the RDN and NALT seek to protect and steward the lands while at the same time provide rewarding and educational outdoor recreational experiences.

This Management Plan guides the operations, development and stewardship of Mount Benson Regional Park based on a comprehensive analysis of values (environmental, natural resource, recreational, cultural, and historical) and public and stakeholder input. The Plan lays out the long-term vision and goals for the Park and identifies management policies and actions for the period 2010-2020. The plan will be reviewed after five years by a management steering committee and updated formally at ten-year intervals.

The process to develop the Plan was overseen by a RDN-NALT Working Group and a Subcommittee composed of members from the RDN's Regional Parks and Trails Advisory Committee and the NALT Board. The plan process included two public surveys, two public information sessions, and contact with a variety of stakeholders.

The Park encompasses a wide range of values. The Plan documents known ecological features and functions based on field studies conducted in 2006- 2007. A rapid assessment of forestry resources was conducted as part of the Plan, and a preliminary overview of reforestation needs provided (Addendum 1). Current trails and recreational uses are also described, as well as mineral, historic, cultural and educational values.

The following *Vision* guides the Management Plan:

*Mount Benson Regional Park is and will remain a wilderness park with inherent ecological, recreational and historical values. The Park's natural habitats and sensitive ecosystems will be preserved and enhanced. At the same time, the Park will provide outstanding, ecologically-sensitive recreation opportunities to area residents and visitors. Mount Benson Regional Park is part of the Nanaimo's dramatic mountain backdrop and will remain a natural landmark in the Regional District.*



Management of the Park will also be in accordance with the following five *Management Goals*:

***Environment:*** To protect and restore natural habitats found within Mount Benson Regional Park.

***Recreation and Education:*** To provide recreational and educational opportunities that are compatible with the ecological values of Mount Benson Regional Park and its sensitive habitats; and, to take a long-term approach to improving accessibility to the Park and its viewpoints.

***Management and Stewardship:*** To work together with the larger community - including the Snuneymuxw First Nation, educational institutions, community organizations, neighbouring landowners and tenure holders, government agencies, volunteers and the public - in the short-term management and long-term stewardship of the Park.

***Visual Integrity:*** To maintain a natural, green backdrop for area residents and visitors and to ensure that management decisions and actions in Mount Benson Regional Park do not adversely impact the Nanaimo and area's view of the mountain.

***Public Safety:*** To address park safety while respecting the wilderness context of the Park, and to cooperate with neighbouring landowners and managers to minimize natural and human-induced risks within the park and surrounding lands.

The Plan lays out 25 Management Policies organized under 14 topics that address everything from park zones, forestry and mineral resources to trail uses, signage and fire prevention. These policies and their accompanying actions over the next 10 years are explained in chapter 5 and summarized in a table in chapter 6.

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## 2.0 INTRODUCTION

### 1.1 PARK OVERVIEW

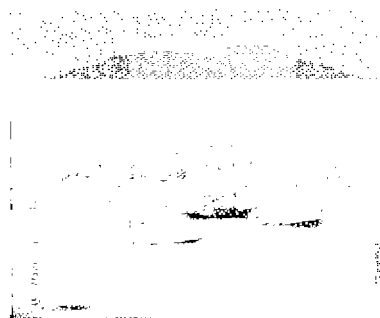
Mount Benson Regional Park, located just west of the City of Nanaimo, covers 212 hectares (523 acres) of land on the upper north east slope of Mt. Benson. It is located in Electoral Area C of the Regional District of Nanaimo (RDN).

Past logging activities (1800s to present) and major fires (early 1920s and 1951) have shaped the forested slopes of Mount Benson. The Park itself is surrounded by private managed forest along with Crown land managed under a Woodlot License. In 2003 and 2004, about 64 hectares of the eastern portion of the Park property was logged by the previous owner, leaving several clear cut areas and a network of logging roads.

The mountain provides stunning views from the peak and upper elevations to Nanaimo, the Strait of Georgia and Mainland on the north and east, with a mountain panorama into the central Vancouver Island highland mountains to the south and west.

In 2004, in response to public concerns over new logging on private property on the upper slopes of the mountain, the Coalition to Save Mt Benson was formed by a group of local outdoor organizations, businesses and concerned residents. On behalf of the Coalition, NALT initiated negotiations with the property owners and in 2005, in partnership with the RDN, finalized a deal that saw the RDN take ownership of the property with the RDN and NALT each contributing 50% of the purchase price. Once all the funds were raised, the Park was officially opened in July 2008 (see Box 1. "A Short History of Park Acquisition" on page 4 for further details).

Mount Benson is a well-known landmark and outdoor recreational playground for area residents and visitors alike. However, it is important to recognize that Mount Benson Regional Park represents only a portion of the whole mountain. There are numerous trails, climbing crags and other points of interest that fall outside of the Regional Park boundary and hence, outside of the jurisdiction of the RDN and this Management Plan.



*Mt Benson from Nanaimo Harbour*

## 1.2 ROLE OF REGIONAL PARKS

The RDN manages approximately 2026 hectares of regional park, trail and conservation lands in the mid-Vancouver Island area along with another 584 hectares of neighbourhood or community parks and trails.

A Regional Parks and Trails Plan, completed in 2005, sets out the goals of the RDN with respect to land management, stewardship and recreational use of regionally significant properties.

The 2005 Regional Parks and Trails Plan establishes a vision for Regional Parks that *“secures, protects and stewards lands and water features of environmental significance and wildlife habitat value.”*

When managing properties, the RDN often acts in partnership with other government agencies and conservation organizations to manage the Parks. This is the case with Mount Benson Regional Park, where the acquisition and now management of the Park are conducted in partnership with the Nanaimo & Area Land Trust Society (NALT). Together, the RDN and NALT seek to protect and steward the lands while at the same time provide rewarding and educational outdoor recreational experiences.

## 1.3 STAKEHOLDERS

A variety of agencies and organizations have an interest in the use and management of Mount Benson Regional Park including:

<b>Management Partners, Landowners</b>	Regional District of Nanaimo Nanaimo & Area Land Trust
<b>Neighbouring landowners and tenure holders</b>	Island Timberlands Ltd. TimberWest Forest Corp. Cercomm Electronics Ltd. Province of BC City of Nanaimo Benson View Road residents Vancouver Island University
<b>Aboriginal Heritage</b>	Snuneymuxw First Nations



<b>Education, Tourism</b>	Vancouver Island University School Districts 68 & 69 Tourism Nanaimo Greater Nanaimo Chamber of Commerce
<b>Emergency Services</b>	Coastal Fire Centre, Mid-Island Fire Zone East Wellington Volunteer Fire Department RCMP Nanaimo Search and Rescue
<b>Community Interests</b>	Outdoor recreation organizations Area residents and visitors Local businesses

#### 1.4 PURPOSE OF THE MANAGEMENT PLAN

This Management Plan guides the operations, development and stewardship of Mount Benson Regional Park based on a comprehensive analysis of values (environmental, natural resource, recreational, cultural, and historical) and public and stakeholder input.

The Plan lays out the long-term vision and goals for the Park and identifies management policies and actions for the period 2010-2020.

The plan will be reviewed after five years (2015) by a management steering committee and updated formally at ten-year intervals.

#### 1.5 PLAN ORGANIZATION

This management plan includes the following sections:

- **Management Planning Process:** Summarizes the methods used to create this Plan and the results of the consultation process.
- **Defining the Park Values:** Provides an overview of land status and existing natural, recreational, resource, educational and cultural values of Mount Benson Regional Park.
- **Vision, Principles and Goals:** Defines the vision and management goals developed through the management plan process and outlines key principles that affect park operations.

- **Management Policies and Actions:** Addresses identified park management issues and identifies solutions through management policies and actions.
- **Summary of Policies and Actions:** Lists the policies and actions recommended for the 10-year management term.

#### A Short History of Park Acquisition

**1994** – The property is sold by TimberWest Forest Corp. to Pennclan-Reeve Company Ltd.

**1995** – Mount Benson is identified as a significant site in the RDN Park System Plan. Pennclan submits a rezoning application for the property to the RDN for 54 five acre lots with approximately 20% of the property as parkland. The planning report prepared by RDN staff does not support the rezoning and the application is withdrawn in February 1996.

**1999** – The property is listed for \$1.2 million. The realtor approaches the City of Nanaimo and the RDN but lack of funds and other factors prohibits purchase of the land for park. The property does not sell and is withdrawn from the market.

**2003-2004** – Pennclan starts logging on the east side of the property. An article in the Nanaimo Daily News advises the public that hiking to the summit of Mount Benson may be seen as trespass by the landowners. These events prompt a letter writing campaign to protect Mount Benson as a public park and the formation of the Coalition to Save Mt Benson. On behalf of the Coalition, NALT contacts Pennclan to determine their interest in selling the property. *The Coalition establishes a campaign to* fundraise and garner community support for acquisition of the property as parkland. The RDN and NALT cost-share a property appraisal and a timber assessment.

**2005** – The Coalition succeeds in stopping further logging by Pennclan while they are negotiating possible purchase. Pennclan offers the property for \$950,000 with a closing date of December 21<sup>st</sup>, 2005. The RDN completes its Regional Parks and Trails Plan 2005-2015 which includes Mount Benson on its priority acquisition list. At the Coalition's request, the RDN Board agrees to purchase the property and completes the purchase contract with Pennclan.

**Feb 2006** – A contribution agreement is signed between NALT (as the legal representative of the Coalition) and the RDN in which each party agrees to provide 50% of the purchase price and giving NALT two years to raise its 50%. NALT and the Coalition, now called the Mt Benson Legacy Group, step up their fundraising campaign. RDN passes two bylaws to secure interim financing for the full purchase.

**March 15, 2006** – The land purchase is closed and the RDN becomes the registered land owner.

**February 2007** – RDN board receives the first installment of 25% of the purchase price from NALT and the Mt Benson Legacy Group.

**February 2008** – NALT secures a line of credit to make the second installment of 25% on schedule; fundraising continues to pay down the line of credit.

**July 2008** – With a final \$50,000 grant from Mountain Equipment Coop, NALT and the Legacy Group reach their goal.

## 2.0 MANAGEMENT PLANNING PROCESS

### 2.1 THE APPROACH

HB Lanarc Consultants Ltd. was awarded the contract to lead the planning process and write this Management Plan. The consulting team was supervised by a Staff Working Group consisting of representatives from the RDN Recreation and Parks Department and NALT. A Management Plan Sub-Committee was also struck consisting of members from the RDN Board and NALT's Board of Directors to provide general oversight and review.

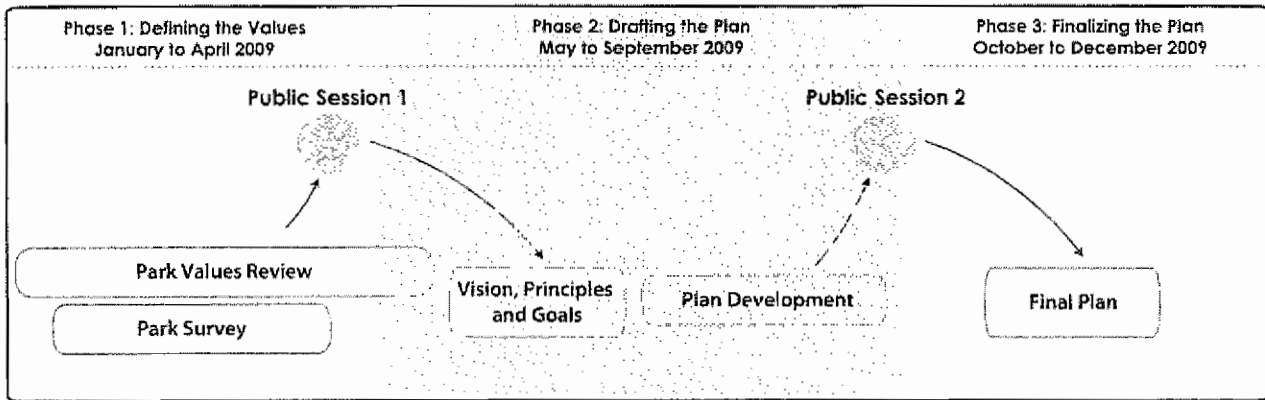


Figure 1: The planning process

The plan was developed in three phases:

#### 1. Defining the Values:

Relevant baseline information was compiled, reviewed and synthesized, including property information, maps and inventories, historical records, legal documents and other related reports and plans.

Base maps were generated.

Consultants visited and analyzed the Park during site visits.

Initial meetings were held with the Staff Working Group and Management Plan Sub-Committee.

A public survey was disseminated and a public information session held to present the information that was gathered, seek further information and get public views on the future of the Park.

A 'rapid field assessment' of forestry values and reforestation strategies was also conducted.

## **2. Identifying Vision and Goals and drafting the Plan:**

From the public input, a preliminary Vision and set of Management Goals and Principles were developed.

Vision, Goals and Principles were reviewed and refined with the Staff Working Group and Management Plan Sub-Committee. These efforts provided the basis for drafting the Plan itself.

A preliminary draft of the management plan was developed and reviewed by the Staff Working Group and Management Plan Sub-Committee.

Revisions were made, a Draft Plan was disseminated to stakeholders and the public, and a second Information Session held to present the Draft and gather comments.

## **3. Reviewing and Finalizing the Plan:**

Based on public and stakeholder feedback, the plan was revised and finalized with the assistance of the Staff Working Group and Management Plan Subcommittee.

The plan was submitted to the RDN Board for approval in early 2010.

## **2.2 PUBLIC CONSULTATION**

---

Public consultation in developing this plan included:

- direct contact via email, and in some cases telephone or personal meetings, with a range of stakeholders – people and organizations with an active interest in the Park.
- a public survey and a public session to gather information on use and opinions about the future of the Park (phase 1).
- a second public session to present the draft plan and gain feedback (phase 2).

- ongoing information on the process and its results, and dissemination of the Draft and Final Plan on the RDN's and NALT's websites.

### 2.2.5 Stakeholder Consultation

A variety of organizations, agencies and individuals were contacted regarding their interest in Mount Benson Regional Park (see *Appendix A: Stakeholder Consultation List*). Initial contact was made in March 2009 to inform stakeholders about the management plan process, provide information about the first public session and distribute the user survey. Subsequent contact was made in September-October 2009 to request input on the draft management plan.

### 2.2.5.1 Public Session #1

Approximately 100 people attended the first Public Session held on April 16<sup>th</sup>, 2009 at Beban Park in Nanaimo. This session used an open house format designed to present background information and gather information and ideas from the public. A series of posters asked questions such as:

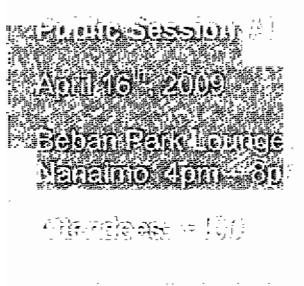
- What are key words that you feel best describe your vision for the future of the Park?
- What are the top three issues that you feel are priorities for the management plan?
- What images reflect the future character that you would like to see for the Park?

The consultants also gave a short presentation at two points during the open house on the plan process and preliminary issues and opportunities. Public session participants were given the floor during Question and Answer sessions.

### What We Heard

Results from the public session are summarized in *Appendix B: Public Session #1 Results*. Key outcomes included:

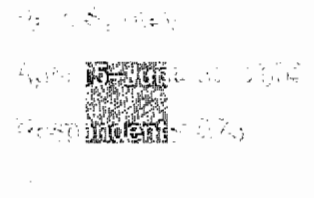
- Strong emphasis on both environmental protection and recreational opportunities.
- Notable issues included trail use conflicts, park access, trail conditions, litter and vandalism and parking.



- Desirable park character tended towards natural, rustic images.
- Strong voice from the public requesting easier accessibility into the Park.

2.2.3 Park Survey

A Mount Benson Regional Park survey was available from April to May 2009 online from the RDN’s website, at the RDN and NALT offices, and at various local events to receive public input on the future of the Park. A total of 373 survey responses were received.



What We Heard

The compiled survey results can be found in *Appendix C: Park Survey Results*. Key results of the survey include:

- Strong interest for environmental protection and ‘keeping it natural.’
- Emphasis on maintaining multi-use nature of park – input from hikers, mountain bikers, climbers, paragliders and motorized users among others.
- Request for improved access – including formalization and better design of trails as well as interest development of a vehicle road or gondola access that would allow people of all levels of physical ability to access the Park.
- Need for improved visitor safety (e.g. better directional signage, posting emergency contacts).

Further details on input received from the first public session and the Park survey can be found in Section 5, as part of the discussion of park issues and policies. A detailed compilation of the Survey Results is also available on request.



2.2.4 Public Session #2

Approximately 50 people attended the second Public Session held on October 29th, 2009 at Beban Park in Nanaimo. Like the first session, an open house format was used to present the draft Management Plan and obtain feedback from the public. A series of posters presented and asked for comments on the Vision, Management Goals and main Policies of the draft Plan.

The consultants also gave a short presentation at two points during the open house on the draft Plan, and outlined the process for completing and adopting the final Plan. Public session participants were given the floor during Question and Answer sessions.

**What We Heard**

Results from the public session are summarized in *Appendix D: Public Session #2 Results*. Most comments focused on alternative means to access the Park, continued non-motorized use only, parking, trails and signage.

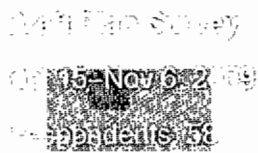
**2010 Draft Plan Review**

The draft Plan was also posted on the RDN’s website for review along with a survey form asking whether reviewers agreed or disagreed with the various components of the draft Plan.

**What We Heard**

Results from the Draft Plan Review are summarized in *Appendix E: Draft Plan Survey Results Summary*. A detailed compilation of the survey results are available from the RDN on request.

Most respondents (85% or greater on each question) agreed with the proposed Vision, Management Goals and most of the proposed Policies. The greatest level of disagreement and commentary centered around Policy #7 regarding increasing accessibility to the Park. Comments were split on providing a road to the summit in the future, while most respondents were not in favour of considering a gondola.



## 3.0 DEFINING THE PARK VALUES

### 3.1 LAND STATUS

The 212 hectares (523 acres) that comprise Mount Benson Regional Park occupy the upper north face of Mount Benson, lying between the 457 m (1,500 foot) and 1,006 m (3,300 foot) elevations. The Park is made up of three separate parcels legally described as Block 787, Block 1161 and Section 7, Range 4 within the Mountain Land District. The Park does not include the twin summits of the mountain (Figure 2).



Figure 2: Mount Benson Regional Park (red) and surrounding lands



### 3.1.3 Neighbouring Land

The Park is surrounded by private managed forest owned by Island Timberlands Ltd and TimberWest Forest Corp. to the east, west and south; and by BC Crown land to the north tenured to Vancouver Island University under Woodlot License #W0020 (Figure 3).

The mountain has two summits neither of which are contained in the Park. The west summit is a small (1.24ha/ 3.06 acre) parcel of Provincial Crown land which originally housed a fire tower. The east summit is encompassed in a 4.8 hectare (12 acre) parcel owned

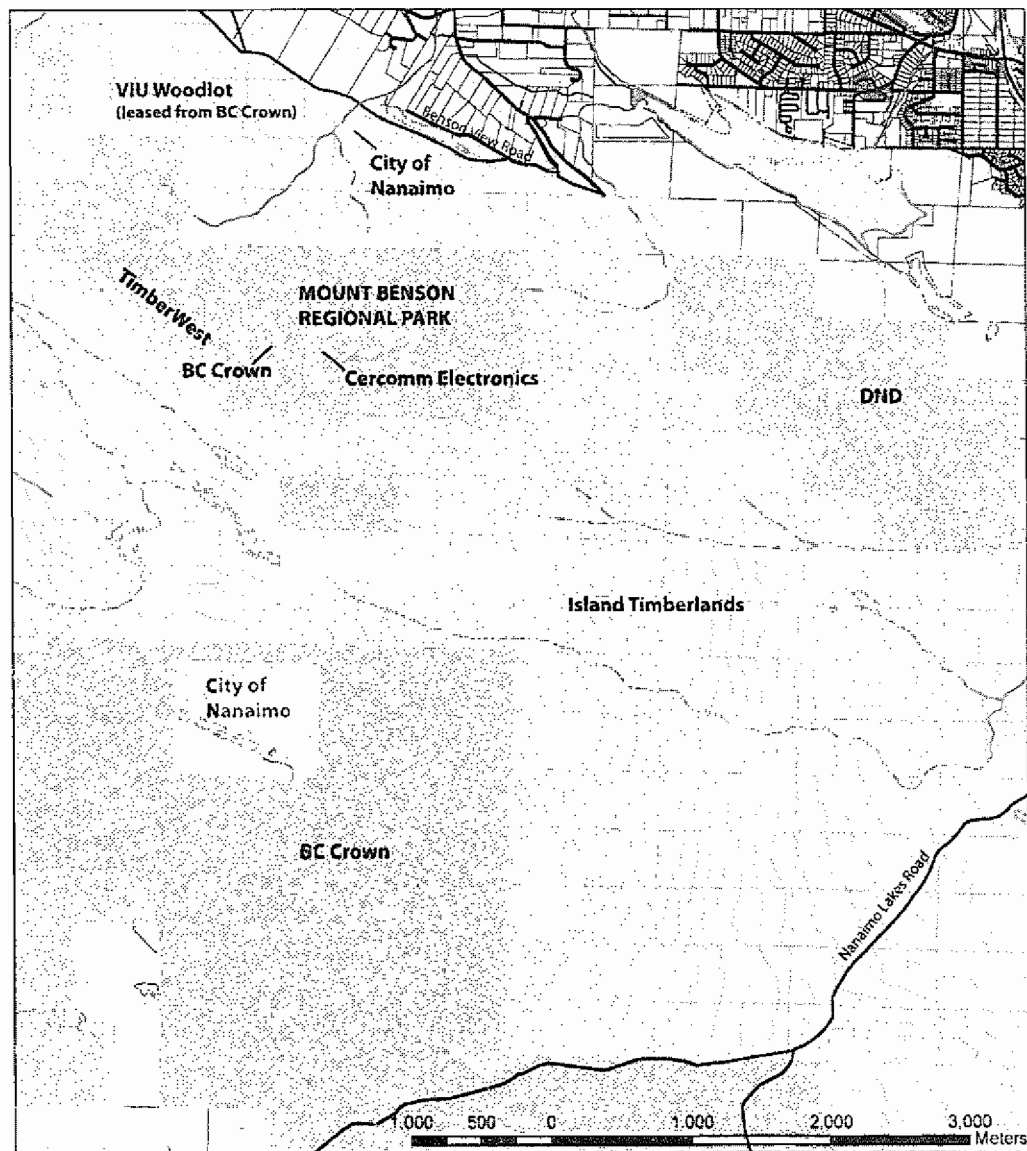


Figure 3: Mount Benson Regional Park and neighbouring properties

by Cercomm Electronics Ltd., which operates several transmission antennas and a diesel generation facility on site.

The City of Nanaimo holds park lands at Westwood Lake and Witchcraft Lake, both popular points of access to the mountain.

#### 5.4.2 Easements and Encumbrances

Cercomm Electronics holds an *easement* over the Park lands that grants Cercomm the right to construct, install and maintain an access road and poles, wires, conduit and other apparatus for the supply of electrical power. In doing so, Cercomm is obliged to use reasonable efforts to minimize the footprint of such construction within the Park. Once permanent elements are constructed, the easement will be modified to include only the built areas.

A *Contribution Agreement* between the RDN and NALT was signed in 2005. Through this agreement, NALT and the RDN each contributed 50% of the property cost and committed to work together in the preparation of the Park Management Plan and to ensure a significant role for NALT and/or the Mount Benson Legacy Group in park stewardship and future management including trail development and restoration of logged areas.

A *Conservation Covenant* will be placed over the lands once this Management Plan is approved and adopted. The terms of the covenant will reflect the RDN's Regional Park goals and policies and the specific management directions defined through this management plan, while protecting NALT's interests in future stewardship of the Park. NALT will take the lead role as one of two Land Trust organizations holding the covenant and will be responsible for annual monitoring.

#### 5.4.3 Land Use Regulations

Mount Benson Regional Park lies within Electoral Area 'C' and is designated in the *Arrowsmith Benson-Cranberry Bright Official Community Plan* (OCP) as Resource lands. The resource land designation applies to lands used for forestry, resource extraction, agricultural production or environmental conservation. The objectives of this designation include supporting and maintaining the long-term viability of the natural resource value and to protect it from activities and land uses which may diminish its resource value or potential (RDN Bylaw No. 1148). Within this land

designation, outdoor recreation and ancillary facilities exclusively devoted to outdoor recreation are listed as permitted uses.

Objectives of the OCP relevant to Mount Benson Regional Park include:

- To preserve, protect and enhance the area's natural resources which include not only aquatic and terrestrial wildlife and plants, but also freshwater, agricultural, forest, and mineral resources;
- To preserve and protect environmentally sensitive ecosystems and the nesting trees of protected species.

The *RDN Regional Parks and Trails Plan 2005-2015* sets out the future direction, policies, priorities and actions for regional parks and trails. The vision outlined in this plan is for a system that protects and stewards natural values while providing rewarding recreational opportunities; fostering education and appreciation of the natural environment; and, enhancing the livability of the Region.

*RDN Park Use Regulations Bylaw No. 1399 (2004)* regulates park use in community and regional parks. This bylaw limits park use to non-motorized activities (walking, cycling and horseback riding). Mount Benson Regional Park is listed as a Level 4 Park – “Undeveloped Park, Trail and other Open Space.” Park Use Permits are issued under this bylaw for such activities as commercial recreation services, special events and research activity.

#### 3.1.4 Utility and Road Services

There are no utilities to the Park. The closest hydro and telephone service is about 6.4 km away on the private logging road system to the east of the Park. Cercomm Electronics currently powers their antennas at the east summit using on-site diesel generators. As noted, Cercomm may construct a power line to their facility over Park land. However, as this Management Plan was being developed, Cercomm was assessing whether their power needs could be met by using small on-site windmills.

There are no public roads to the Park. Two private logging road networks lead from Nanaimo Lakes Road to the east and south boundaries of the Park. Portions of these roads are maintained by the respective forest companies depending on logging activity.

They are not publicly accessible and are gated and locked near their entrances. Access to the Park along these roads can be obtained for maintenance and emergency purposes.

The Island Timberlands road to the east boundary was extended by the previous owner into the property to facilitate the 2003-2004 logging. However, the roads within the Park have since been decommissioned and are very rough, accessible only by a 4x4 vehicle with good clearance.

The logging road accesses from Nanaimo Lakes Road were not included as a choice for how people access the Park in the survey. However, numerous people commented that this was the route they use to access the slopes of Mount Benson and the Park. Long time residents remember when their families could drive to the summit via the old fire tower road (1950-60s).

The private forestry companies have indicated that they are not interested in permitting public access on their roads from Nanaimo Lakes Road at this time, due to concerns of increased dumping, vandalism and fire arson. They did indicate that they would continue to allow emergency and servicing access to the Park boundary by authorized personnel.

#### 3.1.5 Fire and Emergency Services

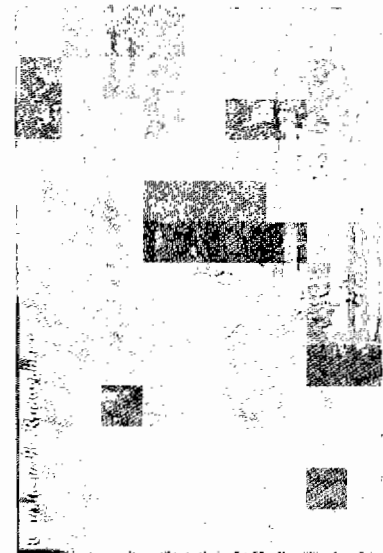
The RDN has a cost-sharing agreement with the Province's Coastal Fire Centre for fire response in the Park. The Coastal Fire Centre, located in Parksville, is the fire dispatch and operational centre for wild land fire fighting in South Coastal BC and supports 12 fire bases throughout the region. The Mid-Island Fire Zone provides service for the Park. Costs for this service are generally based on risk and fire-start potential.

Other emergency services are provided by the RCMP and by Nanaimo Search and Rescue, a registered non-profit society.

## 3.2 NATURAL RESOURCES

### 3.2.1 Environmental Features and Systems

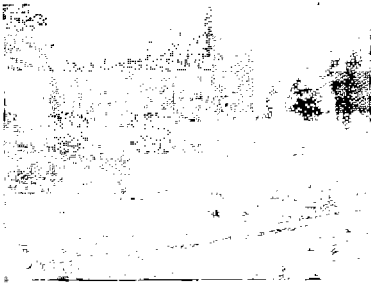
In 2006, Ursus Environmental prepared an *Assessment of Conservation Values within Mount Benson Regional Park* for NALT. This project consolidated existing environmental and resource data



Typical 2<sup>nd</sup> growth forest in Park

## Biogeoclimatic Zones

Mount Benson Regional Park encompasses two variants of the Coastal Western Hemlock (CWH) biogeoclimatic zone, including the Very Dry Maritime Coastal Variant (CWHHxm2) below 700m elevation and the Montane Moist Maritime Variant (CWHmm2) from 700m elevation to the summit. Differences between these two variants are related to elevation differences, with cooler temperatures and more snowpack in the higher reaches of the mountain. According to Pojar (1991), the CWH zone has the greatest diversity and abundance of habitat elements of all biogeoclimatic zones in the province.



*Wetland at northwest end of Park*

## Hydrology

The summit of Mount Benson is the highest point of the Millstone River watershed and is the source of McGarrigle, McNeil and Benson Creeks that flow down its north slopes to Witchcraft Lake, Westwood Lake and the Millstone River. The east slope drains into the Chase River system. Mount Benson Regional Park forms the headwaters for these watercourses.

## Wildlife Corridors

These aquatic systems form the basis for a network of wildlife corridors on the mountain and its surrounding areas. Several large species are known to use or travel through the region, including cougars, black bears and Columbian black tailed deer. In addition, a variety of small mammals and avifauna have been recorded in or near the study area (Ursus Environmental, 2006).

## Sensitive Ecosystems

The *Sensitive Ecosystems Inventory for Southeastern Vancouver Island* (the SEI), published by federal and provincial environmental agencies in 1997, identified a variety of sensitive ecosystems on Mount Benson from aerial photography analysis. Fourteen SEI polygons were identified in the lands now comprising the Park.

related to the Park property, conducted a ground verification of sensitive ecosystems identified by previous inventories, and assessed the site's overall conservation values using standardized methods. This section is based in large part on this Assessment and

Some of these polygons were subsequently field evaluated and updated by students from VIU in 2003-2004.

Ursus Environmental's assessment in 2006 confirmed the presence of eight of the SEI polygons, two of which had revised ecosystem associations. Four other SEI polygons were found to be significantly degraded by logging activity and two others remained unconfirmed due to accessibility constraints. Ursus also identified 9 new sites that meet SEI criteria. Figure 4 shows the location of known SEI polygons in and around the Park; there are likely more SEI sites that have not yet been identified.

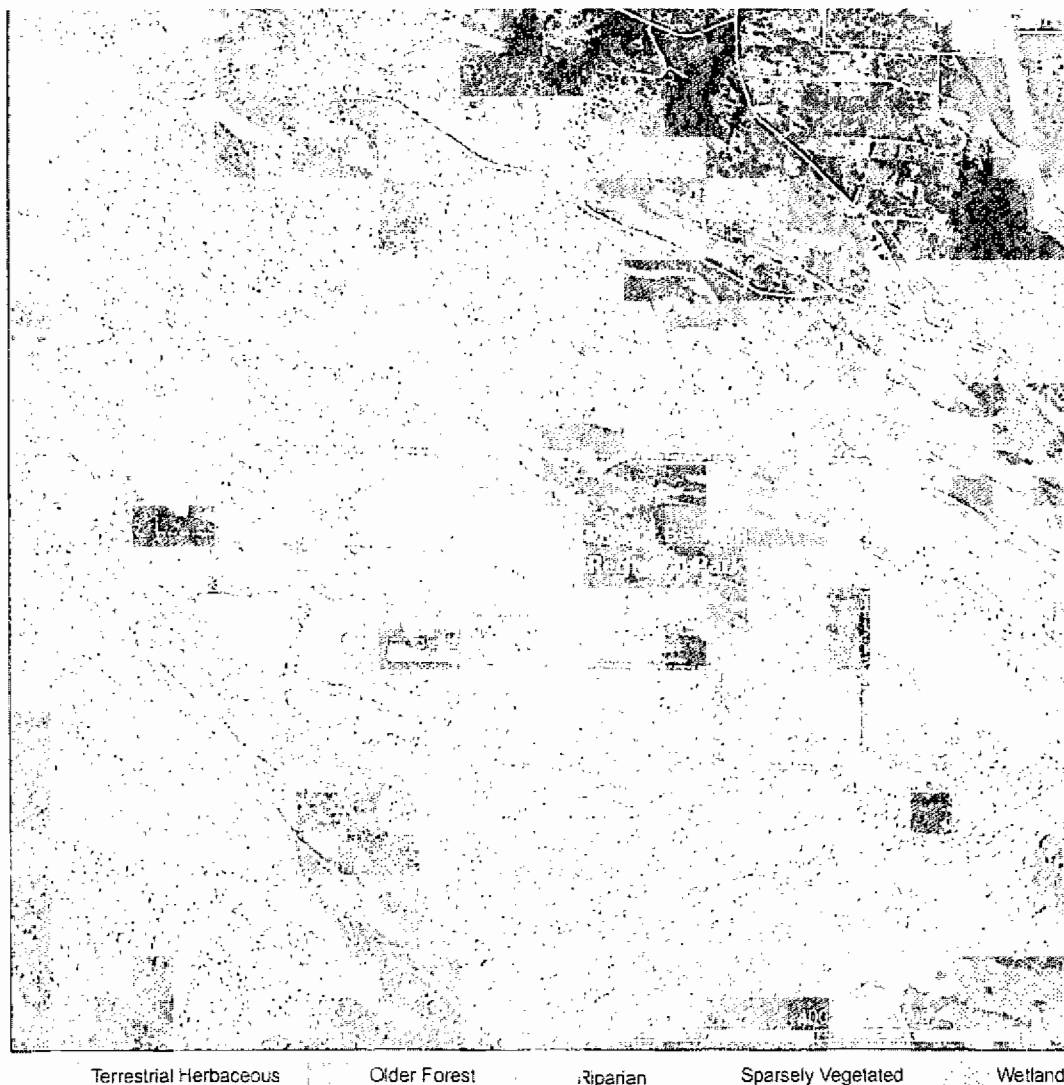


Figure 4: Sensitive Ecosystem polygons identified in the Park (from Ursus Environmental, 2006)

## Other Ecological Features

Ursus Environmental's 2006 assessment highlighted the following additional ecological features:

*Fungi* – No formal inventory has been conducted although casual observations over nearly two decades indicate a rich fungi assemblage within the Park.

*Avifauna* – More than 75 bird species have been recorded in or near the Park. 52 of these are known to breed locally while the remainder likely over-winter in the area. Two identified species-at-risk are known to breed locally including the Northern Goshawk (red-listed) and the Western Screech-owl (blue-listed).

*Mammals* – Columbian black-tailed deer are common in the region. Evidence of cougar, elk and black bear has been found in the Park. In addition, scat belonging to marten, a highly arboreal member of the weasel family, has been seen in the Park.

*Amphibians and Reptiles* – Three species of native amphibians have been documented within the Park, including the northwestern salamander, western toads and pacific tree frogs. No reptile observations have been noted from previous field sessions. However, the Park falls within the distributional range of four species of native reptiles including common and western terrestrial garter snake, northwestern garter snake and the northern alligator lizard.

## Conservation Assessment

A widely recognized approach to assessing conservation value is to identify Valued Ecosystem Components (VECs) and rate the site's importance to them. VECs are defined as "any part of the environment that is considered important by the proponent, public, scientists and government involved in the assessment process. Importance may be determined on the basis of cultural values or scientific concern" (Canadian Environmental Assessment Agency). Typical VECs include species diversity, presence of rare/endangered species or communities, and habitat connectivity (the ability of species to range through natural habitats without barriers or breaks).

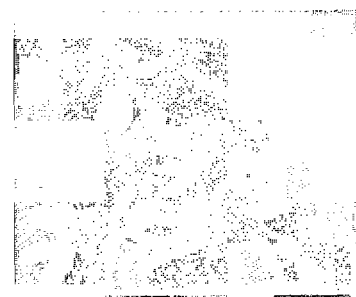
Based on information available, Ursus Environmental identified and rated nine VECs occurring in the Park (Table 1). The overall



Red-listed Northern Goshawk.



Blue-listed Western Screech Owl



Blue-listed Macoun's groundsel

Rare or threatened species found in or known to use Mount Benson Regional Park.



conservation value of the Park is high, with individual VECs rated as moderate to high.

Table 1: Valued Ecosystem Components identified in the Park (Ursus Environmental, 2006)

Valued Ecosystem Component	Regional Importance Rating	Rating Rationale
1. Vascular plant diversity	High	117 species recorded to date
2. Rare/ uncommon plants	Moderate-high	2 Blue-listed species (current,/historical); 2 locally uncommon species
3. Fungal diversity	High	> 30 species recorded, many depend on stable older forest habitat
4. Rare/uncommon fungi	Moderate	1 species considered rare
5. Vertebrate diversity	High	At least 75 bird, 6 mammal, 3 amphibian species
6. Rare/uncommon vertebrates	Moderate-high	1 red-listed, 1 blue-listed, 6 locally rare bird species; potentially 1 federally-designated at-risk amphibian.
7. Ecosystem representation	Moderate	Spans 2 biogeoclimatic variants, contains unusual 'transition zone' features; 2 blue-listed forest ecosystems.
8. Sensitive ecosystem presence	High	16 ground-checked SEI polygons
9. Habitat connectivity	High	Provides elevation and wetland-to-upland corridors for wildlife
<b>Overall Conservation Value</b>	<b>High</b>	

### 3.2.2 Rarity

As stated earlier, past logging activities and major fires have shaped the forested slopes on Mount Benson. In 2003 and 2004, logging was conducted by the previous owner on the east portion of the Park.

In support of acquisition negotiations, a Timber Appraisal was conducted in September 2003 and updated in May 2005 following logging activity. Five significant forest cover types were identified in the Appraisal, including:

- *FH 320* – A 45-year old stand with Douglas fir and western hemlock as dominant species accounts for approximately 76 hectares (188 acres) of the Park area. The majority of the 2003 - 2004 logging was concentrated within this type.
- *FPI 320* – This 14.1 hectare (35 acre) stand contains a predominant mix of Douglas fir and lodgepole pine, growing on very shallow soils over bedrock.
- *HF (CyCw) 921* – Covering approximately 22 hectares (54 acres) of the property, this type consists of old-growth mix of over-mature western hemlock, Douglas fir, yellow cedar and western red cedar growing over shallow soils on bedrock. Due to limited availability of nutrients and moisture, trees in this type tend to show signs of decay or defect.
- *Non-Productive* – This type includes non-merchantable rocky areas, old roads and trails as well as inoperable bluffs. This area accounts for approximately 39 hectares (96 acres) of the property.
- *2003 and 2004 Logged Areas* – Impacted some 64 hectares (158 acres) of the east portion of the Park.



*Natural revegetation of disturbed area*

A ‘rapid field assessment’ of forestry values was conducted in August 2009 by Econ Consulting as part of this Plan. The full report is contained in Addendum 1. Main findings from this assessment include the following:

- Of the 64 hectares affected by recent logging, approximately 28 ha (69 acres) requires reforestation with the remainder being residual patches of standing timber, roads and trails, and rock outcrops.
- Varying amounts of naturally regenerated tree species (e.g., red alder, red cedar, Douglas fir, western hemlock, shore pine and western white pine) occur over the disturbed areas, but in general, these disturbed areas remain “not sufficiently restocked” (NSR) 5-6 years after logging.

- The disturbed areas are also covered to varying degrees with a diversity of other plant species typical of rapid revegetation, including fireweed, bracken fern, huckleberry, salal, grasses, etc. However, this brush layer should not pose a significant risk to further establishment of tree species by planting, but will likely continue to limit natural regeneration through light and moisture competition and seedbed limitations.
- With the exception of areas of exceptionally shallow soils around rock outcrops, much of the disturbed areas are readily plantable, though this needs more detailed analysis. Moderate planting effort will be required in areas of steep slopes, localized slash accumulations and well-established vegetation cover.
- The major slashpiles were burned in 2008. However, public access along roads and hiking trails combined with dry vegetation and remaining slash cover indicate that a fire hazard remains in mid- to late summer.
- Most of the logging roads in the disturbed areas are considered stable and require no special management. The exception is one steep section of Road #3, about 150 m below (east of) the intersection of Roads 1, 3 and 4 (see Addendum 1 map), which was constructed through a natural drainage bed and which now is subject to active erosion and bed transport.
- Former 'landings' and access trail edges would benefit from quick-growth revegetation, such as fall rye, to waylay erosion, then further rehabilitation with native grasses, legumes and grass tolerant conifers.
- No specific management issues were identified with the existing forested areas in the Park, other than ongoing fire protection and hazardous tree management.

The report presents options for reforestation of the disturbed areas from natural regeneration to full artificial reforestation, recommends a "supplemental reforestation" option, and discusses factors for species selection and restocking density. These points form the basis for policies and actions in the next section of this Plan.

### 2.2.5 Minerals and Subsurface

In British Columbia, private land ownership does not usually include the rights to minerals or other subsurface resources. In most cases, the mineral rights remain with the Crown.

Under the *Mineral Tenure Act* (RSBC 1996), individuals are able to secure sub-surface mineral claims either through Legacy Claims or Cell Claims. Legacy Claims are ground-stake claims whereas Cell Claims are acquired by map selection through Mineral Titles Online (BC Ministry of Energy, Mines and Petroleum Resources).

Three Legacy Claims (406388, 406389 and 406625) originally covered lands within Mount Benson Regional Park, but expired on October 2004 and January 2005. Three Cell Claims Tenures currently overlap into the Park. Two of these (598484 and 598485) were claimed following designation of the Regional Park and as such, are subject to Section 21 of the Mineral Tenure Act, which states that "*Despite any Act, agreement, free miner certificate or mineral title, a person must not locate a mineral title, carry out exploration and development or produce minerals or placer mineral in a park created under an Act of British Columbia*". As such, any exploration and development activity by the tenure holder must be conducted outside of the Park boundaries.



Hiking on Mt. Benson

The third Cell Claim Tenure (510914) was claimed prior to the designation of the Park and thus takes precedence and is not subject to Section 21 of the Act. In order to conduct exploration and development activity within the Park, the tenure owner is required to serve notice to the landowner (the RDN) under Section 19 of the Act.

Mineral claims grant exclusive rights to minerals in a defined area and claims must be maintained by paying a fee and by meeting minimum annual exploration and development work requirements outlined in Section 8 of the Act. This work may be non-intrusive (e.g. visual survey; collection of surface rocks) or intrusive (e.g. drilling holes, digging pits). Any work that disturbs the surface requires a permit under the *Mines Act*. Although notice to the landowner is required as per Section 19 of the Mineral Tenure Act, the landowner cannot prohibit entry but is entitled to compensation for loss or damage caused by the entry.

### 3.3 RECREATION

#### 3.3.1 Local Demography and Tourism Potential

In 2006, the population of the RDN was 138,631. Almost 57% of that population (78,743) lived in the City of Nanaimo, making it the second largest municipality on Vancouver Island after Victoria. Between 2001-2006, the RDN’s population grew by 9.1% (average 1.8%/year).

The average age in the RDN (46.6) is older than the provincial average (40.8). Only Electoral Areas A (13.8%), C (11.1%) and F (11.3) have fewer residents aged 65+ than the BC average (14.6%) (BC Stats Census Profile, 2006).

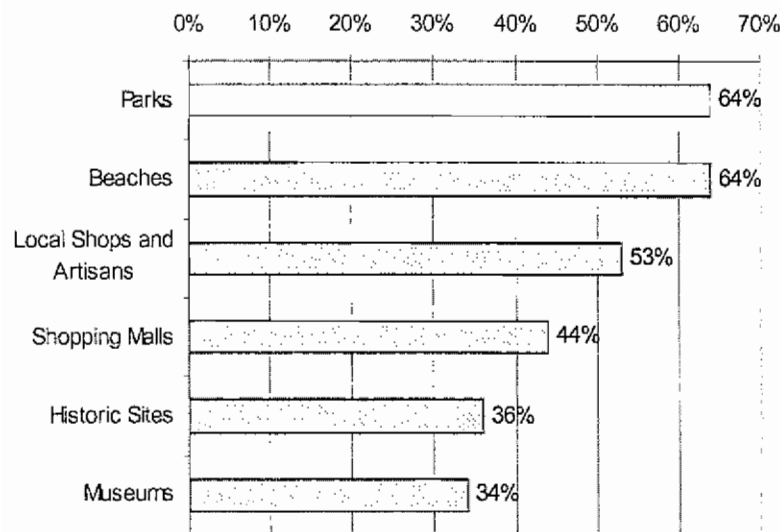


Figure 5: Top tourism attractions in Central Vancouver Island (Tourism VI, 2006)

Visitor profiles for the Central Island Tourism Region indicate that the two most popular activities visitors to Central Vancouver Island report participating in are hiking (50% of respondents) and wildlife viewing (40% of respondents). Other popular activities reported include bird-watching (24%), cycling/mountain biking (14%), and horseback riding (4%) (Tourism Vancouver Island, 2007). The same survey indicates that parks and beaches are the highest ranked attractions (64% each) for people visiting the Central Island (Figure 5). Features considered important in visitor decisions to visit

Central Vancouver Island included scenic beauty and outdoor recreation opportunities.

*Local Recreation Participation Trends*

**Individual and Informal Activities** – Participation levels in many organized sports have declined in the past decade with an increase in individual activity preferences. The trend shows increased walking, cycling, gardening, cultural activities, outdoor education and ecotourism – which are largely individually-based activities.

According to the Recreational Trails Strategy for British Columbia Background Report (2007), hiking is the number one activity in North America. There has been an increase in demands for other uses, particularly mountain biking, which is one of the fastest growing segments of the outdoor recreation spectrum in BC.

**Public Stewardship** – As environmental awareness increases, emphasis on parks, natural areas and nature-based recreation takes on additional significance. The desire to learn about the natural environment through outdoor experience is growing and people are becoming increasingly willing to participate in projects to protect or restore sensitive environmental areas. Park programs are beginning to evolve to provide opportunities to help with inventory, restoration and enhancement projects.

**Active Communities** – The RDN is a participant in the provincial Active Communities initiative that seeks to “promote and support...a way of life in which physical activity is valued and integrated into daily life” (BCRPA, 2005). The goal of this initiative is to work with local governments and partner organizations to undertake actions that promote healthy lifestyles, build healthy communities and increase physical activity levels amongst British Columbians by 20% by the year 2010.

*3.4.3 Current Park Use*

The slopes of Mount Benson have a long tradition of use by area residents and visitors. There are a variety of trails that have been constructed informally over the years, many based on pre-existing logging roads and others built to interconnect between these main trails.

Today, the mountain and its trails are used by a variety of outdoor recreation enthusiasts – including hikers, mountain bikers,



*Informal sign installed by users of Witchcraft Lake trail.*



*Trail map installed by NALT/RDN at Mt Benson summit.*

horseback riders, ATV'ers, snowmobilers and climbers. There has also been some amount of wilderness camping, both summer and winter, evidenced by the presence of flattened vegetation, fire rings, refuse and human waste.

There are four main points of access: Witchcraft Lake off Benson View Road; Westwood Lake; Nanaimo Lakes Road; and to a lesser extent, the end of Jameson Road. About 58% of park survey respondents indicated they use the Witchcraft Lake access and 56% use the Westwood Lake access, the two most popular trailheads.

There are additional but less well known points of access from logging roads or rights-of-way. These tend to link to one of the trails that start from the main access points.

As noted earlier, all park access trails start on lands outside of the Regional Park boundary and cross either private forestry land or crown land within the VIU Woodlot before entering the Park (Figure 6).

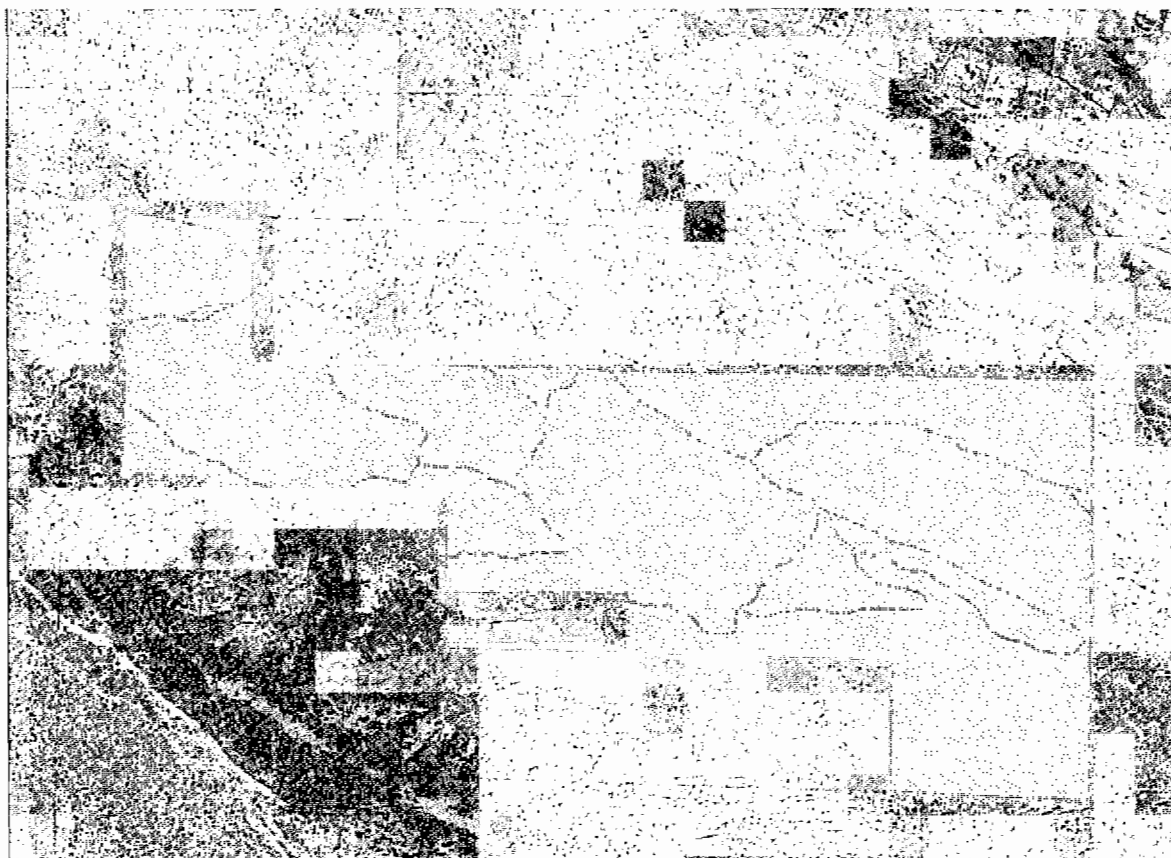


Figure 6: Existing trails in Mount Benson Regional Park

Trails to Mount Benson Regional Park tend to be steep and rugged and some are in relatively degraded condition. Trails within the Park are gradually being improved in partnership with NALT through the Job Creation Partnership (JCP) Program.

There are currently no services (e.g. pit toilets, garbage facilities, rest areas or benches, etc.) provided for park visitors within the Park. The RDN and NALT have erected some directional signs at park boundaries and major trail junctions and several of the major trails have been 'blazed'.

Park users have erected rustic signs and flagging tape along some of the trails leading to the Park boundary, notably the Witchcraft Lake and Westwood Lake trails.



2010-2020 Management Plan



### 3.4 EDUCATION

As noted earlier, summer students from Malaspina University-College's (now VIU) biology department assisted with site inventories in 2003 and 2004, but there are no known regular and ongoing programs using the Park.

NALT, along with the RDN and City of Nanaimo, through their Active Living Guides, occasionally run guided hikes to the summit of Mount Benson.

Historical accounts show that there was an annual ritual for area schools to climb Mount Benson on Easter Break as part of school recreation programs. Currently, although schools may use the lower slopes or lands within the VIU Woodlot for educational programs, because of limited access issues into the Park proper (e.g. steep grades, lack of road), there are no known school programs using the Park site itself.

There is currently no interpretive signage in the Park with the exception of an area map located near the summit.

### 3.5 HISTORY AND CULTURE

#### 3.5.1 Historic and Cultural Anthropological Values

Mount Benson, known as Te'tuxw'tun, is a sacred site of the Snuneymuxw First Nation and was an important area for Snuneymuxw ancestors to hunt and gather food.

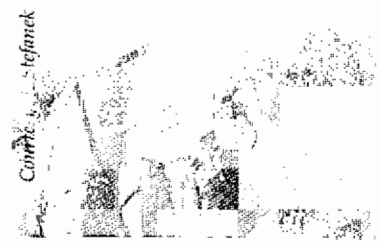
The mountain is named after Dr. Alfred Robson Benson, a physician who served with the Hudson's Bay Company from 1857 to 1862 and then with the Vancouver Coal Company.

In 1912, Mount Benson was proposed as a possible site for the new Dominion Astrophysical Observatory by the Meteorological Service of Canada. In the end, a site in Saanich was chosen.

The west summit housed a fire lookout station from 1925 to the mid 1960s. The original wood-frame structure was burned down in 1938 and replaced by a second structure until 1967. The road to the fire lookout station was improved in 1927 which triggered the summit becoming an attraction to local citizens and tourists. Some



Original Fire Lookout



Remnants from 1951 plane crash.

long-time Nanaimo residents have recounted memories of driving to the summit for family picnics, weddings, family outings and to visit the fire lookout.

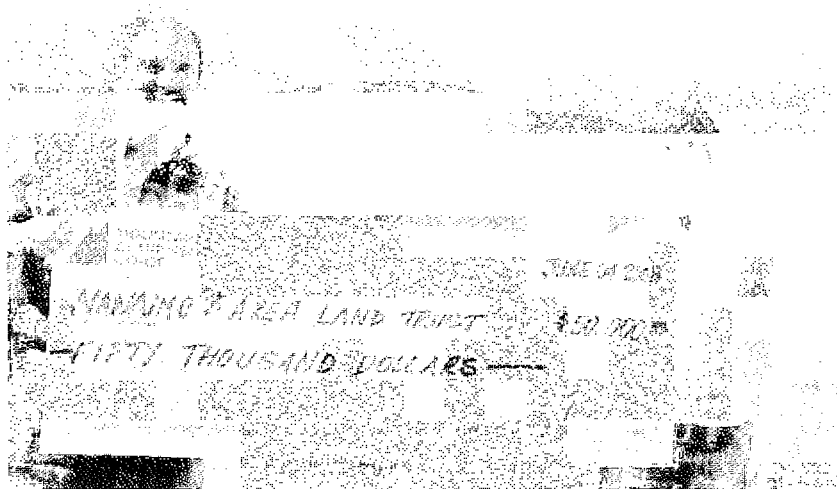
There are no known archaeological sites within Mount Benson Regional Park.

### 3.3.2 *Local History and Sense of Place*

Mount Benson’s prominent green slopes set the backdrop for the City of Nanaimo and surrounding area. From tales of hikes in the Times Colonist in 1913, to recent stories of weddings on the summit, to inspiring poetry, Mount Benson means many things to many people, but what is common is the community’s connection to the mountain.

NALT’s fundraising campaign raised the community profile of the mountain and brought out stories from a variety of people highlighting its importance in the hearts and minds of the people of Nanaimo and area. NALT continues to maintain historical records and photos of the many stories and memories that record Mount Benson’s past.

The acquisition and designation of Mount Benson Regional Park in itself is a remarkable story of a community coming together with a common purpose – to ensure a continuing green landmark for the City of Nanaimo.



*With donation from Mountain Equipment Coop, NALT reaches fundraising goal*

## 4.0 VISION, PRINCIPLES AND GOALS

### 4.1 VISION STATEMENT

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A vision statement sets the tone for the long-term management of Mount Benson Regional Park and defines the context within which short-term actions can occur.

**Mount Benson Regional Park is and will remain a wilderness park with inherent ecological, recreational and historical values. The Park's natural habitats and sensitive ecosystems will be preserved and enhanced. At the same time, the Park will provide outstanding, ecologically-sensitive recreation opportunities to area residents and visitors. Mount Benson Regional Park is part of the Nanaimo's dramatic mountain backdrop and will remain a natural landmark in the Regional District.**



## 4.2 MANAGEMENT GOALS

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The following management goals set the framework for policies and management actions related to Mount Benson Regional Park. The coloured dots are used in Section 5 to indicate how each policy relates to these goals.

### 4.2.1 Environment ●

To protect and restore natural habitats found within Mount Benson Regional Park.

### 4.2.2 Recreation and Education ●

To provide recreational and educational opportunities that are compatible with the ecological values of Mount Benson Regional Park and its sensitive habitats; and, to take a long-term approach to improving accessibility to the Park and its viewpoints.

### 4.2.3 Management and Stewardship ●

To work together with the larger community - including the Snuneymuxw First Nation, educational institutions, community organizations, neighbouring landowners and tenure holders, government agencies, volunteers and the public - in the short-term management and long-term stewardship of the Park.

### 4.2.4 Visual Integrity ●

To maintain a natural, green backdrop for area residents and visitors and to ensure that management decisions and actions in Mount Benson Regional Park do not adversely impact the Nanaimo and area's view of the mountain.

### 4.2.5 Public Safety ●

To address park safety while respecting the wilderness context of the Park, and to cooperate with neighbouring landowners and managers to minimize natural and human-induced risks within the Park and on the surrounding lands.

### 4.3 MANAGEMENT PRINCIPLES

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The following principles represent the basic 'rules' that underlie this Management Plan, and which all management policies and actions regarding the Park must observe.

#### 4.3.1 Conservation Covenant

Upon adoption of this Plan, a *Conservation Covenant* will be placed on the Park properties, attached to the land titles. The terms of the Covenant will reflect the RDN's Regional Park goals and policies and the specific management directions defined through this management plan, while protecting NALT's interests in the conservation values of the lands and future management of the Park. NALT will take the lead role as one of two Land Trust organizations holding the covenant and will be responsible for annual monitoring of its terms.

#### 4.3.2 RDN Regional Parks and Trails Plan 2005-2015

The RDN's *Regional Parks and Trails Plan 2005-2015* sets out the future direction, policies, priorities and actions for regional parks and trails. The vision outlined in this plan is for a system that protects and stewards natural values while providing rewarding recreational opportunities; fostering education and appreciation of the natural environment; and, enhancing the livability of the Region. Management of Mount Benson Regional Park must work within this greater vision.

#### 4.3.3 RDN Park Use Regulations Bylaw No. 1399

The RDN's *Park Use Regulations Bylaw No. 1399 (2004)* regulates park use in community and regional parks. Mount Benson Regional Park is listed as a Level 4 Park – "Undeveloped Park, Trail and other Open Space".

#### 4.3.4 Cercomm Easement

Cercomm Electronics Ltd. currently holds an easement over the Park lands ('*Cercomm Easement*'). This document grants Cercomm the rights to construct, install and maintain an access road as well as poles, wires, conduit and other apparatus for the supply of electrical power using reasonable efforts to minimize the footprint of such construction within the Park. Once permanent elements are

constructed, the easement will be modified to include only the as-built areas.

#### 4.1.3 Path Access

At this time, the Park is accessible only by crossing private lands held by timber companies or residents, or Crown land held in woodlot tenure by Vancouver Island University. The cooperation of these neighbours is essential to the long-term public use and management of the Park.



*View west from the summit*

## 5.0 MANAGEMENT POLICIES AND ACTIONS

The process to create this Management Plan revealed several key issues regarding the current use and future directions for Mt Benson Regional Park. The following section is organized around these key topics. For each topic there is a summary of the issue(s), followed by management policies and actions to address the issues over the next 10 years, and in some cases, beyond. Each policy is colour coded to relate it directly to the one or more of the five goals stated in the previous section.

### 5.1 BALANCING CONSERVATION AND RECREATION

#### The Issue:

There were numerous comments on the survey and at the Open Houses that the Park should remain natural and that its management should respect natural values and focus on conservation. 62% of survey respondents indicated that one of their top three reasons for visiting Mount Benson Regional Park was for the wilderness experience.

At the same time, over 80% of respondents use the Park/mountain for walking and hiking, 60% state that they enjoy the physical and mental health benefits derived from trail use and many comments were made about improving and expanding the trail system.

Balancing environmental protection with outdoor recreation opportunities is a universal issue – and this dilemma is only intensified in wilderness parks like Mount Benson.

#### Policy 1:

**Park use zones will be established to effectively manage Mount Benson Regional Park for both conservation and recreation.**

Designating zones within a park is a common method for managing uses in accordance to environmental sensitivities and the capacity of different areas to withstand public use. Park zones identify the types and levels of use that are appropriate to different parts of the Park. Zone designations are intended to protect and enhance

environmentally sensitive features while recognizing long-standing uses and public preferences, thereby reducing existing and potential conflicts between recreational uses and environmental conservation.

Taking this into account, this plan subdivides Mount Benson Regional Park into two types of park zones (Figure 7):

- **Conservation Zone:** the management focus is to protect, conserve and enhance the natural landscape and wildlife habitats. The conservation of ecological assets takes precedence over human activities in these areas.
- **Natural Environment Zone:** the management focus is to protect natural values while providing non-motorized recreational opportunities in a natural environment. In this case, the distribution of this zone recognizes the established trail system in the Park. The non-motorized activities permitted in this zone are intended to have low impact and involve limited development while providing meaningful recreation opportunities. Motorized vehicles are allowed only for emergency and servicing/maintenance purposes authorized by the RDN.

## 5.2 PROTECTING ENVIRONMENTAL VALUES

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### The Issue:

Park management must ensure that impacts on ecologically sensitive areas are avoided or minimized and that the natural values of the Park are protected.

### Policy 2:

**The RDN and NALT will work with partners to inventory, monitor and restore the natural ecosystems and wildlife habitats found within Mount Benson Regional Park.**

To preserve the environmental values of the Park, it is vital to know what those are – e.g., the full range of ecological features, conditions and processes that support the mountain’s habitats and biodiversity – and the management actions that will protect those values.



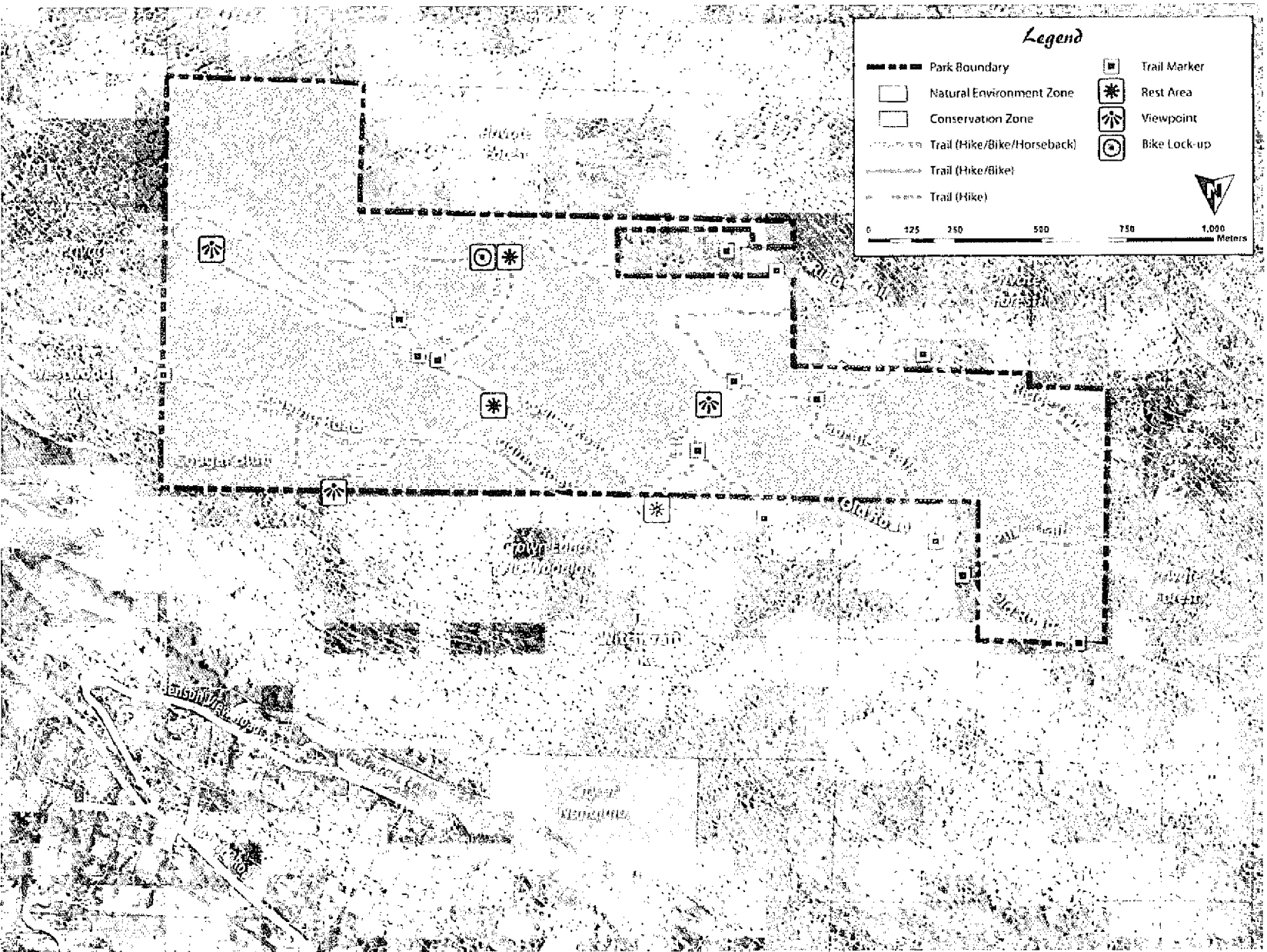


Figure 7. Park Management Site Plan. NOTE: all trails and trail markers shown outside park boundaries are subject to completion of agreements with neighbouring landowners.

As mentioned in section 3, several inventory projects were conducted in 2002-2006 to document the status of SEI-based sensitive ecosystems in the Park. Ursus Environmental noted that three of the SEI sites could not be accessed and verified; as well there are portions of the Park that have not been surveyed for the presence of SEI-type ecosystems. Park stewardship activities have also identified the presence of several wetlands within the Park.

*Action 2.1: Complete ground verification of SEI polygons and SEI-equivalent sites; survey the remainder of the Park not covered in previous inventories for environmentally sensitive features.*

*Action 2.2: Establish and operationalize an environmental monitoring program; review after 5 years.*

Beyond initial inventories, ongoing monitoring is fundamental to the conservation of ecosystems and wildlife populations in the Park. It is not possible to inventory and monitor every species, population or plant community that occurs in the Park. However, inventory and monitoring of a few carefully chosen indicator species can act as a bellwether of the general ecological health of the Park's ecosystems and biodiversity. For example, Ursus Environmental suggests an inventory of breeding use of the site by amphibians and birds of prey. The RDN and NALT should confer with local ecologists (e.g., Ursus, VIU) on the best indicator species for this area.

In addition, monitoring activities can be linked with educational programs to create meaningful experiences for students and to nurture greater public understanding of the natural values found in the Park.

*Action 2.3: Establish a process for measuring and monitoring the impacts of human use on the Park's environment.*

Standard methods applied in BC Parks will be used to assess the impacts of recreational use on sensitive sites or habitats. Mechanisms to ensure that the impacts of recreational use are minimized are included in Section 5.5.

*Action 2.4: Continue to identify projects and pursue funding opportunities to restore and/or enhance the biodiversity and sensitive ecosystems of the Park.*



*Wildflowers in the Park.*

For example, in summer 2009, NALT began an 11 month habitat restoration and enhancement project with funding from the BC Ministry of Housing and Social Development's Job Creation Partnership Program. The crew will carry out invasive species removal, wetland enhancement, stream-bed remediation and reforestation of the logged areas of the Park.

### 5.3 FORESTRY RESOURCES

#### The Issue:

The 64 ha area that was logged in 2003-2004 needs to be more intensively managed to re-instate a natural forest system, stabilize soils and reduce the potential fire hazard.

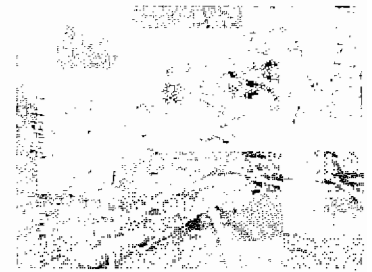
#### Policy 3:

In general, forest management in the Park will be guided by the report "Mount Benson Regional Park – Review of Natural Values – Forestry", attached as Addendum 1 to this Plan. In particular:

- Reforestation of the recently logged portions of the Park will consist of a combination of option 1 "Natural Regeneration" and option 2 "Supplemental/Partial Artificial reforestation" from that report.
- Reforestation will focus on achieving natural habitat diversity and slope/soil stability as opposed to harvestable timber, using a range of naturally occurring and ecological appropriate tree and plant species.
- Revegetating former landings and trail edges through the logged area will be emphasized.

NALT has also been working with Econ Consulting on more detailed replanting prescriptions for the logged portions of the Park.

**Action 3.1:** *Based on the report in Addendum 1, complete and implement a more detailed silviculture plan/prescription for the logged portions of the Park, with assistance from a Registered Professional Forester as needed, that:*



*Assessing disturbed areas*

- Identifies and prioritizes sites or patches to be actively reforested (assuming that the remainder of the logged area outside these patches would be subject to natural revegetation);
- Specifies species mixes and densities for each reforestation site;
- Identifies sites (landings and trail edges) to be grass seeded, and the seed mixes to be used along with supplemental tree planting;
- Sets out seasonal timeframes for replanting activities;
- establishes a program for monitoring replanting success; and
- identifies roles and responsibilities for each activity.

Policy 4: 

**Other than hazard tree management and fire protection as needed, no active management activities will be pursued in the existing forested areas.**

*Action 4.1: Identify a strategy, including roles and responsibilities, for monitoring and addressing tree hazards along the Park's trail system; include a method for allowing trail users to report downed trees, hazards, etc.*

Section 5.13 and Policy 23 (below) address fire prevention planning and fuel management.

## 5.4 MINERAL RESOURCES

As discussed in Section 3.2, of the three mineral claims that overlap the Park, only one has active rights within the Park boundaries that may affect the Park's management.

Policy 5: 

**The RDN will work to ensure no mineral claims are held on the Park property.**

The objective here is to protect the environmental and recreational values of the Park from impacts related to any future mineral exploration and development works. Ideally, the RDN should obtain a written agreement or memorandum of understanding that recognizes the Park's goals, defines the claim holder's objectives, and provides the RDN the opportunity to review and comment on

the claim holder's proposed activities well in advance of those activities.

*Action 5.1: Negotiate with the current mineral claim holder to remove the existing mineral claim within Mount Benson Regional Park.*

## 5.5 PARK ACCESSES

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### The Issue:

All trails leading into the Park lie across Crown (from Witchcraft Lake or from Jameson Road across the VIU woodlot) or private lands (from Westwood Lake across Island Timberlands property; or from forest service roads on Island Timberlands and TimberWest properties). A short portion of the trail access from Witchcraft Lake also crosses the south ends of two residential lots. In other words, there are no official *public* access points to the Park property.

Lack of parking is an additional issue at the trailhead at Witchcraft Lake. 'No Parking' signs have been erected at the end of Benson View Road to make sure that the turnaround is left free and driveways of local residences are not blocked. However, on busy weekends, the road can become clogged with parked cars and the vehicle frequency can be disruptive to this quiet neighbourhood.

*Policy 6:* 

**The RDN will work with neighbouring landowners to formalize main access routes to the Park, for public use as well as for park maintenance and emergency access.**

*Action 6.1: Work with VIU and the Province to establish formal trail accesses to the Park from Witchcraft Lake and from Jameson Road.*

VIU recently received formal approval from the BC Ministry of Tourism, Culture and Arts to construct and maintain a recreational trail on Woodlot Licence 0020 between Witchcraft Lake and the Park, under the authority of sec.57 of the Forest and Range Practices Act. Permission was granted under the following conditions (B. Ostrand, Woodlands Manager, VIU: pers. comm.):

- The trail is constructed and maintained to minimize erosion resulting from trail use.

- The trail is open to the public and there are no restrictions on use of the trail.
- There is no restriction on other resources uses (such as forest harvesting) inherent in this authority.
- Good communication is maintained between VIU and the RDN to ensure coordination of trail management.

VIU also recognizes that much of the trail off Jamieson Road follows an old logging road, which VIU intends to rehabilitate in some 5-10 years (*ibid.*).

**Action 6.2:** Complete an agreement with Island Timberlands and the City of Nanaimo to establish long-term trail access to the Park from Westwood Lake across Island Timberlands property.

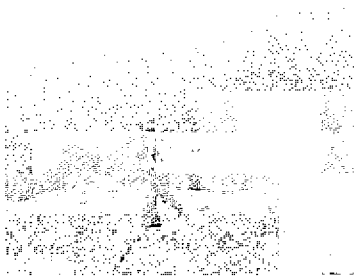
Although the City of Nanaimo is agreeable to the use of Westwood Lake as a trailhead, neither the City nor the RDN can legally establish and sign trails that travel over private forest land. The existing informal trails from Westwood Lake travel through recently cleared areas and logging roads on Island Timberlands property, making the route to the Park difficult to find for those unfamiliar with the area.

- Trail location, design standards, construction, signage and maintenance responsibilities will be part of all trail access agreements.

**Action 6.3:** Work with the City and the Ministry of Transportation and in consultation with local residents and the public on an appropriate location or locations for parking near the Witchcraft Lake trailhead. In partnership with the City, design and construct parking areas.

The RDN has initiated discussions with the City of Nanaimo and the Ministry of Transportation to find better parking near the Witchcraft Lake trailhead. Ongoing planning and design will involve the residents along Benson View Road. Refer to Section 5.9: Visitor Facilities for details on development of a trailhead area at Witchcraft Lake.

**Action 6.4:** Work with the City of Nanaimo and neighbouring private land owners near Witchcraft Lake to resolve the existing trail routing over private property.



Steep trails in Mt. Benson Regional Park.

This should be resolved in concert with Action 6.3 to determine the appropriate parking and trailhead location.

## 5.6 PARK ACCESSIBILITY

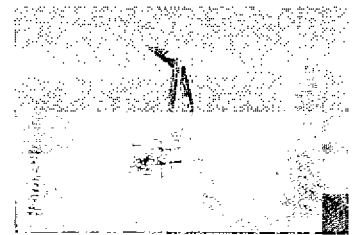
### The Issue:

Currently, the Park can be legally accessed only via the trail system on foot or bicycle; all roads that lead to the Park are gated private forest service roads and not open to the public. The trails to the Park are steep and rugged, limiting access by the physically challenged, elderly, very young or those not otherwise able to undertake the steep hike. Hence, only those with the physical ability and desire can technically access the Park and enjoy the views from the summit.

Some long-time residents have fond memories of the days prior to the 1970s when the road to the fire tower allowed anyone with an adequate vehicle to drive to the summit of Mount Benson. Several survey respondents and participants at the public sessions indicated a strong desire to see some form of access to the Park reinstated so that people of all ages and varying levels of physical ability can enjoy the Park. There are also economic benefits that could be enjoyed in the community by offering the mountaintop views as a visitor and tourist attraction.

Several paragliders and hang-gliders indicated their interest in using the summit of Mount Benson as a launch point. A requirement for this would be access to a road as well as a constructed launch.

There was also a strong public voice from those concerned about preserving the wilderness character of the Park. Roads, gondolas, or railway lines could negatively impact sensitive ecosystems in terms of their respective footprints and the greatly increased foot traffic, particularly at the summit. There are concerns about the effect of increased noise on wildlife and the existing 'peace and quiet' of the mountain and the Park, as well as visual impacts of a gondola or railway line up the highly visible north side of the mountain. Access by mechanical means could also negate the sense of accomplishment achieved from summiting the mountain, and some respondents opined that a road or gondola would be just a foot in the door to commercialization of the Park or summit.



*The Grouse Gondola.*



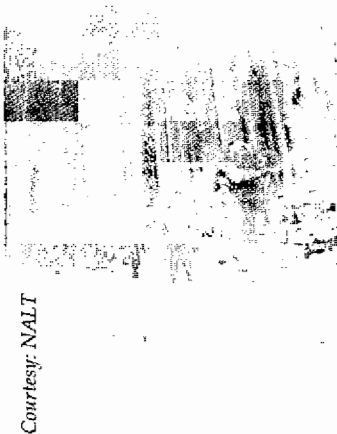
*Narrow-gauge railway in Snowdon Park (Wales)*

During the course of the planning process, several forms of access to the Park were discussed, including:

- **Road** – based on reinstating the remnant service road that winds up the east and south sides of the mountain or the construction of a new road to its summit. According to a property appraisal completed in 2006, the estimated cost of extending a public road to the Park property would be in the range of \$1.5 million plus right-of-way negotiation costs. Given its responsibilities and priorities for the entire regional parks and trails system, this would not represent wise use of the RDN's limited park management budget.
- **Gondola** – public response on this idea was split with interests both strongly for and against indicated at the public sessions and in the survey.
- **Narrow-gauge railway** – proposed in the past up the north side of the mountain.

As indicated in the RDN Regional Parks and Trails Plan, although the RDN will strive to provide “opportunities to all RDN residents to access and enjoy regional parks and trails”, this may be constrained by topography, environmental values, cultural/historic sensitivities and cost.

In the case of Mount Benson Regional Park, these factors are compounded by the private ownership of surrounding lands, all of which severely limit opportunities to undertake major access upgrades in the short-term – i.e., within the timeframe of this Plan. However, as the RDN and Nanaimo area continue to develop, future opportunities to improve access to the Park could arise from private or community interests and may warrant consideration.



Courtesy: NALT

Hiking in the Park.

#### Policy 7:

**Public road access to Mount Benson Regional Park will not be actively pursued by the RDN during the term of this management plan. However, the RDN may consider proposals from private interests for road, gondola or other forms of access into the Park or to its boundaries, subject to rigorous and extensive assessment of: impacts on the environmental and visual integrity of the Park; socio-economic impacts in the surrounding area; and full business-case scenario planning.**



## Special Events

Special events are regulated through the Park Use Bylaw No. 1399 (2004) and Amendment Bylaw 1399.01 (2009). Under this bylaw, the RDN may permit use of the Park or its trails by groups provided that: a) the use is compatible with the purpose and management of the Park; b) the group accepts full responsibility for maintaining the site during the event; and c) the group restores the site to existing conditions after completion of the event.

## 5.7 TRAILS USE AND MANAGEMENT

### Issue 1 – Motorized and Non-motorized Trail Use:

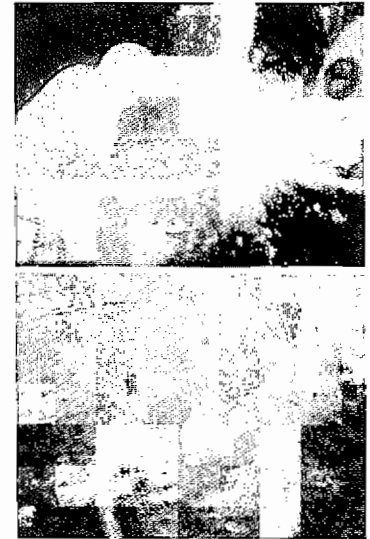
Given its proximity to a growing urban area, Mount Benson is used by a wide variety of outdoor recreationists including hikers, mountain bikers, ATVers, horseback riders, climbers, snowshoers and snowmobilers.

Walking and hiking was by far the highest use in the Park identified by survey respondents (83.0%), followed to a significantly lesser degree by nature study (19.4%) and mountain biking (18.5%). Other non-motorized recreational activities that were mentioned in the Park survey and at open houses include horseback riding, running, snowshoeing and rock climbing.

15.4% of respondents indicated all-terrain vehicle (ATV) or 4X4 use, while a number in the 'other' category (16.7%) listed snowmobiling among their uses of the Park. ATVs, motorbikes and other off-road vehicle drivers have traditionally used the logging roads on the slopes of the mountain and the access road on the south side of the mountain to the summit.

The role of regional parks as defined in the RDN's Regional Parks & Trails plan includes "providing opportunities for a range of outdoor experiences in a natural or semi-natural setting". At the same time, the RDN's Park Bylaw No. 1399 stipulates that no motorized recreational vehicles are permitted in RDN park properties.

The basis for this restriction is that *on a per capita basis*, ATVs and other motorized vehicles can have significantly greater negative impacts on the natural environment than non-motorized users. In addition, the experience and safety of other user groups can be



*Trail improvements through the JCP program.*

compromised by the noise and trail degradation caused by motorized use. Also, the RDN does not have the resources to police or maintain trails for motorized use.

### Issue 2 – Trail Conditions:

Due to the steep, rocky terrain, poor drainage and increasing level of use, portions of trails leading to and within the Park are in poor condition. Over 44% of survey respondents indicated that they are satisfied to very-satisfied with the trails in the Park. However, there were numerous requests for a trail through the VIU woodlot with switchbacks to reduce grade and improvements to reduce erosion.

There is also a desire for additional trails within the Park, particularly in areas containing former or decommissioned logging roads. There was support indicated for designated mountain bike trails within the Park.

Trails within Mount Benson Regional Park are gradually being improved in partnership with NALT using federal Job Creation Partnership funding. The VIU Forestry Department has also indicated interest in improving one of the trails leading through its woodlot from Witchcraft Lake. As required under its woodlot license, VIU is submitting an application to the Ministry of Tourism, Culture and the Arts to develop a recreational trail.



View from Cougar Bluff.

Policy 8: 

**Management of the Park will support a non-motorized multi-use trail network while protecting sensitive habitats and minimizing user conflicts.**

Figure 7 shows a conceptual trail network for the term of this management plan. This plan is subject to review and revision based on user trends and impacts observed over the next five years.

The trail network is based largely on existing trails and decommissioned logging roads, and recognizes three types of trails:

- hiking only – these are generally very steep trails not conducive to other uses.
- hiking + mountain biking – these trails tend to be former logging roads with sufficient width to accommodate both uses.

- hiking + mountain biking + horseback riding– along former logging roads that provide an east-west route through the Park.

The network includes additional multi-use trails on decommissioned logging roads in the eastern portion of the Park, which currently see little use but which can provide an enjoyable alternative to trails to the summit.

*Policy 9:*      ●●●

**Any future trail development and re-alignment will seek to avoid alteration or damage to any sensitive ecosystems, or to minimize such impacts where avoidance is not possible.**

*Action 9.1: Identify trail sections near environmentally sensitive areas and take appropriate actions as needed.*

This may include:

- Realigning the trail section away from the sensitive areas.
- Reinforcing the trail surface or improving drainage to help ensure that users do not stray off the trail surface.
- Constructing physical or visual barriers to prevent intrusion into the sensitive areas.
- Installing signs informing of and requesting respectful avoidance of the sensitive areas.

*Action 9.2: Assess, re-route and reinforce the trail to Cougar Bluff as needed, to ensure public safety and to minimize disturbance to the Bluff's sensitive vegetation.*

An existing trail to Cougar Bluff, an ecologically sensitive site, will be upgraded to provide access to this destination while protecting its ecological features. This route will provide outstanding views over Westwood Lake and the City of Nanaimo to the Georgia Strait and Coast Mountains for those seeking a shorter hike than the summit route.

*Policy 16:*      ●●●

**New trails and trail upgrades within the Park will be designed and constructed to standards appropriate to the type and level of use of each trail and that aim to ensure environmental protection**



*Difficult trail conditions.*

and public safety. Nonetheless, trails will continue to be provided on a 'use at own risk' basis.

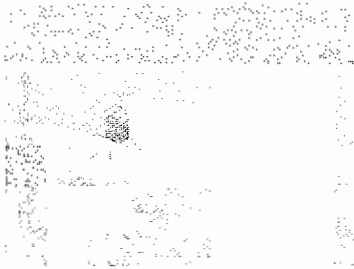
*Action 10.1: Develop a detailed trail plan that identifies the different types of trails. These types may include:*

- *Nature or natural walking/hiking only trail.*
- *Mountain biking/hiking trail.*
- *Mountain biking/horseback riding/hiking trail.*
- *Trails that will also be required to support vehicle access for maintenance and operation purposes (former logging roads).*


*Action 10.2: Develop and prioritize a complete list of trail system improvements.*

*Action 10.3: Determine the need for rehabilitating the drainage and erosion issues associated with the former logging road and commission a rehabilitation project that meets those objectives.*

Correcting the ongoing erosion and sediment transport on road #3, between areas 2 and 3 (see Econ report), is necessary to maintain access to the Park for maintenance and emergency purposes, and to alleviate sedimentation impacts on downstream aquatic habitats.



*Pets in the Park.*

*Policy 11:* 

**Pets must be under human-control at all times in the Park.**

Although not identified as a problem at this time, with the growing popularity of dog companionship, there is the potential for wildlife harassment, habitat damage and conflicts with other park users.

RDN Park Use Bylaw 1399 does require that pets in regional parks be kept under control at all times. As in other regional parks, enforcement of this provision in Mount Benson Regional Park will be primarily through awareness and 'peer pressure' by other park users. If complaints surface, the RDN may consider requiring dogs to be on leash, again enforced primarily through signage and peer pressure.

## 5.8 PARK INFORMATION AND SIGNAGE

### The Issue:

Not knowing how to access the Park (43%) and not being able to find their way around the Park (almost 30%) were the two most frequent limitations listed in the Park survey.

There were numerous comments on the survey requesting better information on getting to the Park. It appeared that many respondents were not clear about the Park location — particularly that it encompasses only a portion of Mount Benson.

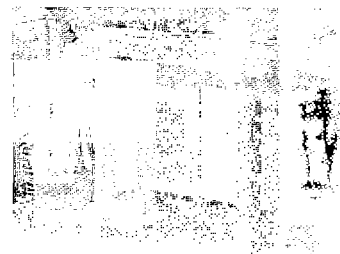
Generally, respondents indicated a strong desire for a well-marked trail system with better directional signage. There were requests for more information to be included on trail signage — including approximate distances, travel time and level of difficulty. There were also requests for more public education signage, particularly related to litter.

Signs can help to educate, alleviate negative impacts, enhance visitor safety and generally realize the Park vision and goals. To do this, park signage falls into three categories:

- *Informational* – general information about the location, natural and cultural history and context for the Park, its features and facilities; may include interpretive signage.
- *Regulatory and risk management* – identify park hazards, set out do's and don'ts, and provide information on emergency services within the Park.
- *Directional* – way-finding within the Park, including trailhead and trail maps, arrows, travel distances and 'blazes'.

The RDN and NALT have installed some directional signage and fire prevention signs within Mount Benson Regional Park, including small park maps at major intersections (see Figure 7).

However, for liability reasons, the RDN cannot as yet sign trails leading to the Park through private lands. As a result, trail signage has not been installed at major trailheads such as Witchcraft Lake or Westwood Lake. In the neighbouring lands, informal signs and flagging have been placed by past users, but it is 'hit and miss' and the long-term status is uncertain. This issue will be alleviated once



Example of RDN trailhead kiosk at Top Bridge Regional Trail

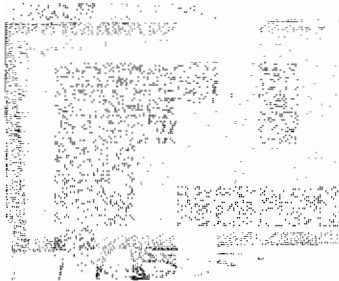
long-term trail access agreements with neighbouring property owners have been secured. Part of the access agreement consultation process should address signage on trails that cross neighbouring properties.

*Policy 12:* 

**The RDN and NALT will collaborate on developing a strategic sign system within the Park that includes informational, regulatory and directional signs at key locations along the trail network.**

Figure 7 indicates some of the trail locations that would be key sites for park signs. Other factors to consider in a sign system are:

- Consult with neighbouring landowners once agreements are in place on sign information and location.
- Ensure sign design and materials are in keeping with the character of Mount Benson Regional Park and do not detract from the wilderness setting. The RDN has developed a sign standard that reflects the general character of the regional park system as well as being durable and practical to maintain. This standard will be used and modified as needed for sign design and construction in this Park.
- Create effective park entrance signs that can serve as information sources, advising visitors of the special features and potential hazards of the Park. These should be installed at formalized trailheads (e.g., start of Witchcraft Lake trail), but also considered for points where informal trails enter the Park (e.g., Jameson Road access point). Information to include:
  - Caution about the degree of physical ability required to access the Park – including information on the length of time that should be allowed and that the climb is very strenuous.
  - Personal safety in a wilderness park – e.g., travel with someone else or let people know where you are going and when you are expected back; carry a cell phone and first aid kit, water, snack, clothing layers appropriate to changes in weather, etc.
  - Rules of the trail – e.g., no motorized vehicles, pack-in, pack-out, no camping, trail etiquette for multi-use trails, etc.



*Example of effective trail user sign.*

- Provide clear directional signage throughout the Park to improve park navigation. Trail markers should indicate trail distance, difficulty and should indicate the type of use (e.g. hiking and/or biking) to reduce trail use conflicts.
- Provide interpretive signage at strategic locations to educate visitors about various park hazards or environmental issues and management actions being carried out to alleviate these issues.
- Use park signage and a variety of media (e.g. web site, brochures) to assist the public in understanding the reasons behind park rules and regulations.

#### Policy 13:

**The RDN and NALT will collaborate on communications about the Park on their respective websites and any written materials that are made available to the general public.**

Information about the Park will reside primarily on the RDN's website with appropriate links from NALT's website.

## 5.9 VISITOR FACILITIES

Currently, visitor facilities within the Park are minimal. Topics and issues raised through the public planning process include the following:

### Issue 1 – Refuse and Human Waste:

There are no garbage receptacles or toilets in the Park. With Regional Park designation, there is the potential for increased usage – which could bring more litter and waste. However, given the Park's location and difficult access, the logistics of garbage pick-up and maintenance of even pit toilets are difficult and expensive.

There were some suggestions in the Park survey regarding installation of garbage receptacles. There was also a strong interest in improving education about 'leave no trace' and 'pack it in, pack it out' ethics. There were several comments suggesting organized clean-up events.



*Refuse in the Park.*

### Issue 2 – View Points and Rest Areas:

While there are a number of popular spots to stop for a rest and to take in the view on the trails to the summit, currently there are no developed view points or rest spots in the Park.

There were several suggestions in the Park survey for benches and other viewing facilities. There was also some interest in larger facilities such as a safety shelter and picnic tables.

### Issue 3 – Camping and Overnight Use:

Mount Benson has been and continues to be used by the community for overnight camping. Several sites have traditionally been used including a lower bluff, the summit, and a flat site beneath the summit off the Te'tuxw'tun Trail. In all cases, evidence of these camping areas is left by campfire rings, environmental damage (burned trees, broken branches, crushed moss and lichen, etc.) as well as refuse and human waste.

Under the Park Use Regulation Bylaw 1399, camping is allowed only in designated campsites in regional parks that have constructed camping areas – i.e., Horne Lake and Descanso Bay Regional Parks. The primary reason for this restriction is that wilderness camping can quickly overwhelm the capacity of the backcountry to absorb impacts, destroying habitat and spoiling wilderness experiences for all. Wilderness camping can also be an wildfire hazard. In addition, the RDN does not have the resources to build or maintain facilities to support wilderness camping (outhouses, tent pads, etc.) or oversee their use, particularly in remote locations like Mount Benson Regional Park.

Camping on Mount Benson was not indicated as a key issue at the public sessions. There were a few requests for camping facilities in park survey comments; but at the same time, there were also requests to keep the recreational impact low.

#### *Policy 14:*

**Mount Benson Regional Park will be equipped with simple day-use facilities that are in keeping with its wilderness character and that can be readily maintained by RDN staff, contractors or volunteers.**



The Regional Parks and Trails Plan states that a strategic approach to park improvements will be used that reflects levels of use, minimizes maintenance requirements and offers resistance to vandalism.

In Mount Benson Regional Park, this translates to a few facilities of rustic but resilient design in key sites. The objective is to enhance the visitor experience in simple ways while minimizing the potential to disrupt the Park's environment and the enjoyment of that environment. Any constructed facilities will be minimal and rustic in nature.

**Action 14.1:** *Prioritize and construct simple use facilities at Rest Areas and Viewpoints indicated on Figure 7 of this Plan.*

Figure 7 indicates locations of rest areas and viewpoints, primarily to indicate popular spots with good vistas and enough flat area to offer a reprieve from the steep climb. In the short term, these sites may be equipped with simple benches constructed from logs found on site. This provides easier seating for hikers while helping to prevent widespread disruption of vegetation at the site. In the longer term (> 10 years), these sites may support pit toilets or picnic tables if warranted by use and servicing access.

**Action 14.2:** *Design and construct appropriate visitor facilities at the Witchcraft Lake trailhead once access and parking issues are resolved.*

Garbage and recycling receptacles and a pit toilet will be considered in the design of the Witchcraft Lake trailhead and parking area where these facilities may be effectively maintained. Informational signage on packing waste out of the Park will also be included (see Section 5.11).

## 5.10 COMMERCIAL FACILITIES AND ACTIVITIES

With the gondola and road concepts have come suggestions of permitting fixed commercial facilities, such as a restaurant or gift shop, within the Park at or near the summit of Mount Benson. Responses from the public on these ideas were mixed, but with a majority speaking against such enterprises.

Under the Regional Parks and Trails Plan, the RDN's current policy regarding commercial activities in regional parks is to "allow commercial services that are program-oriented, personal services,



*Example of a simple log bench.*

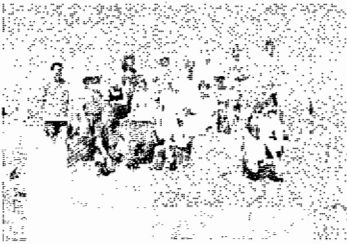
such as guided programs or outdoor recreation activity training, and that meet the following conditions:

- The service or activity is an appropriate outdoor recreation activity;
- The service is compatible with the particular regional park management plan;
- The service could not be operated effectively outside the Park boundary.”

Any commercial activities in regional parks must first obtain a permit issued under the Park Use Regulation Bylaw.

*Policy 15:*      ♡ Ⓞ

The only commercial (i.e., for profit) activities permitted in the Park will be commercial guiding and interpretive programs, and these will only be permitted subject to the provisions of a permit issued under the Park Use Regulation Bylaw. No commercial facilities (e.g., food or gift services, commercial signs, etc.) will be supported at this time.



*NALT guided hikes up Mt. Benson.*

### 5.11 EDUCATION AND INTERPRETATION

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**The Issue:**

The public survey indicated a general interest in natural and/or historic interpretation at the Park, with approximately 63% of respondents supportive of interpretive programs. However, emphasis was placed on the importance of keeping the Park natural and minimizing the impact of interpretive signage.

An interpretive program can enrich visitor experience as well as help to promote public understanding of park goals and objectives. An interpretive program can consist of signage as well as both guided and self-guided tours. In the design of a program for Mount Benson Regional Park, it is important to be mindful of the rustic, wilderness character of the Park.

*Policy 16:*      ♡ Ⓞ

The RDN and NALT will develop an interpretive program that provides information about the natural and/or historical features

of the Park and aids public understanding of the Park goals and management policies.

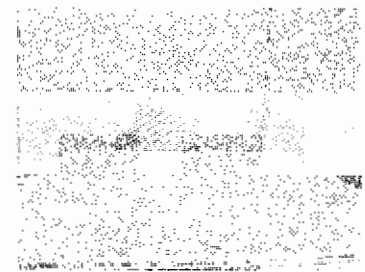
NALT continues to offer guided hikes to Mount Benson during the spring, summer and fall. Both the RDN and the City periodically offer hikes to the Park as part of their Leisure programs. Interpretive information will continue to be developed to support these programs.

To supplement these programs, and to help inform the seasoned users as well as new visitors to the Park, the RDN and NALT should also consider developing a self-guided tour along the trail network. To minimize intrusions on the natural character of the Park, as well as to minimize opportunities for vandalism, the tour could use numbered posts or rocks coupled with brochures, made available in a pick-up/return-it box at trailheads, with explanations corresponding to the numbered sites. This information tool is very adaptable; as the Park changes or items for interpretation change, it is simple to either move the numbered posts and/or reprint new brochures.

**Action 16.1:** *Develop and build a pilot self-guided tour on a portion of the trail network; monitor its use and effectiveness in conveying information.*

Using guided hikes or a self-guided interpretive program, potential themes for interpretation could include:

- *Natural forest succession:* Te'tuxw'tun Trail – young forest regeneration in clear-cuts to old-growth higher up the trail.
- *Fire on the mountain:* Historical information on the old fire tower as well as looking at the evidence of old fires on trees and the understorey along the trails.
- *Sensitive plant communities:* In Terrestrial Herbaceous, such as at Cougar Bluff, to educate park users on the uniqueness and fragility of the ecosystem.
- *VIU Woodlot practices:* Work with VIU to develop a program about their logging practices and urban interface forest management practices and challenges.
- *Inventory and Monitoring studies:* As they are ongoing; e.g., explaining the use of quadrants, and challenging users to find certain or a quota of plants, rocks, etc.



*Interpretive map at summit*

- To monitor level of use and effectiveness, the interpretive brochure could end with a simple question asking the user to rate their learning experience or the degree to which it enhanced their hike. (Remember to leave some pencils in pick-up/drop-off boxes.)

#### Issue 2:

Few public schools currently use the Park site due to its limited accessibility. However, Vancouver Island University (VIU) offers several programs that can be directly relevant to the management of Mount Benson Regional Park including its Bachelor of Natural Resource Protection, Resource Management Officer Technology program, Forest Resources Technology program, Bachelor of Forest Resource Management and Tourism, Recreation & Hospitality programs.

#### Policy 17:


**The RDN and NALT will consider approaching VIU and other educational institutions and agencies to explore ways of integrating Park management activities (inventory, monitoring, restoration, etc.) into their educational and research programs. For example, RDN/NALT may wish to seek the assistance of VIU's Forestry program in planning, implementing and monitoring silviculture prescriptions arising from actions under Policy 3.**

## 5.12 PARK STEWARDSHIP AND OPERATIONS

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
The RDN manages approximately 650 hectares of regional park, trail and conservation lands in the mid-Vancouver Island area. As is the case with Mount Benson Regional Park, when managing such properties the RDN is often acting in partnership with major conservation and land trust organizations or the Province.

*As outlined in the RDN's Regional Parks and Trails Plan "the RDN will continue to work with its existing community and user groups in the planning and management of regional parks and trails" and "will endeavour to expand these partnerships to a wider range of organizations."*

**Policy 18:** 

**The RDN and NALT will continue to work together, as well as seek assistance from other partners and the community, on the long-term stewardship of the Park.**


NALT continues to run a variety of Job Creation Partnership programs at Mount Benson Regional Park. Projects that have been undertaken include trail upgrading and construction, park sign development and installation, and a habitat restoration project. However, to date, its volunteer activities have been aimed primarily at fundraising.

**Policy 19:** 

**The RDN and NALT will collaborate in finding funding and resources to establish a volunteer stewardship program for Mount Benson Regional Park that could act as the pilot for a system-wide program.**

The Regional Parks and Trails Plan indicates that the RDN will work towards a volunteer program throughout the regional park system. Although volunteers can be an integral part of park management, volunteer coordination can require a substantial investment in staff time and resources to support training, supervision, equipment and liability coverage.


In Mount Benson Regional Park, the partnership with NALT provides an opportunity for both parties to gain experience in establishing a formal volunteer program, and for the Park to benefit from a variety of volunteer activities including park monitors, naturalists, trail maintenance and invasive species removal.

**Policy 20:** 

**The RDN and NALT will respect the archaeological and cultural heritage values of the Park and the Mountain, and continue to collaborate with First Nations on park acquisition and development proposals.**

In June 2009, the RDN and Snuneymuxw First Nations (SFN) approved a Protocol Agreement for partnership on land use planning and development, economic opportunities and provision of services of interest to both governments. This Agreement will help the SFN and RDN work together to preserve culturally



significant sites throughout the region. The Agreement also establishes a framework for the formation of a working group comprised of SFN leaders and RDN directors to provide the structure for communication between the two governments.

*Policy 21:* 

**The RDN and NALT will seek innovative revenue-generating opportunities that are in keeping with and support the Park management goals.**

Maintaining and protecting Mount Benson Regional Park will create significant demands on the RDN's tax-based funding resources. While capital facilities, restoration projects and interpretive/educational programs are often eligible for grants from senior governments and private foundations, few grants exist to help offset operational and staffing costs.

Under its Regional Parks and Trails Plan, the RDN's policy is not to charge fees for entry, parking or general use of regional parks and trails. However, fees can be considered for specific services — such as programs offered through the RDN's recreation services or permits issued to commercial tour operators.

*Policy 22:*  

**The RDN will use measures identified in the RDN's Park Inspection Policy to implement risk management in the Park.**

A combination of RDN staff and trained volunteers will monitor tree hazards along trails and inspect park facilities on a regular basis, particularly after storm events, to ensure that the Park is safe for public use.

### **5.13 FIRE SAFETY AND EMERGENCY PLANNING**

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**The Issues:**

Wild fires are a natural part of the ecological cycle of a healthy forest ecosystem. Past practices of fire suppression to protect forestry timber values and other life and property damage has exacerbated the risk of fires, disrupting the natural pattern of

frequent low-intensity fires and allowing the accumulation of natural fuels.

Due to the proximity of the urban interface and its popularity with Nanaimo and area residents, fire risk on Mount Benson is very high and can threaten the natural values of the Park, its visitors and surrounding lands.

The majority of wildfires on Vancouver Island are human-caused (Ministry of Forests and Range, 2009). It is impossible to prevent lightning from striking, but it is possible to reduce the number of people-started fires. The mountain is at risk from fire caused by illegal campfires or discarded cigarettes. Campfires are not allowed in RDN Regional Parks except in campground sites with a designated fire pit.

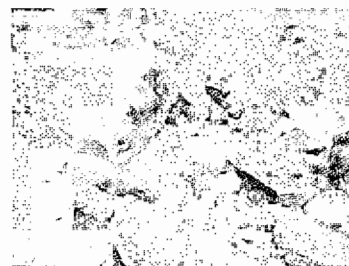
There were several human-caused fires on the slopes of Mount Benson in 2008. Although almost all of these started outside the Park boundaries, the risk to the Park is very high as forest fires travel uphill.

#### *Policy 23* *Fire*

**The RDN will work to reduce the risk of natural and human-caused fires at Mount Benson Regional Park as part of its Fire Control Cost Sharing Agreement with the Ministry of Forests and Range.**

The RDN is developing a fire management plan to meet the requirements of the Fire Control Cost Sharing Agreement that it has with the Ministry of Forests and Range for 11 of its park properties that fall outside local/community fire protection areas. Mount Benson Regional Park is one of these areas.

In June 2009, staff from the RDN and the Coastal Fire Centre conducted a fire hazard assessment, using a standard 'Interface Community Fire Hazard Analysis' that provides a quantitative method for assessing the interface fire hazard. Over 25 risk factors — such as fuel types, potential fire behaviour, susceptibility to ignition, suppression constraints, fire history, type of development, access, tenure, developed recreation sites, watersheds, wildlife habitat, and cultural features — are rated and assigned point values based on the level of risk. The analysis found that although the overall fire risk is moderate, the risk of human-caused fires in the



*Campfire remains in the Park.*

Park is extreme. Measures to mitigate the high fuel load are required, particularly in the logged areas.

While the RDN has the primary role for fire management in the Park, NALT can assist with public education, signage and monitoring.

*Action 23.1: As part of the RDN's Fire Control Cost Sharing Agreement, prepare and implement a fire management plan for the Park that includes fire-smart planning, education and awareness opportunities and identifies hazard reduction priorities and actions.*

*Action 23.2: Include information about the destructive aspects of campfires and discarded cigarettes and contacts for reporting campfires or wildfires, as part of the signage strategy.*

#### *Policy 24:*

**The RDN will coordinate emergency responses with local and provincial agencies.**

The RDN will work with local agencies (e.g. RCMP and Nanaimo Search & Rescue) to ensure continued access and other requirements for emergency response.

Members of Nanaimo Search & Rescue, particularly those using motorized vehicles, may apply for a Park Use Permit to allow for special training sessions in the Park. This is to ensure that should a response be needed, they know the routes and are able to respond quickly in an emergency.

## **5.14 FUTURE ACQUISITIONS**

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### **The Issue:**

There were numerous comments in the Park survey related to future acquisitions. The public was particularly in favour of increasing the forested area under protection and having publicly-owned trail access and routes that could be signed and maintained.



**Policy 25: Recreation**

The RDN will consider strategic acquisitions that enhance the recreational components, including access, and aesthetic qualities of Mount Benson Regional Park.

*Action 25.1: Continue discussions and negotiations with neighbouring property owners for acquiring — through purchase, donation or a combination of these measures — key additions to the Park that would secure trail use and recreational features, and/or protect significant habitats and environmental features.*

*Action 25.2: Apply to the Province for a Nominal Rent Tenure under the Community and Institutional Land Use program for the west summit Crown parcel.*

This program is designed to support community, social and economic goals of the Province of BC by making parcels of Crown land available for community and institutional uses. Nominal rent tenures are issued for public facilities, parks and other community infrastructure.

*Action 25.3: Approach the current owner of the east summit property to secure an agreement for first right of refusal on the sale of the property.*



6.0 SUMMARY OF POLICIES AND ACTIONS

TOPIC	POLICY	DESCRIPTION	2010	2011	2012	2013	2014	2015
Balancing Conservation and Recreation	1.	Park use zones will be established to effectively manage Mount Benson Regional Park for both conservation and recreation.						
Protecting Environmental Values	2.	The RDN and NALT will work with partners to inventory, monitor and restore the natural ecosystems and wildlife habitats found within Mount Benson Regional Park.	2.1: Complete ground verification of SEI polygons and SEI-equivalent sites; survey the remainder of the Park not covered in previous inventories for environmentally sensitive features.					
			2.2: Establish and operationalize an environmental monitoring program; review after 5 years.				Establish	Implement
			2.3: Establish a process for measuring and monitoring the impacts of human use on the Park's environment.					
			2.4: Continue to identify projects and pursue funding opportunities to restore and/or enhance the biodiversity and sensitive ecosystems of the Park.					
Forestry Resources	3.	In general, forest management in the Park will be guided by the report "Mount Benson Regional Park – Review of Natural Values – Forestry", attached as Addendum 1 to this Plan.	3.1 Based on the report in Addendum 1, complete and implement a more detailed silviculture plan/prescription for the logged portions of the Park, with assistance from a Registered Professional Forester as needed, that: <ul style="list-style-type: none"> <li>Identifies and prioritizes sites to be actively reforested;</li> <li>Specifies species mixes and densities for each reforestation site;</li> <li>Identifies landings and trail edges to be grass seeded, and the seed mixes to be used along with supplemental tree planting;</li> <li>Sets out seasonal timeframes for replanting activities;</li> </ul>		Adopt plan	Implement		

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TOPIC	PRIORITY	ACTIONS	2010	2011	2012	2013	2014	2015
		<ul style="list-style-type: none"> <li>Establishes a program for monitoring replanting success, and</li> <li>Identifies roles and responsibilities for each activity.</li> </ul>						
	<p>4. Other than hazard tree management and fire protection as needed, no active management activities will be pursued in the existing forested areas in the Park.</p>	<p>4.1 Identify a strategy, including roles and responsibilities, for monitoring and addressing tree hazards along the Park's trail system; include a method for allowing trail users to report downed trees, hazards, etc.</p>						
<p><b>Mineral Resources</b></p>	<p>5. The RDN will work to ensure no mineral claims are held on the Park property.</p>	<p>5.1: Negotiate with the current mineral claim holder to remove the existing mineral claim in Mount Benson Regional Park.</p>						
<p><b>Park Accesses</b></p>	<p>6. The RDN will work with neighbouring landowners to formalize main access routes to the Park, for public use as well as for park maintenance and emergency access.</p>	<p>6.1: Work with VIU and the Province to establish formal trail accesses to the Park from <u>Witchcraft Lake</u> and from <u>Jameson Road</u>.</p>						
		<p>6.2: Complete an agreement with Island Timberlands and the City of Nanaimo to establish long-term trail access from <u>Westwood Lake</u>.</p>						
		<p>6.3: Work with the City of Nanaimo and the Ministry of Transportation and in consultation with local residents and the public on an appropriate location or locations for parking near the Witchcraft Lake trailhead. In partnership with the City, design and construct parking areas.</p>						
		<p>6.4: Work with the City of Nanaimo and neighbouring private land owners near Witchcraft Lake to resolve the existing trail routing over private property.</p>						

Topic	Priority	Actions	2010	2011	2012	2013	2014	2015
Park Accessibility	7. Public road access to Mount Benson Regional Park will not be actively pursued by the RDN during the term of this management plan. However, the RDN may consider proposals from private interests for road, gondola or other forms of access into the Park or to its boundaries, subject to rigorous assessment of: impacts on the environmental and visual integrity of the Park; socio-economic impacts in the surrounding area; and full business-case scenario planning.							
Trails Use and Management	8. Management of the Park will support a non-motorized multi-use trail network while protecting sensitive habitats and minimizing user conflicts.							
	9. Any future trail development or re-alignment will seek to avoid alteration or damage to any sensitive ecosystems, or to minimize such impacts where avoidance is not possible.	9.1: <i>Identify trail sections near environmentally sensitive areas and take appropriate actions as needed – such as re-aligning trails, reinforcing trail surfaces, improving drainage, constructing barriers, and installing signs.</i>						
		9.2: <i>Assess, re-route and reinforce (as needed) the trail to Cougar Bluff, to ensure public safety and to minimize disturbance to the Bluff's sensitive vegetation.</i>						

TOPIC	PROBLEM	ACTIONS	2010	2011	2012	2013	2014	2015
	<p>10. New trails and trail upgrades within the Park will be designed and constructed to standards appropriate to the type and level of use of each trail and that aim to ensure environmental protection and public safety. Nonetheless, trails will continue to be provided on a 'use at own risk' basis.</p>	<p>10.1 Develop a detailed trail plan that identifies the different types of trails – including: walking/hiking (only); mountain biking/hiking; mt biking/horseback riding/hiking trails; and trails that will be required to support vehicle access for maintenance and emergency purposes (former logging roads).</p> <p>10.2 Develop and prioritize a complete list of trail improvements.</p>						
		<p>10.3 Determine the need for rehabilitating the drainage and erosion issues associated with the former logging road and commission a rehabilitation project that meets those objectives.</p>						
	<p>11. Pets must be under human-control at all times in the Park.</p>							
<p><b>Park Information and Signage</b></p>	<p>12. The RDN and NALT will collaborate on developing a strategic sign system within the Park that includes informational, regulatory and directional signs at key locations along the trail network.</p>							
	<p>13. The RDN and NALT will collaborate on communications about the Park on their respective websites and any written materials that are made available to the general public.</p>							
<p><b>Visitor Facilities</b></p>	<p>14. Mount Benson Regional Park will be equipped with simple day-use facilities that are in keeping with its wilderness character and that can be readily maintained by RDN staff, contractors or volunteers.</p>	<p>14.1: Prioritize and construct simple use facilities at Rest Areas and Viewpoints indicated on Figure 7 of this Plan.</p>						

Issue	Policy	Actions	2010	2011	2012	2013	2014	2015
		14.2: Design and construct appropriate visitor facilities at the Witchcraft Lake trailhead once access and parking issues are resolved.						
<b>Commercial Facilities and Activities</b>	15. The only commercial (i.e., for profit) activities permitted in the Park will be commercial guiding and interpretive activities, and these will be only permitted subject to the provisions of a permit issued under the Park Use Regulation Bylaw. No commercial facilities (e.g., food and gift services, commercial signs, etc.) will be supported at this time.							
<b>Education and Interpretation</b>	16. The RDN and NALT will develop an interpretive program that provides information about the natural and/or historical features of the Park and aids public understanding of the Park's goals and management policies.	16.1: Develop and build a pilot self-guided tour on a portion of the trail network; monitor its use and effectiveness in conveying information.						
	17. The RDN and NALT will consider approaching VIU and other educational institutions and agencies to explore ways of integrating Park management activities (inventory, monitoring, restoration, etc.) into their educational and research programs. For example, RDN/NALT may wish to seek the assistance of VIU's Forestry program in planning, implementing and monitoring silviculture prescriptions arising from actions under Policy 3.							

TOPIC	POLICY	ACTIONS	2010	2011	2012	2013	2014	2015
<b>Park Stewardship and Operations</b>	18. The RDN and NALT will continue to work together, as well as seek assistance from other partners and the community, on the long-term stewardship of the Park.							
	19. The RDN and NALT will collaborate in finding funding and resources to establish a volunteer stewardship program for Mount Benson Regional Park that could act as the pilot for a system-wide program.							
	20. The RDN and NALT will respect the archaeological and cultural heritage values of the Park and the Mountain, and continue to collaborate with First Nations on park acquisition and development proposals.							
	21. The RDN and NALT will seek innovative revenue-generating opportunities that are in keeping with and support the Park management goals.							
	22. The RDN will use measures identified in the RDN's Park Inspection Policy to implement risk management in the Park.							
<b>Fire Safety and Emergency Planning</b>	23. The RDN will work to reduce the risk of natural and human-caused fires at Mount Benson Regional Park as part of its Fire Control Cost Sharing Agreement with the Ministry of Forest and Range.	23.1: <i>As part of the RDN's Fire Control Cost Sharing Agreement, prepare and implement a fire management plan for the Park that includes fire-smart planning, education and awareness opportunities and identifies hazard reduction priorities and actions.</i>						

TYPE	TITLE	DESCRIPTION	2010	2011	2012	2013	2014	2015
		23.2: <i>Include information and interpretation on the destructive aspects of campfires and discarded cigarettes and contacts for reporting campfires or wildfires as part of the signage strategy.</i>						
	24. The RDN will coordinate emergency responses with local and provincial agencies.							
Future Acquisitions	25. The RDN will consider strategic acquisitions that enhance the recreational components, including access, and aesthetic qualities of Mount Benson Regional Park.	25.1: <i>Continue discussions and negotiations with neighbouring property owners for acquiring key additions to the Park that would secure trail use and recreational features, and/or protect significant habitats and environmental features.</i>						
		25.2: <i>Apply to the Province for a Nominal Rent Tenure under the Community and Institutional Land Use program for the west summit Crown parcel.</i>						
		25.3: <i>Approach the current owner of the east summit property to secure an agreement for first right of refusal on the sale of the property.</i>						





## 7.1 SOURCES

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# Mount Benson Regional Park -- Review of Nature Values - Forestry

*A rapid field assessment of Mount  
Benson Regional Park*

November 2009

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## **Mount Benson Regional Park – Review of Natural Values – Forestry**

A rapid field assessment of the Mount Benson Regional Park area was conducted on June 19, 2009 by Len Apedaile RPF, Econ Consulting accompanied by Leigh Sifton and Harriet Rueggeberg of HB Lanarc Consulting. The purpose of the assessment was to gain an overview of existing forest resources and rehabilitation needs for inclusion in the park management plan. The primary emphasis was on recently logged areas with secondary emphasis on the existing forest cover.

### **Methods:**

The rapid assessment was conducted on foot over a period of 6 hours and involved hiking up the Witchcraft Trail (#1), from the end of Benson View Road, through the VISU Woodlot # 20, until the old logging road. From there the assessment proceeded east along the central logging road network and visited the majority of the areas harvested in 2003 and 2004 from west to east and from lowest elevation to highest. Portions of each of these polygons were walked to ascertain the general status of natural regeneration, plantability, slash loading, and other vegetation. The condition of existing roads and drainage structures were also observed as well as the apparent status of logging trails, landings and other disturbed areas to identify any issues or rehabilitation needs.

After hiking through the harvested areas the assessment continued up the Te'tuxw'tun Trail through older second growth and old growth forest polygons to the summit. We then descended back to Benson View Road via Scramble Trail and Rafe's Way, through the westernmost harvested areas and Witchcraft Trail (#2).

Following the assessment a meeting was held with Paul Chapman and Gail Adrienne of the Nanaimo Area and Land Trust (NALT) to provide further background on the property and to discuss the preparation of a more detailed reforestation plan and recommended methods of reforestation in association with NALT's Habitat Restoration and Enhancement Crew Project.

The digital orthophoto and base map layers, (including property boundaries, forest cover polygons, roads and trails), were then used to conduct a more detailed overview assessment and net calculation of harvested areas and disturbed / non-productive areas (trails, roads, landings, rock outcrops). This data will form the basis for the reforestation plans. A telephone conversation was also held with Joe Materi of Ursus Environmental to review and discuss general observations, rehabilitation approaches and species selection for reforestation and rehabilitation of disturbed and degraded areas.

## Observations:

### Harvested Areas

- **Area Summary**

For reference purposes, the harvested areas are subdivided into 5 areas as shown on the attached map and in the following table:

Unit	Gross Area ( ha )	Road/Trail Area (ha)	Net Area (ha)
1	1.0	0.0	1.0
2	12.0	0.6	11.4
3	4.4	0.3	4.1
4	4.8	0.1	4.7
5	6.7	0.1	6.6
total	28.9	1.1	27.8

The extent of the harvested areas, roads and logging trails were digitised to delineate and estimate the gross and net areas. Residual patches of timber within the harvested area were excluded. Non-productive road and trail areas within these polygons were estimated based on 5m average width for roads and 3m average width for trails. These areas were deducted from the gross areas to arrive at an estimated net productive land area for reforestation. Further deductions for non-productive rock outcrop areas have not been included but are assumed to account for less than 5% of the net area.

As a result, the estimated total area requiring reforestation is approximately 28ha.<sup>1</sup>

- **Current Status**

- Site ecology and general productivity

The general ecology of the Park and the applicable biogeoclimatic zonation is described in the Assessment of Conservation Values within Mt. Benson Regional Park (2006). The harvested areas occur within the transition between two variants of the Coastal Western Hemlock (CWH) biogeoclimatic zone. These are the very dry maritime coastal variant

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<sup>1</sup> This is less than the estimate of 64 hectares (51.2ha logged in 2003 + 13.0ha logged in 2004) quoted in the September 2003 and May 2005 Timber Appraisal reports. It is assumed that these estimates broadly estimated the overall extent of the area subjected to logging development whereas the current numbers are based on actual area disturbed and requiring reforestation and excludes areas that were partially or selectively logged and have remaining forest cover.

series. The predominant 01 sites are indicated by shallow to moderately deep soils and well established vegetation normally dominated by fireweed. The 03 sites occur on steeper areas with shallow soils, usually in the vicinity of rock outcrops and indicated by sparser vegetation cover usually dominated by salal.

The aspect of the harvested areas ranges from N in the western reaches (Unit 1) to NE in the lower and eastern reaches (Unit 3 & 5). This northerly aspect tends to moderate the moisture regime of the site and create truly transitional conditions between the two zones.

These characteristics are described because they have a bearing on species selection and reforestation.

The following table summarises the elevation range, biogeoclimatic zone and predominant site series observed during the field review.

Unit	Elevation Range	Biogeoclimatic Zone	General Site Series
1	700-760m	CWHmm2	01
2	680-720m	CWHxm2 – CWHmm2	01 (03) (06t)
3	520-640m	CWHxm2	01 (03)
4	720-820m	CWHmm2	01 (03)
5	620-760m	CWHxm2 – CWHmm2	01, 03

o Stocking and Species

The walk through of a sample of the disturbed areas has indicated that the disturbed areas remain NSR (not sufficiently restocked) 5 -6 years after logging.

Despite this prognosis, there does exist varying amounts of naturally regenerated and established but sparsely distributed tree species throughout the harvested areas. These include: red alder (Dr), red cedar (Cw), douglas fir (Fd), western hemlock (Hw), shore pine (Pl) and western white pine (Pw).

(CWHxm2) which occurs below 700m elevation, and the montane moist maritime variant (CWHmm2).

The observed site series, which describe the general soil moisture and nutrient regime, were pre-dominantly zonal - 01 (semi dry – poor to



With the exception of some localised concentrations of red alder, it is estimated that current stocking levels vary between 100 -200 stems per hectare (sph) overall.

Varying amounts of germinants were also noted along roadsides and disturbed soils. Most of these are unlikely to survive dry summer conditions. Recent dry summers since logging have likely contributed to lower survival rates of germinants and natural restocking.

The current stocking is in contrast to the adjacent densely overstocked 51 year old stands that were the focus of the harvesting in 2003 and 2004. These stands were naturally regenerated following fire and are heavily stocked.

○ Other Vegetation

The disturbed areas are also covered to varying degrees of distribution and density with a diversity of other plant species including but not limited to fireweed, bracken fern, huckleberry spp, salal, trailing blackberry and grasses. As indicated above there are also isolated small patches of moderate to densely stocked red alder.

Despite the 5-6 years since logging, the extent of the brush layer, with very few localised exceptions, is not expected to pose a significant risk to the further establishment of tree species on the sites by planting (if larger two year old quality stock are used). It will however likely continue to limit natural regeneration through light and moisture competition and seedbed limitations.

○ Slash Loading and Plantability

Due to the high density and age of the harvested stands, it is evident that moderate to heavy slash accumulations remained in many parts of the area. Roadside accumulations have been piled and burned consequently roadsides and landings are quite clean. Low to moderate accumulations consisting of tops, branches and understory material remain scattered throughout the harvested areas. The remaining slash has begun to settle due to the age of material and does not present a significant impediment to reforestation.

With the exception of areas of exceptionally shallow soils around rock outcrops, much of the site appears to exhibit readily plantable, shallow to moderately deep soils. This was not shovel tested and a further plantability survey is recommended.

To summarise, the site conditions are representative of an average coastal second growth logged site and is readily plantable. Moderate effort will be

required in areas with steep slopes, localised slash accumulations and well established vegetation cover.

○ Fire Hazard

A fire hazard assessment was recently conducted on the site by Ministry of Forests staff. While the disposal by roadside slash by piling and burning has abated the fire hazard somewhat, the regular public access along roads and hiking trails combined with dry vegetation in the late summer and moderate in block slash accumulations indicate that until the harvested areas are further regenerated that a degree of fire hazard will remain.

● **Reforestation Options**

○ Reforestation / Rehabilitation Objectives

The reforestation and rehabilitation of the harvested areas within the Park is an inherent goal of the Regional Park Plan. This general objective includes restoration and maintenance of a natural range of forest cover attributes (including tree species and plant communities, age class, density, stand structure and habitat values).

A reforestation plan to achieve this objective should be guided by the following specific objectives and considerations:

- objectives for future forest cover (species composition, function\*)
- timeframe to achieve desired state & functional characteristics.
- cost of reforestation and stand management
- priority areas (ie trail corridors, visible areas)

\*functional objectives include ecological function and amenity functions such as visual quality and recreation.

Discussion with HB Lanarc staff, NALT staff and with Ursus Environmental suggested that:

- Reforestation should aim to achieve more open and irregular stands (lower stocking) within the harvested areas to enhance forest cover and habitat diversity within the Park. This would be in contrast to the dense second growth stands surrounding the harvested areas. This would include open areas dominated by native brush species that would be subject to slower and more gradual natural reforestation processes.
- Reforestation should strive to include the full diversity of naturally occurring and ecologically appropriate conifer and deciduous species. Reforestation should not be delayed any longer.
- Long term objectives are to achieve a stable, mature seral stage with a diversity of structural attributes and natural successional processes occurring across the range of site / forest cover types.

- Resources are expected to be limited implying that long term objectives will need to be achieved with a minimum of investment in forest stand management interventions beyond initial reforestation to establish the make up and stocking pattern of the future stands.
- Initial priorities should focus on corridors along existing recreation trails to accelerate the visual recovery of adjacent harvested areas. Priorities should also be given to revegetating, restoring and stabilizing soils and areas most heavily impacted by logging activities. These include roadside landing areas and areas of exposed/compacted soil along extraction trails.

With these in mind, three general reforestation options (or strategies) were discussed during the field review. Other than the cost of planting all three assume that due to funding limitations few or no resources will be available for brushing treatments or other stand tending activities. Reforestation therefore becomes the key opportunity with respect to achieving future objectives.

- Option 1: Continue with natural regeneration:  
This is a status quo option that will allow the natural process of regeneration to take place over time as existing stocking grows up and new trees seed in and become established. This option will prolong the current brush stage and visual recovery of the site by another 15 – 20 years and result in a more open and variably stocked stands in the medium term and more open partly uneven aged stands in the long term.
- Option 2: Supplemental / partial artificial reforestation:  
This option prescribes a mix of planting and natural regeneration with planting taking place in targeted and priority areas such as along hiking trails where quicker greenup may be desired. Other targeted areas would include areas requiring rehabilitation or areas where natural regeneration is expected to be slower due to brush competition or slash loading. This option also allows the areas to be gradually planted in phases according to the availability of funding.

The supplemental nature of this option also implies lower planting densities to take full advantage of establishing natural regeneration.

- Option 3: Aggressive – full artificial reforestation.  
This option involves planting conifer species to BC Chief Foresters stocking standards (800-900sp) with the purpose of achieving full stocking of the site and stand establishment as quickly as possible.

This option will create an even aged stand with a specified species composition. Following the CHWmm2 stocking standards provide more flexibility and diversity of conifer species choice while CWHxm2 regimes involve planting predominantly Fd.

Based on the objectives discussed above, Option 2 is recommended as the preferred reforestation strategy, providing maximum flexibility from a timing and cost perspective and for achieving short, medium and long term goals.

This reforestation strategy will be further developed in a separate, detailed silviculture plan under preparation for NALT. The plan will incorporate the following considerations with respect to species composition and stocking.

- Species composition

Species options are determined by ecological suitability. A range of conifer and deciduous species are considered ecologically suitable on these sites. Depending on specific site attributes, these include: Fd, Hw, Hm, Cw, Yc, Hm, Pl, Pw, Ba, Dr, (Mb), (Act). Planting a range of species will create an ecologically and structurally diverse forest cover.

The future forest cover will be mainly dominated by coniferous species; however, areas currently dominated by red alder will be allowed to develop into moderately dense alder stands in the interim. Over time, it is anticipated that these alder stands will gradually be replaced by shade tolerant understory Cw, Hw and Ba.

Specific species will also be prescribed for use in areas requiring rehabilitation such as old landings and skid trails. This may also be accompanied with targeted revegetation seeding to help accelerate or improve soil organic matter or reduce erosion potential.

- Density (stocking)

Artificial reforestation provides opportunities for density management, including stocking density as well as distribution or uniformity. The surrounding stands as a result of the fire history are excessively dense. While it would be possible to emulate this through higher planting densities, it has been suggested by Joe Materi that managing the disturbed areas to lower densities and more open distribution, including the retention of areas of brush species with little or no stocking, would create an ecologically and

structurally diverse area within the park that would contribute to overall ecological restoration.

- **Roads, trails and landings status**

Roads and ‘permanent’ trail lengths were estimated from the orthophoto.

Road Name	Total Length (m)	Road Name	Total Length (m)
Rd 1	1581	Tr 1	51
Rd 2	362	Tr 21	176
Rd 3	1055	Tr 22	77
Rd 4	803	Tr 31	257
Rd 5	689	Tr 32	101
Rd 6	903	Tr 5	281
<b>Total (roads + trails)</b>		<b>6336</b>	

The density of roads and temporary trails within harvested areas is relatively high in comparison to the area logged, and is a consequence of the harvesting system and long narrow configuration of many of the cut areas. Many of the temporary machine trails within the harvested areas have caused some degree of soil disturbance and degradation that will persist through the next rotation. However, these areas will restock over time and gradually disappear as the canopy closes.

The rapid field assessment looked at general road and harvest trail conditions and for any specific problems that were evident. Generally, the main roads are in good condition with most of the road system located on relatively flat grades on natural benches. The road system in general is considered to be stable and requiring no special management.

The exception is a section of *Road # 3* located in a climbing section between *Unit 3* (at the entrance to the harvesting complex) and *Unit 2*. This steep section (~300m @ est 12-18%) was constructed within a narrow, confined, natural draw that contains a seasonal stream. During periods of high runoff (fall/winter rains and spring snowmelt), water runs down sections of the road surface and established ditch and is resulting in erosion and degradation of parts of the road surface and deepening/widening of parts of the ditch.

The ditch and a culvert at the bottom of this section have been completely blocked by sediment deposition and consequently the ditch water is diverted onto the road and flows along a heavily eroded surface for 20-30m before cascading over the lower side of the road bank, into the cutover. The repair of this particular problem is a drainage management priority. If not repaired, it will eventually wash out the road below the blocked culvert and block access into the rest of the road system. It is estimated that the problem could be relatively easily managed and corrected in about 1-2 day’s work with an excavator and should involve:

- walking a machine up from the entrance of unit 3

- removing the blocked culvert and installing a well armoured cross ditch to move the water across the road while continuing to allow light vehicle access,
- armouring sections of the ditch along the length of the section above the culvert to prevent further erosion and ensure that the water is properly channelled. Managing water velocity through the installation of ditch blocks or weirs is also recommended but it should be noted that these will require periodic maintenance to manage sedimentation build up such that the ditch does not fill up and spill water back onto the road surface.

After, the water eventually returns to the natural downstream portion of the same stream which runs through the length of Unit 3 . Sections of the streambed within Unit 3 have also been disturbed by logging access trail construction resulting in bank destabilisation, active erosion and ongoing sediment transport. Natural revegetation is occurring in these areas and it is expected that this will eventually naturally stabilise. Some remedial work by hand may be considered should resources permit; however, further assessment is required. Machine remediation is not recommended.

- Landing and access trail rehabilitation options (grass seeding / planting)  
Several landings have been partially rehabilitated through decompaction and distribution of large woody debris. There are also several areas along roadsides and at trail junctions where there has been significant soil disturbance. In both cases these areas of disturbed soil, despite the landing treatment , have yet to see any revegetation. These areas should be considered for remedial revegetation with a mix of grass and legume species as well as planted with tolerant conifers including Cw and Pl. It is suggested that a quick growing revegetation treatment such as fall rye be applied to create a quick green up and then a resulting mat of straw that will foster soil development processes and the establishment of native grasses and legumes that could be over seeded into the rye straw. Because the rye is not persistent (does not seed) it presents little danger of environmental contamination.

## **Existing Forest Cover**

### General Management Considerations

The rapid assessment did not identify any specific management issues associated with the existing forest cover stands other than ongoing fire protection and safety.

The existing forest cover that dominates the majority of the Park area is described in the Timber Appraisal (DRFS 2003) and is categorised into types. These include recently logged areas, the 50 year old fire origin stands, remnant pockets of old growth forest and open forest areas associated with the dry rocky outcrops.

The old growth areas provide some spectacular examples of structurally diverse coastal forest including large Cw, Fd and Hw trees. The younger dense fire origin stands that make up a majority of the Park, show signs that despite their understory density that a dominant over story is being expressed and will continue to develop and diversify over time re-creating future old growth characteristics in the long term. Evidence of active natural thinning processes were noted in these stands including significant pockets of snow press that had effectively removed the majority of the intermediate layer.

Consequently no specific ongoing management interventions are contemplated to manage and or maintain the existing forest stands.

Considering the nature of the park and park activities , protection activities should focus on user education and fire hazard notification. Response to any fire incidents will likely rely on external agencies. Protection initiatives and contingencies should be considered in the overall management plan.

From a safety perspective ongoing attention to hazard trees and maintenance along hiking trails will be required and may involve the occasional felling of trees that present a danger. Attention should be given to locations (such as viewpoints, water features or interesting forest features) where people tend to stop, congregate or camp.

### **Summary**

The forest resources within Mount Benson Regional Park are generally in good condition. Priority should be given to the reforestation of recently logged areas, the rehabilitation of disturbed soils, and the maintenance and rehabilitation of road and trail sections that are located within natural drainages. A variety of reforestation options exist for harvested areas depending on objectives and available resources.

The management of existing stands should continue to rely on natural stand development processes. Fire protection/education of recreational users and the management of safety hazards along trails and high use areas should continue.

Reference documentation:

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JCP Proposal for : NALT Habitat Restoration and Enhancement Crew Project

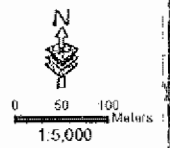
Mount Benson Regional Park Management Plan, Review of Natural Values – Forestry, June 19, 2009



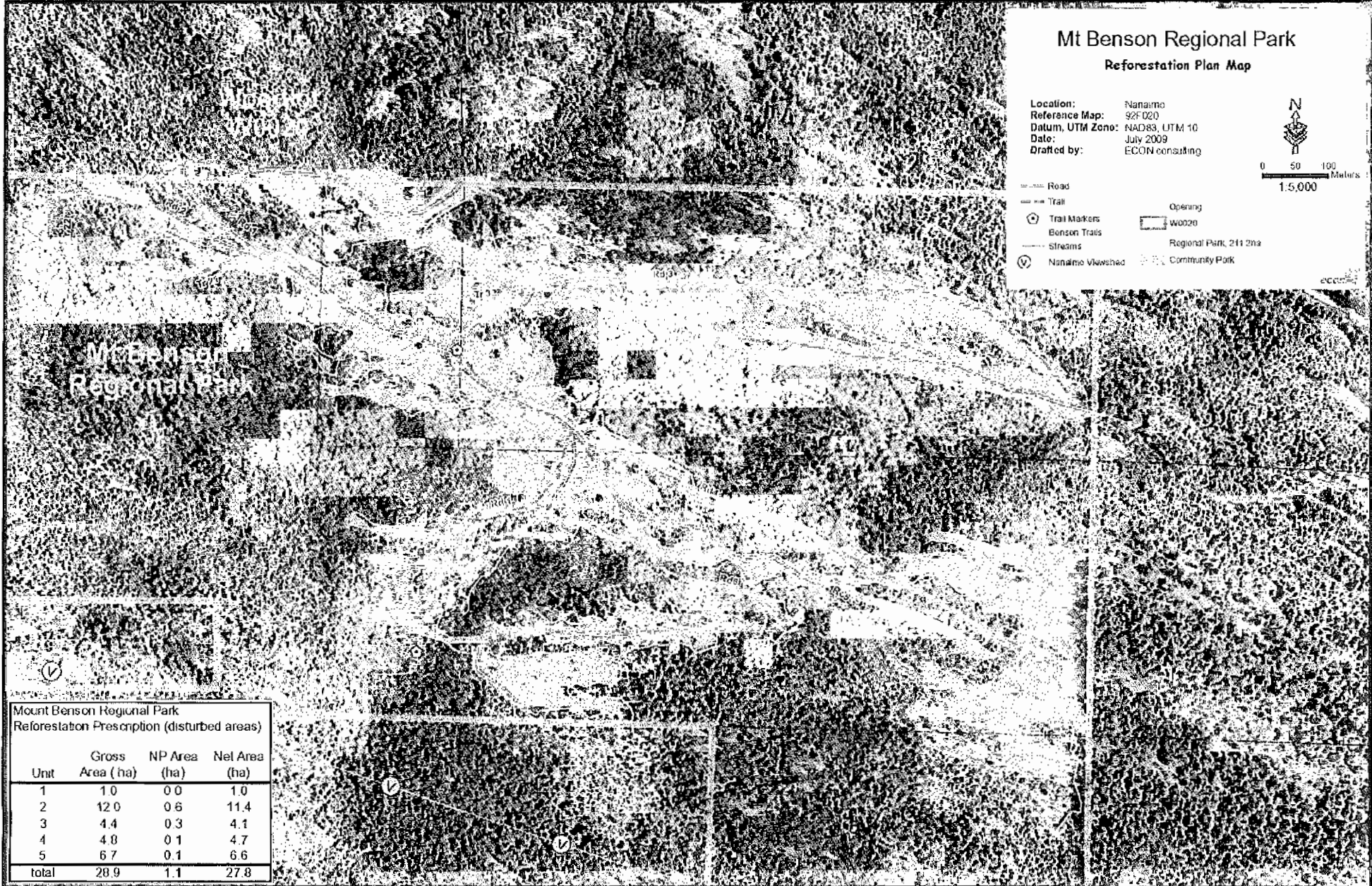
# Mt Benson Regional Park

## Reforestation Plan Map

Location: Nanaimo  
 Reference Map: 92F-020  
 Datum, UTM Zone: NAD83, UTM 10  
 Date: July 2009  
 Drafted by: ECON consulting



- Road
- Trail
- Trail Markers
- Benson Trails
- Streams
- Nanaimo Viewshed
- Opening
- W0020
- Regional Park, 211 2nd
- Community Park



Mount Benson Regional Park  
 Reforestation Prescription (disturbed areas)

Unit	Gross Area (ha)	NP Area (ha)	Net Area (ha)
1	1.0	0.0	1.0
2	12.0	0.6	11.4
3	4.4	0.3	4.1
4	4.8	0.1	4.7
5	6.7	0.1	6.6
total	28.9	1.1	27.8

## Operational Actions

The following provides a guide of specific actions identified in Section 6.0 Summary of Policies and Actions in the MBRP Management Plan to be completed within this five-year management term.

"High" priority indicates actions to be undertaken in the first 1-2 years.

"Medium" priority indicates actions to be undertaken in year 3-4.

"Low" priority indicates actions that can wait until year 5 or beyond.

\* indicates actions that will receive full or partial financing through grants and partnership with NALT.

Note that action priorities may change as a result of the annual review of this Plan and in any subsequent revised Plans.

POLICY TOPIC	ACTIONS	PRIORITY for 2010-2015	COST (order of magnitude)
Protecting Environmental Values	2.1 Complete ground verification of SEI polygons and SEI equivalent sites; survey the remainder of the Park not covered in previous inventories for environmentally sensitive features.	Medium	\$1000*
	2.2 Establish and operationalize an environmental monitoring program; review after 5 years.	High	\$1000/year*
	2.3 Establish a process for measuring and monitoring the impacts of human use on the Park's environment.	High	\$1000/year*
	2.4 Continue to identify projects and pursue funding opportunities to restore and/or enhance the biodiversity and sensitive ecosystems of the Park.	High	\$2500*
Forestry Resources	3.1 Based on Econ Forestry report, complete and implement a more detailed silviculture plan/prescription for the logged portions of the park, with assistance from a Registered Professional Forester as needed, that: <ul style="list-style-type: none"> <li>Identifies and prioritizes sites to be actively reforested;</li> <li>Specifies species mixes and densities for each reforestation site;</li> <li>Identifies landings and trail edges to be grass seeded, and the seed mixes to be used along with supplemental tree planting;</li> <li>Sets out seasonal timeframes for replanting activities;</li> <li>Establish a program for monitoring replanting success; and</li> <li>Identify roles and responsibilities for each activity.</li> </ul>	High	\$5000*
	4.1 Identify a strategy, including roles and responsibilities for monitoring and addressing tree hazards along the Park's trail system; include a method for allowing trail users to report downed trees, hazards, etc.	Medium	N/A
Mineral Resources	5.1 Negotiate with the current mineral claim holder to remove the existing mineral claim in Mt. Benson Regional Park.	Low	N/A
Park Access	6.1 Work with VIU and the Province to establish formal trail accesses to the Park from Witchcraft Lake and from Jameson Road.	High	\$5000
	6.2 Complete an agreement with Island Timberlands and the City of Nanaimo to establish long term trail access from Westwood Lake.	Medium	N/A
	6.3 Work with the City of Nanaimo and the Ministry and in consultation with local residents and the public on an appropriate location or locations for parking near the Witchcraft Lake trailhead. In Partnership with the City, design and construct parking areas.	High	\$45 000
	6.4 Work with the City of Nanaimo and neighbouring private land owners near Witchcraft Lake to resolve the existing trail routing over private property.	High	\$40 000 (bridge)
Trails Use and Management	9.1 Identify trail sections near environmentally sensitive areas and take appropriate actions as needed such as realigning trails, reinforcing trail surfaces, improving drainage, constructing barriers and installing signs.	High	\$5000*

	<b>9.2</b> Assess, reroute and reinforce (as needed) the trail to Cougar Bluff, to ensure public safety and to minimize disturbance to the bluffs sensitive vegetation.	Med	\$2500*
	<b>10.1</b> Develop a detailed trail plan that identifies the different types of trails – including: walking/hiking (only); mountain biking/hiking; mountain biking/horseback riding/hiking trails; and trails that will be required to support vehicle access for maintenance and emergency purposes (former logging roads). <b>10.2</b> Develop and prioritize a complete list of trail improvements.	Med	\$10 000*
	<b>10.3</b> Determine the need for rehabilitating the drainage and erosion issues associated with the former logging road and commission a rehabilitation project that meets those objectives.	Low	\$5000*
Visitor Facilities	<b>14.1</b> Prioritize and construct simple use facilities at Rest Areas and Viewpoints indicated on Figure 7 of the plan.	Low	\$7500
	<b>14.2</b> Design and construct appropriate visitor facilities at the Witchcraft Lake trailhead once access and parking issues are resolved.	Med	\$3000/year
Education and Interpretation	<b>16.1</b> Develop and build a pilot self-guided tour on a portion of the trail network; monitor its use and effectiveness in conveying information.	Low	\$10 000
Fire Safety and Emergency Planning	<b>23.1</b> As part of the RDN's Fire Control Cost Sharing Agreement, prepare and implement a fire management plan for the Park that includes fire-smart planning, education and awareness opportunities and identifies hazard reduction priorities and actions.	High	\$5000
	<b>23.2</b> Include information and interpretation on the destructive aspects of campfires and discarded cigarettes and contacts for reporting campfires or wildfires as part of the signage strategy.	Med	\$1000
Future Acquisition	<b>25.1</b> Continue discussions and negotiations with neighbouring property owners for acquiring key additions to the Park that would secure trail use and recreational features and/or protect significant habitats and environmental features.	Med	N/A
	<b>25.2</b> Apply to Province of BC for a Nominal Rent Tenure under the Community and Institution Land Use program for the west summit Crown Parcel.	Low	N/A
	<b>25.3</b> Approach the current owner of the east summit property to secure an agreement for first right of refusal on the sale of the property.	Low	N/A

**REGIONAL DISTRICT OF NANAIMO  
REGIONAL SOLID WASTE ADVISORY COMMITTEE  
REGULAR MEETING  
HELD ON THURSDAY, NOVEMBER 19, 2009  
BOARD CHAMBERS**

<b>Present:</b>	George Holme	Chair, Director, RDN
	Lou Biggemann	Director, RDN
	Loyd Sherry	Director, RDN
	Al Leuschen	Ministry of Environment
	Gary Franssen	City of Nanaimo
	Melissa Kriegerfox	Waste Management – Private Sector
	Wally Wells	General Public - South
	Janet Sawatsky	General Public - North
	Shari Young	Landfill Site Liaison Committee
Al Cameron	Town of Qualicum Beach	
<b>Also in Attendance:</b>	Carey McIver	Manager of Solid Waste, RDN
	Helmut Blanken	Superintendent Engineering and Disposal Operations, RDN
	Jeff Ainge	Zero Waste Program Coordinator, RDN
	Sharon Horsburgh	Senior Zero Waste Coordinator, RDN
	Maude Mackey	Zero Waste Compliance Officer, RDN
	Rebecca Graves	Recording Secretary, RDN

**CALL TO ORDER**

The Chairperson called the meeting to order at 4:06 pm.

**DELEGATIONS**

**Neil Hastie, Encorp Pacific, re. Encorp Pacific and Industry Stewardship Program**

Mr. Hastie described the unique approach to recycling and how local governments have been instrumental in making the program successful. He discussed how the diversion in the RDN is higher because the RDN has been a leader by promoting Zero Waste. He mentioned that E-Waste (electronics and computer recycling) has been ongoing for about 24 months and will be expanded to include VCR's in BC next summer. BC has been driving the recycling of beverage containers since the mid 1990's.

He noted that originally recycling was embraced to divert waste from the landfill, and now the new way of thinking is to address climate change remediation, and minimizing our carbon footprint.

He also advised that in regards to the stewardship in BC, the Province has made a decision that anything with cord and battery collection will be in this program. Next summer all small appliances will be collected and diverted away from the landfill. There are plans to add packaging and printed paper to industry led stewardship programs that will be paid for by the Industry.

He described how industry is responding to the product stewardship regulations by designing the most efficient diversion systems and methods possible with cost certainty. Business want a level playing field and the freedom to choose which packaging types and materials will be included. Self-funding and no cross subsidization are the key parameters.

**Loyd Sherry** asked what they were doing with glass?

**Neil Hastie** talked about how glass is tough to handle and it primarily ends up being shipped to Victoria and becomes aggregate in construction applications. Some glass is sent to California and becomes wine bottles, and the eastern part of the province sends it to Alberta to be recycled into residential fiberglass, and up north it goes to landfill as a cover material. There is no value, it's heavy and it's dangerous in the processing.

## MINUTES

MOVED Loyd Sherry, SECONDED Lou Biggeman, that the minutes of the Regional Solid Waste Advisory Committee meeting of June 18, 2009 be adopted.

CARRIED

## REPORTS

### FOOD WASTE COLLECTION PROGRAM UPDATE

**Jeff Ainge** gave a Power Point slide presentation providing an update on the status of the new collection contract and plans to introduce food waste collection.

The Regional Board has directed staff to negotiate a new collection contract with Waste Services Inc. The proposed collection program will use split compactor vehicles, which will result in fewer trucks on the routes, less emissions, and a cheaper price. Along with food waste collection, one of the key changes proposed is to no longer collect household glass in the recycling. Glass is not collected in the City of Nanaimo, Cowichan Valley or Comox Valley. The RDN is investigating alternative collection and disposal options. Jeff advised that staff are aware that the scope of changes, such as food waste collection and changes to garbage pickup will be challenging for some residents. The intent is to have a system in place to make the changes as smooth as possible. Staff are currently negotiating a contract with WSI and the target date for implementing the new system is June 2010.

**Loyd Sherry** asked about the food containers and if there is more than one supplier?

**Jeff Ainge** replied that there is more than one manufacturer of the containers. Norseman containers will probably be the ones used. There are other producers with different sized containers that are similar but that may not be suitable for our manual handling system.

**Melissa Kriegerfox** commented that working with bottle depots for glass containers is a good idea, and that most people are already visiting the depots. She said she would love to see the RDN work with the depots to collect the glass.

**Wally Wells** asked if condo owners, that currently collect glass should suspend those programs?

**Jeff Ainge** said not at all, only in our single family collection will this happen.

**Wally Wells** Why are we going to continue if it has no value?

**Jeff Ainge** commented that for the residential curbside program we can create efficiencies by having less trucks on the road with split compactors. If we collect glass we need an extra truck. If depots

collect, we can use that in the landfill. Other programs such as multi-family may continue to take glass and send it to aggregate or other processors.

**Gary Franssen** mentioned that one of the things the CON noticed is that it is continuing to decrease; the transition is away from glass by the retailer. The City has not collected glass because it a serious contaminant in the recycling stream. To collect it requires it to be kept separate - another bin in the home and another truck on the road.

**Loyd Sherry** asked about the size of the container used for the organics collection. Jeff said the RDN would use a 47 L container, that would be collected weekly Loyd commented that was kind of a large container.

**Jeff Ainge** said that they don't come any smaller.

**Wally Wells** commented that there are smaller 2 person containers and that when you see that size of a container people would complain.

**Jeff Ainge** answered that during the pilot project the RDN did two surveys and included questions about container size and performance. Very few respondents asked for bigger or additional containers. There was a small number reporting that it was too big, but 75% of responses said it was "okay". The average demographic is 2.3 people per household, which is unlikely to overfull a 47 litre container on an average week.

**Gary Franssen** discussed the design of the container. He mentioned they had a number of respondents that they didn't like the handle (though it was too low). If a smaller container was used it could create more issues, and would be difficult for collection staff to pick up. He mentioned that a study in CRD looked at this style and a larger can (80L) in that situation was better suited for automated collection. For manual collection every week 80L would be too much.

**Al Leuschen** asked if that container size would include yard waste collection.

**Jeff Ainge** replied that no, only household kitchen waste would be collected.

**Gary Franssen** updated the Committee on the City's timeframe for launching food waste collection. Council has approved purchase of one truck already. Depending on truck delivery timeline, they may have the first phase of collection underway in June. They will expand the program as trucks arrive thereafter. The City's system will be slightly different, utilizing city crews, pick up weekly, using split packers every second week for garbage collection. Questions still remain regarding education, processing facility, purchase and distribution of containers, and the transfer through the landfill.

## **FOOD WASTE TRANSFER UPDATE**

**Carey McIver** gave a Power Point slide presentation the food waste transfer facility at CRTS. Historically there were safety concerns with the CRTS because of volume of commercial vehicles and self haul at this site. There are also water & sewage constraints. The new facility will separate commercial from self haulers.

**Al Leuschen** asked in regards to the waste water system if that was under Ministry of Health jurisdiction?

**Carey McIver** explained it was part of the Liquid Waste water plan and that they were involved in reviewing the design.

#### **FOOD WASTE PROCESSING CONTRACT UPDATE**

**Carey McIver** gave a Power Point presentation on the status of the processing contract with ICC. Although the current site capacity at ICC can handle the food waste that will be collect in the new program however, staff are preparing a conditions process in the contract that must be fulfilled before the program starts.

**George Holme** asked how much first choice landscaping and how much Porter wood were taking at Church Road?

**Carey McIver** replied that is was not a significant amount. She said that you need yard waste to process food waste.

**Melissa Kriegerfox** asked what would happen if we don't guarantee?

**Carey McIver** replied that if there was no guarantee we would pay. With the pilot project we're pretty sure, maybe guarantee 80% and yard waste 50%.

**Loyd Sherry** asked that if since the NRE has started taking yard waste, has the RDN done a survey to see if there is a reduction at back road dumping?

**Carey McIver** discussed how the RDN started a pilot 10 yrs ago at VIRC, now NRE, and no difference was noticed in illegal dumping of yard waste.

**Maude Mackey** commented that there has been no difference. As the two years have gone by, customers that would have gone to landfill now go to NRE. There are smaller fees at NRE and the Landfill charges at the scale, you pay for disposal.

**Carey McIver** said that we could never operate like them, it's a licensing issue but that we are trying to work with them.

**Wally Wells** commented that the whole operation has to have a safety audit.

**Gary Franssen** commented the he was glad to hear that we need another drop off in the North. The NRE in itself is going through a major change, scale will be put in, traffic flow will hopefully change and products be handled inside. The building has been ordered and site design has been approved as far as CON. They expect in 6 weeks and in place end of February is the plan. The yard waste issue probably does need to be discussed and dealt with, a facility needs to be in place somewhere, the community needs it. Gary did ask what is the term with ICC?

**Carey McIver** said it was for a 5 year term with an option for 5 yr renewal, noted that if not performing we can switch.

**Gary Franssen** asked what is the cost of yard waste with an alternate facility? It can be accessed for a lesser cost, is the 50% what you are collecting at CRTS?



Carey McIver talked how we're aware that there are other composting operations for yard waste that are cheaper, not much more however, any other competitors have to be licensed. The issue is going to be looking to the future, while the CON doesn't have plans, Parksville and Qualicum are keen on collecting and it would come to CRTS and off to ICC. NRE would pay their own disposal fees and move to another site, but those other sites are not licensed. We may not guarantee yard waste, there will be an annual review.

#### **RDN WASTE DIVERSION RATE**

Sharon Horsburgh gave a Power Point presentation on the RDN Waste Diversion Rate.

**Wally Wells** mentioned how he'd been through a number of retrofits on buildings not properly designed and with food waste recycling has the RDN given any thoughts to go to zoning and development permit details?

**Sharon Horsburgh** replied that yes the RDN was familiar with the guidelines especially when new buildings were being planned. Space allocation is required in order to contain areas. The planning department will work with staff to look at how to allocate space for recycling containers at the conceptual design stage. RDN is working with the haulers to provide multi-family service. Strata Councils need to be consulted as haulers are required to ensure that they are allowed to service the properties and that the turning radius is okay for the haulers.

**Al Leuschen** asked with respect to construct/demolition waste, do we know where it ends up and what happens?

**Sharon Horsburgh** said that clean wood is managed within the RDN and that it gets chipped as hog fuel and goes to mills, CD waste is allowed at the landfill but wood waste is banned from commercial haulers. Shingles can be recycling locally.

**Gary Franssen** asked how much regional waste is being included in the wood waste?

**Sharon Horsburgh** all the local facilities that collect wood waste is being accounted for in the regions diversion rate.

**Gary Franssen** asked what was going out of the region and landing in cheaper locations?

**Sharon Horsburgh** said that it depends on who the haulers and the economics of hauling and said that if it was not in their best interest they didn't do it.

**Melissa Kreigerfox** asked if this percentage of wood waste was included in the diversion rate and do you have recycling rate that you calculated? ie. wood waste at the mills, is that counted as recycling in that rate?

**Sharon Hosburgh** explained that yes it is. We also take into account the waste generated from these facilities as disposal.



*ADJOURNMENT*

The meeting was adjourned at 6:10 pm. The next meeting of the Regional Solid Waste Advisory Committee is tentatively scheduled for March 18, 2010 from 4:00 – 6:00 pm.

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CHAIRPERSON