

REGIONAL DISTRICT OF NANAIMO

COMMITTEE OF THE WHOLE

TUESDAY, JUNE 8, 2010

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 5 - 8 **Michele Deakin, Mid Vancouver Island Habitat Enhancement Society**, re
Nearshore Education Proposal.
- 9 **Enid Mary Sangster-Kelly**, re Proposed Building Permit Bylaw in Area 'F'.
- 10 **Rebecca Sangster-Kelly**, re Proposed Building Permit Bylaw in Area 'F'.

MINUTES

- 11 - 17 Minutes of the regular Committee of the Whole meeting held May 11, 2010.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

FINANCE AND INFORMATION SERVICES

FINANCE

- 18 - 33 Operating Results for the Period Ending March 31, 2010.

DEVELOPMENT SERVICES

PLANNING

- 34 - 36 Area Agricultural Plan.

- 37 - 43 Consultation Plan for Regional Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604 - Addison - 2610 Myles Lake Road - Electoral Area 'C'.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

- 44 - 46 Southern Community Sewer Service - Award of Tender & Release of Reserve Funds for Third Digester at the Greater Nanaimo Pollution Control Centre.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

- 47 - 55 Minutes of the District 69 Recreation Commission meeting held May 20, 2010. (for information)

District 69 Youth Grants

1. That the following District 69 Recreation Youth Grants be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
<i>Arrowsmith Community Enhancement Society (sports equipment)</i>	<i>\$ 2,464</i>
<i>Erik Goetzinger BMX Society Qualicum Beach (start gate ram and generator)</i>	<i>\$ 2,500</i>
<i>Kwalikum Senior Secondary School (prom & dry grad committee)</i>	<i>\$ 1,250</i>
<i>One Five One Outreach Association (insurance, rent and utilities)</i>	<i>\$ 2,500</i>
<i>Qualicum & District Curling Club (helmets and shoes)</i>	<i>\$ 2,000</i>
<i>Oceanside Community Arts Council (youth theatre program)</i>	<i>\$ 800</i>

District 69 Recreation Grants

2. That the following District 69 Recreation Community Grants be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
<i>Family Resource Association (room rental)</i>	<i>\$ 1,035</i>
<i>Oceanside Community Arts Council (supplies for youth arts day camp)</i>	<i>\$ 225</i>
<i>The Old School House (harvest of music - van rental)</i>	<i>\$ 1,200</i>
<i>Parksville Curling Club (building exterior painting materials)</i>	<i>\$ 2,000</i>
<i>Parksville & District 69 Team (transportation)</i>	<i>\$ 1,400</i>
<i>Qualicum Beach Historical & Museum Society (children's day event)</i>	<i>\$ 752</i>
<i>Wildwood Community Church (projector)</i>	<i>\$ 1,000</i>

3. *That the District 69 Recreation Recognition Program Policy be approved as presented in Appendix A.*
4. *That the District 69 Recreation Recognition Program be implemented beginning in the fall of 2010 which includes a certificate, RDN lapel pin and a \$75 RDN recreation program voucher.*

Electoral Area 'A' Parks, Recreation and Culture Commission.

56 - 72 Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held May 19, 2010. (for information)

1. *That the Electoral Area 'A' Recreation and Culture Services Fees and Charges Policy be approved as outlined in Appendix A.*
2. *That the annual fee increase, recovery rates, administration fee, and the revenue-sharing percentage ratio for Program Instructor agreements associated with the 'A' Recreation and Culture Services Fees and Charges Policy be approved for 2010 - 2011 as outlined in Appendix B.*
3. *That the Financial Assistance Program for the Electoral Area 'A' Recreation and Culture Services function be approved as outlined in Appendix A.*

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

73 - 74 Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held May 10, 2010. (for information)

Nanoose Bay Parks and Open Space Advisory Committee.

75 - 76 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held May 3, 2010. (for information)

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

77 - 78 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held April 28, 2010. (for information)

Sustainability Select Committee.

79 - 167 Minutes of the Sustainability Select Committee meeting held May 19, 2010. (for information)

1. *That the Board direct staff to give a more detailed consideration to establishing a Climate Action Team upon conclusion of the public consultation planned for the Community Energy and Emission Plan.*

2. *That the Board receive the Yellow Cedar Project report and direct staff to maintain dialogue with the Yellow Cedar Project proponents.*
3. *That staff send a letter to Mid-Island Sustainability Stewardship Initiative president Mr. Laurie Gourlay summarizing the motions concerning the Climate Action Team and the Yellow Cedar Project.*
4. *That the Energy Manager Quarterly Update report be received for information purposes.*
5. *That the Board adopt the Plug-in Hybrid Electric Vehicle Policy and the Green Housekeeping Policy proposed for LEED certified RDN facilities.*
6. *That staff investigate the implications of including all RDN facilities in the Green Housekeeping Policy.*
7. *That staff revise portions of Plug-in Hybrid Electric Vehicle Policy to ensure consistency with present conditions for RDN staff.*
8. *That the Board direct staff to update the Green Building Action Plan to incorporate suggested actions contained in the final report: Overcoming Barriers to Green Building in the RDN.*
9. *That the Board direct staff to revise the Sustainable Community Builder Checklist and proceed with the proposed phased approach for implementing the revised checklist and green building incentive program.*

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

REQUEST FOR DELEGATION

Meeting Date and Type: Tuesday, June 8, 2010; Committee of the Whole

Spokesperson: Michele Deakin
Project Manager,
Mid Vancouver Island Habitat Enhancement Society
Box 935, Parksville, B.C.
auklet@shaw.ca
250-738-0232

Suggested Title of Presentation: Nearshore Education Proposal

I made a presentation to the Board in April of 2010, describing the bio-inventory we did of the Englishman River estuary and the nearshore. In that presentation I explained the significance of the nearshore to our quality of life, and our fisheries and tourism industries. I highlighted some of the findings regarding level of impact to our nearshore.

Attached is a proposal to conduct a nearshore education program as a pilot within the RDN, Parksville and Qualicum. The tools developed through this education program would then be provided to various communities around the Georgia Basin including the City of Nanaimo, Deep Bay, and Gabriola Island, so that they could provide the same or similar program in a manner that makes sense to them.

The goals of the education program are to create an awareness and understanding of the value of the nearshore ecosystem; to create a basic understanding of how the nearshore functions and how humans impact it; to provide actions citizens can take to help protect and restore the nearshore ecosystem.

May 20, 2010

**Nearshore Education in the Regional District of Nanaimo
A Proposal**

Background

The Mid-Vancouver Island Habitat Enhancement Society (MVIHES) has completed an inventory of the nearshore environment from Little Qualicum River to Craig Creek. Some of these findings and recommendations were reviewed in the presentation to the Board of the Regional District of Nanaimo in April 2010. As the coordinator for the inventory project, I submit this proposal for assistance from the RDN regarding provision of nearshore education in the community (please see addendum for outline of nearshore communications strategy).

This program is intended to provide a template of communication tools that will then be provided to several communities around the Georgia Basin including Deep Bay, Gabriola Island, and the City of Nanaimo.

By supporting this program, the RDN can help increase the capacity of the community to discuss the planning and use of their nearshore area through future planning processes. Through effective education, property owners will see a wider range of options for living with their shoreline. New property owners will gain an immediate understanding of what they have purchased, before they start to make long term changes that may be detrimental to the marine environment, and to surrounding properties.

RDN participation will also assist with leveraging of additional funding from other governments and funders.

Nearshore Communications Strategy

Target audiences will include residents and businesses in the Parksville/Qualicum Beach area and surrounding RDN areas.

Messages to be delivered:

- a description of what is included in the nearshore
- the value of the nearshore to residents and various businesses and the community
- how residents and businesses can help restore the nearshore, and prevent further loss of nearshore function.

RDN staff will be involved in any specific interests regarding communicating the value of the nearshore.

The Regional District of Nanaimo will be promoted through use of the RDN logo on all publications and displays, and mention in presentations/articles/tours, etc.

Steps:

Research tools and information already available

Consultations with planning and engineering staff re messaging and history of local nearshore

Develop timeline for project delivery

Initial list of communications products (see Annex A) to be modified based on needs of the community, and funding available.

Revisions to communications tools

Distribution to community groups.

Requests for Assistance from the Regional District of Nanaimo

MVIHES requests \$3000 assistance from the RDN, plus requests in-kind help estimated at a value of \$500, including staff time for consultations; provision of images; distribution of brochures in residential billing.

If you have any questions or comments, I can be reached at 250-738-0232, or by email at auklet@shaw.ca.

Thank you in advance for your support.

Michele Deakin
Nearshore Studies
Project Manager

Annex A: Initial list of communications products

Product	Audience	Messages
Newspaper articles	General Public	Values of Nearshore, findings/recommendations, issues, how to help
Press Releases	General Public	Events, happenings related to nearshore, opportunities to volunteer
Presentations	Residents Associations, Chambers of Commerce, Oceanside Tourism Association, others	Values of Nearshore to specific groups, findings, recommendations, opportunities
Public Workshop re Softshore/nearshore	General public, business, government staff/council	How shorelines work, values of nearshore, impacts of climate change, planning & management options
Brochure	Current residents/business, new arrivals	Values of nearshore, how shoreline works, options for property owners new and old
Display	General public at community events	Values of Nearshore, findings/recommendations, issues, how to help
Walking Tours of Beaches	General public, business, students, tourists	How softshore works, changes in nearshore, questions that need addressing

Enid Mary Sangster - Kelly,

1234 Grafton Ave.,

Errington, VOR 1V0.

Mailing Address: PO Box 604
Parkside
VA P 2G7

I am requesting permission to speak to
the Board on June 8, 2010.

re:

Proposed Building Inspections & Permits Bylaw.

Summary: Speaking against the proposed changes

Armstrong, Jane

From: Rebecca Sangster-Kelly [rsangsterkelly@gmail.com]
Sent: June 1, 2010 11:31 AM
To: Armstrong, Jane
Subject: Re: Board Delegation Request - June 8th CoW

Information required in order to speak as a delegate:

meeting: June 8th;

name:Rebeca Sangster-Kelly;

contact info:

1234 Grafton Ave, Errington, BC, V0R 1V0;

ph: 1-250-228-0686;

E-mail:rsangsterkelly@gmail.com;

Title: The Proposed Building Permit Bylaw in Area F;

Summary: Speaking against the proposed changes

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, MAY 11, 2010 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
Alternate	
Director B. Dempsey	District of Lantzville
Director E. Mayne	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director J. Ruttan	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. Sherry	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
W. Idema	A/C General Manager, Finance & Information Services
M. Donnelly	A/C General Manager, Regional & Community Utilities
D. Trudeau	General Manager, Transportation & Solid Waste
P. Thorkelsson	General Manager, Development Services
W. Marshall	A/C General Manager, Recreation & Parks
N. Hewitt	Recording Secretary

CALL TO ORDER

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

DELEGATIONS

Linda & Chuck Addison, re Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604 - 2610 Myles Lake Road - Electoral Area 'C'.

Mrs. Addison presented a visual and verbal presentation in support of the zoning and OCP Amendment application.

Sally Barton, Bowser Seniors Housing Society, re Seniors Housing and Our Crown Land Application in Bowser Village Centre.

Ms. Barton presented a verbal overview of the Bowser Seniors Housing Society and requested a partnership to apply for a Free Crown Grant for the purpose of building an independent supportive seniors housing facility.

Meryl Chahley, Meyers Norris Penny, re Auditors' Report.

Ms. Chahley presented the results of the Auditors' Report.

LATE DELEGATIONS

MOVED Director Westbroek, SECONDED Director Bartram, that three late delegations be permitted to address the Committee.

CARRIED

Dianne Eddy, re Consultation Process or In Depth Review of Ramifications of Building Inspection and Permits in Rural Electoral Areas.

Ms. Eddy voiced her opposition of the consultation process and ramifications of building inspection and permits in Rural Areas.

Reg Nosworthy, re Building Inspection Service - Public Consultation Plan.

Mr. Nosworthy spoke in opposition of building inspection and permits in rural areas.

Anita Pangborne-LaHue, re Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604 - Addison - 2610 Myles Lake Road - Electoral Area 'C'.

Ms. Pangborne-LaHue spoke in support of the zoning & OCP Amendment Application of her neighbour Ms. Addison.

MINUTES

MOVED Director Holme, SECONDED Director Bestwick, that the minutes of the regular Committee of the Whole meeting held April 13, 2010 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Sally Barton, Bowser Seniors Housing Society, re Crown Land Application in Bowser Village Centre.

MOVED Director Westbroek, SECONDED Director Bartram, that the correspondence from the Bowser Seniors Housing Society be received.

CARRIED

J. E. Harrison, City of Nanaimo, re RDN Not-For-Profit Rental Housing Sewer Development Cost Charge Reduction Bylaw No. 1577.

MOVED Director Westbroek, SECONDED Director Bartram, that the correspondence from the City of Nanaimo be received.

CARRIED

Christopher, Liliana, and Isabella Garbers, re Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604 - Addison - 2610 Myles Lake Road - Electoral Area 'C'.

MOVED Director Westbrook, SECONDED Director Bartram, that the correspondence from Christopher, Liliana, and Isabella Garbers be received.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

2009 Audited Financial Statements.

MOVED Director Westbrook, SECONDED Director McNabb, that the 2009 Consolidated Financial Statements, associated financial schedules and Auditors' Report to the Chief Administrative Officer be received.

CARRIED

2009 Statement of Financial Information.

MOVED Director Holme, SECONDED Director Westbrook, that the 2009 Financial Information Act report be received and approved and be forwarded to the Ministry of Community and Rural Development.

CARRIED

2009 Directors' & Committee Members' Remuneration & Expenses.

MOVED Director Westbrook, SECONDED Director Mayne, that the 2009 report on remuneration and expenses for Board and Committee members be received.

CARRIED

Nanaimo Regional Hospital District - 2009 Audited Financial Statements.

MOVED Director Westbrook, SECONDED Director Rudischer, that the report on the 2009 audited financial statements of the Nanaimo Regional Hospital District be received.

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

Notice of Building Bylaw Contravention - 2443 Arlington Road - Area 'E'.

MOVED Director Holme, SECONDED Director Bartram, that staff be directed to register a Notice of Bylaw Contravention on title pursuant to Section 57 Community Charter and that legal action be taken if necessary to ensure "Lot 1, District Lot 79, Plan 6073, Nanoose District" is in compliance with "Regional District of Nanaimo Building Regulation & Fees Bylaw 1250, 2001" and "Regional District of Nanaimo Land Use and Subdivision Bylaw 500, 1987."

CARRIED

Property Maintenance Contravention - 2307 Gould Road West - Area 'A'.

Ms. Anderson requested that the Board provide her proof of the complaint.

MOVED Director Holdom, SECONDED Director Unger, that this item be referred back to staff for further review and that a report be prepared for the May 25th, 2010 Board meeting.

CARRIED

Property Maintenance Contravention - 225 DeCourcy Drive - Area 'B'.

MOVED Director Rudischer, SECONDED Director Bartram, that the owners of the subject property be directed to remove from the premises those items as set out in the attached Resolution within fourteen (14) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the owner's cost.

CARRIED

Building Inspection Service – Public Consultation Plan for Proposed Expansion.

MOVED Director Holdom, SECONDED Director Holme:

That staff be directed to proceed with Alternate No. 3 as outlined in the report.

That staff be directed to undertake the advertising of the events as outlined in the report.

CARRIED

PLANNING

Regional Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604 - Addison - 2610 Myles Lake Road - Electoral Area 'C'.

MOVED Director Young, SECONDED Director Holme, that the Board approve consideration for a site specific amendment to the Regional Growth Strategy to permit an Official Community Plan and zoning amendment that will decrease the minimum parcel size outside of the Urban Containment Boundary to enable an application for a proposed 4 parcel subdivision, minimum parcel size 5 acres, each with one house and dedicated path/trail to access Blind Lake Park.

CARRIED

RECREATION AND PARKS SERVICES

PARKS

Area 'H' Community Parks Service - Licence of Occupation Renewal for Water Access at Sunnybeach Road.

MOVED Director Bartram, SECONDED Director Mayne, that the 2010-2015 Licence of Occupation with the Ministry of Transportation and Infrastructure for the purpose of continuing the operation of the Sunnybeach Road water access in Qualicum Bay (Electoral Area H) be approved.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

RDN Wastewater Services - Annual Wastewater Treatment Facilities Report.

MOVED Director McNabb, SECONDED Director Mayne, that the 2009 Annual Wastewater Treatment Facilities Report be received for information.

CARRIED

Proposed Expansion of Surfside Sewer Service - Results of Property Owner Consultation.

MOVED Director Westbroek, SECONDED Director McNabb, that the Board receive this report for information and that no further action on the Surfside Sanitary Sewer Collection System expansion be taken at this time.

CARRIED

WATER

RDN Water Services - Well Condition Assessment & Maintenance Plan.

MOVED Director McNabb, SECONDED Director Biggemann, that the Board receive the Well Condition Assessment and Maintenance Plan staff report for information.

CARRIED

Proposed Acquisition of Whiskey Creek Water District.

MOVED Director Biggemann, SECONDED Director Sherry, that the RDN petition the residents of the Whiskey Creek Water District to determine support for the RDN to acquire the Whiskey Creek Water District utility and staff report back to the RDN Board on the results of the petition process.

CARRIED

San Pareil Water Service - Expenditure of Funds from Security Issuing Bylaw No. 1395 for Replacement of Water Main.

MOVED Director Westbrook, SECONDED Director Mayne, that a drawdown of up to \$17,000 from "Regional District of Nanaimo (San Pareil Water Service) Security Issuing Bylaw No. 1395, 2004" for the replacement of the water supply main from the system reservoir to the distribution piping network be approved.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the District 69 Recreation Commission meeting held April 15, 2010, for information.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the District 69 Field Allocations Update and Review of Guidelines report be received as information and staff be directed to meet with the City of Parksville, Town of Qualicum Beach and School District #69 to review current scheduling practices, discuss trends in field use and review possible solutions to meet the changing demand on the District's sportfields.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that staff be directed to develop a recognition program for local groups or individuals that reside either in the City of Parksville, the Town of Qualicum Beach or Electoral Areas E, F, G and H and have won a Provincial, Western Canadian, National or World championship for the District 69 Recreation Commission's consideration.

CARRIED

MOVED Director Bartram, SECONDED Director Westbrook, that the District 69 Recreation Financial Assistance Program report be received as information.

CARRIED

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

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held April 12, 2010, be received for information.

CARRIED

Grants-in-Aid Advisory Committee.

MOVED Director Young, SECONDED Director Bartram, that the minutes of the Grants-in-Aid Advisory meeting held May 5, 2010, be received for information.

CARRIED

MOVED Director Young, SECONDED Director Bartram, that the following District 68 grants be awarded:

<i>Name of Organization</i>	<i>Amount Recommended</i>
Hope Centre	\$ 500
Jonanco Hobby Workshop Association	\$ 460
Poetry Gabriola Society	<u>\$ 1,000</u>
	<u>\$ 1,960</u>

CARRIED

MOVED Director Young, SECONDED Director Bartram, that the following District 68 grants be awarded:

<i>Name of Organization</i>	<i>Amount Recommended</i>
Arrowsmith Community Enhancement Society	\$ 1,500
Bow Horne Bay Community Club	\$ 800
Errington War Memorial Hall Association	\$ 1,300
Lighthouse Country Marine Rescue Society	\$ 1,500
Mount Arrowsmith Biosphere Foundation	\$ 700
Oceanside Volunteer Association	\$ 1,000
Parksville & District Association for Community Living	\$ 1,600
Vancouver Island Opera	<u>\$ 1,000</u>
	<u>\$ 9,400</u>

CARRIED

Regional Solid Waste Advisory Committee.

MOVED Director Holme, SECONDED Director Biggemann, that the minutes of the Regional Solid Waste Advisory Committee meeting held April 22, 2010, be received for information.

CARRIED

Transit Select Committee.

MOVED Director McNabb, SECONDED Director Holme, that the minutes of the Transit Select Committee meeting held April 22, 2010, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Sally Barton, Bowser Seniors Housing Society, re Seniors Housing and Our Crown Land Application in Bowser Village Centre.

MOVED Director Bartram, SECONDED Director McNabb, that the Board directs staff to meet with the Bowser Seniors Housing Society Executive to discuss and if possible negotiate a partnership between the RDN and the Bowser Senior Housing Society to apply for a Free Crown Grant for two lots of Crown Land that are within the boundary of the Bowser Village Centre, and then if successful, to lease part of those two lots to the Bowser Seniors Housing Society for the purposes of building an independent-supportive seniors housing facility.

CARRIED

NEW BUSINESS

J.E. Harrison, City of Nanaimo, re RDN Not-For-Profit Rental Housing Sewer Development Cost Charge Reduction Bylaw No. 1577.

MOVED Director Holme, SECONDED Director McNabb, that this item be referred back to staff for a report.

CARRIED

IN CAMERA

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

CARRIED

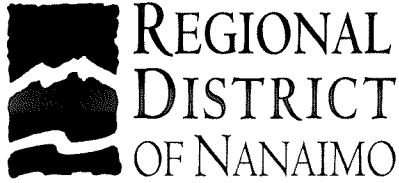
ADJOURNMENT

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

CARRIED

TIME: 9:00 PM

CHAIRPERSON



ADN REPORT	
CAO APPROVAL	
EAP	
COW	✓ June 5 '10
MAY 31 2010	
RHD	
BOARD	

MEMORANDUM

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

DATE: May 29, 2010

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: Operating Results for the Period Ending March 31, 2010

PURPOSE:

To report on operating results for the period ending March 31, 2010.

BACKGROUND:

This report provides information on the operating results for the period January 1st to March 31st, 2010.

Quarterly statements are reflect primarily on cash paid/cash received in the quarter. Exceptions to the cash basis are property taxes and debt payments, which are recorded at 1/12 of the annual value each month and prior year ending surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current performance benchmark would be approximately 25% versus budget.

FINANCIAL IMPLICATIONS:

There are no observed negative variances at this time. Most expenditure line items are somewhat lower than budget which is to be expected at this early stage of the year. Reported revenues are consistent with prior years.

Building permit revenues were very strong in March compared to the first two months of the year and as a result the first quarter results are 33% of the projected budget. April receipts which are not yet reported here were higher than the same period last year, while May receipts were considerably lower than the same period last year. Overall to the end of May, permit revenues are \$145,000 higher than the same period in 2009 as well as being close in value to the January to May period in 2007 and 2008. However the variability in monthly results in 2010, makes it difficult at this time to predict with certainty what the results on a full year basis might be. Staff continues to closely monitor the impact of the market on this department.

SUMMARY:

The attached appendices report on the operating activities of the Regional District recorded up to March 31, 2010. There are no observed negative variances at this time. Most expenditure line items are somewhat lower than budget which is to be expected at this early stage of the year. Reported revenues are also consistent at this time, with prior years.

Building permit revenues are presently higher than in the same period last year and to the end of May, which is not yet reported here, revenues in that department are about \$145,000 higher than the same period in 2009. Monthly permit revenue results have been quite volatile in 2010 and there is no clear trend at this time. Staff continues to closely monitor the impact of the market on this department.

RECOMMENDATION:

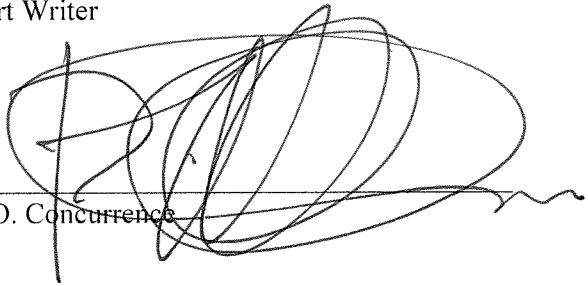
That the summary report of financial results from operations to March 31, 2010 be received for information.



Report Writer



General Manager



C.A.O. Concurrence



GENERAL REVENUE FUND
March 31, 2010

	CORPORATE SERVICES			DEVELOPMENT SERVICES			REGIONAL & COMMUNITY UTILITIES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES																		
TAX REQUISITION	\$ 1,484,001	\$ 5,935,995	25%	\$ 2,903,292	\$ 11,613,165	25%	\$ 1,929,665	\$ 7,718,655	25%	\$ 1,634,706	\$ 6,538,826	25%	\$ 8,454,693	\$ 33,818,756	25%			
GRANTS	66,078	173,030	38%	342,206	2,167,500	16%	\$ 168,375	\$ 1,284,055	13%	\$ 1,539,627	\$ 8,761,957	18%	2,155,502	13,001,892	17%			
OPERATING REVENUE				240,113	757,000	32%	250,269	2,118,387	12%	\$ 418,781	\$ 1,330,380	31%	\$ 3,251,448	\$ 15,616,763	21%			
OTHER REVENUE	1,113,668	9,175,035	12%	137,591	7,371,550	2%	\$ 573,513	\$ 5,198,840	11%	\$ 441,563	\$ 5,619,095	8%	2,351,924	27,677,370	8%			
RETAINED EARNINGS	1,319,949	1,323,490	100%	912,915	912,940	100%	4,590,635	4,592,150	100%	\$ 1,488,908	\$ 1,440,740	103%	9,969,848	9,926,280	100%			
TOTAL REVENUES	3,983,696	16,607,550	24%	1,780,862	4,630,255	38%	8,223,993	27,862,752	30%	4,579,242	16,952,670	27%	27,092,578	104,246,828	26%			
EXPENSES																		
OFFICE OPERATING	\$ 356,983	\$ 1,263,070	28%	\$ 174,207	\$ 768,346	23%	\$ 188,355	\$ 972,633	19%	\$ 160,721	\$ 697,627	23%	\$ 1,732,640	\$ 7,101,248	24%			
COMMUNITY GRANTS	9,000	62,698	14%	0	0	0	0	0	0	9,620	100,965	10%	18,620	163,663	11%			
LEGISLATIVE	69,272	298,780	23%	0	0	0	0	0	0	0	0	0	69,272	298,780	23%			
PROFESSIONAL FEES	6,611	377,690	2%	70,854	773,820	9%	10,306	952,785	1%	5,819	457,425	1%	18,293	456,750	4%			
BUILDING - OPER & MAINT	42,433	259,380	16%	9,303	83,363	11%	35,216	314,145	11%	127,069	734,101	17%	53,845	349,031	15%			
VEH & EQUIP - OPER & MAINT	76,499	299,620	26%	23,949	38,585	62%	147,845	731,046	20%	40,441	216,338	19%	951,233	4,222,429	23%			
OTHER OPERATING COSTS	2,676	241,840	1%	41,255	189,435	22%	494,049	3,081,462	16%	64,580	637,260	10%	571,077	5,625,579	10%			
WAGES & BENEFITS	715,628	2,975,144	24%	525,167	2,005,568	26%	830,658	3,687,940	23%	946,332	3,558,229	27%	2,791,019	11,361,283	25%			
RECREATION PROGRAMS	0	0	0	0	0	0	0	0	0	13,845	133,535	10%	13,845	133,535	10%			
CAPITAL EXPENDITURES	82,475	1,305,970	6%	0	180,930	0	527,112	11,473,169	5%	720,263	6,743,790	11%	880,855	10,990,054	8%			
DEBT FINANCING - INTEREST	108,523	2,728,670	4%	0	0	0	267,526	1,074,720	25%	145,387	681,550	21%	0	0	0			
DEBT FINANCING - PRINCIPAL	56,332	1,982,580	3%	0	0	0	206,491	890,935	23%	103,422	413,775	25%	0	0	0			
DEBT FINANCING - EXCHANGE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TRSF TO RESERVE FUND	58,415	420,630	14%	13,405	24,105	56%	30,868	2,875,035	1%	720	688,301	0%	13,445	533,155	3%			
TRSF FROM RESERVE FUND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TRSF TO OTHER GOV'T/AGENCIES	788,318	3,539,812	22%	0	3,000	0	0	0	0	58,880	1,383,150	4%	0	0	0			
TOTAL EXPENDITURES	2,373,165	15,755,884	15%	858,140	4,067,152	21%	2,738,426	26,053,870	11%	2,397,099	16,446,046	15%	\$ 6,132,141	37,038,623	17%			
OPERATING SURPLUS (DEFICIT)	\$ 1,610,531	\$ 851,666		\$ 922,722	\$ 563,103		\$ 5,485,567	\$ 1,808,882		\$ 2,182,143	\$ 506,624		\$ 2,392,644	\$ 1,154,978		\$ 12,593,607	\$ 4,885,253	

REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
 March 31, 2010

	Revenues			Expenditures			Surplus	
	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget
CORPORATE SERVICES								
General Administration	1,575,015	5,126,045	31%	1,062,020	4,901,818	22%	512,995	224,227
Electoral Areas Administration	656,727	942,695	70%	116,372	604,926	19%	540,355	337,769
Public Safety								
D68 E911	30,320	91,685	33%	12,947	86,755	15%	17,373	4,930
D69 E911	135,395	532,800	25%	1,406	532,800	0%	133,989	0
Community Justice	20,854	82,675	25%	0	107,500		20,854	-24,825
Fire Protection - Volunteer								
Coombs-Hilliers	132,038	410,480	32%	172,472	323,195	53%	-40,434	87,285
Errington	60,499	241,670	25%	84,708	241,670	35%	-24,209	0
Nanoose	155,753	988,430	16%	36,056	946,635	4%	119,697	41,795
Dashwood	92,680	587,850	16%	157,351	583,300	27%	-64,671	4,550
Meadowood	99,481	202,615	49%	40,517	202,615	20%	58,964	0
Extension	113,602	208,035	55%	91,486	208,035	44%	22,116	0
Nanaimo River	23,617	36,960	64%	404	36,960	1%	23,213	0
Bow Horn Bay	51,738	291,830	18%	84,332	290,330	29%	-32,594	1,500
Fire Protection - Service Contracts								
French Creek (Area G)	196,228	472,780	42%	31	362,730	0%	196,197	110,050
Parksville Local (Area G)	59,233	144,890	41%	31	99,415	0%	59,202	45,475
Cassidy/Waterloo (Area A & C)	75,735	199,545	38%	21,514	180,840	12%	54,221	18,705
Wellington (Area C)	13,938	55,550	25%	393	55,345	1%	13,545	205
Regional Library	369,310	1,477,240	25%	369,309	1,477,240	25%	1	0
Feasibility Studies								
Electoral Area E	-1,783	0		0	0		-1,783	0
Electoral Area G	1,500	6,000	25%	0	6,000		1,500	0
Municipal Debt Transfers	116,441	4,486,275	3%	116,441	4,486,275	3%	0	0
House Numbering	5,375	21,500	25%	5,375	21,500	25%	0	0
	3,883,696	16,607,550	24%	2,373,165	15,755,884	15%	1,610,531	851,666
DEVELOPMENT SERVICES								
EA Community Planning	774,035	1,760,790	44%	337,066	1,544,763	22%	436,969	216,027
Community Works Fund - Dev Svcs	37,275	625,510	6%	37,028	625,510	6%	247	0
Regional Growth Management	450,078	712,835	63%	90,175	507,205	18%	359,903	205,630
Emergency Planning	98,416	284,215	35%	47,317	258,915	18%	51,099	25,300
Search & Rescue	9,249	29,365	31%	8,000	24,000	33%	1,249	5,365
Building Inspection	231,346	700,000	33%	214,512	654,214	33%	16,834	45,786
Bylaw Enforcement								
Animal Control F	-14,736	18,240	-81%	12,446	18,240	68%	-27,182	0
Animal Control A, B, C & Lantzville	42,030	83,425	50%	15,825	62,760	25%	26,205	20,665
Animal Control E, G & H	41,619	101,275	41%	20,716	89,380	23%	20,903	11,895
Nuisance Premises	17,016	28,325	60%	1,940	16,355	12%	15,076	11,970
Hazardous Properties	1,863	8,875	21%	1,766	8,875	20%	97	0
Noise Control								
Electoral Area A	10,312	13,605	76%	1,785	7,225	25%	8,527	6,380
Electoral Area B	5,030	8,730	58%	1,771	6,870	26%	3,259	1,860
Electoral Area C	11,555	17,470	66%	1,791	7,225	25%	9,764	10,245
Electoral Area E	5,046	8,525	59%	1,761	7,155	25%	3,285	1,370
Electoral Area G	-1,648	8,420	-20%	1,866	7,810	24%	-3,514	610
General Enforcement	62,376	220,650	28%	62,375	220,650	28%	1	0
	1,780,862	4,630,255	38%	858,140	4,067,152	21%	922,722	563,103

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
March 31, 2010**

	Revenues			Expenditures			Surplus	
	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget
REGIONAL & COMMUNITY UTILITIES								
Regional & Community Utilities Administration		290,290	26%	74,468	290,290	26%	0	0
Wastewater Management								
Wastewater Management Plan	86,582	252,865	34%	36,560	220,086	17%	50,022	32,779
Southern Community Wastewater	2,716,795	13,076,945	21%	786,222	12,388,077	6%	1,930,573	688,868
Northern Community Wastewater	1,765,517	6,142,525	29%	915,666	5,968,894	15%	849,851	173,631
Duke Point Wastewater	152,797	279,315	55%	29,707	226,363	13%	123,090	52,952
Water Supply								
French Creek	143,045	328,270	44%	21,979	235,252	9%	121,066	93,018
Surfside	20,132	37,578	54%	4,066	24,902	16%	16,066	12,676
Decourcey	4,029	10,073	40%	1,226	7,752	16%	2,803	2,321
San Pareil	108,857	283,405	38%	33,550	229,646	15%	75,307	53,759
Driftwood	2,288	8,280	28%	1,962	7,850	25%	326	430
Englishman River	164,044	251,855	65%	14,408	142,360	10%	149,636	109,495
Melrose Terrace	12,673	31,715	40%	4,005	23,519	17%	8,668	8,196
Nanoose Bay Peninsula	739,758	1,730,530	43%	258,093	1,562,580	17%	481,665	167,950
Drinking Water/Watershed Protection	462,406	904,055	51%	64,393	843,855	8%	398,013	60,200
Nanoose Bay Bulk	750,189	1,529,615	49%	94,666	1,419,775	7%	655,523	109,840
French Creek Bulk	342,402	528,530	65%	23,462	509,240	5%	318,940	19,290
Sewer Collection								
French Creek	196,338	747,890	26%	159,056	700,383	23%	37,282	47,507
Nanoose (Fairwinds)	253,469	645,560	39%	73,194	570,400	13%	180,275	75,160
Pacific Shores	27,595	67,350	41%	11,803	52,401	23%	15,792	14,949
Surfside	21,454	38,316	56%	2,782	15,557	18%	18,672	22,759
Cedar	168	124,370	0%	28,791	122,990	23%	-28,623	1,360
Englishman River Stormwater	13,279	16,655	80%	31	4,867	1%	13,248	11,788
Cedar Estates Stormwater	1,125	4,500	25%	31	4,500	1%	1,094	0
Barclay Crescent	48,672	182,665	27%	39,403	166,547	24%	9,269	16,118
Pump & Haul	3,032	5,330	57%	1,332	5,330	25%	1,700	0
Streetsighting	68,254	123,440	55%	12,944	89,620	14%	55,310	33,820
Engineering Services	44,625	220,830	20%	44,625	220,830	20%	0	0
	8,223,993	27,862,752	30%	2,738,425	26,053,866	11%	5,485,568	1,808,886

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
March 31, 2010**

	Revenues			Expenditures			Surplus	
	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget
<u>RECREATION & PARKS SERVICES</u>								
Regional Parks	1,043,038	3,510,615	30%	180,854	3,480,310	5%	862,184	30,305
Community Parks								
Electoral Area A	62,803	136,225	46%	16,364	117,239	14%	46,439	18,986
Electoral Area B	87,860	207,970	42%	27,132	181,897	15%	60,728	26,073
Electoral Area C	27,135	53,495	51%	7,088	47,600	15%	20,047	5,895
Electoral Area D	52,384	102,930	51%	8,949	83,709	11%	43,435	19,221
Electoral Area E	41,873	98,665	42%	15,796	88,577	18%	26,077	10,088
Electoral Area F	69,920	139,840	50%	14,375	105,233	14%	55,545	34,607
Electoral Area G	86,927	160,690	54%	23,793	112,729	21%	63,134	47,961
Electoral Area H	84,978	170,260	50%	16,704	152,560	11%	68,274	17,700
Area A Recreation & Culture	193,896	267,365	73%	33,859	160,955	21%	160,037	106,410
Northern Community Recreation	562,892	1,548,140	36%	232,166	1,442,664	16%	330,726	105,476
Oceanside Place Arena	596,404	2,156,175	28%	541,966	2,149,159	25%	54,438	7,016
Ravensong Aquatic Center	1,379,724	7,294,050	19%	1,228,111	7,217,164	17%	151,613	76,886
Gabriola Island Recreation	27,604	89,835	31%	39,179	89,835	44%	-11,575	0
Southern Community Recreation	245,151	951,145	26%	10,763	951,145	1%	234,388	0
Hotel Room Tax	0	0		0	0		0	0
Port Theater Contribution	16,654	65,270	26%	0	65,270		16,654	0
	4,579,243	16,952,670	27%	2,397,099	16,446,046	15%	2,182,144	506,624
<u>TRANSPORTATION AND SOLID WASTE SERVICES</u>								
Gabriola Island Emergency Wharf	4,666	8,685	54%	125	5,150	2%	4,541	3,535
Southern Community Transit	3,942,772	16,188,319	24%	3,413,624	16,162,871	21%	529,148	25,448
Northern Community Transit	464,444	1,479,471	31%	343,811	1,463,097	23%	120,633	16,374
Solid Waste Disposal	3,040,472	16,845,037	18%	2,009,165	16,424,176	12%	1,031,307	420,861
Solid Waste Collection & Recycling	1,072,431	3,672,088	29%	365,416	2,983,327	12%	707,015	688,761
	8,524,785	38,193,600	22%	6,132,141	37,038,621	17%	2,392,644	1,154,979
TOTAL ALL SERVICES	27,092,579	104,246,827	26%	14,498,970	99,361,569	15%	12,593,609	4,885,258

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
March 31, 2010**

	Administration			Electoral Area Administration			Public Safety			Fire Protection			Regional Library		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES															
TAX REQUISITION	\$205,067	\$820,270	25%	\$79,500	\$318,000	25%	\$173,549	\$694,195	25%	\$649,106	\$2,596,415	25%	\$369,310	\$1,477,240	25%
GRANTS	56,841	149,530	38%	531	18,000	3%	55	0		8,651	5,500	157%	0	0	
OTHER REVENUE	933,655	3,773,235	25%	10,000	40,000	25%	0	0		53,572	875,525	6%	0	0	
RETAINED EARNINGS	379,452	383,010	99%	566,696	566,695	100%	12,965	12,965	100%	363,213	363,195	100%	0	0	
TOTAL REVENUES	1,575,015	5,126,045	31%	656,727	942,695	70%	186,569	707,160	26%	1,074,542	3,840,635	28%	369,310	1,477,240	25%
EXPENSES															
OFFICE OPERATING	\$239,599	\$734,395	33%	\$88,820	\$325,485	27%	\$3,808	\$14,195	27%	\$19,381	\$167,495	12%	\$0	\$0	
COMMUNITY GRANTS	9,000	37,698	24%	0	0		0	25,000		0	0		0	0	
LEGISLATIVE	61,143	251,180	24%	8,129	47,600	17%	0	0		0	0		0	0	
PROFESSIONAL FEES	2,650	343,440	1%	3,811	13,150	29%	0	0		150	21,100	1%	0	0	
BUILDING - OPER & MAINT	33,621	209,790	16%	20	2,000	1%	35	315	11%	8,757	47,275	19%	0	0	
VEH & EQUIP - OPER & MAINT	8,291	55,705	15%	1,244	4,300	29%	3,166	5,150	61%	63,798	234,465	27%	0	0	
OTHER OPERATING COSTS	2,676	52,840	5%	0	0		0	0		0	189,000		0	0	
WAGES & BENEFITS	699,423	2,764,853	25%	13,348	201,391	7%	0	0		2,857	8,900	32%	0	0	
CAPITAL EXPENDITURES	-1,798	252,930	-1%	0	10,000		0	0		84,273	1,043,040	8%	0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		28,373	144,805	20%	0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		20,041	80,170	25%	0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	7,415	173,815	4%	1,000	1,000	100%	0	6,800		50,000	233,015	21%	0	0	
TRSF TO OTHER GOVT/AGENCIES	0	25,172		0	0		7,344	675,595	1%	411,665	1,361,805	30%	369,309	1,477,240	25%
TOTAL EXPENDITURES	\$1,062,020	\$4,901,818	22%	\$116,372	\$604,926	19%	\$14,353	\$727,055	2%	\$689,295	\$3,531,070	20%	\$369,309	\$1,477,240	25%
OPERATING SURPLUS (DEFICIT)	\$512,995	\$224,227		\$540,355	\$337,769		\$172,216	(\$19,895)		\$385,247	\$309,565		\$1	\$0	

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
March 31, 2010**

	Feasibility Studies			Municipal Debt Transfers			House Numbering			Total Corporate Services		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES												
TAX REQUISITION GRANTS	\$2,094	\$8,375	25%	\$0	\$0		\$5,375	\$21,500	25%	\$1,484,001	\$5,935,995	25%
OTHER REVENUE	0	0		116,441	4,486,275	3%	0	0		66,078	173,030	38%
RETAINED EARNINGS	-2,377	-2,375	100%	0	0		\$0	\$0		1,113,668	9,175,035	12%
TOTAL REVENUES	-283	6,000	-5%	116,441	4,486,275	3%	\$5,375	\$21,500	25%	3,983,696	16,607,550	24%
EXPENSES												
OFFICE OPERATING	\$0	\$0		\$0	\$0		\$5,375	\$21,500	25%	\$356,983	\$1,263,070	28%
COMMUNITY GRANTS	0	0		0	0		0	0		9,000	62,698	14%
LEGISLATIVE	0	0		0	0		0	0		69,272	298,780	23%
PROFESSIONAL FEES	0	0		0	0		0	0		6,611	377,690	2%
BUILDING - OPER & MAINT	0	0		0	0		0	0		42,433	259,380	16%
VEH & EQUIP - OPER & MAINT	0	0		0	0		0	0		76,499	299,620	26%
OTHER OPERATING COSTS	0	0		0	0		0	0		2,676	241,840	1%
WAGES & BENEFITS	0	0		0	0		0	0		715,628	2,975,144	24%
CAPITAL EXPENDITURES	0	0		0	0		0	0		82,475	1,305,970	6%
DEBT FINANCING - INTEREST	0	0		80,150	2,583,865	3%	0	0		108,523	2,728,670	4%
DEBT FINANCING - PRINCIPAL	0	0		36,291	1,902,410	2%	0	0		56,332	1,982,580	3%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	0
CONTINGENCY	0	0		0	0		0	0		0	0	0
TRSF TO RESERVE FUND	0	6,000		0	0		0	0		58,415	420,630	14%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		788,318	3,539,812	22%
TOTAL EXPENDITURES	\$0	\$6,000		\$116,441	\$4,486,275	3%	\$5,375	\$21,500	25%	\$2,373,165	\$15,755,884	15%
OPERATING SURPLUS (DEFICIT)	(\$283)	\$0		\$0	\$0		\$0	\$0		\$1,610,531	\$851,666	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
March 31, 2010**

	EA Community Planning			Comm Works Fund Dev Svcs			Regional Growth Management			Emergency Planning		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES												
TAX REQUISITION	304,241	1,216,965	25%	0	0	0%	87,986	351,945	25%	48,644	194,575	25%
GRANTS	4,344	0		36,025	620,510	6%	1,198	0		-2,513	14,840	-17%
OPERATING REVENUE	11,809	69,000	17%	0	0	0%	0	0	0%	0	0	0%
OTHER REVENUE	6,317	27,500	23%	1,250	5,000	25%	0	0	0%	8,484	31,000	27%
RETAINED EARNINGS	447,324	447,325	100%	0	0	0%	360,894	360,890	100%	43,801	43,800	100%
TOTAL REVENUES	774,035	1,760,790	44%	37,275	625,510	6%	450,078	712,835	63%	98,416	284,215	35%
EXPENSES												
OFFICE OPERATING	94,857	417,926	23%	\$0	\$0	0%	\$34,925	\$172,710	20%	\$10,423	\$58,445	18%
PROFESSIONAL FEES	4,215	113,000	4%	24,123	413,000	6%	2,263	67,500	3%	65	29,210	0%
BUILDING - OPER & MAINT	155	41,813	0%	0	5,000	0%	100	9,000	1%	48	300	16%
VEH & EQUIP - OPER & MAINT	5,909	5,235	113%	0	0	0%	350	350	100%	6,891	7,600	91%
OTHER OPERATING COSTS	22,955	93,190	25%	0	0	0%	648	21,300	3%	222	4,600	5%
WAGES & BENEFITS	201,975	849,649	24%	12,905	87,510	15%	51,484	233,440	22%	29,668	106,280	28%
COMMUNITY GRANTS	0	0	0%	0	0	0%	0	0	0%	0	0	0%
PROGRAM COSTS	0	0	0%	0	0	0%	0	0	0%	0	0	0%
CAPITAL EXPENDITURES	0	16,950	0%	0	120,000	0%	0	2,500	0%	0	41,480	0%
DEBT FINANCING - INTEREST	0	0	0%	0	0	0%	0	0	0%	0	0	0%
DEBT FINANCING - PRINCIPAL	0	0	0%	0	0	0%	0	0	0%	0	0	0%
DEBT FINANCING - EXCHANGE	0	0	0%	0	0	0%	0	0	0%	0	0	0%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TRSF TO RESERVE FUND	7,000	7,000	100%	0	0	0%	405	405	100%	0	8,000	0%
TRSF FROM RESERVE FUND	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TRSF TO OTHER GOVT/AGENCIES	0	0	0%	0	0	0%	0	0	0%	0	3,000	0%
TOTAL EXPENDITURES	337,066	1,544,763	22%	\$37,028	\$625,510	6%	\$90,175	\$507,205	18%	\$47,317	\$258,915	18%
OPERATING SURPLUS (DEFICIT)	\$436,969	\$216,027		\$247	\$0		\$359,903	\$205,630		\$51,099	\$25,300	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
March 31, 2010**

	Search & Rescue			Building Inspection			Bylaw Enforcement			Total Development Services		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES												
TAX REQUISITION	6,750	27,000	25%	0	0	0	55,408	221,630	25%	503,029	2,012,115	25%
GRANTS	133	0	0	0	0	0	29	0	0	39,216	635,350	6%
OPERATING REVENUE	0	0	0	228,304	688,000	33%	0	0	0	240,113	757,000	32%
OTHER REVENUE	0	0	0	3,042	12,000	25%	66,496	237,350	28%	85,589	312,850	27%
RETAINED EARNINGS	2,366	2,365	100%	0	0	0	58,530	58,560	100%	912,915	912,940	100%
TOTAL REVENUES	9,249	29,365	31%	231,346	700,000	33%	180,463	517,540	35%	1,780,862	4,630,255	38%
EXPENSES												
OFFICE OPERATING	\$0	\$0	0	\$23,541	\$89,215	26%	\$10,461	\$30,050	35%	\$174,207	\$768,346	23%
PROFESSIONAL FEES	0	0	0	134	3,000	4%	40,054	148,110	27%	70,854	773,820	9%
BUILDING - OPER & MAINT	8,000	24,000	33%	0	0	0	1,000	3,250	31%	9,303	83,363	11%
VEH & EQUIP - OPER & MAINT	0	0	0	7,141	17,000	42%	3,658	8,400	44%	23,949	38,585	62%
OTHER OPERATING COSTS	0	0	0	560	5,445	10%	16,870	64,900	26%	41,255	189,435	22%
WAGES & BENEFITS	0	0	0	183,136	539,554	34%	45,999	189,135	24%	525,167	2,005,568	26%
COMMUNITY GRANTS	0	0	0	0	0	0	0	0	0	0	0	0
PROGRAM COSTS	0	0	0	0	0	0	0	0	0	0	0	0
CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0	0	0	180,930	0
DEBT FINANCING - INTEREST	0	0	0	0	0	0	0	0	0	0	0	0
DEBT FINANCING - PRINCIPAL	0	0	0	0	0	0	0	0	0	0	0	0
DEBT FINANCING - EXCHANGE	0	0	0	0	0	0	0	0	0	0	0	0
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0
TRSF TO RESERVE FUND	0	0	0	0	0	0	6,000	8,700	69%	13,405	24,105	56%
TRSF FROM RESERVE FUND	0	0	0	0	0	0	0	0	0	0	0	0
TRSF TO OTHER GOVT/AGENCIES	0	0	0	0	0	0	0	0	0	0	3,000	0
TOTAL EXPENDITURES	\$8,000	\$24,000	33%	\$214,512	\$654,214	33%	\$124,042	\$452,545	27%	\$858,140	\$4,067,152	21%
OPERATING SURPLUS (DEFICIT)	\$1,249	\$5,365		\$16,834	\$45,786		\$56,421	\$64,995		\$922,722	\$563,103	

**REGIONAL DISTRICT OF NANAIMO
REGIONAL & COMMUNITY UTILITIES
March 31, 2010**

	Administration			Wastewater Management			Water Supply		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES									
TAX REQUISITION	\$0	\$0		\$2,077,754	\$8,311,010	25%	\$519,193	\$2,076,775	25%
GRANTS	0	0		339,335	2,045,470	17%	1,935	121,575	2%
OPERATING REVENUE	74,468	290,290	26%	98,801	454,800	22%	25,414	747,471	3%
OTHER REVENUE	0	0		135,807	6,870,285	2%	744	494,100	0%
RETAINED EARNINGS	0	0		2,069,994	2,070,085	100%	2,202,537	2,203,985	100%
TOTAL REVENUES	74,468	290,290	26%	4,721,691	19,751,650	24%	2,749,823	5,643,906	49%
EXPENSES									
OFFICE OPERATING	\$2,809	\$2,995	94%	\$112,202	\$590,118	19%	\$53,497	\$287,939	19%
PROFESSIONAL FEES	0	0		-1,162	482,075	0%	1,148	433,399	0%
BUILDING - OPER & MAINT	0	0		20,374	151,042	13%	8,492	93,073	9%
VEH & EQUIP - OPER & MAINT	0	0		119,403	570,900	21%	21,260	89,825	24%
WAGES & BENEFITS	71,077	278,575	26%	462,069	1,922,636	24%	214,331	1,021,610	21%
OTHER OPERATING COSTS	582	5,720	10%	196,085	1,638,970	12%	102,727	507,277	20%
CAPITAL EXPENDITURES	0	3,000		512,942	10,006,300	5%	14,170	1,397,810	1%
DEBT FINANCING - INTEREST	0	0		185,631	742,525	25%	57,811	231,675	25%
DEBT FINANCING - PRINCIPAL	0	0		155,247	620,990	25%	34,293	202,135	17%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		5,365	2,077,865	0%	14,081	741,988	2%
TRSF FROM RESERVE FUND	0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$74,468	\$290,290	26%	\$1,768,156	\$18,803,421	9%	\$521,810	\$5,006,731	10%
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$2,953,535	\$948,229		\$2,228,013	\$637,175	

**REGIONAL DISTRICT OF NANAIMO
REGIONAL & COMMUNITY UTILITIES
March 31, 2010**

	Sewer Collection			Street Lighting			Engineering			Total Regional & Community Utilities		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES												
TAX REQUISITION	\$288,056	\$1,152,225	25%	\$18,289	\$73,155	25%	\$0	\$0		\$2,903,292	\$11,613,165	25%
GRANTS	820	0		116	455	25%	0	0		342,206	2,167,500	16%
OPERATING REVENUE	6,961	404,996	2%	0	0		44,625	220,830	20%	250,269	2,118,387	12%
OTHER REVENUE	1,040	7,165	15%	0	0		0	0		137,591	7,371,550	2%
RETAINED EARNINGS	268,255	268,250	100%	49,849	49,830	100%	0	0		4,590,635	4,592,150	100%
TOTAL REVENUES	565,132	1,832,636	31%	68,254	123,440	55%	44,625	220,830	20%	8,223,993	27,862,752	30%
EXPENSES												
OFFICE OPERATING	\$18,284	\$83,686	22%	\$255	\$1,045	24%	\$1,308	\$6,850	19%	\$188,355	\$972,633	19%
PROFESSIONAL FEES	26	18,810	0%	0	1		10,294	18,500	56%	10,306	952,785	1%
BUILDING - OPER & MAINT	1,837	31,230	6%	4,513	38,800	12%	0	0		35,216	314,145	11%
VEH & EQUIP - OPER & MAINT	7,182	70,321	10%	0	0		0	0		147,845	731,046	20%
WAGES & BENEFITS	50,480	270,322	19%	0	917		32,701	193,880	17%	830,658	3,687,940	23%
OTHER OPERATING COSTS	186,157	879,038	21%	8,176	48,857	17%	322	1,600	20%	494,049	3,081,462	16%
CAPITAL EXPENDITURES	0	66,059		0	0		0	0		527,112	11,473,169	5%
DEBT FINANCING - INTEREST	24,084	100,520	24%	0	0		0	0		267,526	1,074,720	25%
DEBT FINANCING - PRINCIPAL	16,951	67,810	25%	0	0		0	0		206,491	890,935	23%
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	11,422	55,182	21%	0	0		0	0		30,868	2,875,035	1%
TRSF FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$316,423	\$1,642,978	19%	\$12,944	\$89,620	14%	\$44,625	\$220,830	20%	\$2,738,426	\$26,053,870	11%
OPERATING SURPLUS (DEFICIT)	\$248,709	\$189,658		\$55,310	\$33,820		\$0	\$0		\$5,485,567	\$1,808,882	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
March 31, 2010**

	Regional Parks			Community Parks			Area A Recreation & Culture			Northern Community Recreation			Oceanside Place Arena		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES															
TAX REQUISITION	392,278	1,569,110	25%	184,054	736,215	25%	23,431	93,725	25%	266,559	1,066,235	25%	372,891	1,491,565	25%
GRANTS	3,371	255,130	1%	288	0		3,200	0		2,400	8,425	28%	0	0	
OPERATING REVENUE	959	6,500	15%	0	0		3,621	10,000	36%	56,492	228,390	25%	188,045	612,930	31%
OTHER REVENUE	1,539	1,035,000	0%	422	0		0	0		220	3,000	7%	4,576	20,790	22%
RETAINED EARNINGS	644,891	644,875	100%	329,116	333,860	99%	163,644	163,640	100%	237,221	242,090	98%	30,892	30,890	100%
TOTAL REVENUES	1,043,038	3,510,615	30%	513,880	1,070,075	48%	193,896	267,365	73%	562,892	1,548,140	36%	596,404	2,156,175	28%
EXPENSES															
OFFICE OPERATING	\$23,381	\$107,045	22%	\$17,170	\$72,442	24%	\$2,306	\$11,295	20%	\$29,965	\$139,130	22%	\$38,134	\$168,330	23%
PROFESSIONAL FEES	1,220	327,000	0%	2,846	52,500	5%	0	500		0	32,925		609	16,500	4%
BUILDING - OPER & MAINT	8,396	108,435	8%	3,615	14,201	25%	2,712	10,515	26%	1,080	21,400	5%	61,564	281,100	22%
VEH & EQUIP - OPER & MAINT	7,012	28,549	25%	1,753	23,699	7%	0	0		4,068	25,505	16%	22,332	96,055	23%
OTHER OPERATING COSTS	28,991	368,900	8%	15,068	187,805	8%	3,208	6,550	49%	7,730	27,955	28%	3,384	16,300	21%
WAGES & BENEFITS	111,674	421,445	26%	79,496	376,097	21%	25,322	91,200	28%	160,753	727,729	22%	265,699	935,449	28%
COMMUNITY GRANTS	0	0		0	0		0	20,595		4,796	71,970	7%	361	400	90%
RECREATION PROGRAMS	0	1,500		0	0		311	10,000	3%	3,714	69,245	5%	3,307	10,500	31%
CAPITAL EXPENDITURES	0	1,521,800		0	0		0	300		0	13,045		0	37,760	
DEBT FINANCING - INTEREST	0	0		6,082	24,330	25%	0	0		0	0		78,133	312,530	25%
DEBT FINANCING - PRINCIPAL	0	0		4,171	16,770	25%	0	0		0	0		68,263	273,050	25%
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	180	565,636	0%	0	93,500		0	10,000		180	17,800	1%	180	1,185	15%
TRSF FROM RESERVE FUND	0	0		0	0		0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	30,000		0	28,200		0	0		19,880	295,960	7%	0	0	
TOTAL EXPENDITURES	\$180,854	\$3,480,310	5%	\$130,201	\$889,544	15%	\$33,859	\$160,955	21%	\$232,166	\$1,442,664	16%	\$541,966	\$2,149,159	25%
OPERATING SURPLUS (DEFICIT)	\$862,184	\$30,305		\$383,679	\$180,531		\$160,037	\$106,410		\$330,726	\$105,476		\$54,438	\$7,016	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
March 31, 2010**

	Ravensong Aquatic Center			Gabriola Island Recreation			Southern Community Recreation & Culture			Total Recreation & Parks		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES												
TAX REQUISITION	418,118	1,672,470	25%	20,749	82,995	25%	251,585	1,006,340	25%	1,929,665	7,718,655	25%
GRANTS	158,458	1,000,000	16%	519	500	104%	139	0		168,375	1,264,055	13%
OPERATING REVENUE	169,664	472,560	36%	0	0		0	0		418,781	1,330,380	31%
OTHER REVENUE	566,756	4,140,050	14%	0	0		0	0		573,513	5,198,840	11%
RETAINED EARNINGS	66,728	8,970	744%	6,336	6,340	100%	10,080	10,075	100%	1,488,908	1,440,740	103%
TOTAL REVENUES	1,379,724	7,294,050	19%	27,604	89,835	31%	261,804	1,016,415	26%	4,579,242	16,952,670	27%
EXPENSES												
OFFICE OPERATING	\$45,280	\$191,280	24%	\$4,485	\$8,105	55%	\$0	\$0		\$160,721	\$697,627	23%
PROFESSIONAL FEES	1,144	16,000	7%	0	0		0	12,000		5,819	457,425	1%
BUILDING - OPER & MAINT	48,089	273,000	18%	0	0		1,613	25,450	6%	127,069	734,101	17%
VEH & EQUIP - OPER & MAINT	5,172	42,455	12%	104	75	139%	0	0		40,441	216,338	19%
OTHER OPERATING COSTS	5,866	29,400	20%	183	275	67%	150	75	200%	64,580	637,260	10%
WAGES & BENEFITS	298,981	990,204	30%	4,407	16,105	27%	0	0		946,332	3,558,229	27%
COMMUNITY GRANTS	4,463	8,000	56%	0	0		0	0		9,620	100,965	10%
RECREATION PROGRAMS	6,513	42,290	15%	0	0		0	0		13,845	133,535	10%
CAPITAL EXPENDITURES	720,263	5,155,710	14%	0	175		0	15,000		720,263	6,743,790	11%
DEBT FINANCING - INTEREST	61,172	344,690	18%	0	0		0	0		145,387	681,550	21%
DEBT FINANCING - PRINCIPAL	30,988	123,955	25%	0	0		0	0		103,422	413,775	25%
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	100%	0	0		0	0		720	688,301	0%
TRSF FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		30,000	65,100	46%	9,000	963,890	1%	58,880	1,383,150	4%
TOTAL EXPENDITURES	\$1,228,111	\$7,217,164	17%	\$39,179	\$89,835	44%	\$10,763	\$1,016,415	1%	\$2,397,099	\$16,446,046	15%
OPERATING SURPLUS (DEFICIT)	\$151,613	\$76,886		(\$11,575)	\$0		\$251,041	\$0		\$2,182,143	\$506,624	

**REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION & SOLID WASTE SERVICES
March 31, 2010**

	Gabriola Island Emergency Wharf			Southern Community Transportation			Northern Community Transportation			Total Transportation Services		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES												
TAX REQUISITION	\$1,340	\$5,360	25%	\$1,378,966	\$5,515,865	25%	\$172,213	\$688,851	25%	\$1,552,519	\$6,210,076	25%
GRANTS	0	0		1,067,790	5,925,340	18%	91,458	410,000	22%	1,159,248	6,335,340	18%
OPERATING REVENUE	0	0		1,161,953	4,335,485	27%	70,843	250,690	28%	1,232,796	4,586,175	27%
OTHER REVENUE	0	0		24,710	102,280	24%	0	0		24,710	102,280	24%
RETAINED EARNINGS	3,326	3,325	100%	309,353	309,350	100%	129,930	129,930	100%	442,609	442,605	100%
TOTAL REVENUES	\$4,066	\$8,685	54%	\$3,942,772	\$16,188,320	24%	\$464,444	\$1,479,471	31%	\$4,411,882	\$17,676,476	25%
EXPENSES												
OFFICE OPERATING	\$38	\$150	25%	\$448,638	\$1,775,130	25%	\$195,937	\$778,521	25%	\$644,613	\$2,553,801	25%
PROFESSIONAL FEES	87	0		1,610	85,000	2%	0	0		1,697	85,000	2%
BUILDING - OPER & MAINT	0	4,000		41,990	200,450	21%	0	0		41,990	204,450	21%
VEH & EQUIP - OPER & MAINT	0	0		803,561	3,532,125	23%	0	0		803,561	3,532,125	23%
OTHER OPERATING COSTS	0	0		89,369	347,500	26%	0	0		89,369	347,500	26%
WAGES & BENEFITS	0	0		1,933,013	7,852,791	25%	147,874	684,576	22%	2,080,887	8,537,369	24%
CAPITAL EXPENDITURES	0	0		90,148	2,246,930	4%	0	0		90,148	2,246,930	4%
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	100,770		0	0		0	100,770	
TRSF TO RESERVE FUND	0	1,000		5,295	22,175	24%	0	0		5,295	23,175	23%
TRSF FROM RESERVE FUND	0	0		0	0		0	0		0	0	
TRSF TO OTHER GOV'T/AGENCIES	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	\$125	\$5,150	2%	\$3,413,624	\$16,162,871	21%	\$343,811	\$1,463,097	23%	\$3,757,560	\$17,631,120	21%
OPERATING SURPLUS (DEFICIT)	\$4,541	\$3,535		\$529,148	\$25,449		\$120,633	\$16,374		\$654,322	\$45,356	

**REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION & SOLID WASTE SERVICES
March 31, 2010**

	Total Solid Waste Disposal			Solid Waste Collection & Recycling			Total Transportation and Solid Waste Services		
	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var	Actual 2010	Budget 2010	% Var
REVENUES									
TAX REQUISITION	\$82,187	\$328,750	25%	\$0	\$0		\$1,634,706	\$6,538,826	25%
GRANTS	380,379	2,426,617	16%	0	0		1,539,627	8,761,957	18%
OPERATING REVENUE	1,843,355	8,268,500	22%	175,297	2,762,088	6%	3,251,448	15,616,763	21%
OTHER REVENUE	405,189	5,491,815	7%	11,664	25,000	47%	441,563	5,619,095	8%
RETAINED EARNINGS	329,362	329,355	100%	885,470	885,000	100%	1,657,441	1,656,960	100%
TOTAL REVENUES	3,040,472	16,845,037	18%	1,072,431	3,672,088	29%	8,524,785	38,193,601	22%
EXPENSES									
OFFICE OPERATING	\$164,561	\$668,107	25%	\$43,200	\$177,664	24%	\$852,374	\$3,399,572	25%
PROFESSIONAL FEES	12,769	354,550	4%	3,827	17,200	22%	18,293	456,750	4%
BUILDING - OPER & MAINT	11,817	141,900	8%	38	2,681	1%	53,845	349,031	15%
VEH & EQUIP - OPER & MAINT	146,783	688,519	21%	889	1,785	50%	951,233	4,222,429	23%
OTHER OPERATING COSTS	191,123	2,669,430	7%	290,585	2,608,649	11%	571,077	5,625,579	10%
WAGES & BENEFITS	683,915	2,653,426	26%	26,217	170,488	15%	2,791,019	11,361,283	25%
CAPITAL EXPENDITURES	790,707	8,738,924	9%	0	4,200		880,855	10,990,054	8%
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	7,490	509,320	1%	660	660	100%	13,445	100,770	3%
TRSF FROM RESERVE FUND	0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	\$2,009,165	\$16,424,176	12%	\$365,416	\$2,983,327	12%	\$6,132,141	\$37,038,623	17%
OPERATING SURPLUS (DEFICIT)	\$1,031,307	\$420,861		\$707,015	\$688,761		\$2,392,644	\$1,154,978	



CAO APPROVAL		✓
EAP		
COW	✓	June 5 '10
MAY 27 2010		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: May 3, 2010

FROM: Dale Lindsay
Manager, Current Planning

FILE: 0360 20 AAC

SUBJECT: Area Agricultural Plan

PURPOSE

To seek the Board’s direction with respect to the development of an Area Agricultural Plan.

BACKGROUND

The Agricultural Advisory Committee (AAC) at their meeting of January 29, 2010, recommended that the Region proceed with the development of an Area Agricultural Plan. The Board, upon receiving the recommendations of the Committee at their regular meeting of March 23, 2010, directed that the development of an Area Agriculture Plan be referred back to staff for future review and report back to the Board. This report is in response to that direction.

DISCUSSION

As recognized by the Board’s Strategic Plan agriculture is a significant contributor to the local economy. The Strategic Plan includes within its stated objectives the desire to strengthen local agriculture so that local food systems are productive and viable, and contribute to the cultural vitality of the Region.

Recently and as part of an overarching focus on sustainability the topics of food security and self sufficiency have moved to the forefront. As reflected in such movements as the ‘100 Mile Diet’ and in increased demand for organic foods and local farmer’s markets the general public interest around agriculture and food supply is arguably at an all time high.

The Regional Growth Strategy recognizes the role that agriculture plays in obtaining a vibrant and sustainable economy. In recognition of this role the Growth Strategy includes specific policy which supports the completion of an agricultural study for the purposes of identifying the issues and needs (both immediate and future).

An Area Agriculture Plan would establish an inventory of agricultural and farming activities in the Region, issues that need to be addressed in order to achieve a vibrant industry, and strategies and actions to ensure agricultural planning goals are met. The agriculture industry in the Region does face challenges, some of which are general to farming and others which are specific to Vancouver Island. The goal of such a plan will be to identify the issues and barriers that must be addressed in order to support agriculture as a sustainable and viable industry within the Region.

Financial Implications

Staff anticipate that the cost of completing an Area Agriculture Plan to be approximately \$70,000 - \$80,000. The development of an agriculture plan is not included within the approved work plan for 2010 nor were funds included in the 2010 budget to fund such a plan.

The Investment Agriculture Foundation (IAF) is a not-for-profit organization that invests federal and provincial funds in support of agriculture in BC. The IAF has an agricultural area planning program which will fund 50 percent of the cost of completing an agricultural plan (to a maximum of \$45,000). Assuming the Region would be successful in obtaining the financial support of the IAF, approximately \$35,000 - \$40,000 would be required in order to fund the balance of the planning study.

As noted above the approved 2010 budget does not include funding for an Area Agricultural Plan, and as such any Area Agricultural Plan can not be initiated this year. Given the importance of agriculture and food security in the Region and as the development of an agriculture study is recommended by the Regional Growth Strategy staff recommend that funding for the project be forwarded to the 2011 budget deliberations. Staff are of the opinion that agriculture and the associated issue of food security are regional issues and would recommend that funding for the plan be considered within the regional planning function.

The IAF will be considering new applications for funding in the fall of 2010. In order to better inform the 2011 budget deliberations staff recommend that the Board direct staff to proceed with an application for funding to the IAF at this time.

ALTERNATIVES

Alternative 1

To forward the issue of funding an Area Agriculture Plan to the 2011 Budget deliberations, and direct staff to apply for matching funding from the Investment Agriculture Foundation.

Alternate 2

To not proceed with an Area Agriculture Plan at this time.

SUMMARY

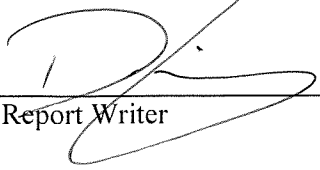
In response to a recommendation from the AAC the Board directed staff to review the development of an Area Agricultural Plan. The Strategic Plan supports agriculture and includes objectives to strengthen the local agriculture economy. The Regional Growth Strategy includes specific policy supporting the completion of a study on agriculture in the Region. Based on these policies and on previous Board direction in support of agriculture, staff support the development of an Area Agriculture Plan.

The cost for such a plan is estimated at approximately \$70,000 - \$80,000. The Investment Agriculture Foundation will potentially fund 50 percent (up to \$45,000) of the cost of completing an Area Agricultural Plan. As funding for an Area Agricultural Plan is not included in the 2010 budget nor identified in the 2010 work plan staff recommends the issue be forwarded to the 2011 budget deliberations. In order better inform budget deliberations staff recommend that application be made to the IAF so that it may be considered as part of their fall 2010 review process.

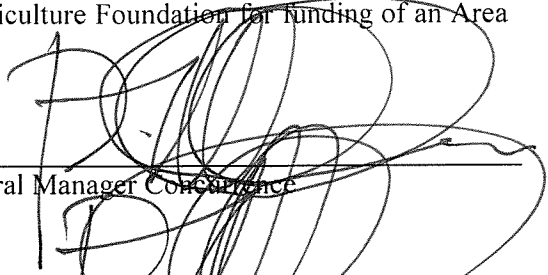
RECOMMENDATIONS

That the Board:


1. Forward the consideration of an Area Agricultural Plan to the 2011 budget deliberations.
2. Direct staff to make application to the Investment Agriculture Foundation for funding of an Area Agricultural Plan.



Report Writer



General Manager Concurrence



X/ CAO Concurrence



CAO APPROVAL		✓
EAP		
COW	✓	June 8 '10
MAY 31 2010		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: May 27, 2010

FROM: Stephen Boogaards
Planner

FILE: 3360 30 0604

SUBJECT: Consultation Plan - Regional Growth Strategy Amendment
Proposed OCP & Zoning Amendment Application No. AA0604 – Addison
Lot 1, Section 7, Range 3, Cranberry District, Plan VIP68949
2610 Myles Lake Road Electoral Area 'C'
RDN Map Ref. No. 92G.001.3.4 Folio No. 768.04123.010

PURPOSE

To consider a consultation plan for an amendment to the Regional Growth Strategy (RGS) and the Arrowsmith Benson – Cranberry Bright Official Community Plan (OCP) to allow the creation of additional residential lots outside of the Urban Containment Boundary.

BACKGROUND

An amendment application was received by the Planning Department in 2006 for a property located on Myles Lake Road in Electoral Area 'C'. The applicant is proposing to create a four lot subdivision with a minimum parcel size of 2 ha from the 8.71 ha property. The zoning bylaw and OCP currently each designate the property for a 50 ha minimum parcel size. Policy 3A of the RGS prohibits the amendment as it does not allow the minimum parcel size of lands in the Rural Residential and Resource Lands and Open Space designations to be reduced below the minimum parcel size established in the OCP in place at the date of the adoption of the RGS.

A site specific amendment to Policy 3A and changing the property's land use designation from Resource Lands and Open Space to Rural Residential Lands would allow for the application to proceed to the OCP and zoning amendment. The Regional Board of Directors originally resolved to hold the application in abeyance until the completion of the five year review of the RGS, but at its May 2010 meeting the Board decided to consider the application as a site specific amendment to the RGS.

ALTERNATIVES

1. That the Board approve the consultation plan for the Regional Growth Strategy and Official Community Plan amendment.
2. That the Board not approve the consultation plan for the Regional Growth Strategy and Official Community Plan amendment and provide further direction for staff.

FINANCIAL IMPLICATIONS

Since there is no formal process or provisions in place for amendments to the RGS, by supporting the application the Board has agreed to sponsor the application and cover the associated costs. These costs cover the staff time, consultation, legal and process expenditures. The applicant is only required to pay for the application fee for the OCP and zoning amendment at the time of application.

PUBLIC CONSULTATION IMPLICATIONS

The intent of the consultation plan (*Attachment 1*) is to meet the minimum requirements of the *Local Government Act* and RDN procedural bylaws for consulting with the public, while also providing meaningful opportunities for the public to assess the application against the RGS sustainability goals. A public information session and public hearing will be held for interested persons to speak to the proposed application. RDN staff will also be available to the public to provide information and collect comments on the application.

INTERGOVERNMENTAL IMPLICATIONS

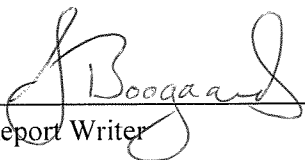
For the application to proceed to adoption, each member municipality and adjacent regional district must accept the proposed RGS amendment. If one or more local governments does not accept the amendment, then the Minister of Community and Rural Development will establish a dispute resolution process between the affected parties. To avoid a lengthy and costly resolution process, the attached consultation plan recommends early engagement of stakeholders in the RGS amendment process. This may assist in reaching consensus before the mandatory 120 day acceptance period for member municipalities and adjacent regional districts.

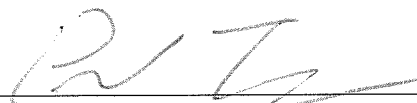
CONCLUSIONS

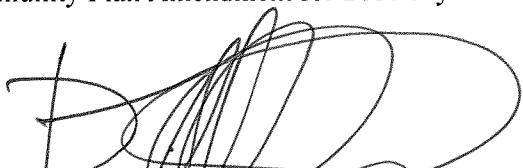
The attached consultation plan is provided in response to the Board motion to proceed with consideration of a site specific amendment to the RGS for the proposed four lot subdivision on Myles Lake Road. The plan meets the minimum statutory requirements for consultation with local governments, the public and other stakeholders in the RGS. Emphasis in the plan is placed on reaching consensus with member municipalities and adjacent regional districts early in the process, as each local government must accept the RGS amendment prior to adoption by the Board. Failure to adopt by one or more local governments will require arbitration to resolve the issue.


RECOMMENDATION

1. That the Board approve the consultation plan as outlined in Attachment 1, titled Consultation Plan – Regional Growth Strategy and Official Community Plan Amendment for 2610 Myles Lake Road.


Report Writer


Manager Concurrence


General Manager Concurrence


A/ CAO Concurrence

Attachment 1
Consultation Plan – Regional Growth Strategy and Official Community Plan
Amendment for 2610 Myles Lake Road

Context

This consultation plan provides the Regional Board with the direction to meet the requirements of the *Local Government Act* for a site specific amendment application to the Regional Growth Strategy (RGS) and Official Community Plan (OCP) at 2610 Myles Lake Road. The application is to create a four lot subdivision with a minimum parcel size of 2 ha from an 8.71 ha property in Electoral Area ‘C’. Permitting the application requires changes to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Bylaw No. 1148, 1999” both which designate the property for 50 hectare minimum parcel size.

The property is designated in the RGS as Resource Lands and Open Space. Policy 3A of the RGS does not permit the minimum parcel size of lands in the Rural Residential and Resource Lands and Open Space designations to be reduced below the minimum parcel size established in the OCP in place at the date of adoption of the RGS. To permit the amendments, the RGS needs to be amended to change the land use designation from Resource Lands and Open Space to Rural Residential and needs to include a site specific exemption for the property to Policy 3A.

Board Direction

A motion was passed at the May 25th, 2010 regular meeting of the Regional Board to proceed with

“a site specific amendment to the Regional Growth Strategy to permit an Official Community Plan and zoning amendment that will decrease the minimum parcel size outside of the Urban Containment Boundary to enable an application for a proposed 4 parcel subdivision, minimum parcel size 5 acres, each with one house and dedicated path/ trail to access Blind Lake Park.”

This motion changes the previous Board position on the application, which was to hold the application in abeyance until the completion of the Regional Growth Strategy review and the development of a formal application process.

Regional Growth Strategy Amendment Requirements

For applications to amend the RGS, the applicant must provide supporting documentation that demonstrates a community need for the proposed development and the application must include information that shows how the amendment contributes towards the goals of the RGS. The proposed amendment does not propose to change the Urban Containment Boundary.

Stakeholders

The *Local Government Act* does not distinguish between the process for the adoption of a regional growth strategy and amending a regional growth strategy. Except where there are provisions for minor amendments in the regional growth strategy, each amendment must go through the complete process for the strategy adoption, including acceptance by stakeholders. The legislation includes expectations that the regional district will at a minimum consult with “its citizens, affected local governments, First Nations,

school district boards, greater boards, improvement districts, the provincial and federal government and their agencies.”

Affected local governments in particular must be consulted immediately following the initiation of the amendment. The proposed RGS amendment must be accepted by the council or regional board of each member municipality or adjacent regional district before it can be adopted by the Regional District of Nanaimo Board. If the amendment is not accepted by a municipality or regional district, then the Minister of Community and Rural Development will direct the affected local governments through a dispute resolution process.

The Regional District must also consult with First Nations, school districts, improvement districts and senior government agencies. The Province has recognised that these groups have an interest in the RGS, but the amendment does not need to be accepted by these groups to proceed for adoption.

Early and ongoing consultation must also occur with the public. This includes the statutory requirements for bylaw adoption in the *Local Government Act* and conditions in the RDN procedural bylaw. Individuals involved in the current review of the RGS are one group that may have interest in the proposed amendment as it relates to the draft sustainability principles.

Objectives

The objectives of the consultation on the amendment are to:

- Meet the minimum statutory requirements of the *Local Government Act* for consulting with the public and concerned stakeholders;
- Reach consensus of all partners in the RGS on the proposed amendment; and
- Ensure that the public and stakeholders agree that the amendment will not affect the regional sustainability goals of the RGS.

Consultation Process

The proposed consultation process for the RGS amendment is intended to fulfill the requirements of the *Local Government Act* and provide opportunity to resolve any issues that members of the RDN may have early in the process. This is important because all member municipalities and adjacent regional districts must accept the proposed RGS amendment prior to Board adoption.

The flow chart in the appendix outlines the process for making an amendment to the RGS and OCP. The Regional Board has already given its support to consider the application based on the recommendation of the Electoral Area Planning Committee and the Sustainability Select Committee. The proposed amendment process for the application is as follows:

- The Board would approve the consultation plan for the OCP and RGS amendments.
- Consultation (public, province, municipalities) for both OCP and RGS amendment bylaws as per the requirements in the *Local Government Act* and RDN Bylaw 1432.
 - A copy of the application will be forwarded to the elected officials and planning staff for all member municipalities and adjacent regional districts. RDN staff will work with these other local governments to address any concerns or recommendations regarding the implications of the application for the goals of the RGS.
 - The application will be forwarded to First Nations, school districts, improvement districts and senior government agencies. These organisations will be invited to provide comments on the applications or speak with RDN staff with their recommendations.
 - A public information meeting will be conducted for the application. The proponent would present their proposal, the public would have an opportunity to ask questions and identify any potential issues from their perspective.

- Board (Electoral Area Directors only) grants OCP amendment bylaw 1st and 2nd reading.
- Referral of the OCP bylaw amendment to adjacent municipalities and the Intergovernmental Advisory Committee for comment. The Committee reviews the proposal, staff assessment and comments to date to make recommendations in relation to the RGS.
- A staff report would be prepared for the Sustainability Select Committee that would provide information about the proposal and the Intergovernmental Advisory Committee recommendations. The Sustainability Select Committee reviews the proposal and required RGS amendments then makes a recommendation to the Board.
- Board grants 1st and 2nd reading for RGS amendment.
- The RDN Board is required to conduct a public hearing for both the OCP and the RGS amendment. The public hearing for the OCP and RGS amendment can be held at the same time, in the same location.
- The proposed amendment is submitted to each member municipality, adjacent regional district and the Minister of Community and Rural Development. The statutory requirements of the *Local Government Act* give the local governments 120 days to accept or refuse the RGS amendment. Acceptance by each local government is required for the amendment to proceed to adoption. If one or more local governments do not accept the amendment, then it must go through the statutory dispute resolution process as directed by the Minister.
- Board (Electoral Area Directors only) grants OCP amendment bylaw 3rd reading.
- OCP bylaw is submitted to the Minister of Community and Rural Development for approval.
- Board grants 3rd reading for RGS amendment.
- Board adopts RGS bylaw amendment.
- Board adopts OCP bylaw amendment.

Dispute Resolution

If consensus cannot be reached among member and adjacent local governments, then the Minister of Community and Rural Development will direct the dispute resolution process. The Minister may either choose non-binding resolution or a final settlement process depending on the circumstances. In the non-binding resolution process, the conflicting local governments meet with an independent facilitator to reach consensus. If consensus is not reached, then the amendment must go through the final settlement process which may be the settlement by a panel of elected officials or independent arbitrator.

Advertising

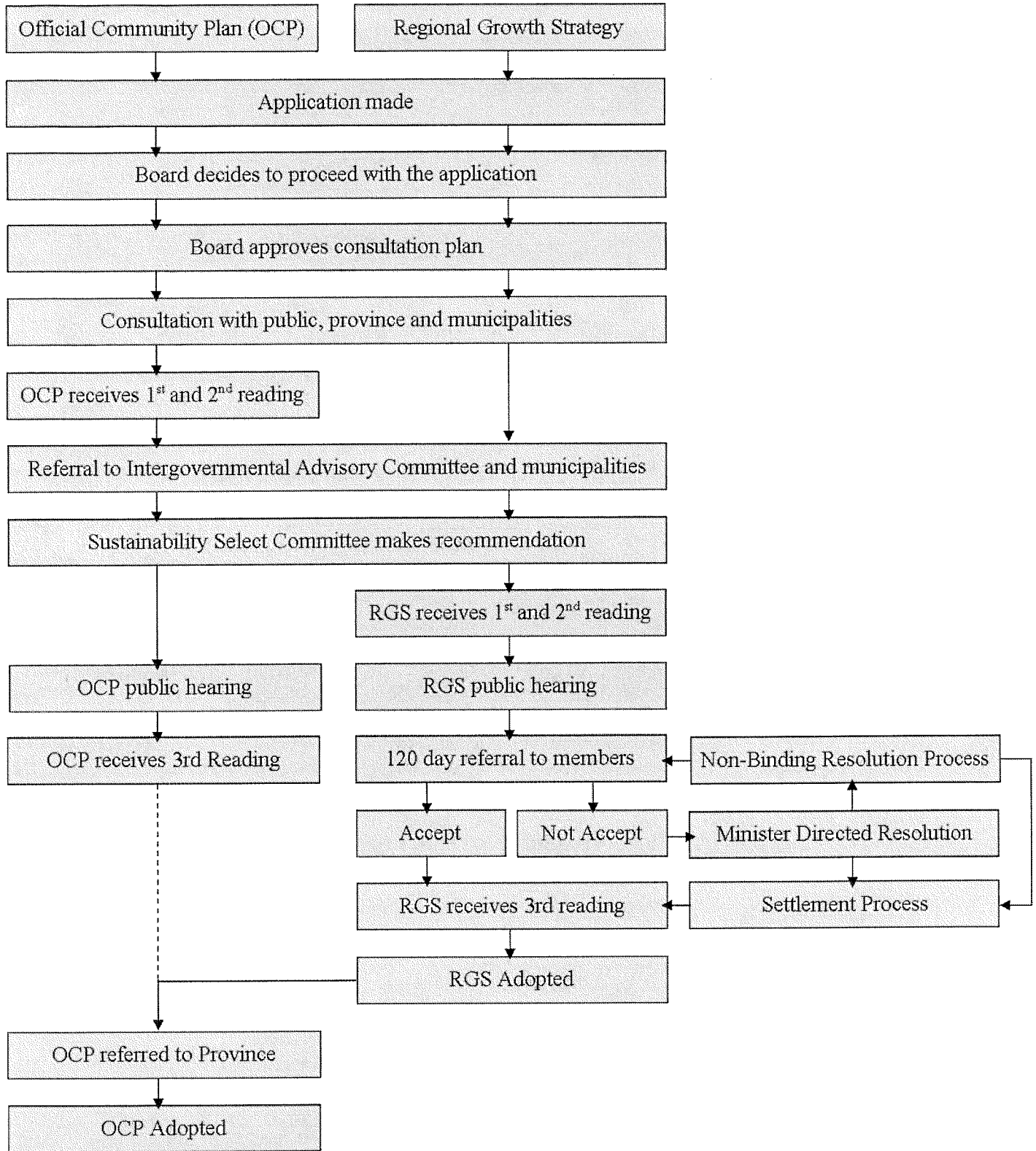
The RDN is required to provide the public opportunities to speak to the bylaw amendment either through formal submission or by attendance at the public information meeting or public hearing. Notices will be in the major regional newspapers to advertise the public hearing as per the requirements of section 882 of the *Local Government Act*. As a bylaw that also alters the density of existing land uses in the OCP, land owners of properties within 200 metres of the parcel under consideration for bylaw amendment will receive written notice.

Anticipated timeline for amendment

2010	
Board adopts the consultation plan	June
Application forwarded to stakeholders	July - September
Staff discuss application with member municipalities	September - October
Public information meeting held	September - October
OCP bylaw given 1 st and 2 nd reading by the Board	November
Intergovernmental Advisory Committee assessment of proposal	November - December
2011	
Submission to Sustainability Select Committee	December
RGS bylaw given 1 st and 2 nd reading by the Board	January
Public hearing held for OCP and RGS amendments	February
OCP bylaw given 3 rd reading by the Board	March
Municipalities and regional district accept or reject RGS amendment	March - June
OCP amendment submitted to the Province for approval	July
RGS bylaw given 3 rd reading and adopted by the Board	August
OCP bylaw adopted by the Board	September

This timeline is based on the assumption that there will be no opposition to the proposed RGS amendment, and that it will be accepted by member municipalities and adjacent regional districts. The Board cannot adopt the OCP and RGS amendment unless the changes to the RGS are accepted by each member municipality and adjacent regional district.

Appendix – Legislated Amendment Process for the Regional Growth Strategy





CAO APPROVAL		✓
EAP		
COW	✓	June 8 '10
MAY 28 2010		
RHD		
BOARD		

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: May 25, 2010

FROM: Sean De Pol
Manager, Wastewater Services

FILE: 5330-20-GNPC-DIG#3

SUBJECT: **Greater Nanaimo Pollution Control Centre
Detailed Design for the Digester 3 Project**

PURPOSE

To consider awarding the engineering services to AECOM for the detailed design and tendering services for the new Digester 3 at the Greater Nanaimo Pollution Control Center.

BACKGROUND

The solids processing stream at the Greater Nanaimo Pollution Control Center (GNPCC) consists of primary sludge thickening, anaerobic digestion and centrifuge dewatering. The digestion process is at the design capacity of the existing two digesters. AECOM has recently completed the Functional Design Report for the new Digester 3 and the associated upgrades to the existing solids handling process stream. RDN operational staff review and input has been incorporated into this final report.

In addition to addressing the current solids handling capacity requirements, Digester 3 will also be able to accommodate the sludge that will be generated once the GNPCC is upgraded to secondary treatment in 2015. It will have a capacity of 3,900 m³, which is roughly double the size of the existing digesters, and it will serve the digestion capacity requirements of the GNPCC until 2022. Innovative features considered for the new Digester 3 include the following:

- energy efficient mixing system;
- fully automated process that reduces operator time;
- production of higher levels of biogas for use in the cogeneration engine; and
- less odorous operation than the existing digesters.

The next stage of the project is to complete the detailed design and tendering of the construction contract for Digester 3. This expansion is a high priority for the GNPCC operations. Starting the detailed design in June 2010 would allow for tendering of the construction contract in January 2011. This schedule will ensure that construction can begin in late spring 2011 allowing for completion of the deep excavation and civil works prior to begin of the wet weather season, fall 2011.

AECOM has proposed a budget of \$347,687, excluding GST, to complete the Digester 3 detailed design and tendering services. The Functional Design Report construction cost estimate for Digester 3 is \$6,200,000. The AECOM engineering fee proposal is 5.6% for the detailed design which is within the industry expected range of 5.5% to 6.5% for a project of this size.

ALTERNATIVES

1. Award the detailed design and tendering services for the new Digester 3 at the Greater Nanaimo Pollution Control Centre to AECOM.
2. Issue a Request for Proposals to attract design proposals from other engineering consulting firms.

FINANCIAL IMPLICATIONS

Alternative 1

The costs for the completion of this project are as follows:

	Cost Estimate
Functional Design (Completed)	\$ 92,000
Detailed Design Services	\$ 347,687
Construction Services and SCADA Programming	\$ 250,000
Equipment Procurement	\$ 300,000
General Construction	\$ 6,200,000
General Project Expenses (geotechnical, permits, ...)	\$70,000
Project Contingency	<u>\$ 540,313</u>
Total Project Cost	\$ 7,800,000

AECOM's fees for the detailed design services of the Digester 3 project will cost \$347,687. Construction services and SCADA programming will be awarded at time of tender. Tendering for construction of the Digester 3 project is scheduled for early 2011.

Alternative 2

Although other engineering firms may offer comparable rates, given AECOM's experience with this project and that they are the RDN contract engineers, staff believe it is advantageous to engage them for the engineering services component of this project. RDN staff do not believe there is any advantage gained by this alternative.

SUMMARY/CONCLUSIONS

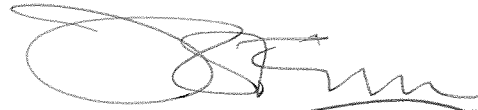
The construction of Digester 3 is a high priority for the operations of the GNPCC. The digestion process is at the capacity of the two existing digesters. The functional design has been completed by AECOM and reviewed with the RDN operational staff. AECOM has submitted a proposal for engineering services to continue with the detailed design and tendering services for this project. It is important for project implementation that this detailed design work be started in June 2010 to allow for tendering early in 2011 and completion of the excavation and civil works prior to the wet weather in the fall of 2011.

RECOMMENDATIONS

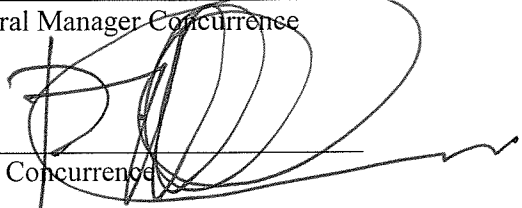
1. That the Board award the detailed design and tendering services for the new Digester 3 at the Greater Nanaimo Pollution Control Centre to AECOM for \$347,687.
2. That funds from the Southern Community Development Cost Charge Reserve Fund be used for the Greater Nanaimo Pollution Control Centre Digester 3 Project.



Report Writer



General Manager Concurrence



A/ CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, MAY 20, 2010
AT OCEANSIDE PLACE, 2:00PM**

Attendance: Frank Van Eynde, Electoral Area 'E', Chair
Dave Bartram, Director, RDN Board
Reg Nosworthy, Electoral Area 'F'
Teresa Patterson, Councillor, City of Parksville
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 Services
Anne Porteous, Recreation Programmer
Marilynn Newsted, Recording Secretary

Regrets: Jack Wilson, Councillor, Town of Qualicum Beach

CALL TO ORDER

In response to the National Lifejacket Day May 20th Challenge to have Canadians wear a lifejacket all day in awareness of water safety, a photo of Commission members and staff all wearing life jackets was taken and will be forwarded to the Canadian Red Cross, by Ms. Porteous the Aquatic Recreation Programmer. She noted over 400 hundred Canadians drown annually, 200 alone in summer boating accidents. Research showing the number one cause of drowning is not wearing a life jacket or wearing it improperly.

Chair Van Eynde called the meeting to order at 2:07pm.

MINUTES

MOVED Commissioner Bartram, SECONDED Commissioner Flynn, that the Minutes of the District 69 Recreation Commission meeting held April 15, 2010, be approved.

CARRIED

MOVED Commissioner Nosworthy, SECONDED Commissioner Flynn, that the Minutes of the District 69 Recreation Commission Grants Committee meeting held May 7, 2010, be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

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

- G. Prescott, Errington Therapeutic Riding Association, Re: Grant Thank You
- D. Banman to Professional Environmental Recreation Consultants Ltd., Re: Consulting Services Agreement Sportsfields and Recreation Facilities 2010 Usage Survey

- C. Nicol-Dowe, BC Seniors Games, Re: Presentation Thank You

CARRIED

FUNCTION REPORTS

Oceanside Place

Mr. Banman briefly summarized the April Oceanside Place Report.

Ravensong Aquatic Centre/Recreation Coordinating

Mr. Banman reviewed the Ravensong Aquatic Centre/Recreation Coordinating Report for the month of April.

Mr. Osborne noted a second round of tenders will be issued the first week of June for the Aquatic Centre upgrade project. He noted in addition to the upgrade work, staff have also created a list of projects to improve the facility esthetics (such as painting and tile work) which may be completed during the shut down period and which would provide an inviting return to the facility for the public.

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

Mr. Osborne summarized the April Community Parks and Regional Parks and Trails Projects Report for the Commission.

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

CARRIED

NEW BUSINESS

Grants Committee Recommendations

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the following District 69 Recreation Youth Grants be approved:

Community Group	
Arrowsmith Community Enhancement Society - sports equipment	2,464
Erik Goetzinger BMX Society Qualicum Beach - ram (for start gate) and generator	2,500
Kwalikum Senior Secondary School Prom and Dry Grad Committee	1,250
One Five One Outreach Association - insurance, rent and utilities	2,500
Qualicum and District Curling Club - helmets and shoes	2,000
Oceanside Community Arts Council - Youth Theatre program costs	800

CARRIED

MOVED Commissioner Flynn, SECONDED Commissioner Nosworthy, that the following District 69 Recreation Community Grants be approved:

Community Group	
Family Resource Association - room rental	1,035
Oceanside Community Arts Council - Youth Arts Day Camp supplies	225
The Old School House - Harvest of Music - van rental	1,200
Parksville Curling Club - building exterior painting materials	2,000
Parksville and District 69 Team - transportation	1,400
Qualicum Beach Historical and Museum Society - children's day event costs	752
Wildwood Community Church - projector	1,000

CARRIED

RDN District 69 Athlete Recognition Policy Report

Mr. Banman reviewed the District 69 Athlete Recognition Policy Report.

Chair Van Eynde noted he did have the opportunity to attend the Gold Medal Presentations held on May 29, at the City of Nanaimo for athletes who had medaled.

MOVED Commissioner Patterson, SECONDED Commissioner Bartram, that the District 69 Recreation Recognition Program Policy be approved as presented in *Appendix A*.

MOVED Commissioner Patterson, SECONDED Commissioner Bartram, that the District 69 Recreation Recognition Program be implemented beginning in the fall of 2010 which includes a certificate, RDN lapel pin and a \$75 RDN recreation program voucher.

CARRIED

Cyclone Taylor Cup Grant Report

Mr. Banman noted the Cyclone Taylor Cup event did generate almost \$1,200, in revenue; however, all the final bills have not been received. Staff have requested the Cyclone Taylor Cup Committee provide a final report once all the invoices have been paid, which should also include the disbursement of any residual funds.

School Community Connections – Supporting Neighbourhood Learning Centres

Mr. Banman reviewed the 2010 Program and Application Guide for Supporting Neighbourhood Learning Centres, stating he was able to receive an application deadline extension from the June 4 date to June 14, 2010. He noted he has discussed the grant with the School District 69 Treasurer and both see the need and the opportunity provided. However it appears that time constraints will prevent an application from being completed.

COMMISSIONER ROUNDTABLE

Commissioner Bartram noted the attendance of some members of The Hand at the Citizen's Forum he recently attended, stating he appreciated their involvement, enthusiastic participation and input at the meeting.

Commissioner Procter gave a brief summary and distributed a written report on his attendance at the BCRPA Symposium held May 12 to 14 in Penticton.

Commissioner Patterson noted the following items:

- the new boardwalk on Parksville Beach is officially open
- the City will be removing 22 hazard trees in the Ocean Trails area
- the City will be installing a new entrance sign at the south highway turnoff to replace the familiar beach scene sign

Commissioner Nosworthy noted the following items:

- Sport Night attendance numbers are growing
- Jerry Barnum is providing guitar lessons in the Community
- a one week youth camp will be held this summer and will include instruction in marimba and African drumming
- the Recreation Coordinator is currently planning summer activities and fall programming

Commissioner Flynn noted the following items;

- the School District budget has been approved, the expectation is there will be 280 fewer students in the District, which will result in the lay off of two trade staff, the loss of twelve teachers and an adjustment to custodial routines throughout the school district
- The Minister of Children and Families visited the District to review the status of new Family Place facility project.
- The School Board has purchased property on Springhill Road and all operations and maintenance will be moved to the site, including the transportation services out of the Town of Qualicum Beach
- the new Alphabet Walk and the Safety Village will be launched at Family Days in Qualicum Beach
- Ballenas Dry Grad was held last weekend and Kwalikum Secondary's will be held next weekend.

ADJOURNMENT

MOVED Commissioner Bartram that the meeting be adjourned at 3:25pm.

Frank Van Eynde, Chair



**REGIONAL
DISTRICT
OF NANAIMO**
RECREATION AND PARKS

RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
MAY 10 2010	
RHD	
BOARD	
Dist. 69 - May 20, 2010	

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: May 6, 2010

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: District 69 Performance Recognition Program - Policy

PURPOSE

To provide a policy for review and approval by the District 69 Recreation Commission and Regional Board pertaining to the recognition of individuals or organizations who have achieved “gold medal” status at Provincial or higher level competitions.

BACKGROUND

At the April 15, 2010, regular meeting of the District 69 Recreation Commission the following resolution was passed instructing staff to develop procedures and a policy for the delivery of a program which would recognize the achievements of area residents who have achieved a first place standing at a provincial or higher event.

“That staff be directed to develop a recognition program for local groups or individuals that reside either in the City of Parksville, the Town of Qualicum Beach or Electoral Area’s E, F, G and H and have won a Provincial, Western Canadian, National or World championship for the District 69 Recreation Commission’s consideration.”

Discussion at the meeting centered on the type of recognition to be given (certificate, lapel pin, engraved medal), hosting of a recognition presentation and associated costs. Although there was general consensus among Commission members that the awarding of another medal seemed redundant, the Commission requested staff include in the development of the program a listing of possible types of recognition to be considered.

Local representatives from the B.C. Seniors Games appeared as a delegation at the April 15, 2010, meeting and presented a similar program currently in place in the City of Nanaimo which is administered by the Nanaimo Parks, Recreation and Culture Department. An RDN staff report titled **District 69 Provincial Championship Athlete Recognition Program** outlining a concept, issues for consideration, costs and a staff recommendation that a policy and procedures for a program be developed was also presented to the Commission at the same meeting. Program costs in both the staff report and table below are based on 60 recipients.

RECOGNITION PROGRAM OPTIONS

Option				Total Cost
1	Letter of congratulations signed by District 69 Commission Chair and RDN Board Chair	Refreshments \$100	Lapel Pin \$75	\$175
2	Letter same as above	Refreshments \$100	Distinctive (colour) "Performance" pin \$100	\$200
3	Certificate \$75	Refreshments \$100	Lapel Pin \$75	\$250
4	Certificate \$75	Refreshments \$100	"Performance" pin \$100	\$275
5	Certificate \$75	Refreshments \$100	Medals \$500 Engraved \$525 name year and event	\$1,200

A recognition program would include public acknowledgement by the District 69 Recreation Commission and potentially a token gift to award recipients. Costs associated with the proposed program are outlined in this table and are based on sixty recipients. Although five different options are presented, there are only three main variables (certificates, refreshments, gifts) which make up these options.

Other combinations of the variables (i.e. refreshments and medals) are possible and could be selected by the Commission or Board. Additional staff time to administer the program is not included. Staff time for the administration of any program would be added to existing responsibilities of Department staff.

ALTERNATIVES

1. That the Regional District of Nanaimo Board approve the Performance Recognition Program Policy for District 69 as outlined in *Appendix A*.
2. That the Regional District not approve the Performance Recognition Program as outlined in *Appendix A* and provide alternative direction.

FINANCIAL IMPLICATIONS

A recognition program has not been budgeted in the 2010 Northern Recreation Community Services Annual Budget and funding would need to come from existing sources and at the expense of other programs or services if implemented in 2010. Four of the options identified by staff are projected to cost less than \$1000 per year making it viable to begin the recognition program in 2010 if so approved. Depending on the number of recipients, costs for the program would fluctuate yearly.

CITIZEN IMPLICATIONS

The Performance Recognition Program will be highlighted in the RDN Active Living Guide and website, along with information on the nomination process and related forms.

Nomination forms can be completed by athletes, coaches or associations representing individuals, teams or groups who have achieved "gold medal" status at Provincial or higher level competitions. Nominations will be accepted at any time

A bi-annual presentation ceremony will be held in the spring and fall, in conjunction with a District 69 Commission meeting or during a special dedicated reception.

Staff anticipate scheduling ninety minutes for the presentation ceremonies, which would include time for opening remarks, the presentation to recipients, an informal visit and the serving of refreshments.

SUMMARY

At the April 15, 2010, regular meeting of the District 69 Recreation Commission, a staff report was reviewed which outlined a program to recognize individuals who reside in the City of Parksville, the Town of Qualicum Beach or Electoral Area's 'E', 'F', 'G' and 'H' and who have achieved a first place standing at a Provincial or higher competition.

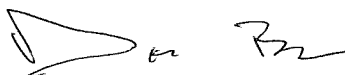
Representatives from the B.C. Seniors Games also appeared at the April 15 Commission meeting requesting a local recognition program. At the same meeting the District 69 Recreation Commission passed a resolution requesting staff draft a policy and develop a recognition program.

Within this report staff have presented a policy and recognition program for review and approval. Factors considered in the development of both were, projected program costs which would vary depending on the level of recognition given, the type of leisure pursuits that would be eligible under the policy, a nomination process and the frequency of public recognition. Option two presented above in the table titled **Recognition Program Options** under the Background section of the report provides the best balance between distinct recognition (performance lapel pin), public acknowledgement (reception), individual keepsake (lapel pin and frameable congratulatory letter) and cost effectiveness (\$200).

It is recommended that the policy be approved beginning in 2010 in order for local recognition of individuals or organizations who have achieved "gold medal" status at Provincial or higher level competitions.

RECOMMENDATION

- 1) That the District 69 Recreation Recognition Program Policy be approved as presented in *Appendix A*.
- 2) That beginning in 2010, the Recognition Program Option 2 be implemented which includes a letter of congratulations signed by the District 69 Commission Chairperson and Regional Board Chairperson and a "Performance Pin".



Report Writer



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT: <i>Performance Recognition for District 69</i> <i>(Recreation and Parks)</i>	POLICY NO: CROSS REF.:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE:	PAGE: 1 of 1

PURPOSE

To establish a policy for the recognition of individuals or groups who have achieved a gold medal or first place standing in a provincial, inter-provincial, national or international sport or arts competition.

POLICY

Performance Recognition is given to:

1. Gold medalists in a recognized sport at a provincial, inter-provincial, national or international championship.
2. Gold medalist or highest standing in visual or performing arts in a provincial, inter-provincial, national or international competition.
3. Residents of Electoral Area's 'E', 'F', 'G' and 'H', City of Parksville or the Town of Qualicum Beach.
4. Amateur athletes, performers and artists.

Nominations must be made in writing using the applicable nomination form, providing details of the recipient and the competition.

Eligible recipients will be recognized by the District 69 Recreation Commission during a regular meeting or at a special meeting/ceremony.



Performance Recognition Program Nomination Form

Nominee's Name _____

Address _____

Postal Code _____ Telephone _____

Email _____

Sport or artistic endeavour _____

Name of club/association represented _____

Circle the appropriate level of competition/championship/arts festival:

Provincial Inter-Provincial National International

Name of competition/championship/arts festival _____

Place/ rank/ standing achieved _____

Date of competition/championship/arts festival _____

Nominated by _____ Signature _____

Address _____

Postal Code _____ Telephone _____

Email _____

Date Submitted _____

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD WEDNESDAY, MAY 19, 2010
AT CEDAR HERITAGE CENTRE, 7:00PM**

Attendance: Joe Burnett, Director, RDN Board
Dawn Burnett
Shelagh Gourlay
Marlies Newton
Chris Pagan
Kerry-Lynn Wilson
Krista Seggie

Staff: Dan Porteous, Superintendent of Arenas and Southern Recreation Services
Lesya Fesiak, Parks Planner
Marilynn Newsted, Recording Secretary

Regrets: Shannon Wilson
Ryan Rangno

CALL TO ORDER

Chair Burnett called the meeting to order at 7:18pm.

MINUTES

Chair Burnett noted the minutes of the March meeting under the *Commissioner Round Table* paragraph seven, should read "...of the development, a three metre trail..." and he also noted Commissioner Seggie was not in attendance at the meeting, although she had been noted as attending in the minutes.

MOVED Commissioner Seggie, SECONDED Commissioner Newton, that the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held March 17, 2010, be approved as amended.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner K. Wilson, SECONDED Commissioner Gourlay, that the following correspondence be received:

- K. Seggie, South Wellington and Area Community Association, Re: Reiki Program – Grant Report Submission
- K. Seggie, South Wellington and Area Community Association, Re: Badminton Program – Grant Report Submission
- Cedar Family Community School, Re: Camp for Kids – Grant Report Submission

- K. St. Cyr, Cedar School and Community Enhancement Society (CSCES), Re: Run, Jump, Throw Program – Grant Report Submission
- J. Burnett to Cedar Community Hall Association, Re: Grant Approval
- J. Burnett to South Wellington Elementary School, Re: Grant Approval
- J. Burnett to Yellow Point Drama Group, Re: Grant Approval
- J. Burnett to Cedar Family of Community Schools, Re: Grant Approval
- K. Seggie, South Wellington Elementary PAC, Re: Issues Regarding Equipment Purchase

MOVED Commissioner K. Wilson, SECONDED Commissioner Gourlay, that the correspondence be received.

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

Mr. Porteous reviewed the correspondence received from the Community School Coordinators on behalf of Cedar School and Community Enhancement Society (CSCES) regarding the return of the 2008 Run, Jump, Throw Program grant in the amount of \$876. The Coordinators have requested the grant funding of \$876 be reallocated to CSCES for the 2010 Cedar Fun Zone summer program.

MOVED Commissioner Seggie, SECONDED Commissioner Gourlay, that the unused grant funds of \$876 for the 2008 Run, Jump, Throw Program be reallocated to the Cedar School and Community Enhancement Society 2010 Cedar Fun Zone summer camp, subject to the receipt and staff approval of a clear, detailed program budget.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects February to April 2010

Ms. Fesiak presented the Community Parks and Regional Parks and Trails Projects report for the months February through April.

At the request of the Commission, Ms. Fesiak reviewed the differences between a regional and a community park, stating that regional park criteria is currently being reviewed and finalized by park staff. Several factors distinguish a regional park from a community park, but size and landscape significance (ecological or cultural) are key:

- Size - a regional park must be a minimum of 5 acres if coastal waterfront or a minimum of 50 acres in all other cases.
- Landscape Significance - a regional park must represent a significant ecological or cultural site (or in some cases both cultural and ecological)

The Commission inquired about the possibility of publishing a park and trails guide for community parks similar to “Breathe”, the Regional Parks & Trails Guide. Ms. Fesiak explained that the parks website will soon be updated to include more photos and information on community parks and that this would be a first step for any future guide development.

Recreation and Culture Report March and April 2010

Mr. Porteous briefly reviewed the Recreation and Culture Report for March and April.

Commissioner Newton stated the sandwich board display at the 49th Parallel Store was a brilliant idea and suggested a second sandwich board display at the ESSO Station may catch the attention of the high school students. Commissioners suggested the web site address should be included on the sandwich boards.

Commissioner Gourlay requested staff include attendance numbers in future reports.

Commissioner Gourlay requested written reports be provided by staff or Commission members who attend conferences or workshops on behalf of the Commission.

MOVED Commissioner D. Burnett, SECONDED Commissioner K. Seggie, that the Reports be received.

CARRIED

NEW BUSINESS

Reserve Fund Electoral Area 'A' Recreation and Culture Service

Mr. Porteous advised the Commission the reserve fund for Electoral Area 'A' Recreation and Culture Service has received Board approval and will be considered in annual budget planning.

Cedar Heritage Centre Update

Mr. Porteous stated the two meetings held with Cedar School and Community Enhancement Society (CSCES) have been very favourable regarding a future office space for the RDN Recreation Programmer in the Cedar Heritage Centre and working in concert with CSECS to manage and operate the facility. Staff will continue to work together with CECES to explore terms of a renewal agreement for Commission endorsement and Board approval by October 2010.

Cedar Heritage Tot Park Update

Ms. Fesiak reported the general maintenance on the Cedar Heritage Tot Park is the responsibility of the Cedar School and Community Enhancement Society.

Annual inspections of the park are provided by Regional District, as park staff are certified to do the CSA Standard inspections. The last inspection was completed in April 2010.

It was observed that one of the wooden posts surrounding the park has a large splinter and has not been repaired. Commissioner Gourlay requested staff check to ensure the splinters in the wood around the park are repaired or some type of a cover, such as rubber be installed, to cover the wood. CSCES will be contacted about the process for maintaining and repairing the park.

Commissioner Gourlay stated the Cedar Heritage Tot Park project was a joint effort, funded by the Cedar School and Community Enhancement Society (CSCES), the Vancouver Foundation, the Nanaimo Foundation and with donations from the Community.

Morden Colliery Trail Update

Ms. Fesiak presented a verbal update regarding the Morden Colliery Trail restoration and the redesign of the park entrance, stating the conceptual design has been approved. Ms. Fesiak explained that the project will proceed with certain check points at which time staff must be on site to supervise work, such as the removal of fill from the base of trees, or to approve completed work, such as site prep prior to planting. Ms. Fesiak also displayed the conceptual design of the entrance plaza pointing out some of the features for the Commissioners.

49th Parallel Grocery Store Bulletin Board

Mr. Porteous confirmed the bulletin board at the 49th Parallel Grocery Store is owned by CSCES and Ms. Plaxton, at Cedar Heritage Centre, is the person responsible for the board. Ms. Gourlay maintains the board as a volunteer for the organization. Mr. Porteous stated Ms. Fryer made arrangements with the grocery store to allow a sandwich board display at the store rather than using the bulletin board as it is very full of information and she was unsure whether or not her information would be clearly displayed as desired.

Exterior Lighting and Roof Repair Cedar Heritage Centre Update

Mr. Porteous reported a staff resource will visit the facility by the end of June and report on the status of the roof repairs required. Staff will then get the work completed, which will also include the exterior lighting slated for the entranceway of the facility close to the roadside.

School District 68 Courts Resurfacing

Mr. Porteous met briefly with School District 68 staff who advised him the resurfacing of school courts for ball hockey and other activities would be a low priority within the maintenance budget. However, the School District would be interested in exploring partnership alternatives such as funding through the Regional District with work completed through the School District. Mr. Banman, Manager of Recreation Services with the Regional District is contacting the School District to follow up on this process.

Mr. Porteous noted, Mr. Brasses had contacted him again and advised cost estimates received for the resurfacing of the courts were very high and as an alternative his organization would be quite happy with fencing the courts at the Cedar Secondary School, which would be a much lower cost.

Mr. Porteous stated he will keep the Commission advised of the progress with the School District and also report back regarding the possible fencing of the high school courts.

Electoral Area 'A' Fees and Charges Policy for Recreation and Cultural Services

Mr. Porteous reviewed the Fees and Charges Policy report.

MOVED Commissioner D. Burnett, SECONDED Commissioner Seggie, that the Electoral Area 'A' Recreation and Culture Services Fees and Charges Policy be approved as outlined in Appendix A.

MOVED Commissioner D. Burnett, SECONDED Commissioner Seggie, that the annual fee increase, recovery rates, administration fee, and the revenue-sharing percentage ratio for Program

Instructor agreements associated with the 'A' Recreation and Culture Services Fees and Charges Policy be approved for 2010 - 2011 as outlined in Appendix B.

CARRIED

Electoral Area 'A' Recreation and Culture Services Financial Assistance Program

Mr. Porteous reviewed the Financial Assistance Program.

MOVED Commissioner Seggie, SECONDED Commissioner K. Wilson, that the Financial Assistance Program for the Electoral Area 'A' Recreation and Culture Services function be approved as outlined in Appendix A.

CARRIED

Program Evaluation

Mr. Porteous requested Commission's clarification and input regarding service delivery and program evaluation. Information will be compiled and presented to the Commission in the fall of 2010. The Commission will readdress this issue at the 2010 September meeting and plan accordingly for follow up strategies.

Master Plan/Recreation and Culture Services

Mr. Porteous reviewed the Electoral Area 'A' Recreation and Culture Services 2010 Priority List and the Master Plan Recommendation Chart handout, requesting Commissioners review the information prior to the September meeting, at which time the information will also be further discussed. Chairperson Burnett, suggested a one day workshop to address this information would likely be the most effective. The evaluation information could be addressed as well. Staff will consider opportunities and further inform Commissioners regarding this matter.

COMMITTEE ROUND TABLE

Commissioner D. Burnett stated she thought her attendance at the BCRPA Symposium was worthwhile and she would provide a written report at the next meeting.

Commissioner D. Burnett also noted she did attend, along with Ms. Fryer, a Partnership Protocol Workshop at the symposium presented by Participaction, which was very beneficial, especially the information on how to deal with partners in the community. She will expand further in her report to the Commission.

Commissioner Newton stated she was pleased Ms. Fryer has been able to establish so many programs in such a short time and that they have been well received in the community.

Commissioner Gourlay suggested Ms. Fryer's responsibilities be increased to include other tasks in addition to programming. She expressed concern that Area 'A' already has too many program offerings through a variety of organizations doing similar work and Ms. Fryer's time may be more effectively used for other priorities. She expressed concerns regarding duplication of service and future cancellations of programs due to insufficient registration and participation. These issues will be reconsidered at the end of the year when evaluating and prioritizing work plans for 2011.

Commissioner Seggie noted the following items:

- the fire hall recently was covered with a large amount of graffiti, however, with a quick response the graffiti was completely removed
- the Cranberry Fire District has issued a notice of "*No Backyard Burning*" as of May 15, 2010
- a meeting to discuss the proposed building inspection in Electoral Area 'A' will be held May 20, from 8:00pm to 2:00pm and May 21, from 12:00pm to 6:00pm, at Cranberry Hall
- \$1,400 was raised at the school plant sale
- the school will again be entering a float in the Empire Days Parade

Commissioner Seggie also stated the book noted in the Morden Mine News May Newsletter "*South Wellington – Stories from the Past*" by Tom Paterson, is an amazing read about the history of South Wellington. If people are interested in purchasing this book, they may want to do so soon as there is a limited number available.

ADJOURNMENT

MOVED Commissioner Seggie, that the meeting be adjourned at 9:25pm.

Chair



EAP	
COW	
APR 20 2010	
RD	
BOARD	
Area A Commission - May 19/10	

MEMORANDUM

TO: Dean Banman
Manager of Recreation Services

DATE: April 20, 2010

FROM: Dan Porteous
Superintendent of Arenas and Southern Recreation Services

FILE:

SUBJECT: Electoral Area 'A' Recreation and Culture Services Financial Assistance Program

PURPOSE

To seek Regional Board approval for establishing a Financial Assistance Program for the Electoral Area 'A' Recreation and Culture services function.

BACKGROUND

The Electoral Area 'A' Parks, Recreation and Culture Commission and staff recently discussed financial access issues regarding program service delivery for residents in Area 'A'. The discussion was related to the development of a fees and charges policy that would provide clear guidelines when establishing fees for the various programs offered. As the new Recreation Programmer is in the development stages of program planning and implementation, a need was identified to establish a financial assistance program in concert with the proposed fees and charges policy. A financial assistance program has been in place in District 69, offered through the Recreation and Parks Department for the past thirteen years. This program has been used as a model to develop the proposed Area 'A' Recreation and Culture Services Financial Assistance Program outlined in the report and attached as *Appendix A*.

The Financial Assistance Program provides guidelines and procedures regarding the process whereby residents with financial barriers may access funding to participate in recreation and culture services in Area 'A'. Similar to the District 69 model, the program includes a flexible, easy to access, and confidential process. Potential customers in need of financial assistance are interviewed by the Recreation Programmer to assess their eligibility for funding support. Potential customers eligible for funding are provided leisure guidance with respect to activity choices and alternative low cost or free community activities. Other potential funding sources for financial support including community programs like Kidsport and Jump Start are also discussed in terms of suitability and eligibility. The financial assistance program attached in *Appendix A* outlines the specific guidelines and criteria including such things as eligibility, options, funding amounts, uses of funding, and information regarding the process.

The program in District 69 has proven very effective over the years in assisting many individuals and families who struggle with financial hardship. By providing a similar program in Area 'A' residents who are in financial need will not necessarily be prohibited from participating in the programs offered.

ALTERNATIVES

1. To approve the Electoral Area 'A' Recreation and Culture Financial Assistance Program outlined in the report and attached as *Appendix A*.
2. To not approve the Electoral Area 'A' Recreation and Culture Financial Assistance Program outlined in the report and attached as *Appendix A* and to provide alternative direction to staff.

FINANCIAL IMPLICATIONS:

The Regional Board recently approved a recommendation by the Area 'A' Recreation and Culture Commission to allocate \$2,000 in the Electoral Area 'A' Recreation and Culture function budget for 2010 to support residents who have financial barriers to access programs offered through the Recreation and Parks Department.

Within the budgeted total, individuals are eligible for up to \$50 per year. For 2010 this would equate to forty individuals eligible for assistance if each individual used their full amount. If individuals require less funding assistance then more individuals could be assisted as per the demand. The budget would be monitored throughout the year to maintain the overall funding envelope. The program will be evaluated on an annual basis in relation to the annual budget process and funding may be adjusted depending on need. The annual proposed increases in the fees and charges process through the five year financial planning process may also be reflected in the financial assistance program. For instance, if the 3% increase currently proposed in the five year financial plan is approved then a 3% increase would be considered for the \$50 total for individuals and to the overall \$2,000 total of the financial assistance program when the program is evaluated in 2011.

The funding totals for Electoral Area 'A' function are much lower than those associated with District 69, which include a \$123 eligibility total for individuals and total funding envelope of approximately \$10,000. Electoral Area 'A' is a much smaller in terms of population, overall budget and perceived need. As needs, demographics and RDN financial resources shift, so may the subsidy amounts.

Should the financial assistance program not be approved the funds will be reallocated to budget surplus.

SUSTAINABILITY / CITIZEN IMPLICATIONS

In public recreation it is imperative to consider access issues for all community members, while maintaining financial accountability. Although it is important to be sensitive to taxation subsidies, balanced with "user pay" formulas, it is as important to consider the social, physical and economic fabric of the communities that are served. The social and physical well being of all area residents is paramount in the delivery of recreation and culture services, and removing barriers is a key to enhancing participation. Many individuals and families can afford recreation and culture programs, but there are those who are unable to do so. By committing some funds to assist some residents, financial hardship can be overcome and these individuals can participate fully in the programs offered. Increased participation can lead to many things including increased health benefits, resulting in a higher quality of life.

SUMMARY

The Electoral Area 'A' Parks, Recreation and Culture Commission recently endorsed the development of a financial assistance program for the Recreation and Culture Services function. Staff have developed the proposed financial assistance program based on a similar model provided through the RDN Recreation and Parks Department in District 69.

The financial assistance program would provide accessible opportunities for residents of Area 'A' who have financial barriers prohibiting them from participating in local recreation opportunities. The program includes an interview process to determine resident eligibility and is designed to be flexible, easily accessible, and confidential.

Funds in the amount of \$2,000 have already been approved by the Regional Board to be allocated in the 2010 budget.

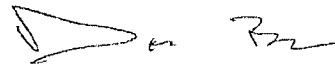
Given the success of the District 69 program and the benefits such a program would have in relation to the development of recreation and culture services in Area 'A' it is recommended that the Financial Assistance Program for the Electoral Area 'A' Recreation and Culture Services function be approved.

RECOMMENDATION

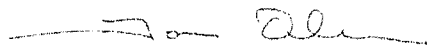
That the Financial Assistance Program for the Electoral Area 'A' Recreation and Culture Services function be approved as outlined in *Appendix A*.



Report Writer



Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence

APPENDIX A

ELECTORAL AREA 'A' RECREATION AND CULTURE SERVICES FINANCIAL ASSISTANCE PROGRAM

Purpose

To provide financial support to individuals and families who have financial barriers so they may have enhanced opportunities to participate in recreation and culture programs offered through the RDN Recreation and Parks Department.

Criteria / Guidelines / Process

The RDN Recreation and Parks Department is dedicated to making the Financial Assistance Program confidential, easy to access, and flexible to meet individual needs.

Eligibility:

- No proof of income is required.
- Individuals and families residing in Electoral Area 'A' are eligible.

Funding Options:

- Many options are available and negotiable depending upon the individual's and/or a family's situation.
- Ranges from partial to full subsidies for department programs.
- Payment plans may be permitted dependent upon circumstances.

Amount:

- Any individual is eligible for up to \$50 per year.
- Individual subsidies are transferable to other family members as needed (a parent may use his/her subsidy towards his/her children in addition to the children's individual subsidy).
- Funding for the Financial Assistance Program is limited to an annual allocation to be reviewed each year during the annual budget process.

Uses:

- Financial assistance is only available to residents in Area 'A' when registering in recreation and culture programs offered through the RDN Recreation and Parks Department.
- Financial Assistance cannot be used to register for other programs offered by other organizations.

Process:

- Residents apply by contacting the Recreation Programmer.
- Potential customers eligible for assistance are interviewed.
- Customers are asked about their income and other relevant circumstances including family profile, employment issues, social assistance, and funding needs and any financial contribution.
- Customers are offered leisure guidance as applicable and other low cost or free similar community opportunities are explored. Alternative funding sources are also explored including programs such as Kidsport and Jump Start.
- Once confirmed for assistance, individuals are registered for the applicable program(s) and added to the class lists.
- Information is recorded and filed for future reference.
- Confidentiality is maintained throughout the process.



CAO APPROVAL	
EAP	
CCW	
APR 20 2010	
RHD	
BOARD	
Area A Commission - May 19 '10	

MEMORANDUM

TO: Dean Banman
Manager of Recreation Services

DATE: April 20, 2010

FROM: Dan Porteous
Superintendent of Arenas and Southern Recreation Services

FILE:

SUBJECT: Electoral Area 'A' Fees and Charges Policy for Recreation and Cultural Services

PURPOSE

To seek Board approval to establish a Fees and Charges Policy for the Electoral Area 'A' Recreation and Culture Services function. To set the proposed rates regarding fee increases, recovery rates and administration fee and for 2010-11.

BACKGROUND

A newly formed Electoral Area 'A' Parks, Recreation and Culture Commission, established in January 2009, is now fully functioning with a full - time Recreation Programmer since September 2009. The Programmer is in the development stages of program planning and implementation and there is now need to establish a fees and charges policy. Such a policy would provide clear guidelines when establishing fees and charges for programs offered and being developed. The Recreation and Parks Department has a well established Fees and Charges Policy for the recreation services in District 69 that dates back to 1995. This model has been used to develop the Area 'A' Fees and Charges Policy proposed in the report and attached as *Appendix A*.

The policy includes an annual meeting timeframe, whereby a sub-committee of Commission members and staff would review fees and charges as per the terms of the policy and recommend any changes necessary to be implemented the following year upon approval by the Regional Board. Annual review meetings would take place in the Spring of each year to align with budget preparations.

The policy also outlines the criteria by which fees are established and the administration process including guidelines to be followed when developing programs. The key items to be reviewed annually include the following:

1. Percentage fee increase for annual ongoing programs

Each year a percentage increase is set in relation to program fees for the District 69 Recreation Coordinating function. This increase is associated with the annual budget and five year financial planning process. Currently, a 3% increase has been approved and it is proposed the Electoral Area 'A' fees and charges reflect the same, beginning in 2011. Any adjustment to the increase would be considered during the 2011 fees and charges review and the 2012 annual budget process.

2. Recovery rates and associated age categories

Recreation programs have been developed based on age categories. Fees are set in accordance with established recovery rates for each category to recover a percentage of direct program costs. Based on the current 100% overall cost recovery of revenues and expenditures for program development in Area 'A', it is proposed the recovery rates and associated age categories outlined in *Appendix B* be adopted. Each category would be set at 100% for the 2010-11 and would be reviewed annually beginning in 2011.

3. List of direct program costs

A list of direct program costs associated with program development, as noted in 2 above, include items as instructor wages, facility costs, supplies, etc., and are listed in the Policy for reference when establishing fees.

4. Annual administration fee

Similar to the District 69 model, an annual administration fee of 15% to cover department incidental costs associated with service delivery is being proposed. The administration fee covers items such as photocopying, promotions, etc.

5. Percentage split for Program Instructors operating as companies

As per the District 69 model a percentage split has been established when the Department works with Program Instructors (companies) to offer various program services. The percentage split is a minimum guideline when Recreation Programmers negotiate with the companies. It is proposed the percentage split for Area 'A' be consistent with District 69 and set at 70% / 30% respectively for the company and the Regional District.

The proposed items related to fees and charges including the annual fee increase, recovery rates, administration fee and percentage split for Program Instructors (companies) are outlined in *Appendix B*.

The policy and newly established fees and charges would take affect immediately after Board approval and would serve as a key operational guideline for the delivery of recreation and culture services being developed for Area 'A'.

ALTERNATIVES

1. To approve the proposed Electoral Area 'A' Recreation and Culture Services Fees and Charges Policy (*Appendix A*) and the associated annual fee increases, recovery rates, administration fee, and revenue-sharing percentage ratio for Program Instructor agreements (*Appendix B*).
2. To not approve the proposed Electoral Area 'A' Recreation and Culture Services Fees and Charges Policy (*Appendix A*) and the associated annual fee increases, recovery rates, administration fee, and revenue-sharing percentage ratio for Program Instructor agreements (*Appendix B*) and provide alternative direction to staff.

FINANCIAL IMPLICATIONS:

At present, there are no financial implications for establishing the Fees and Charges Policy. The 2010 budget includes proposed revenue and expenditures at a 100% cost recovery. This reflects the proposed recovery rates outlined in *Appendix B*. Future consideration regarding recovery rates and annual fee increases may have financial implications. These would be dealt with through the annual fees and charges review beginning in 2011.

If the Fees and Charges Policy is not approved, staff would require direction on other methods to develop program fees and charges. As an alternative fees and charges model would take time create, interim direction to staff may also be required.

SUSTAINABILITY / CITIZEN IMPLICATIONS

Providing guidance and direction in terms of a policy regarding the development of fees and charges will enhance the quality of program service delivery to the residents of Area 'A'. The formalized parameters associated with such a policy will help maintain a consistent approach for planning programs and serve long term delivery over the next number of years.

The key to sustainable program development is maintaining the balance between desirable programs, accessible and affordable services and the cost recovery. As long as the perceived value is deemed beneficial, customers will continue to participate. The financial bottom line is just one factor that has to be considered. The social and healthy well being of area residents and visitors needs to be considered.

Given these parameters in considering fees and charges, accessible and affordable recreation opportunities offered through the Recreation and Parks Department will provide residents a wide range of activity choices that will lead to healthier, active lifestyles assisting in the reduction of health care and other related intervention costs including policing and services provided through the Ministry of Children and Family Development or other similar programs.

For some residents program fees developed within the scope of the policy may still be unaffordable. A subsequent report includes a policy regarding the development of a financial assistance program for Area 'A'. The provision of a financial assistance program offered through the Recreation and Parks Department offers individuals and families with financial barriers additional support to participate in recreation and culture programs.

SUMMARY

The Electoral Area 'A' Recreation and Culture Services function is now fully operational with Commission and program staff in place. As part of the operational guidelines for program development, a Fees and Charges Policy has been proposed based on a similar model utilized in District 69 for the past fifteen years.

The policy includes criteria by which fees are established including guidelines to be followed when developing programs. In association with the policy and as part of the fees and charges process, rates have been proposed for 2010-2011 that would be applied as new programs are planned and implemented over the next two years. As noted in the proposed policy, fees and charges will be reviewed on an annual basis beginning in Spring of 2011. Any changes regarding fees and charges would be implemented for the calendar year 2012 as approved by the Board.

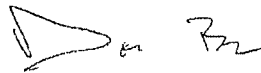
Establishing a fees and charges policy is imperative with respect to program development. Such a policy sets guidelines and provides a consistent approach to service delivery. Given the parameters and benefits considered in the development of a fees and charges policy it is recommended the Regional District approve the Electoral Area 'A' Recreation and Culture Fees and Charges Policy as outlined in Appendix A, along with the annual fee increase, recovery rates, administration fee, and revenue-sharing percentage ratio for Program Instructor agreements for 2010-11 (*Appendix B*).

RECOMMENDATIONS

1. That the Electoral Area 'A' Recreation and Culture Services Fees and Charges Policy be approved as outlined in Appendix A.
2. That the annual fee increase, recovery rates, administration fee, and the revenue-sharing percentage ratio for Program Instructor agreements associated with the Fees and Charges Policy be approved for 2010-11 as outlined in Appendix B.



Report Writer



Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence

Appendix A
REGIONAL DISTRICT OF NANAIMO
P O L I C Y

SUBJECT:	<i>Electoral Area 'A' Recreation and Culture Fees and Charges</i> <i>(Recreation & Parks)</i>	POLICY NO:
		CROSS REF.:
EFFECTIVE DATE:		APPROVED BY:
REVISION DATE:		PAGE: 1 of 2

PURPOSE

To establish criteria for the fee structure associated with the development of recreation and culture programs.

POLICY

This policy only pertains to the Electoral Area 'A' Recreation and Culture Services function.

Criteria for Program / Rental Fees and Charges

Fees and charges for recreation and culture programs in Area 'A' shall be established based upon the following criteria:

1. All recreation program fees will be based upon a recovery of direct program costs.
2. Philosophically, program fees and cost recovery rates for different age categories may vary depending upon an individual's ability to pay; for example, adults may pay more than preschool, children, and youth.
3. Special fees and subsidies may also be applied to some new programs to support first time participation and/or start up costs.

Administration of Program / Rental Fees and Charges

4. An annual fees and charges committee meeting will be held involving staff and three members of the Electoral Area 'A' Recreation and Culture Commission (appointed annually in January). The committee will review the following information and make recommendations for consideration by the Commission to be forwarded to the Regional Board for approval for the following calendar year.
 - a. Percentage fee increase for annual ongoing programs
 - b. Recovery rates and associated age categories
 - c. List of direct program costs

- d. Annual administration fee
 - e. Percentage split for Program Instructors operating as companies
5. The Manager of Recreation Services or Superintendent(s) may authorize, from time-to-time, one-time only fees or the short-term relaxation of program fees.
6. Recovery rate categories for program service delivery shall be presented as follows:
- a) Pre-School 0-5 years
 - b) Children 5-12 years
 - c) Student 12-18 years
 - d) Adult 19 years and older
 - e) Summer and Holiday Camps (Pre-School, Children, Youth)
7. Direct program costs shall include the following:
- a) employment of Term Instructor(s), program coordinators and leaders including preparation time
 - b) program equipment, supplies and materials
 - c) facility rental
 - d) transportation and/or mileage (as per the RDN vehicle mileage rate)
 - e) administration fee - includes RDN administration fee, photocopying, promotion, etc.

NOTE: The administration fee may be waived from time to time depending on the nature and development of the program in accordance Criteria Term #3 and Administration Term #2.

8. Program staff may use the following three methods to establish program fees:
- a) Where the program is operated solely by the Recreation and Parks Department, the Programmers will calculate fees based upon a percentage recovery of direct program costs as outlined in #4 above.
 - b) When a company hired as a Program Instructor by the Department operates the program and program registrations are not expected to exceed \$5,000 in the calendar year, the Programmer may negotiate a revenue-sharing arrangement based on a percentage ratio guideline of revenue generated. All direct program costs will be borne by the Company as part of their revenue share.
 - c) When the program is operated by a business, hired as a Program Instructor by the Department and the program registrations are expected to exceed \$5,000 in the calendar year, the Programmer will either obtain a minimum of three quotations or tender a proposal for the program to obtain the best package available for the Department and the community.

NOTE: As the Regional District will recover all direct program costs through the method of costing a program as outlined in (b) and (c) above, the Programmer and Company will be free to develop program fees through the quotation/tender process that are in keeping with both the Commission's service objectives and the Company's business and cost recovery objectives.

Appendix B

EA 'A' Recreation and Culture Services Fees and Charges 2010-11 as per the terms of the Fees and Charges Policy

1. A minimum 3% increase shall be applied to all on going program fees effective January 1, 2011. As per the Policy, annual increase will be reviewed in 2011 as part of the annual Fees and Charges review and applied, thereafter, in accordance with the Five Year Financial Plan for 2012-2016.
2. Recovery rate categories for program service delivery shall be presented as follows:

Category:	Age Ranges:	Cost Recovery (%)
Pre-School	0-5 years	100%
Children	5-12 years	100%
Student	12-18 years	100%
Adult	19 years and older	100%
Summer and Holiday Camps	(Pre-School, Children, Youth)	100%

3. A 15% administration fee shall be applied to the development of specific programs.
4. The guideline for the revenue sharing percentage ratio for agreements between Program Instructors (established as companies) and the Regional District of Nanaimo shall be a minimum of 70% / 30% respectively.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE MEETING
HELD MAY 10, 2010, AT EAST WELLINGTON FIRE HALL, 7:00PM**

Attendance: Maureen Young, Director, RDN Board
Rick Heikkila
Bruce Erickson
Doug Cawthorne

Staff: Lesya Fesiak, Parks Planner

Regrets: Judith Wilson

Also In Attendance: Charles Pinker, Alternate Director, RDN Board

CALL TO ORDER

Ms. Fesiak called the meeting to order at 7:44pm.

ELECTION OF CHAIR AND SECRETARY

Ms. Fesiak called for nominations for the position of Chair.

MOVED B. Erickson, SECONDED D. Cawthorne, that Rick Heikkila be nominated for the position of Chair.

As no other nominations were received, Ms. Fesiak declared Mr. Heikkila Chair.

Ms. Fesiak called for nominations for position of Secretary.

MOVED R. Heikkila, SECONDED D. Cawthorne, that Bruce Erickson be nominated for the position of Secretary.

As no other nominations were received, Ms. Fesiak declared Mr. Erickson as Secretary.

Ms. Fesiak passed the Chair to Mr. Heikkila.

MINUTES

MOVED R. Heikkila, SECONDED B. Erickson, that the Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meetings of April 7, 2009, September 24, 2009 and February 8, 2010, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED B. Erickson, SECONDED R. Heikkila, that the Correspondence M. Pearse to D. Cawthorne, re: Committee Appointment be received.

CARRIED

REPORTS

Ms. Fesiak presented an overview of the Community Parks and Regional Parks and Trails Projects reports for February and March.

MOVED R. Heikkila, SECONDED D. Cawthorne, that the Reports be received.

CARRIED

NEW BUSINESS

Meadow Drive Community Park Development Update and Scheduling Park Opening

Ms. Fesiak stated the second phase of construction work has commenced in Meadow Drive Community Park. This phase of development, which includes parking area grading and surfacing, fence installation, picnic tables, garbage can and bike installation, and commemorative plaque and tree installation, will be completed by the Official Opening of the park on June 13, 2010.

The Meadow Drive Community Park Official Opening will be held, Sunday, June 13, 2010, 11:00 to 2:00pm. Light refreshments will be served.

Mr. Fulton requested to be contacted by a Parks Technician regarding a steering wheel that needs to be reattached to the play equipment in Meadow Drive Community Park. Mr. Fulton found the detached wheel outside the park and has been storing it for park staff.

COMMITTEE ROUND TABLE

Committee members requested the Regional District consider the establishment of a trail along Jingle Pot Road.

Committee members thanked Ms. Fesiak for all her help with and input to the Committee.

ADJOURNMENT

MOVED R. Heikkila that the meeting be adjourned at 8:38pm.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE
ADVISORY COMMITTEE MEETING HELD ON MAY 3, 2010
AT NANOOSE PLACE, 6:30PM**

Attendance: Frank Van Eynde, Chair
George Holme, Director, RDN Board
Scott Wroe
Gabrielle Cartlidge
Stephen Watson

Staff: Lesya Fesiak, Parks Planner

Regrets: Peter Law

CALL TO ORDER

Chair Van Eynde called the meeting to order at 7:00pm.

MINUTES

MOVED G. Holme, SECONDED S. Watson, that the Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held February 2, 2010, be approved.

CARRIED

REPORTS

Prawn Road Trail Dedication Update

Ms. Fesiak stated that a 10m x 23m parkland dedication has been proposed by the owner of proposed two-lot subdivision on Claudet Road. Although no parkland dedication is required by the RDN, the developer has offered the small area in the northeast corner of the subdivision to enable a trail connection between the existing Prawn Road trail and a future trail along the Davenham Road right-of-way to Stewart Road.

Schooner Cove Ridge Trail Update

Ms. Fesiak stated an agreement with the Schooner Cove Ridge Trail Strata Council will be drawn up this summer.

Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. Fesiak briefly reviewed the Community Parks and Regional Parks and Trails Projects for February and March.

MOVED G. Holme, SECONDED S. Watson, that the Reports be received.

CARRIED

NEW BUSINESS

Electoral Area 'E' Community Parks 2010 Work Plan

Ms. Fesiak presented the Electoral Area 'E' Community Parks 2010 work plan to the Committee.

COMMITTEE ROUND TABLE

Chari Van Eynde stated the Yacht Club is still continuing their efforts to find an alternate boat launch ramp site.

ADJOURNMENT

MOVED G. Holme that the meeting be adjourned at 7:20pm.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE
ADVISORY COMMITTEE MEETING HELD ON APRIL 28, 2010
AT LIGHTHOUSE COMMUNITY CENTRE, 9:00 AM**

Attendance: Dave Bartram, Director, RDN Board
Michael Procter
Brenda Wilson
Valerie Weismiller
Barry Ellis
Marguerite Little

Staff: Lesya Fesiak, Parks Planner

Regrets: Patty Biro

CALL TO ORDER

Ms. Fesiak called the meeting to order at 9:00am.

ELECTION OF CHAIR AND SECRETARY

As no other nominations were received, Ms. Fesiak declared Mr. Procter Chair by acclamation.

As no other nominations were received, Ms. Fesiak declared Ms. Little Secretary by acclamation.

Ms. Fesiak passed the Chair to Mr. Procter.

MINUTES

MOVED V. Weismiller, SECONDED B. Wilson, that the Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held December 9, 2009, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED B. Wilson, SECONDED V. Weismiller, that the following Correspondence be received:

- T. Osborne to Qualicum Bay Lions Club, Re: Lions Club Hall Access Road/Lioness Boulevard
- P. Biro, Lighthouse Community Centre Society, Re: Upgrades and Maintenance Grant for Lighthouse Community Centre
- D. Bartram, Re: Traffic Calming In Bowser Village Centre
- T. Osborne to Lighthouse Community Centre Society, Re: Agreement Funding

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects January to March

Ms. Fesiak summarized the Community Parks and Regional Parks and Trails Projects report for the Committee.

MOVED B. Ellis, SECONDED D. Bartram, that the Reports be received.

CARRIED

Mr. Bartram requested an update on the funding for the Lighthouse Trail bridges when available.

NEW BUSINESS

Henry Morgan Park Concept Plan

Ms. Fesiak distributed information regarding three potential park sites within the Bowser downtown area which could be developed in the future for a playground, Henry Morgan, Moss Park and the Legion grounds.

The Henry Morgan site was the most favoured by the Committee of the three. Ms. Fesiak stated she envisioned a 'nature park' for youngsters to explore the surrounding area, however the topography is difficult and trees would need to be sacrificed if the Henry Morgan site was to accommodate traditional equipment. Ms. Fesiak stated she will keep assessing the area and where the population needs would be best met.

COMMITTEE ROUND TABLE

Ms. Wilson stated her continued concern regarding the cost to courier meeting agendas.

MOVED B. Wilson, SECONDED D. Bartram, that the Electoral Area 'H' Parks and Open Space Advisory Committee meetings agendas be delivered by post or email.

CARRIED

Mr. Bartram noted the following items:

- the Community response to the proposed building inspections and the overwhelming negative response by rural residents
- funds have been allocated for a feasibility study for sewer option in the Bowser central node

Mr. Bartram also extended his appreciation to Mr. Procter for his willingness to continue as Chair of the Advisory Committee.

Chair Procter thanked Mr. Ellis for his contribution to the Committee during his term Secretary.

ADJOURNMENT

MOVED D. Bartram, SECONDED B. Ellis that the meeting be adjourned at 10:20 am.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE
MEETING HELD ON WEDNESDAY, MAY 19, 2010
IN THE RDN COMMITTEE ROOM**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director D. Bartram	Electoral Area H
Director E. Mayne	City of Parksville
Director C. Haime	District of Lantzville
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach

Also in Attendance:

C. Mason	Chief Administrative Officer
P. Thorkelsson	General Manager of Development Services
Chris Midgley	Sustainability Coordinator
Dale Lindsay	Manager of Current Planning
Lisa Bhopalsingh	Senior Planner
Karen Sanders	Recording Secretary

CALL TO ORDER

The meeting was called to order at 2:05 pm by the Chair.

MINUTES

MOVED Director Westbrook, SECONDED Director Bartram that the minutes of the Sustainability Select Committee meeting held on September 19, 2009, be adopted.

CARRIED

REPORTS

Climate Action Team

MOVED Director Westbrook, SECONDED Director Kipp, that the Board direct staff to give a more detailed consideration to establishing a Climate Action Team upon conclusion of the public consultation planned for the Community Energy and Emission Plan.

CARRIED

Yellow Cedar Project

MOVED Director Westbrook, SECONDED Director Mayne, that the Board receive this report and direct staff to maintain dialogue with the Yellow Cedar Project proponents.

CARRIED

MOVED Director Burnett, SECONDED Director Stanhope, that staff send a letter to Mid-Island Sustainability Stewardship Initiative president Mr. Laurie Gourlay summarizing the motions concerning the Climate Action Team and the Yellow Cedar Project.

CARRIED

Energy Manager Quarterly Update

MOVED Director Westbroek, SECONDED Director Kipp, that this report be received for information purposes.

CARRIED

LEED Policy Package

MOVED Director Westbroek, SECONDED Director Kipp, that the Board adopt the *Plug-in Hybrid Electric Vehicle Policy* and the *Green Housekeeping Policy* proposed for LEED certified RDN facilities.

CARRIED

MOVED Director Westbroek, SECONDED Director Kipp, that staff investigate the implications of including all RDN facilities in the *Green Housekeeping Policy*.

CARRIED

MOVED Director Stanhope, SECONDED Director Mayne, that staff revise portions of *Plug-in Hybrid Electric Vehicle Policy* to ensure consistency with present conditions for RDN staff.

CARRIED

Overcoming Barriers to Green Building in the RDN – Research Results

MOVED Director Westbroek, SECONDED Director Bartram, that the Board direct staff to update the Green Building Action Plan to incorporate suggested actions contained in the final report: *Overcoming Barriers to Green Building in the RDN*.

CARRIED

Sustainability Checklist and Green Building Incentive Program

MOVED Director Bartram, SECONDED Director Mayne, that the Board direct staff to revise the Sustainable Community Builder Checklist and proceed with the proposed phased approach for implementing the revised checklist and green building incentive program.

CARRIED

ADJOURNMENT

MOVED Director Westbroek, SECONDED Director Bartram, that this meeting be adjourned.

CARRIED

Time: 4:25 pm

CHAIRPERSON



RDN REPORT	
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BOARD	

MEMORANDUM

Sustainability - May 19 '10

TO: Paul Thorkelsson
General Manager, Development Services

DATE: May 4, 2010

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE: 6780-50

SUBJECT: Climate Action Team

PURPOSE

The purpose of this report is to describe the merits of establishing a regional ‘Climate Action Team’ and to recommend that more detailed consideration for establishing such a team take place upon conclusion of the public consultation process planned for the Community Energy and Emission Plan.

BACKGROUND

At the Regular Board meeting of October 27th 2009, RDN Directors received correspondence from Mid-Island Sustainability and Stewardship Initiative (MISSI) president, Mr. Laurie Gourlay, requesting Board consideration for convening a Climate Action Team for the Region. That correspondence is provided as Appendix ‘A’ for reference.

According to the correspondence sent, the Climate Action Team is envisioned as a “committee consisting of representatives from all sectors of the region who would meet to discuss initiatives and assist in the implementation of actions that would substantially assist the RDN in its goals to reduce GHG emissions and contribute to local climate change solutions”.

At face value, the proposal to form a Climate Action Team as described in the appended correspondence has merit. The concept of a Climate Action Team has been embraced in jurisdictions ranging in scale from the Province of British Columbia, to small local governments, with the general purpose of providing advice to elected officials on matters relating to the development and implementation of climate action plans.

As a multi-sectoral stakeholder group consisting of representatives from business and industry, academia, the scientific community, the design and sustainability profession, and community and environmental groups, a well functioning Climate Action Team offers the potential to identify the point where aspirations to achieve reduction targets and the practical ability to do so converge. Such a well-functioning team could lend credibility to subsequent policy development and the program of action needed to implement those policies.

In turn, this could lessen public scepticism about climate change, as well as a perception that taking action to mitigate climate change is a mechanism by which governments exercise control over personal and economic freedom. The prevalence of these views in the Regional District of Nanaimo is not known.

That being the case, a reasonable approach is to proceed with completion of the Community Energy and Emission Plan and conduct public outreach in the fall of 2010, as presently intended. Upon conclusion of

the public consultation process, RDN staff and elected officials will have a better sense of the issues and concerns that are prominent in the minds of residents of the Region.

ALTERNATIVES

1. That the Board direct staff to give more detailed consideration to establishing a Climate Action Team upon conclusion of the public consultation planned for the Community Energy and Emission Plan.
2. That the Committee give alternate direction to staff.

FINANCIAL IMPLICATIONS

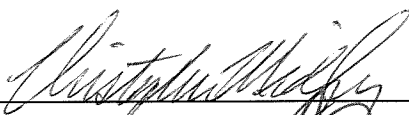
The consultation process for the Community Energy and Emissions Plan will take place near the time that budgets for the year 2011 will be developed. This will enable staff to develop a Terms of Reference that includes a clear and reasonable budget for the activities of the Climate Action Team commensurate with the roles, responsibilities and make-up of the Team, and within the means of the Regional District of Nanaimo.

SUMMARY

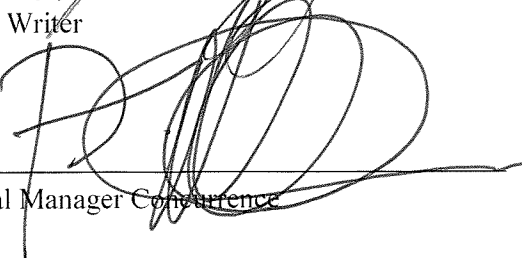
This report is in response to correspondence presented the Board in October 2009, recommending that the Regional District of Nanaimo establish a Climate Action Team. An effective Climate Action Team would include representation from a diversity of sectors and structured to offer balanced, practical advice to staff and elected officials on how best to achieve significant reductions in GHGs in a way that is feasible and meets the expectations and aspirations of regional residents. At present, public consultation on climate action is planned for the fall of 2010. Detailed consideration for establishing a Climate Action Team should take place once that consultation process has occurred.

RECOMMENDATION


That the Board direct staff to give more detailed consideration to establishing a Climate Action Team upon conclusion of the public consultation planned for the Community Energy and Emission Plan.



Report Writer



General Manager Concurrence



CAO Concurrence

RDN	
CAO	<input checked="" type="checkbox"/> GMR&PS
GMDS	<input checked="" type="checkbox"/> GMT&SWS
GMR&IS	GMR&SWS
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SMCA	BOARD <input checked="" type="checkbox"/>
GMR Overview - Yellow	
all	

Burgoyne, Linda

From: Tonn, Nancy
Sent: Friday, October 23, 2009 11:43 AM
To: Burgoyne, Linda
Subject: FW: Communication to RDN Board
Attachments: RDN Board Letter, MISSI - Climate Action Team, o23'09.doc; Summary Chart
 Cedar Project, jy'09.doc

Nancy Tonn
 Senior Secretary, Corporate Administration
 Regional District of Nanaimo
 Phone: (250) 390-4111 Toll Free: 1-877-607-4111
 Fax: (250) 390-4163
 Email: ntonn@rdn.bc.ca

REFERRED TO STAFF
 REPORT BACK TO BOARD ON
 IMPLICATIONS TO RDN PG:
 CONVENING A 'CLIMATE ACTION
 TEAM'
 AND STAFF EVALUATE THE MERITS
 AND BENEFITS OF THE
 MISSI PROPOSED YELLOW
 CEDAR PROJECT.

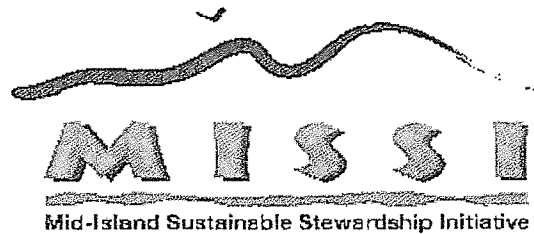
From: Thistle Consulting Services [mailto:Thistle@shaw.ca]
Sent: October 23, 2009 10:06 AM
To: Tonn, Nancy
Subject: Communication to RDN Board

Please accept the attached letter and project overview for submission to Mr Stanhope and the Regional Board's attention and deliberation.

And if there are any questions please do not hesitate to contact me.

thank you.

Laurie Gourlay
 President, Mid-Island Sustainability & Stewardship Initiative
www.missimidisland.com, info@missimidisland.com
 2689 Cedar Road
 Nanaimo, BC, V9X 1K3
 (250.722.7223)



Joe Stanhope, Chairperson,
Directors & staff of the Regional Board
Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2.

Re: Request for Climate Action Team
& Carbon Neutral Community Initiatives

October 23, 2009

Dear Mr Stanhope and RDN Board members,

On behalf of MISSI - the Mid Island Sustainability and Stewardship Initiative, I would like to note our support for the RDN's work to address climate change and considerations raised by the Intergovernmental Panel on Climate Change (IPCC) - composed of a network of 2,000 scientists worldwide.

As you know an IPCC update report on the warming of the earth's climate system will be a prominent driver on deliberations before the United Nations Climate Change Conference in Copenhagen this December.

This past Monday in fact the Prime Minister of Britain, Gordon Brown, announced that a climate 'catastrophe' was in the making if countries did not come to an agreement on GHG emissions at this UN Summit, just 50 days from now. (BBC News, http://news.bbc.co.uk/go/pr/fr/-/2/hi/uk_news/8313672.stm)

In this respect MISSI is looking to assist the mid-island region in its search for local solutions to global challenges. We believe such work is needed if this Region is to do its part in meeting such challenges as we will all soon face in reducing our carbon footprint.

We have had opportunity to work with the Area A OCP process, as well as to contribute our recommendations for sustainability and stewardship to the Regional Growth Strategy, presently underway. MISSI is impressed by the professional approach of staff, and the attention to details.

MISSI has also reviewed the information posted on the 'Action for Climate Change' section of the RDN's website, and we would like to observe that outreach throughout the community, and efforts to involve the many sectors in this important work, could be furthered by convening a Climate Action Team for the Region.

In making this suggestion we also would like to take a moment to congratulate the RDN on its announcement of this week - to establish an "Energy and Sustainability Manager position to guide the organization toward carbon neutral operations". This offers a solid step forward in

securing the RDN's approach to climate change, and to successfully integrating sound measures throughout the region to help achieve the goal of carbon neutrality.

A carbon neutral society will bring many changes, and MISSI wishes to formally register its interest in assisting in this important and urgent work. By identifying means by which individuals and communities can benefit, and a process for working together for the greater good, MISSI is inviting locals to actively participate in long-term solutions – as outlined by our attached proposal

We would then like to encourage the RDN to take further leadership by meeting the Province of BC Climate Charter recommendations to form a Climate Action Team. A representative committee, from all sectors of the community and region, meeting to discuss initiatives and assist in the implementation of actions, will substantially assist in the RDN's goals to reduce GHG emissions and contribute to local climate change solutions.

A Climate Action Team would also further the RDN's stated objective of developing a "Region-wide Energy, Air Quality and GHG Emissions Plan ...(that) will reflect the input of diverse community interests and show how by working together residents, business, industry and institutions can reduce energy consumption and GHGs."

MISSI believes there are many means to integrate local initiatives within formal RDN and provincial processes – as well as to involve all sectors and interests in positive solutions. And we very much appreciate that "Climate change and energy planning is a major thrust of the RDN Board of Directors' strategic plan for the region, which has sustainability at its core."

In this regard we immediately see great potential for integration within Official Community Plans, and the Regional Growth Strategy deliberations presently underway.

In reviewing the stated objectives of the RDN with respect to climate change and carbon neutrality, as noted on the RDN's website, we also must applaud the RDN's intentions for 'Taking action at the local level', as well as that the RDN and the City of Nanaimo joined the Partners for Climate Change Protection in 2002.

In this regard we bring to your attention an overview of the 'Yellow Cedar' project that MISSI has been developing over the past year, with advice and research support from the University of Victoria Environmental Law Centre, and in discussion with both the public and private sectors.

We believe that the RDN would benefit by reaching out to the community in its climate change work – and in particular that a not-for-profit organization, such as MISSI, would be able to play an important role in assisting and facilitating investment in projects that yield carbon offsets, or that generate credits in local emission trading plans.

MISSI would welcome the opportunity to provide additional details, and will note that we're in touch with climate initiatives in Duncan and Cowichan as well as Nanaimo so as to identify interested groups and individuals who may wish to participate in such efforts.

The attached 'Yellow Cedar' project proposal is intended to bring public attention to climate change issues, and to implement local options that would result in carbon credits being directed to community initiatives within the mid-island region.

It is our intention to further engage in discussion with the Pacific Carbon Trust in this respect, and to make recommendations that would enable their validation and verification terms to be adapted to facilitate smaller areas, and a less costly substantiation process – one that will reflect climate change goals and make local projects viable.

We have been encouraged in our initial overtures in this regard, and expect that establishing this precedent will see new means for carbon credits to be directed to local climate change efforts for carbon sequestration and mitigation. And we believe that residents of the mid island region, and across the Province, will whole-heartedly support the investment of local carbon levies to local initiatives that assist in achieving carbon neutral goals.

We also believe it is time that our local volunteer assets and resourcefulness, in addressing global challenges at the local and regional level, were given their due! A Climate Action Team, and projects such as that in our 'Yellow Cedar' proposal, would serve as means to engage and educate the community, and to assist in planning development while integrating conservation and climate change goals.

We see a regional Climate Action Team and our project as essentially addressing sustainability and stewardship in the region, and would be very pleased to work with the RDN in furthering such work. This would be a great opportunity for the RDN to again show leadership in climate change issues, and to advance local initiatives for the common good.

MISSI would then, along with providing this request for a Climate Action Team, request to appear before the Board at a time of your convenience, so that we can further address the need for such work, as well as begin a dialogue that we hope will lead to specific community initiatives.

We hope you will give every consideration to this important and urgent work for climate change solutions locally, and globally.

Sincerely,

Laurie Gourlay
President, Mid-Island Sustainability & Stewardship Initiative
www.missimidisland.com, <info@missimidisland.com>
2689 Cedar Road
Nanaimo, BC, V9X 1K3
(250.722.7223)



COUNCIL APPROVAL		
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Sustainability - May 19'10		

MEMORANDUM

TO: Paul Thorkelsson
General Manager, Development Services

DATE: May 12, 2010

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE:

SUBJECT: Yellow Cedar Project

PURPOSE

The purpose of this report is to provide the Committee with a preliminary evaluation of the “Yellow Cedar Project”.

BACKGROUND

At the Regular Board meeting of October 27th, 2009, RDN Directors received correspondence from Mid-Island Sustainability and Stewardship Initiative (MISSI) president, Mr. Laurie Gourlay, outlining a project proposal that would explore local opportunities to generate carbon offsets through alternative forestry and agricultural practices. The project is known as the ‘Yellow Cedar Project’. A Summary Overview and a flyer advertising the project are included as Appendix ‘A’.

Since Mr. Gourlay’s initial appearance before the Board, staff have requested additional information on several occasions in order to effectively evaluate the proposal. Very little information has been provided, though assurances have been made that the proposal is continuing to develop and evolve. The latest information suggests that the group is considering a co-operative structure that would enable community members operating on relatively small scales to participate in a carbon offset generating and selling scheme. See the flyer included in Appendix ‘A’.

As a concept, the proposed project has definite potential. The Committee is well aware of the obligation to achieve carbon neutral operation for the year 2012, and it would be ideal to be able to invest in regional carbon reduction initiatives. As such, to support the Yellow Cedar Project, staff has forwarded *Requests for Offset Providers*, *Requests for Expressions of Interest*, relevant protocols, and other information issued by the Pacific Carbon Trust whenever possible.

Adding to the potential opportunity for this project, Pacific Carbon Trust has indicated that the Trust will consider customized offset protocols if they are generally consistent with established methodologies for quantifying carbon reductions and removals. This could introduce flexibility into the otherwise rigorous process of verifying and validating offset projects, making proposals like the Yellow Cedar Project more likely to be successful.

At this point, no further information is available to provide to the Board through the Sustainability Select Committee, and an evaluation of this particular project is therefore not possible. A significant amount of time has passed since Mr. Gourlay made his presentation to the Board, therefore it was considered

necessary to follow up with the Board's motion that staff evaluate the merits and benefits of the proposed Yellow Cedar Project.

When sufficient new information becomes available, it will be presented to the Sustainability Select Committee.

ALTERNATIVE

1. That the Board receive this report as an update on the progress of the "Yellow Cedar Project" and direct staff to maintain dialogue with the project proponents.
2. That the Committee provide alternate direction to staff.

FINANCIAL IMPLICATIONS

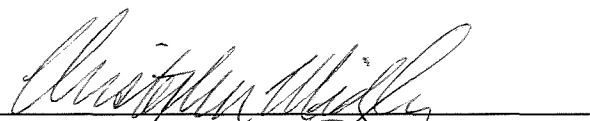
The financial implications of maintaining an open dialogue with Yellow Cedar Project proponents are limited to the staff time associated with occasional telephone and email discussions. To date, this has required a minimal amount of staff time, which is not expected to change over the foreseeable future.

SUMMARY

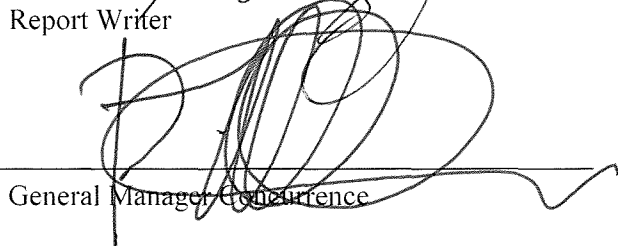
The concept of the Yellow Cedar Project was presented to the Board on October 27, 2009, resulting in the motion that staff evaluate the merits and benefits of the proposal. While the project certainly has potential, too little information has been provided to date to offer a substantive evaluation to the Committee. Due to the amount of time that has passed since the initial presentation, staff felt that due diligence necessitated following up with the Board's motion. In keeping with the general desire to support the project, staff will continue to provide information regarding the development of carbon markets and offset opportunities to the project proponents with the hope that in time, the Yellow Cedar Project will result in the locally available offsets that contribute to the RDN's efforts to achieve carbon neutral operations.

RECOMMENDATION/S

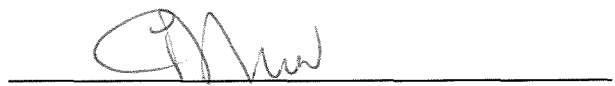
That the Board receive this report and direct staff to maintain dialogue with the Yellow Cedar Project proponents.



Report Writer



General Manager Concurrence



CAO Concurrence

A Carbon Neutral Co-operative!

A Mid Island Initiative to Offset & Sequester Greenhouse Gases...

In our study with UVIC's Environmental Law Centre, overtures were made to the Pacific Carbon Trust, to identify options particular to 'small' initiatives. The PCT expressed a wish to followup, and to look at such options. The ELC in turn identified lawyers who will work, pro bono, to put a structure together that will complement the PCT mandate.

The Pacific Carbon Trust (PCT) is a new Crown corporation established under the BC government's Climate Action Plan. According to the PCT website,

“by 2011, PCT expects to purchase between 700,000 and 1,000,000 tonnes of carbon-dioxide equivalent offsets each year, largely to meet the public sector commitment to become carbon neutral...”

MISSI's proposed objectives for a Carbon Neutral Co-op would provide members and the community with opportunity to become carbon-neutral by facilitating carbon offset purchases, via partnership with the PCT. Our Co-op would similarly negotiate to procure additional offsets, and to invest returns in local projects that reduce carbon emissions.

The purposes of the organization could reasonably include:

- to protect the environment through the reduction of the cumulative negative impacts of carbon emissions on the environment and the planet. (protection of the environment)
- to increase the health and well-being of the community and the earth through initiatives that reduce carbon emissions in the local area. (promotion of health)
- to educate the public about the effects that their emissions have on health and the environment. (advancement of education)
- to create and maintain green space and potentially parks.

And, since community-service cooperatives have similar status in law to not-for-profit societies, we would pursue the possibility of charitable status under the Canadian Income Tax Act ...and the issuance of tax-deductible receipts for such offset contributions.

If you're interested, or wish further information, please contact us.

The Mid Island Sustainability & Stewardship Initiative, <www.missimidisland.com>
Laurie Gourlay, Thistle@shaw.ca, (250 722.3444)

<p>The Yellow Cedar Project * Summary Overview Draft - July 17, 2009</p> <p>Please note that a feedback form has been attached to the last page. We welcome your comments and suggestions.</p>	
<p>Project Host & Location: Mid Island Sustainability & Stewardship Initiative Cedar/Yellowpoint, Vancouver Island, BC <www.missimidisland.com> (info@missimidisland.com)</p> <p>c/o Laurie Gourlay, president 2689 Cedar Road, Nanaimo, BC, V9X 1K3 (250 722-3444 o) <Thistle@shaw.ca></p>	
<p>Project Background:</p>	<p>GHG emissions from consumption of fossil fuels are leading to climate changes that adversely affect essential ecological systems upon which society depends.</p> <p>This project, located in a rural and predominantly agricultural area of Vancouver Island, will implement means to offset and mitigate such global challenges via sustained and incremental measures that will sequester such emissions, as well as reduce related consumption and practices.</p>
<p>Project Benefits:</p>	<p>The project will actively address the lack of options available, locally and otherwise, to individuals and other stakeholders in contributing to solutions to the immediate and long-term problems resulting from climate change.</p> <p>Benefits will accrue to the local area in the same relative ratio that GHG emissions are added. This will help to create a sense of ownership, and a means for the public and corporations to begin to mitigate their contributions to the GHG problems.</p> <p>Benefits will include assistance to farmers and landowners in undertaking practices that sequester carbon; and opportunities to adapt agricultural practices for increased yield and carbon reduction, realizing benefits to residents and the region.</p> <p>As well, a number of direct and substantive benefits will accrue in the form of increased agricultural, forest and greenspace sequestration initiatives – with payments expected to landowners to retain such carbon sequestration options; and the relatively undervalued benefit of having agricultural lands and forests retained immediately adjacent to VI’s second largest city.</p> <p>The opportunity to retain a natural landscape that sequesters carbon will complement Canada’s National Park plans for a National Marine Conservation Area to the south Gulf Islands.</p>

	<p>Tourism and related business and economic benefits will increase accordingly, with home and cottage industries reflecting the rural character and attributes of the region.</p>
<p>Project Objectives:</p>	<p>The project will work to offset climate change locally, developing means so that individuals as well as crown and corporate partners can mitigate and offset both fossil fuel consumption and carbon production.</p> <p>Research and demonstration initiatives will go hand in hand with information dissemination and specific workshops designed to engage the public and residents in contributing to and benefitting from carbon sequestration and energy reduction measures.</p> <p>The Project is expecting to serve as a model for similar local efforts to reduce global greenhouse gas emissions.</p>
<p>Project Deliverables:</p>	<p>The project will help develop means for direct contributions to be made at the point of purchase or consumption of fossil fuels – in the form of carbon offset 'credits'.</p> <p>Energy conservation efforts will result in home, farm, corporate and crown retrofits that could reduce consumption by 40% by 2020 - with commensurate benefits to the local economy.</p> <p>Research will identify appropriate practices, planting and species that will sequester carbon locally, opening up options for similar projects as the benefits of small-scale carbon offset programs are realized. Similarly marine sequestration problems and opportunities will be addressed, with consideration for innovative options reflecting the scale and capacity of the Georgia Strait and environs.</p> <p>The project area will serve as a natural land-based buffer and complementary working reserve, situated adjacent to the proposed National Marine Conservation Area.</p> <p>Partnerships will be fostered between residents, landowners, corporate, crown and First Nation interests in the region.</p>
<p>Project Boundaries</p>	<p>The project is expected to include the areas roughly extending between the northern estuary of Ladysmith Harbour and Kulleet Bay to the southern estuary of Nanaimo Harbour, east of the Island Highway to the coast of the Cedar and Yellowpoint areas.</p>

<p>Success Criteria:</p>	<p>Success will be measured by the reduction in energy consumption, number of public-private partnership agreements, contributions in the form of carbon 'credits', number of retrofits and conservation measures undertaken, number of trees planted, changes to agricultural/forest practices so that carbon is sequestered, new planning guidelines that incorporate climate change requirements, research results that identify options for small-scale carbon offset/sequestration opportunities, as well as the number of inquiries, information and assistance provided both locally and to other regions as interest grows in adopting climate mitigation efforts.</p>
<p>Constraints:</p>	<p>We are looking to establish a Co-op (&/or Trust) that will solicit and receive funds both for administration as well as for the deliverables of the Project.</p> <p>Familiarity with carbon offset options and opportunities need to be developed, as do skills for assessment and delivery of Project objectives.</p> <p>The project team must have the resources available, deadlines in place, and legal and scientific counsel identified so that decisions can be made as new challenges arise.</p> <p>The residents, businesses, and governments of the local areas, as well as such authorities overseeing related carbon initiatives, need to be engaged and supportive.</p> <p>The present orientation by carbon mitigation trusts, to require massive areas for sequestration, need to be adjusted so that the incremental contribution of small-scale projects will be recognized - with access to such resources and funds made available.</p>
<p>Key Assumptions:</p>	<p>We anticipate that climate change impacts will increase at a rapid rate, leading to greater interest and support for mitigative measures. As the need to reduce fossil fuel use and GHG emissions becomes evident we expect greater co-operation, funding and partnership opportunities to evolve.</p>
<p>Project Manager:</p>	<p>TBD: - Need individual to fulfil this role and define the specific tasks.</p>
<p>Project Sponsor:</p>	<p>TBD: A Co-op and/or Trust will be formed. In the meantime MISSI (Mid Island Sustainability & Stewardship Initiative) is willing to host the Project, and is pursuing charitable status, etc in order to assist.</p>

<p>Expressions of interest and support have also been received from the Mid-Island Co-op (predominantly involved with fuel sales), and the Heritage Food Co-op (working with farmers and institutions on issues involving food production). As well, start-up funds for projects with these goals are available for up to \$75,000 from the Cdn Co-op Association.</p> <p>Additional funds will be solicited locally, as well as from such carbon 'credit' agencies as the Pacific Carbon Trust.</p>			
<p>Project Board/Steering Group Members:</p> <p>TBD</p>	<p>Who fulfils these roles and what they do.</p>	<p>Project Team Members:</p> <p>TBD</p>	
Budget			
Resource Costs:		Other Costs:	
TBD		TBD	
Total costs (attach a breakdown of the overall budget)			
• TBD			
Start Date:	asap; Business Plan in circulation by December 2009	Completion Date:	Five-year business plans are expected to be renewed in an ongoing manner.
Signature of Project Manager:	TBD	Date:	
Approval from Sponsor:	TBD	Date:	

*** The Yellow Cedar Project is the working name for this initiative at present. The name was chosen to reflect local and global, environmental, sociodemographic and spiritual dynamics.**

"Given its longevity and dendroclimatological sensitivity, yellow-cedar potentially offers forest ecologists and resource managers insight into long-term climate-growth dynamics over the last millennia, information essential for understanding changes in growth dynamics accompanying future changing climates. Furthermore, the proven crossdatatability of yellow-cedar means that archeologists should now be able to confidently use this species in their attempts to date First Nation artefacts. Given that yellow-cedar has a significant ceremonial ancestry within this region, recognition of this potential is exceptionally noteworthy."

Tree-ring analysis of yellow-cedar, (*Chamaecyparis nootkatensis*) on Vancouver Island, British Columbia, Colin P. Laroque and Dan J. Smith (UVIC Geography Dep't), 1999, NRC study.

Questions Arising – Please use the form below to note considerations and additional information needed in order to advance the Yellow Cedar Project.

...& please return the form to the project sponsor:

Mid Island Sustainability & Stewardship Initiative <www.missimidisland.com><info@missimidisland.com>
c/o Laurie Gourlay, president, 2689 Cedar Road, Nanaimo, BC, V9X 1K3, <Thistle@shaw.ca>

Background to the project
General aims(s)
Initial Risks
Expected Outcomes
Benefits of running with this project
Initial estimates of cost and time \$: Time:
Appraisal of the business case
Other observations
Name/Date

(NB – all responses are confidential; but will be edited for general recommendations & public circulation)