

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, NOVEMBER 9, 2010
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

5 - 8 Minutes of the regular Committee of the Whole meeting held October 12, 2010.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

FINANCE AND INFORMATION SERVICES

FINANCE

9 - 26 Operating Results for the Period Ending September 30, 2010.

27 - 30 Resolution to Close Unused Borrowing Authorities Established Under Bylaws No. 1313, 1365, 1392, 1476, 1480 & 1486.

DEVELOPMENT SERVICES

BUILDING & BYLAW

31 - 32 Property Maintenance Contravention Update – 225 DeCourcy Drive – Area ‘B’.

33 - 34 Property Maintenance Contravention Update – 2307 Gould Road West – Area ‘A’.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

- 35 - 36 Northern Community Sewer Service – Award of Centrifuge Tender & Release of DCC Funds for Dewatering Upgrade Project.

WATER

- 37 - 40 San Pareil Water Service - Infrastructure Improvements.
41 - 44 Nanoose Bay Peninsula Water Service – Proposed Treatment Plant.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

- 45 - 70 Minutes of the District 69 Recreation Commission meeting held October 21, 2010. (for information)

District 69 Youth Grants

1. That the following Youth Grants be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
<i>Arrowsmith Community Enhancement Society (musical instruments)</i>	<i>\$ 2,500</i>
<i>Associated Family & Community Support Services (Ballenas Girls' Group)</i>	<i>\$ 1,080</i>
<i>Bard to Broadway (Oceanside Show Choir)</i>	<i>\$ 1,585</i>
<i>Family Resource Assn. - District 69 (youth floor hockey program)</i>	<i>\$ 2,500</i>
<i>Oceanside Kidfest Society (youth activity)</i>	<i>\$ 1,750</i>
<i>Oceanside Minor Baseball (pitching screens)</i>	<i>\$ 2,117</i>
<i>Ravensong Aquatic Club (pool rental)</i>	<i>\$ 4,500</i>
<i>Rough Diamonds Creative Arts Society (film editing software and sound equipment)</i>	<i>\$ 800</i>

District 69 Recreation Grants

2. That the following Community Grants be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
<i>Oceanside Building Learning Together (Dad's Night Skating)</i>	<i>\$ 475</i>
<i>Parksville & District Musical Association (Striking a Chord public music program)</i>	<i>\$ 1,450</i>
<i>Qualicum Bay Lions (garbage can for ball field)</i>	<i>\$ 600</i>

3. *That the Healthy Choices Philosophy and Guiding Principles and implementation chart be approved for implementation by the Recreation and Parks Department as of October 21, 2010.*
4. *That the Youth Recreation Strategic Plan be adopted as a guiding document for implementation in 2011-2016 with impacts to the budget being presented each year during the annual budget process.*
5. *That correspondence from S. Stahley, Arrowsmith Community Enhancement Society, re: ACES/RDN Contract Renewal Review Arrowsmith Community Activity Coordinator (ACAC) Position and Function be referred back to staff to investigate the five proposals stated in the letter, the budget impact of the proposals, the philosophy and how the proposals would fit with current programming.*

Nanoose Bay Parks and Open Space Advisory Committee.

71 - 72 Minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held October 4, 2010. (for information)

That the Regional District consider participation in a joint survey with the Arrowsmith Parks and Land Use Council to establish opinions regarding the Fairwinds Development Proposal.

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

73 - 74 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 18, 2010. (for information)

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

75 - 76 Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held October 4, 2010. (for information)

Regional Parks & Trails Advisory Committee.

77 - 80 Minutes of the Regional Parks & Trails Advisory Committee meeting held October 5, 2010. (for information)

District 69 Community Justice Select Committee.

81 - 87 Minutes of the District 69 Community Justice Select Committee meeting held October 27, 2010. (for information)

1. *That the 2011 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs remain the same as in 2010 (\$77,500).*

2. *That a 2011 grant in the amount of \$8,328 for the Citizens on Patrol Society, District 69, be approved.*

Regional Hospital District Select Committee.

88 - 94

Minutes of the Regional Hospital District Select Committee meeting held October 26, 2010. (for information)

1. *That a Regional Hospital District provisional budget be approved with the following components:*

<i>Property tax requisition</i>	<i>\$ 6,420,840</i>
<i>Capital grant allowance</i>	<i>\$ 3,343,745</i>

2. *That the 2011 to 2015 five year projections, including 2% annual property tax increases be approved in principle.*

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

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.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, OCTOBER 12, 2010 AT 7:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director D. Bartram	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Alternate	
Director L. Derkach	Electoral Area G
Director E. Mayne	City of Parksville
Alternate	
Director J. Wilson	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. Sherry	City of Nanaimo

Also in Attendance:

P. Thorkelsson	A/C Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
N. Avery	General Manager, Finance & Information Services
J. Finnie	General Manager, Regional & Community Utilities
D. Trudeau	General Manager, Transportation & Solid Waste
T. Osborne	General Manager, Recreation & Parks
N. Hewitt	Recording Secretary

ELECTION

In the absence of the Chairperson and Deputy Chairperson the Acting Chief Administrative Officer requested a motion to appoint an Acting Chairperson for this evenings meetings.

MOVED Director Burnett, SECONDED Director Sherry, that Director Bartram be appointed as the Acting Chairperson.

CARRIED

CALL TO ORDER

The Chairperson welcomed Alternate Directors Van Eynde, Derkach, Wilson and Unger to the meeting.

DELEGATIONS

Eileen Leachman, Qualicum & District Curling Club, re Support for Funding Request.

Ms. Leachman provided a verbal overview of the Qualicum & District Curling Club and requested funding for the newly purchased ice plant.

MINUTES

MOVED Director Van Eynde, SECONDED Director Johnstone, that the minutes of the regular Committee of the Whole meeting held September 14, 2010 be adopted.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Proposed Fire Services Advisory Committee.

MOVED Director Burnett, SECONDED Director Sherry, that the Board establish an advisory committee to be known as the Electoral Areas Fire Services Advisory Committee.

CARRIED

MOVED Director Burnett, SECONDED Director Sherry, that the terms of reference attached to this report be approved in principle and be forwarded to the first meeting of the Committee for review.

CARRIED

Bylaw 1259.06 – Amends Select Planning Services Fees.

MOVED Director Mayne, SECONDED Director Haime, that "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.06, 2010" be introduced and read three times.

CARRIED

MOVED Director Mayne, SECONDED Director Haime, "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.06, 2010" be adopted.

CARRIED

DEVELOPMENT SERVICES

PLANNING

Final Report on Green Building Speakers' Series & Green Skyline Tour.

MOVED Director Burnett, SECONDED Director Derkach, that this report be received for information.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Liquid Waste Management Planning Service – Educational Awareness Program for the Disposal of Residential Chemicals.

MOVED Director Holdom, SECONDED Director Johnstone, that the staff report on the Residential Source Control Awareness Program for the disposal of residential chemicals be received for information.

CARRIED

Bylaws No. 813.46, 889.58 and 1062.03 – Extend the Boundaries of the French Creek & Northern Community Sewer Services and the French Creek Village Streetlighting Service to Include Area ‘G’ Properties (516 and 564 Wembley Road).

MOVED Director Derkach, SECONDED Director Young, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.46, 2010" be introduced and read three times.

CARRIED

MOVED Director Derkach, SECONDED Director Young, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.58, 2010" be introduced and read three times.

CARRIED

MOVED Director Derkach, SECONDED Director Young, that "French Creek Village Streetlighting Service Boundary Amendment Bylaw No. 1062.03, 2010" be introduced and read three times.

CARRIED

WATER

French Creek Water Service - Release of Reserve Funds for Well Redevelopment Project.

MOVED Director Derkach, SECONDED Director Kipp, that the expenditure of up to \$40,000 from French Creek reserves for the redevelopment of French Creek Well #7 be approved.

CARRIED

Drinking Water & Watershed Protection Service – Innovative Options & Opportunities for Water Use and Re-Use Integration.

MOVED Director Sherry, SECONDED Director Burnett, that the Board receive the Innovative Options and Opportunities for Water Use and Re-Use Integration staff report for information.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Van Eynde, SECONDED Director Young, that minutes of the District 69 Recreation Commission meeting held September 16, 2010 be received for information.

CARRIED

MOVED Director Van Eynde, SECONDED Director Mayne, that the Qualicum and District Curling Club's funding request of \$25,000 from the District 69 Recreation Community Grant program be denied.

CARRIED

MOVED Director Van Eynde, SECONDED Director Young, that the Qualicum and District Curling Club be advised that there may be favourable financing available through the Municipal Finance Authority (MFA) as the facility is owned by the Town of Qualicum Beach.

CARRIED

MOVED Director Wilson, SECONDED Director Derkach, that the Qualicum and District Curling Club's funding request be referred back to staff for consideration in the upcoming budget deliberations.

CARRIED

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

MOVED Director Burnett, SECONDED Director Young, that minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 15, 2010 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the \$48,000 funding request from the Cedar Community Hall Board for hall improvements be referred to staff for a report on funding options with consideration given to recreation and parks budget priorities in Electoral Area 'A'.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that Regional District staff meet with School District 68 administration and discuss land tenure options in order to develop a community park and playground in Cassidy at the original Waterloo School site.

CARRIED

Regional Agricultural Advisory Committee.

MOVED Director Burnett, SECONDED Director Johnstone, that the minutes of the Agricultural Advisory Committee meeting held September 24, 2010 be received for information.

CARRIED

Sustainability Select Committee.

MOVED Director Holdom, SECONDED Director Mayne, that the minutes of the Sustainability Select Committee meeting held September 15, 2010 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Holdom, that the Board approve the Green Building Action Plan as presented.

CARRIED

ADJOURNMENT

MOVED Director Van Eynde, SECONDED Director Young, that this meeting terminate.

CARRIED

TIME: 7:37 PM

CHAIRPERSON



RDN REPORT	
CAO APPROVAL <i>OW</i>	
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RHD	
BOARD	

MEMORANDUM

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

DATE: October 27, 2010

FROM: W. Idema
Manager, Financial Reporting

FILE:

SUBJECT: **Operating Results for the Period Ending September 30, 2010**

PURPOSE

To present a summary of the operating results for the period ending September 30, 2010.

BACKGROUND

The Regional Board reviews quarterly financial progress statements in order to identify either positive or negative budget trends and to address them in a timely manner. This report provides information on the operating results for the period January 1st to September 30th, 2010.

The quarterly statements are prepared primarily on a cash paid/cash received basis. Exceptions to the cash basis are property taxes and debt payments, which are recorded at 1/12 of the annual amount each month and prior year surpluses (deficits), which are recorded in full at the beginning of the year.

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 75% versus budget. Where significant variances have been observed, staff have provided comments in the individual sections below.

Attached as appendices to this report are the following:

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

Overall Summary by Division (Appendix 1)

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

Revenues

Total revenues are at 64% of budget with property tax revenues at the expected 75%. “Grants” revenues (54%) and “Other Revenues” (includes transfers from reserves for capital projects) (31%), reflect the drawdown accounting approach applied to capital projects, whereby revenues are recorded as project expenses are incurred. Most capital projects occur during the summer and fall – the current results are typical of capital financing at this point in the year.

Expenditures

Expenditure budget items which vary from budget at the overall organizational level include Professional Fees (29%), Building Operations and Maintenance (62%), Other Operating Costs (57%), Recreation Programs (56%), Capital Expenditures (24%) and Transfers to Reserve Funds (102%).

This pattern of expenditures in these categories is consistent with previous years. Consulting assignments are often paid as a lump sum at the end of the assignment resulting in less than budget amounts throughout the year and most accounts “catching up” near the end of the year.

Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues and expenditures for functions within each organizational division. This listing illustrates at a glance the overall status of an individual service as at September 30 compared to the overall budget for that service.

Departmental Details (Appendices 3 – 7)

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

Appendix 3 - Corporate Services

Year to Date Total Revenues for this division are below the benchmark at 67%.

“Other Revenues” for this division are at 56% because anticipated transfers from reserves for the purchase of fire department vehicles and design services for firehall building improvements (\$731,000) are not yet required. Fire department vehicle purchases will in fact be completed in 2011.

Year to Date Total Expenditures for this division are below the benchmark at 64%.

Professional Fees at 23% are lower than budget at this time with respect to the District’s annual financial audit, an asset management software study and consultant fees for First Nations protocol meetings.

Capital Expenditures stand at 18% and reflect the future timing for vehicle purchases and seismic related building projects as noted above under Other Revenues. Other Operating Costs are at 7% of budget. The primary contributor to this is firefighter remuneration which is paid out in December.

Appendix 4 - Development Services

Year to Date Total Revenues for this division are just above the benchmark at 77%.

“Grants” revenues at 18% are significantly below the benchmark. The variance is related to Community Works funded initiatives – a number of which are underway but invoicing has not yet been received.

2010 Community Works projects include the following:

- Electoral Area Transportation Studies
- Bus Shelter Installation in Electoral Areas
- Sustainable Subdivision/Home Based Business Review
- Official Community Plan Studies (Area A)
- GHG/Green Building Community Outreach & Speaker Series
- CommunityViz Software Implementation (mapping software for development scenario analyses)
- GHG Emission Inventories, Reduction Target Development and Action Plans for Electoral Areas

Building Inspection Services:

Building permit fee revenues collected up to September 30th are \$726,217 which at 106% is well above the year to date benchmark. It is anticipated that 2010 total permit fee revenues will be approximately \$770,000. The year to date results are also \$230,470 higher than at September 30th, 2009. A new fee schedule went into effect on March 1, 2010 which contributes somewhat to the higher revenue figure, but there has also been an increase in activity year over year as shown in the following table.

Residential Permits Issued by Electoral Area 2009 – 2010

Electoral Area	A	B	C	E	F	G	H	Total
2010	66	97	28	129	1	92	3	416
2009	63	67	28	86	0	75	1	320

Year to Date Total Expenditures for the Development Services division are below the benchmark at 59%.

Professional Fees (31%), include allowances for legal services, the Regional Sustainability Review and the aforementioned Community Works projects which will record costs later in the year as projects are completed.

Appendix 5 – Regional & Community Utilities

Year to Date Total Revenues for this division are below the benchmark at 60%.

“Grants” and “Other Revenues” for Water and Wastewater Services are below the budget benchmark due to the timing of transferring approximately \$7.2 million from Development Cost Charge reserves (DCC’s) and \$1.7 million in Gas Tax Grant revenues as offsets to capital project expenditures. Several very large wastewater services projects are underway. These include the Southern Community Departure Bay Pump Station upgrade (\$1.7 million – DCC’s), the Southern Community Cogeneration project (\$2 million - \$1.65M Gas Tax Grants and \$350K FCM Grant), the Southern Community Third Digester (\$3.5M – DCC’s), the Northern Community Second Centrifuge (\$884K – DCC’s) and the Northern Community Lee Road Pump Station Upgrade (\$500K – DCC’s).

Sewer Operating revenues are at 99% of budget following the May billing for annual sewer utility fees. Water Supply operating revenues are at 109% of budget as both billing cycles for the year (May and September) are complete.

Year to Date Expenditures for this division are below the benchmark at 48%.

The comments above with respect to project timing are similar with respect to professional fees (21%) and capital expenditures (18%) in this division.

Appendix 6 - Recreation and Parks Services

Year to Date Total Revenues for this division are below the benchmark at 57%.

Overall Operating Revenues are below benchmark at 66%. Area A Recreation & Culture revenues are ahead of budget at 84% and Northern Community Recreation revenues are also well above the

benchmark at 92%. Total revenues for the Ravensong Aquatic Center are below the benchmark and will be less than budgeted overall as a result of the delay in re-opening the Center. Staff anticipate that lower expenditures will offset the revenue loss and overall this service will meet its budgeted surplus target.

There is a variance in overall revenues in the Regional Parks budget (56% of budget) as planned transfers from reserves of approximately \$1 million for parkland purchases have not yet been required.

Year to Date Expenditures for this division are below the benchmark at 51%.

Oceanside Place expenditures are at budget at 74%. Regional Parks is at 37% of budget as noted above because there have been no new parkland purchase approvals in 2010. Northern Community Recreation (79%), and Southern Community Recreation & Culture (97%) are above the benchmark which is typical for this time of year as summer program costs and transfers for municipal sportsfields and facilities occur in this quarter.

Appendix 7 - Transportation and Solid Waste Services

Year to Date Total Revenues for this division are just below the benchmark at 68%.

Overall Transit Operating Revenues are above budget at 81%, Solid Waste Disposal Operating revenues are at 73% of budget and Solid Waste Collection & Recycling fees which are billed annually to most customers in May of each year are at 94% of budget.

The two revenue areas below budget are “Grants” (61%) and “Other Revenue” (29%) both of which are correlated with capital projects where revenue is recorded as the work is completed. There are several grant and/or reserve funded projects being carried out by Solid Waste and Transportation Services including the Church Road Transfer Station expansion and upgrade, the closure of a portion of the original Regional Landfill site, the Vancouver Island University Transit Exchange (complete but not billed), Highway Priority Lighting (cost/benefit and pre-design underway), and Phase 2 of the transit shop/site building upgrades.

Year to Date Expenditures for this division are below the benchmark at 59%.

As noted above both Transportation and Solid Waste Services have large capital projects underway which results in capital expenditures below the benchmark at 24% and 36% respectively.

Operating expenditures for Solid Waste Collection & Recycling are at 67% overall. Budgeted contract collection costs for food waste will not be incurred until the new Green Bin program is fully in place later this year.


SUMMARY

The attached appendices reflect the operating activities of the Regional District recorded up to September 30, 2010. Appendix 1 summarizes the overall results across the organization. To date 64% of budgeted revenues and 55% of budgeted expenditures have been recorded. Grants (54%) and Other Revenues (31%) are below the benchmark, for seasonal and other timing reasons noted above.

Expenditures across all services are lower overall (55%) due to the summer time commencement for many capital projects (24%). Across all services, Wages and Benefits are at 71% of budget for the year, which is in line with expectations.

RECOMMENDATION

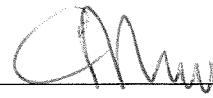
That the summary report of financial results from operations to September 30, 2010 be received for information.



Report Writer



General Manager



C.A.O. Concurrence



REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
September 30, 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 GRANTS	\$4,451,995	\$5,935,995	75%	\$1,509,087	\$2,012,115	75%	\$8,709,875	\$11,613,165	75%	\$5,788,993	\$7,718,655	75%	\$4,904,118	\$6,538,826	75%	\$25,364,068	\$33,818,756	75%
OPERATING REVENUE	156,186	173,030	90%	104,722	598,350	18%	965,173	2,167,500	45%	422,565	1,264,055	33%	5,373,403	8,761,957	61%	7,022,049	12,964,892	54%
OTHER REVENUE	5,174,962	9,175,035	56%	782,249	757,000	103%	1,890,707	2,118,387	89%	871,916	1,330,380	66%	12,391,705	15,616,763	79%	15,936,577	19,822,530	80%
RETAINED EARNINGS	1,319,949	1,323,490	100%	236,790	312,850	76%	655,009	7,371,550	9%	1,025,940	5,198,840	20%	1,621,895	5,619,095	29%	8,714,596	27,677,370	31%
TOTAL REVENUES	11,103,092	16,607,550	67%	3,545,763	4,593,255	77%	16,811,399	27,862,752	60%	9,598,322	16,952,670	57%	25,948,562	38,193,601	68%	67,007,138	104,209,828	64%
EXPENSES																		
OFFICE OPERATING COMMUNITY GRANTS	798,819	1,227,650	65%	486,402	768,346	63%	666,643	972,633	69%	498,452	697,627	71%	2,693,625	3,399,572	79%	5,143,941	7,065,828	73%
LEGISLATIVE	47,160	62,698	75%	0	0	0	0	0	0	63,431	100,965	63%	0	0	0	110,591	163,663	68%
PROFESSIONAL FEES	203,348	298,780	68%	0	0	0	0	0	0	0	0	0	0	0	0	203,348	298,780	68%
BUILDING - OPER & MAINT	88,686	377,690	23%	227,005	736,820	31%	198,108	952,785	21%	145,346	457,425	32%	202,283	456,750	44%	861,428	2,981,470	29%
VEH & EQUIP - OPER & MAINT	152,228	259,380	59%	51,962	83,363	62%	181,135	314,145	58%	438,699	734,101	60%	260,897	349,031	75%	1,084,921	1,740,020	62%
OTHER OPERATING COSTS	208,220	299,620	69%	36,727	38,585	95%	494,085	731,046	68%	130,933	216,338	61%	2,916,695	4,222,429	69%	3,786,660	5,508,018	69%
WAGES & BENEFITS	18,174	277,260	7%	107,447	189,435	57%	2,023,847	3,081,462	66%	190,315	637,260	30%	3,250,657	5,625,579	58%	5,590,440	9,810,996	57%
RECREATION PROGRAMS	2,164,157	2,975,144	73%	1,412,481	2,005,568	70%	2,480,072	3,687,940	67%	2,552,052	3,568,229	72%	8,131,314	11,361,283	72%	16,740,076	23,568,164	71%
CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0	0	75,149	133,535	56%	0	0	0	75,149	133,535	56%
DEBT FINANCING - INTEREST	228,997	1,305,970	18%	21,096	180,930	12%	2,041,115	11,473,169	18%	1,386,978	6,743,790	21%	3,683,450	10,990,054	34%	7,361,636	30,693,913	24%
DEBT FINANCING - PRINCIPAL	1,444,938	2,728,670	53%	0	0	0	806,457	1,074,720	75%	448,192	681,550	66%	0	0	0	2,699,587	4,484,940	60%
DEBT FINANCING - EXCHANGE	1,015,870	1,982,580	51%	0	0	0	684,474	890,935	77%	310,266	413,775	75%	0	0	0	2,010,610	3,287,290	61%
CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRSF TO RESERVE FUND	524,108	420,630	125%	23,905	24,105	99%	2,875,955	2,875,035	100%	688,301	688,301	100%	533,155	533,155	100%	4,645,424	4,541,226	102%
TRSF TO OTHER GOVT/AGENCIES	3,114,301	3,539,812	88%	8,865	3,000	296%	0	0	0	1,401,950	1,383,150	101%	0	0	0	4,525,116	4,925,962	92%
TOTAL EXPENDITURES	10,009,006	15,755,884	64%	2,375,890	4,030,152	59%	12,451,891	26,053,870	48%	8,330,064	16,446,046	51%	21,672,076	37,038,623	59%	54,838,927	99,324,575	55%
OPERATING SURPLUS (DEFICIT)	\$1,094,086	\$851,666		\$1,169,873	\$563,103		\$4,359,508	\$1,808,882		\$1,268,258	\$506,624		\$4,276,486	\$1,154,978		\$12,168,211	\$4,885,253	

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
September 30, 2010**

	Revenues			Expenditures			Surplus	
	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget
<u>CORPORATE SERVICES</u>								
General Administration	\$3,790,118	\$5,126,045	74%	\$3,262,045	\$4,926,818	66%	\$528,073	\$199,227
Electoral Areas Administration	853,979	942,695	91%	413,270	604,926	68%	440,709	337,769
Public Safety								
D68 E911	71,230	91,685	78%	49,748	86,755	57%	21,482	4,930
D69 E911	400,332	532,800	75%	516,668	532,800	97%	-116,336	0
Community Justice	62,104	82,675	75%	82,500	82,500	100%	-20,396	175
Fire Protection - Volunteer								
Coombs-Hilliers	285,217	410,480	69%	340,194	323,195	105%	-54,977	87,285
Errington	200,472	241,670	83%	260,471	241,670	108%	-59,999	0
Nanoose	419,584	988,430	42%	179,922	946,635	19%	239,662	41,795
Dashwood	267,502	587,850	46%	355,671	583,300	61%	-88,169	4,550
Meadowood	168,238	202,615	83%	63,785	202,615	31%	104,453	0
Extension	178,010	208,035	86%	163,126	208,035	78%	14,884	0
Nanaimo River	32,514	36,960	88%	1,213	36,960	3%	31,301	0
Bow Horn Bay	155,361	291,830	53%	209,097	290,330	72%	-53,736	1,500
Fire Protection - Service Contracts								
French Creek (Area G)	380,723	472,780	81%	323,100	362,730	89%	57,623	110,050
Parksville Local (Area G)	116,340	144,890	80%	95,696	99,415	96%	20,644	45,475
Cassidy/Waterloo (Area A & C)	158,463	198,545	79%	135,331	180,840	75%	23,132	18,705
Wellington (Area C)	41,678	55,550	75%	53,787	55,345	97%	-12,109	205
Regional Library	1,107,930	1,477,240	75%	1,107,927	1,477,240	75%	3	0
Feasibility Studies								
Electoral Area E	-596	0		0	0		-596	0
Electoral Area G	4,500	6,000	75%	6,000	6,000	100%	-1,500	0
Electoral Area H	19,938	0		0	0		19,938	0
Municipal Debt Transfers	2,373,330	4,486,275	53%	2,373,330	4,486,275	53%	0	0
House Numbering	16,125	21,500	75%	16,125	21,500	75%	0	0
	\$11,103,092	\$16,607,550	67%	\$10,009,006	\$15,755,884	64%	\$1,094,086	\$851,666
<u>DEVELOPMENT SERVICES</u>								
EA Community Planning	\$1,447,005	\$1,760,790	82%	\$973,582	\$1,544,763	63%	\$473,423	\$216,027
Community Works Fund - Dev Svcs	105,281	588,510	18%	126,011	588,510	21%	-20,730	0
Regional Growth Management	626,051	712,835	88%	258,053	507,205	51%	367,998	205,630
Emergency Planning	201,085	284,215	71%	149,744	258,915	58%	51,341	25,300
Search & Rescue	22,754	29,365	77%	25,365	24,000	106%	-2,611	5,365
Building Inspection	744,439	700,000	106%	491,740	654,214	75%	252,699	45,786
Bylaw Enforcement								
Animal Control F	11,414	18,240	63%	34,637	18,240	190%	-23,223	0
Animal Control A, B, C & Lantzville	69,625	83,425	83%	46,480	62,760	74%	23,145	20,665
Animal Control E, G & H	82,649	101,275	82%	67,486	89,380	76%	15,163	11,895
Nuisance Premises	19,886	28,325	70%	10,316	16,355	63%	9,570	11,970
Hazardous Properties	4,866	8,875	55%	4,616	8,875	52%	250	0
Noise Control								
Electoral Area A	12,505	13,605	92%	5,190	7,225	72%	7,315	6,380
Electoral Area B	7,517	8,730	86%	4,702	6,870	68%	2,815	1,860
Electoral Area C	15,500	17,470	89%	5,181	7,225	72%	10,319	10,245
Electoral Area E	7,363	8,525	86%	5,152	7,155	72%	2,211	1,370
Electoral Area G	5,065	8,420	60%	4,879	7,810	62%	186	610
General Enforcement	162,758	220,650	74%	162,756	220,650	74%	2	0
	\$3,545,763	\$4,593,255	77%	\$2,375,890	\$4,030,152	59%	\$1,169,873	\$563,103

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
September 30, 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								
Wastewater Management								
Wastewater Management Plan	184,617	252,865	73%	114,099	220,086	52%	70,518	32,779
Southern Community Wastewater	5,723,775	13,076,945	44%	5,053,141	12,388,077	41%	670,634	688,868
Northern Community Wastewater	4,001,020	6,142,525	65%	3,088,422	5,968,894	52%	912,598	173,631
Duke Point Wastewater	235,673	279,315	84%	140,019	226,363	62%	95,654	52,952
Water Supply								
French Creek	223,113	328,270	68%	82,674	235,252	35%	140,439	93,018
Surfside	37,492	37,578	100%	14,730	24,902	59%	22,762	12,676
Decourcey	8,850	10,073	88%	6,855	7,752	88%	1,995	2,321
San Pareil	265,887	263,405	94%	200,069	229,646	87%	65,818	53,759
Driftwood	6,283	8,280	76%	5,885	7,850	75%	398	430
Englishman River	235,467	251,855	93%	60,403	142,360	42%	175,064	109,495
Meirose Terrace	26,744	31,715	84%	17,478	23,519	74%	9,266	8,196
Nanoose Bay Peninsula	1,654,428	1,730,530	96%	754,874	1,562,580	48%	895,554	167,950
Drinking Water/Watershed Protection	696,166	904,055	77%	372,487	843,855	44%	323,679	60,200
Nanoose Bay Bulk	1,065,807	1,529,615	70%	617,011	1,419,775	43%	448,796	109,840
French Creek Bulk	466,487	528,530	88%	473,652	509,240	93%	-7,165	19,290
Sewer Collection								
French Creek	659,172	747,890	88%	498,003	700,383	71%	161,169	47,507
Nanoose (Fairwinds)	546,653	645,560	85%	323,971	570,400	57%	222,682	75,160
Pacific Shores	54,654	67,350	81%	35,123	52,401	67%	19,531	14,949
Surfside	34,158	38,316	89%	9,693	15,557	62%	24,465	22,759
Cedar	74,460	124,370	60%	90,695	122,990	74%	-16,235	1,380
Englishman River Stormwater	15,529	16,655	93%	94	4,867	2%	15,435	11,788
Cedar Estates Stormwater	3,375	4,500	75%	94	4,500	2%	3,281	0
Barclay Crescent	153,711	182,665	84%	120,260	166,547	72%	33,451	16,118
Pump & Haul	5,519	5,330	104%	4,028	5,330	76%	1,491	0
Streetslighting	104,947	123,440	85%	40,718	89,620	45%	64,229	33,820
Engineering Services	113,627	220,830	51%	113,627	220,830	51%	0	0
	\$16,811,399	\$27,862,752	60%	\$12,451,890	\$26,053,866	48%	\$4,359,509	\$1,808,886

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
September 30, 2010**

	Revenues			Expenditures			Surplus	
	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget	Variance	2010 Actual	2010 Budget
RECREATION & PARKS SERVICES								
Regional Parks	\$1,967,356	\$3,510,615	56%	\$1,277,505	\$3,480,310	37%	\$689,851	\$30,305
Community Parks								
Electoral Area A	111,703	136,225	82%	61,882	117,239	53%	49,821	18,986
Electoral Area B	167,890	207,970	81%	109,455	181,897	60%	58,435	26,073
Electoral Area C	44,685	53,495	84%	27,135	47,600	57%	17,550	5,895
Electoral Area D	86,057	102,930	84%	53,741	83,709	64%	32,316	19,221
Electoral Area E	79,688	98,665	81%	59,157	88,577	67%	20,531	10,088
Electoral Area F	136,490	139,840	98%	70,561	105,233	67%	65,929	34,607
Electoral Area G	134,340	160,690	84%	80,617	112,729	72%	53,723	47,961
Electoral Area H	141,978	170,260	83%	109,397	152,560	72%	32,581	17,700
Area A Recreation & Culture	246,366	267,365	92%	114,449	160,955	71%	131,917	106,410
Northern Community Recreation	1,254,071	1,548,140	81%	1,145,697	1,442,664	79%	108,374	105,476
Oceanside Place Arena	1,586,046	2,156,175	74%	1,585,974	2,149,159	74%	72	7,016
Ravensong Aquatic Center	2,807,561	7,294,050	38%	2,560,895	7,217,164	35%	246,666	76,886
Gabriola Island Recreation	69,117	89,835	77%	84,375	89,835	94%	-15,258	0
Southern Community Recreation	715,816	951,145	75%	923,954	951,145	97%	-208,138	0
Hotel Room Tax	0	0		0	0		0	0
Port Theater Contribution	49,158	65,270	75%	65,270	65,270	100%	-16,112	0
	\$9,598,322	\$16,952,670	57%	\$8,330,064	\$16,446,046	51%	\$1,268,258	\$506,624
TRANSPORTATION AND SOLID WASTE SERVICES								
Gabriola Island Emergency Wharf	\$7,346	\$8,685	85%	\$1,655	\$5,150	32%	\$5,691	\$3,535
Southern Community Transit	11,678,727	16,188,319	72%	10,475,404	16,162,871	65%	1,203,323	25,448
Northern Community Transit	1,133,008	1,479,471	77%	1,070,831	1,463,097	73%	62,177	16,374
Solid Waste Disposal	9,611,344	16,845,037	57%	8,135,070	16,424,176	50%	1,476,274	420,861
Solid Waste Collection & Recycling	3,518,137	3,672,088	96%	1,989,116	2,983,327	67%	1,529,021	688,761
	\$25,948,562	\$38,193,600	68%	\$21,672,076	\$37,038,621	59%	\$4,276,486	\$1,154,979
TOTAL ALL SERVICES	\$67,007,138	\$104,209,827	64%	\$54,838,926	\$99,324,569	55%	\$12,168,212	\$4,885,258

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
September 30, 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	\$615,202	\$820,270	75%	\$238,500	\$318,000	75%	\$520,646	\$694,195	75%	\$1,947,311	\$2,596,415	75%	\$1,107,930	\$1,477,240	75%
GRANTS	111,973	149,530	75%	18,783	18,000	104%	55	0	0	25,375	5,500	461%	0	0	0
OTHER REVENUE	2,683,491	3,773,235	71%	30,000	40,000	75%	0	0	0	68,203	875,525	8%	0	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	0
TOTAL REVENUES	3,790,118	5,126,045	74%	853,979	942,695	91%	533,666	707,160	75%	2,404,102	3,840,635	63%	1,107,930	1,477,240	75%
EXPENSES															
OFFICE OPERATING	458,999	729,395	63%	227,695	325,485	70%	10,837	14,195	76%	85,163	137,075	62%	0	0	0
COMMUNITY GRANTS	47,160	62,698	75%	0	0	0	0	0	0	0	0	0	0	0	0
LEGISLATIVE	179,107	251,180	71%	24,241	47,600	51%	0	0	0	0	0	0	0	0	0
PROFESSIONAL FEES	70,168	343,440	20%	9,319	13,150	71%	0	0	0	9,199	21,100	44%	0	0	0
BUILDING - OPER & MAINT	128,626	209,790	61%	40	2,000	2%	655	315	208%	22,907	47,275	48%	0	0	0
VEH & EQUIP - OPER & MAINT	35,702	55,705	64%	2,558	4,300	59%	3,166	5,150	61%	166,794	234,465	71%	0	0	0
OTHER OPERATING COSTS	8,355	57,840	14%	0	0	0	0	0	0	9,819	219,420	4%	0	0	0
WAGES & BENEFITS	2,018,923	2,764,853	73%	141,940	201,391	70%	0	0	0	3,294	8,900	37%	0	0	0
CAPITAL EXPENDITURES	116,030	252,930	46%	6,477	10,000	65%	0	0	0	106,490	1,043,040	10%	0	0	0
DEBT FINANCING - INTEREST	0	0	0	0	0	0	0	0	0	72,417	144,805	50%	0	0	0
DEBT FINANCING - PRINCIPAL	0	0	0	0	0	0	0	0	0	15,061	80,170	19%	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	173,815	173,815	100%	1,000	1,000	100%	6,800	6,800	100%	336,493	233,015	144%	0	0	0
TRSF TO OTHER GOV'T/AGENCIES	25,160	25,172	100%	0	0	0	627,458	675,595	93%	1,353,756	1,361,805	99%	1,107,927	1,477,240	75%
TOTAL EXPENDITURES	3,262,045	4,926,818	66%	413,270	604,926	68%	648,916	702,055	92%	2,181,393	3,531,070	62%	1,107,927	1,477,240	75%
OPERATING SURPLUS (DEFICIT)	\$528,073	\$199,227		\$440,709	\$337,769		(\$115,250)	\$5,105		\$222,709	\$309,565		\$3	\$0	

**REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
September 30, 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	\$6,281	\$8,375	75%	\$0	\$0		\$16,125	\$21,500	75%	\$4,451,995	\$5,935,995	75%
GRANTS	0	0		0	0		0	0		156,186	173,030	90%
OTHER REVENUE	19,938	0		2,373,330	4,486,275	53%	0	0		5,174,962	9,175,035	56%
RETAINED EARNINGS	-2,377	-2,375	100%	0	0		0	0		1,319,949	1,323,490	100%
TOTAL REVENUES	23,842	6,000	397%	2,373,330	4,486,275	53%	16,125	21,500	75%	11,103,092	16,607,550	67%
EXPENSES												
OFFICE OPERATING	0	0		0	0		16,125	21,500	75%	798,819	1,227,650	65%
COMMUNITY GRANTS	0	0		0	0		0	0		47,160	62,698	75%
LEGISLATIVE	0	0		0	0		0	0		203,348	298,780	68%
PROFESSIONAL FEES	0	0		0	0		0	0		88,686	377,690	23%
BUILDING - OPER & MAINT	0	0		0	0		0	0		152,228	259,380	59%
VEH & EQUIP - OPER & MAINT	0	0		0	0		0	0		208,220	299,620	69%
OTHER OPERATING COSTS	0	0		0	0		0	0		18,174	277,260	7%
WAGES & BENEFITS	0	0		0	0		0	0		2,164,157	2,975,144	73%
CAPITAL EXPENDITURES	0	0		0	0		0	0		228,997	1,305,970	18%
DEBT FINANCING - INTEREST	0	0		1,372,521	2,583,865	53%	0	0		1,444,938	2,728,670	53%
DEBT FINANCING - PRINCIPAL	0	0		1,000,809	1,902,410	53%	0	0		1,015,870	1,982,580	51%
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	6,000	6,000	100%	0	0		0	0		524,108	420,630	125%
TRSF TO OTHER GOV'T/AGENCIES	0	0		0	0		0	0		3,114,301	3,539,812	88%
TOTAL EXPENDITURES	6,000	6,000	100%	2,373,330	4,486,275	53%	16,125	21,500	75%	10,009,006	15,755,884	64%
OPERATING SURPLUS (DEFICIT)	\$17,842	\$0		\$0	\$0		\$0	\$0		\$1,094,086	\$851,666	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
September 30, 2010**

	EA Community Planning			Comm Works Fund Projects			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	\$912,724	\$1,216,965	75%	\$0	\$0		\$263,959	\$351,945	75%	\$145,931	\$194,575	75%
GRANTS	4,344	0		101,531	583,510	17%	1,198	0		-2,513	14,840	-17%
OPERATING REVENUE	56,032	69,000	81%	0	0		0	0		0	0	
OTHER REVENUE	26,581	27,500	97%	3,750	5,000	75%	0	0		13,866	31,000	45%
RETAINED EARNINGS	447,324	447,325	100%	0	0		360,894	360,890	100%	43,801	43,800	100%
TOTAL REVENUES	1,447,005	1,760,790	82%	105,281	588,510	18%	626,051	712,835	88%	201,085	284,215	71%
EXPENSES												
OFFICE OPERATING	251,581	417,926	60%	21,113	0		96,102	172,710	56%	31,890	58,445	55%
PROFESSIONAL FEES	19,494	113,000	17%	62,013	376,000	16%	4,648	67,500	7%	12,315	29,210	42%
BUILDING - OPER & MAINT	28,909	41,813	69%	330	5,000	7%	100	9,000	1%	123	300	41%
VEH & EQUIP - OPER & MAINT	7,223	5,235	138%	0	0		350	350	100%	8,559	7,600	113%
OTHER OPERATING COSTS	59,021	93,190	63%	476	0		1,114	21,300	5%	831	4,600	18%
WAGES & BENEFITS	581,227	849,649	68%	42,079	87,510	48%	153,365	233,440	66%	84,526	106,280	80%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	19,127	16,950	113%	0	120,000		1,969	2,500	79%	0	41,480	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	7,000	7,000	100%	0	0		405	405	100%	8,000	8,000	100%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		3,500	3,000	117%
TOTAL EXPENDITURES	973,582	1,544,763	63%	126,011	588,510	21%	258,053	507,205	51%	149,744	258,915	58%
OPERATING SURPLUS (DEFICIT)	\$473,423	\$216,027		(\$20,730)	\$0		\$367,998	\$205,630		\$51,341	\$25,300	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
September 30, 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	\$20,250	\$27,000	75%	\$0	\$0		\$166,223	\$221,630	75%	\$1,509,087	\$2,012,115	75%
GRANTS	133	0	0	0	0		29	0		104,722	598,350	18%
OPERATING REVENUE	0	0		726,217	688,000	106%	0	0		782,249	757,000	103%
OTHER REVENUE	5	0	0	18,222	12,000	152%	174,366	237,350	73%	236,790	312,850	76%
RETAINED EARNINGS	2,366	2,365	100%	0	0		58,530	58,560	100%	912,915	912,940	100%
TOTAL REVENUES	22,754	29,365	77%	744,439	700,000	106%	399,148	517,540	77%	3,545,763	4,593,255	77%
EXPENSES												
OFFICE OPERATING	0	0		65,294	89,215	73%	20,422	30,050	68%	486,402	768,346	63%
PROFESSIONAL FEES	0	0		852	3,000	28%	127,683	148,110	86%	227,005	736,820	31%
BUILDING - OPER & MAINT	20,000	24,000	83%	0	0		2,500	3,250	77%	51,962	83,363	62%
VEH & EQUIP - OPER & MAINT	0	0		13,643	17,000	80%	6,952	8,400	83%	36,727	38,585	95%
OTHER OPERATING COSTS	0	0		1,814	5,445	33%	44,191	64,900	68%	107,447	189,435	57%
WAGES & BENEFITS	0	0		410,137	539,554	76%	141,147	189,135	75%	1,412,481	2,005,568	70%
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	0	0		0	0		0	0		21,096	180,930	12%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		0	0		8,500	8,700	98%	23,905	24,105	99%
TRSF TO OTHER GOVT/AGENCIE	5,365	0	0	0	0		0	0		8,865	3,000	296%
TOTAL EXPENDITURES	25,365	24,000	106%	491,740	654,214	75%	351,395	452,545	78%	2,375,890	4,030,152	59%
OPERATING SURPLUS (DEFICIT)	(\$2,611)	\$5,365		\$252,699	\$45,786		\$47,753	\$64,995		\$1,169,873	\$563,103	

**REGIONAL DISTRICT OF NANAIMO
REGIONAL & COMMUNITY UTILITIES
September 30, 2010**

	Wastewater Management			Water Supply			Sewer Collection			Street Lighting			Regional & Community Utilities		
	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	\$6,233,259	\$8,311,010	75%	\$1,557,581	\$2,076,775	75%	\$864,169	\$1,152,225	75%	\$54,866	\$73,155	75%	\$8,709,875	\$11,613,165	75%
GRANTS	962,186	2,045,470	47%	1,935	121,575	2%	820	0	0	232	455	51%	965,173	2,167,500	45%
OPERATING REVENUE	348,899	454,800	77%	816,633	747,471	109%	401,886	404,996	99%	0	0	0	1,890,707	2,118,387	89%
OTHER REVENUE	530,747	6,870,285	8%	108,038	494,100	22%	12,101	7,165	169%	0	0	0	655,009	7,371,550	9%
RETAINED EARNINGS	2,069,994	2,070,085	100%	2,202,537	2,203,985	100%	268,255	268,250	100%	49,849	49,830	100%	4,590,635	4,592,150	100%
TOTAL REVENUES	10,145,065	19,751,650	51%	4,686,724	5,643,906	83%	1,547,231	1,832,636	84%	104,947	123,440	85%	16,811,399	27,862,752	60%
EXPENSES															
OFFICE OPERATING	424,965	590,118	72%	176,164	287,939	61%	56,763	83,686	68%	771	1,045	74%	666,643	972,633	69%
PROFESSIONAL FEES	109,744	482,075	23%	60,045	433,399	14%	10,208	18,810	54%	0	1	0	198,108	952,785	21%
BUILDING - OPER & MAINT	107,039	151,042	71%	52,361	93,073	56%	15,765	31,230	50%	5,970	38,800	15%	181,135	314,145	58%
VEH & EQUIP - OPER & MAINT	397,338	570,900	70%	60,122	89,825	67%	36,625	70,321	52%	0	0	0	494,085	731,046	68%
WAGES & BENEFITS	1,373,588	1,922,636	71%	668,882	1,021,610	65%	144,179	270,322	53%	0	917	0	2,480,072	3,687,940	67%
OTHER OPERATING COSTS	1,090,094	1,638,970	67%	296,878	507,277	59%	598,972	879,038	68%	33,977	48,857	70%	2,023,847	3,081,462	66%
CAPITAL EXPENDITURES	1,792,416	10,006,300	18%	209,799	1,397,810	15%	36,928	66,059	56%	0	0	0	2,041,115	11,473,169	18%
DEBT FINANCING - INTEREST	556,893	742,525	75%	174,000	231,675	75%	75,564	100,520	75%	0	0	0	806,457	1,074,720	75%
DEBT FINANCING - PRINCIPAL	465,740	620,990	75%	167,879	202,135	83%	50,855	67,810	75%	0	0	0	684,474	890,935	77%
DEBT FINANCING - EXCHANGE CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRSF TO RESERVE FUND	2,077,865	2,077,865	100%	741,988	741,988	100%	56,102	55,182	102%	0	0	0	2,875,955	2,875,035	100%
TRSF TO OTHER GOV'T AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	8,395,682	18,803,421	45%	2,606,118	5,006,731	52%	1,081,961	1,642,978	66%	40,718	89,620	45%	12,451,891	26,053,870	48%
OPERATING SURPLUS (DEFICIT)	\$1,749,403	\$948,229		\$2,080,606	\$637,175		\$465,270	\$189,658		\$64,229	\$33,820		\$4,359,508	\$1,808,882	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
September 30, 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	\$1,176,833	\$1,569,110	75%	\$552,162	\$736,215	75%	\$70,294	\$93,725	75%	\$799,676	\$1,066,235	75%	\$1,118,674	\$1,491,565	75%
GRANTS	139,185	255,130	55%	288	0	0	4,000	0	0	5,625	8,425	67%	0	0	0
OPERATING REVENUE	4,124	6,500	63%	0	0	0	8,428	10,000	84%	209,106	228,390	92%	404,548	612,930	66%
OTHER REVENUE	2,323	1,035,000	0%	21,265	0	0	0	0	0	2,443	3,000	81%	31,932	20,790	154%
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	1,967,356	3,510,615	56%	902,831	1,070,075	84%	246,366	267,365	92%	1,254,071	1,548,140	81%	1,586,046	2,156,175	74%
EXPENSES															
OFFICE OPERATING	75,591	107,045	71%	52,678	72,442	73%	7,081	11,295	63%	89,781	139,130	65%	125,803	168,330	75%
PROFESSIONAL FEES	89,773	327,000	27%	15,761	52,500	30%	920	500	184%	24,507	32,925	74%	4,578	16,500	28%
BUILDING - OPER & MAINT	51,850	108,435	48%	12,018	14,201	85%	7,018	10,515	67%	15,198	21,400	71%	193,631	281,100	69%
VEH & EQUIP - OPER & MAINT	17,456	28,549	61%	5,375	23,699	23%	0	0	0	18,247	25,505	72%	76,510	96,055	80%
OTHER OPERATING COSTS	71,267	368,900	19%	65,050	187,805	35%	6,342	6,550	97%	19,770	27,955	71%	11,200	16,300	69%
WAGES & BENEFITS	288,406	421,445	68%	248,284	376,097	66%	74,271	91,200	81%	558,090	727,729	77%	686,832	935,449	73%
COMMUNITY GRANTS	0	0	0	0	0	0	5,959	20,595	29%	50,729	71,970	70%	798	400	200%
RECREATION PROGRAMS	1,067	1,500	71%	0	0	0	2,664	10,000	27%	49,470	69,245	71%	4,502	10,500	43%
CAPITAL EXPENDITURES	86,459	1,521,800	6%	322	0	0	194	300	65%	6,145	13,045	47%	41,747	37,760	111%
DEBT FINANCING - INTEREST	0	0	0	18,245	24,330	75%	0	0	0	0	0	0	234,399	312,530	75%
DEBT FINANCING - PRINCIPAL	0	0	0	12,512	16,770	75%	0	0	0	0	0	0	204,789	273,050	75%
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	565,636	565,636	100%	93,500	93,500	100%	10,000	10,000	100%	17,800	17,800	100%	1,185	1,185	100%
TRSF TO OTHER GOVT/AGENCIES	30,000	30,000	100%	48,200	28,200	171%	0	0	0	295,960	295,960	100%	0	0	0
TOTAL EXPENDITURES	1,277,505	3,480,310	37%	571,945	889,544	64%	114,449	160,955	71%	1,145,697	1,442,664	79%	1,585,974	2,149,159	74%
OPERATING SURPLUS (DEFICIT)	\$689,851	\$30,305		\$330,886	\$180,531		\$131,917	\$106,410		\$108,374	\$105,476		\$72	\$7,016	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
September 30, 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	\$1,254,353	\$1,672,470	75%	\$62,246	\$82,995	75%	\$754,755	\$1,006,340	75%	\$5,788,993	\$7,718,655	75%
GRANTS	272,809	1,000,000	27%	519	500	104%	139	0		422,565	1,264,055	33%
OPERATING REVENUE	245,710	472,560	52%	0	0		0	0		871,916	1,330,380	66%
OTHER REVENUE	967,961	4,140,050	23%	16	0		0	0		1,025,940	5,198,840	20%
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	2,807,561	7,294,050	38%	69,117	89,835	77%	764,974	1,016,415	75%	9,598,322	16,952,670	57%
EXPENSES												
OFFICE OPERATING	140,332	191,280	73%	7,186	8,105	89%	0	0		498,452	697,627	71%
PROFESSIONAL FEES	3,449	16,000	22%	459	0		5,899	12,000	49%	145,346	457,425	32%
BUILDING - OPER & MAINT	139,549	273,000	51%	0	0		19,435	25,450	76%	438,699	734,101	60%
VEH & EQUIP - OPER & MAINT	13,241	42,455	31%	104	75	139%	0	0		130,933	216,338	61%
OTHER OPERATING COSTS	16,433	29,400	56%	253	275	92%	0	75		190,315	637,260	30%
WAGES & BENEFITS	683,809	990,204	69%	12,360	16,105	77%	0	0		2,552,052	3,558,229	72%
COMMUNITY GRANTS	5,945	8,000	74%	0	0		0	0		63,431	100,965	63%
RECREATION PROGRAMS	17,446	42,290	41%	0	0		0	0		75,149	133,535	56%
CAPITAL EXPENDITURES	1,251,998	5,155,710	24%	113	175	65%	0	15,000		1,386,978	6,743,790	21%
DEBT FINANCING - INTEREST	195,548	344,690	57%	0	0		0	0		448,192	681,550	66%
DEBT FINANCING - PRINCIPAL	92,965	123,955	75%	0	0		0	0		310,266	413,775	75%
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		688,301	688,301	100%
TRSF TO OTHER GOVT/AGENCIES	0	0		63,900	65,100	98%	963,890	963,890	100%	1,401,950	1,383,150	101%
TOTAL EXPENDITURES	2,560,895	7,217,164	35%	84,375	89,835	94%	989,224	1,016,415	97%	8,330,064	16,446,046	51%
OPERATING SURPLUS (DEFICIT)	\$246,666	\$76,886		(\$15,258)	\$0		(\$224,250)	\$0		\$1,268,258	\$506,624	

**REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION & SOLID WASTE SERVICES
September 30, 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	\$4,020	\$5,360	75%	\$4,136,898	\$5,515,865	75%	\$516,638	\$688,851	75%	\$4,657,556	\$6,210,076	75%
GRANTS	0	0		3,668,128	5,925,340	62%	284,782	410,000	69%	3,952,910	6,335,340	62%
OPERATING REVENUE	0	0		3,522,941	4,335,485	81%	201,658	250,690	80%	3,724,599	4,586,175	81%
OTHER REVENUE	0	0		41,407	102,280	40%	0	0		41,407	102,280	40%
RETAINED EARNINGS	3,326	3,325	100%	309,353	309,350	100%	129,930	129,930	100%	442,609	442,605	100%
TOTAL REVENUES	7,346	8,685	85%	11,678,727	16,188,320	72%	1,133,008	1,479,471	77%	12,819,081	17,676,476	73%
EXPENSES												
OFFICE OPERATING	271	150	181%	1,425,911	1,775,130	80%	636,425	778,521	82%	2,062,607	2,553,801	81%
PROFESSIONAL FEES	130	0		5,456	85,000	6%	0	0		5,586	85,000	7%
BUILDING - OPER & MAINT	0	4,000		172,834	200,450	86%	0	0		172,834	204,450	85%
VEH & EQUIP - OPER & MAINT	0	0		2,474,892	3,532,125	70%	0	0		2,474,892	3,532,125	70%
OTHER OPERATING COSTS	254	0		243,020	347,500	70%	0	0		243,274	347,500	70%
WAGES & BENEFITS	0	0		5,591,981	7,852,791	71%	434,406	684,576	63%	6,026,387	8,537,369	71%
CAPITAL EXPENDITURES	0	0		539,135	2,246,930	24%	0	0		539,135	2,246,930	24%
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	1,000	1,000	100%	22,175	22,175	100%	0	0		23,175	23,175	100%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	1,655	5,150	32%	10,475,404	16,162,871	65%	1,070,831	1,463,097	73%	11,547,890	17,631,120	65%
OPERATING SURPLUS (DEFICIT)	\$5,691	\$3,535		\$1,203,323	\$25,449		\$62,177	\$16,374		\$1,271,191	\$45,356	

**REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION & SOLID WASTE SERVICES
September 30, 2010**

	Total Solid Waste Disposal			Total 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	\$246,562	\$328,750	75%	\$0	\$0		\$4,904,118	\$6,538,826	75%
GRANTS	1,420,493	2,426,617	59%	0	0		5,373,403	8,761,957	61%
OPERATING REVENUE	6,060,912	8,268,500	73%	2,606,194	2,762,088	94%	12,391,705	15,616,763	79%
OTHER REVENUE	1,554,015	5,491,815	28%	26,473	25,000	106%	1,621,895	5,619,095	29%
RETAINED EARNINGS	329,362	329,355	100%	885,470	885,000	100%	1,657,441	1,656,960	100%
TOTAL REVENUES	9,611,344	16,845,037	57%	3,518,137	3,672,088	96%	25,948,562	38,193,601	68%
EXPENSES									
OFFICE OPERATING	499,035	668,107	75%	131,983	177,664	74%	2,693,625	3,399,572	79%
PROFESSIONAL FEES	172,671	354,550	49%	24,026	17,200	140%	202,283	456,750	44%
BUILDING - OPER & MAINT	85,958	141,900	61%	2,105	2,681	79%	260,897	349,031	75%
VEH & EQUIP - OPER & MAINT	440,914	688,519	64%	889	1,785	50%	2,916,695	4,222,429	69%
OTHER OPERATING COSTS	1,273,259	2,669,430	48%	1,734,124	2,608,649	66%	3,250,657	5,625,579	58%
WAGES & BENEFITS	2,010,153	2,653,426	76%	94,774	170,488	56%	8,131,314	11,361,283	72%
CAPITAL EXPENDITURES	3,143,760	8,738,924	36%	555	4,200	13%	3,683,450	10,990,054	34%
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	100,770	
TRSF TO RESERVE FUND	509,320	509,320	100%	660	660	100%	533,155	533,155	100%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	8,135,070	16,424,176	50%	1,989,116	2,983,327	67%	21,672,076	37,038,623	59%
OPERATING SURPLUS (DEFICIT)	\$1,476,274	\$420,861		\$1,529,021	\$688,761		\$4,276,486	\$1,154,978	



CAO APPROVAL		Clay
EAP		
COW	✓	Nov 9 '10
OCT 29 2010		
RHD		
BOARD		

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: October 29, 2010

FROM: Nancy Avery
General Manager, Finance & Information Services

File:

SUBJECT: Resolution to close borrowing authorities

PURPOSE:

To approve a resolution which would close unused borrowing authorities which are not required following project completion.

BACKGROUND:

The Municipal Finance Authority (MFA) recently sent correspondence to all local governments with respect to borrowing authorities which have not been fully drawn down. Where a borrowing authority is not fully drawn on by a municipality, it remains as an outstanding commitment and may affect their ability to enter into future borrowing, because of statutory limits. While the Regional District is not subject to the same statutory limits, it is helpful to the MFA to have an update on which bylaws are or will not be required.

The Regional District has three loan authorizations for which the projects are complete and no further borrowing for the original purpose is required. The unexpended amounts remaining are as follows:

Bylaws 1313/1365	District 69 Arena	\$7,497,000	\$1,026,354 (Oceanside Place)
Bylaws 1486/1392	Barclay Cr. Sewer	\$1,172,000	\$ 276,219 (sewer collection system)
Bylaws 1480/1476	Regional Parks & Trail	\$ 950,000	\$ 950,000 (Mt. Benson land purchase)

ALTERNATIVES:

1. Approve the resolutions as presented.
2. Take no action at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

All of the foregoing projects are completed and all funds required under the loan authorities has been accounted for. There are no further financial implications or concerns as a result of closing these loan authorizations.

SUMMARY/CONCLUSIONS:

The Municipal Finance Authority (MFA) has requested notification regarding unused borrowing authorities. The Regional District of Nanaimo has three borrowing authorities which can be closed at this time, as follows:

Bylaws 1313/1365	District 69 Arena	construction of Oceanside Place
Bylaws 1486/1392	Barclay Crescent Sewer	construction of sewer collection system
Bylaws 1480/1476	Regional Parks & Trail	Mt. Benson land purchase

The projects are completed and there are no financial implications or concerns to closing these authorities. Staff recommends approving the resolution below.

RECOMMENDATION:

That the Municipal Finance Authority be advised that the following loan authorizations may be permanently closed:

Bylaw 1313/1365	District 69 Arena
Bylaw 1486/1392	Barclay Crescent Sewer
Bylaw 1480/1476	Regional Parks & Trail



Report Writer



CAO Concurrence

**MUNICIPAL
FINANCE
AUTHORITY** of British Columbia

RECEIVED
SEP 24 2010
REGIONAL DISTRICT
of NANAIMO

mfa-bc

737 FORT STREET, VICTORIA, BC V8W 2V1 CANADA
TELEPHONE (250) 383-1181 FAX (250) 384-3000
E-MAIL mfa@mfa.bc.ca WEBSITE www.mfa.bc.ca

September 20, 2010

Ms. Nancy Avery
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Nancy,

Re: Outstanding Requests for Financing

According to our records, the following requests for financing were previously approved by the Members of the Authority but have not yet been drawn upon:

MFA Approval Date	RD S/I Bylaw	L/A Bylaw	Project Description	Authorized	\$ Remaining
Spring 2002	1242	1051	Nanoose Bay Bulk Water	\$1,476,000	\$1,476,000
Spring 2002	1243	1051	Nanoose Bay Bulk Water	\$2,536,370	\$2,536,370
Spring 2002	1244	1051	Nanoose Bay Bulk Water	\$168,875	\$168,875
Spring 2002	1245	1051	Nanoose Bay Bulk Water	\$314,141	\$314,141
Spring 2002	1246	1052	French Creek Bulk Water	\$2,579,630	\$2,579,630
Spring 2002	1247	1052	French Creek Bulk Water	\$93,815	\$93,815
Spring 2002	1248	1052	French Creek Bulk Water	\$500,000	\$500,000
Spring 2002	1249	1052	French Creek Bulk Water	\$512,900	\$512,900
Spring 2004	1365	1313	District 69 Arena	\$7,497,000	\$1,026,354
Spring 2005	1395	1171	San Pareil Water Supply	\$196,955	\$62,516 ✓
Fall 2006	1488	1441	Nanaimo River Fire	\$60,000	\$39,239 ✓
Fall 2006	1486	1392	Barclay Crescent Sewer	\$1,172,000	\$276,219
Fall 2006	1480	1476	Regional Parks & Trail	\$950,000	\$950,000 ✓

Please advise by October 31, 2010 if these requests should remain open, and what the anticipated borrowing date(s) will be. Advising me of anticipated dates does not replace the requirement for you to officially request the funds, in writing, one month prior to the MFA Member meeting (i.e.: end of February and end of August each year) to be included in the associated MFA debenture issue.

If the remaining funds or the entire amount of the loan authorization bylaw will no longer be required, you must amend or repeal the bylaw as appropriate.

Your Advice and Approvals representative at the Ministry of Community and Rural Development (MCRD) can be contacted if you require assistance in the loan authorization amendment or repeal process.

Please forward a copy of the amended or repealed loan authorization bylaw to the MFA so our records can be updated. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Lexi Pearson". The signature is written in a cursive, flowing style.

Lexi Pearson
Finance & Administrative Assistant



RDN REPORT	
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BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

DATE: October 27, 2010

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE20090000284

SUBJECT: Unightly Premises - 225 DeCourcy Drive, Electoral Area 'B'

PURPOSE

To provide the Board with an update on the outcome of the unsightly premises clean-up Resolution for the subject property.

BACKGROUND

Property: 225 DeCourcy Drive, Electoral Area 'B'

Legal Description: Lot 98, Section 21, Gabriola Island, Nanaimo District, Plan 12655

Property Owner: Sandra A. Salter
9098 Norum Road
Delta, BC V4C 3J1

Zoning: Small Rural Residential Gabriola Land Use Bylaw # 177 (Islands Trust)

The subject property is located in a rural residential neighbourhood on the North West tip of Gabriola Island, in an area of neat and well maintained properties. On September 18, 2009 a complaint was received that the subject property was in an unsightly condition. Staff conducted an inspection and confirmed the property contained an accumulation of derelict vehicles, temporary structures, disused/discarded materials and refuse contrary to Regional District regulations. A cabin on the property burned down several years ago.

The owner failed to comply with staff direction to voluntarily clean up the property and the matter was subsequently reported to the Board. On May 25th, 2010 the Board adopted a resolution directing the owner to clean up the property within 14 days. In default, staff was directed to conduct the clean-up at the owner's expense.

As a result of the owner's failure to comply with the Board Resolution, staff hired a contractor and on September 14, 2010 the property was cleaned up. Three derelict recreational vehicles, two derelict boats and one derelict pick-up truck were removed from the property as well as numerous other discarded/disused items and garbage. During the clean-up, staff received many favorable comments from neighboring residents.

ALTERNATIVES

This report is presented for Board information only.

FINANCIAL IMPLICATIONS

There are no financial implications in receiving this report. The property owner has been billed for the cost of the clean-up (\$4,198.66).

CONCLUSION

On May 25, 2010, the Board adopted a Resolution directing the clean-up of the subject property pursuant to "Regional District of Nanaimo, Unsightly Premises Regulatory Bylaw No. 1073, 1996". The property owners failed to comply with the Resolution and a contractor was hired to remove the accumulation of derelict vehicles, garbage and debris, leaving the property clean and tidy. The clean-up was conducted over a two day period, resulting in many favorable comments from the community.

RECOMMENDATION

That the Board receive this report on the outcome of the unsightly premises clean-up Resolution for information.

Report Writer

General Manager Concurrence

Manager Concurrence

CAO Concurrence



RDN REPORT		
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BOARD		

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

DATE: October 27, 2010

FROM: Brian Brack
Bylaw Enforcement Officer

FILE: CE2009000013

SUBJECT: Unsightly Premises - 2307 Gould Road West, Electoral Area 'A'

PURPOSE

To provide the Board with an update on the outcome of the unsightly premises clean-up Resolution for the subject property.

BACKGROUND

Property: 2307 Gould Road West, Electoral Area 'A'

Legal Description: Lot 23, Section 11, Range 2, Cedar District, Plan 23856

Property Owner: Lorinne E. Anderson
2307 Gould Road West, Cedar, BC

John M. Anderson and Judith E. Anderson
3091 West 33rd Ave., Vancouver, BC

The subject property is located in a residential area of single family homes in Yellow Point. Following complaints from neighbours, staff conducted an inspection of the property which was found to contain in excess of 15 derelict/disused vehicles in the rear yard, discarded building material, disused/discarded household items, scrap metal, auto-parts and other refuse.

The owner failed to comply with staff direction to voluntarily clean up the property and the matter was subsequently reported to the Board. On May 11, 2010 the Committee of the Whole upon hearing submissions by Lorinne Anderson, referred the matter back to staff for further investigation and report. Despite further attempts by staff, the owner failed to voluntarily bring the property into compliance and on May 25, 2010, the Board adopted a Resolution directing the owner to clean up the property pursuant to "Regional District of Nanaimo, Unsightly Premises Regulatory Bylaw No. 1073, 1996". In default, staff was directed to conduct the clean-up at the owner's expense.

In the past five months, staff continued to communicate with the property owner(s) and significant progress was made to the point where the property is substantially in compliance with Regional District regulations.

ALTERNATIVES

This report is presented for Board information only.

FINANCIAL IMPLICATIONS


There are no financial implications as the owner has voluntarily cleaned up the property.

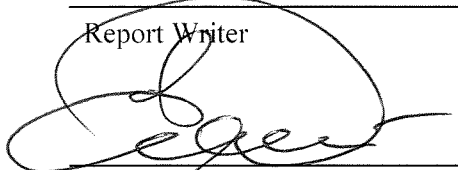
CONCLUSION

On May 25, 2010, the Board adopted a Resolution directing the clean-up of the subject property pursuant to "Regional District of Nanaimo, Unsightly Premises Regulatory Bylaw No. 1073, 1996". The property owners failed to comply with the Resolution however, further intervention by staff resulted in the owner(s) removing substantial quantities of debris and vehicles to the point where the property now meets neighborhood standards and is in compliance with regulations.


RECOMMENDATION


That the Board receive this report on the outcome of the unsightly premises clean-up Resolution for information.



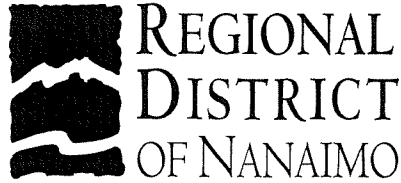
Report Writer


Manager Concurrence



General Manager Concurrence


CAO Concurrence



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BOARD		

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: October 28, 2010

FROM: Sean De Pol
Manager, Wastewater Services

FILE: 3150-10

SUBJECT: French Pollution Control Centre Dewatering Upgrade Project

PURPOSE

To award the tender for the installation of a centrifuge at the French Pollution Control Centre.

BACKGROUND

The French Creek Pollution Control Centre (FCPCC) is a secondary treatment plant that produces biosolids as part of its operations. The biosolids must be dewatered to facilitate economical transportation to land application operations.

Population growth in recent years has increased the wastewater flow to the FCPCC and thereby increased the quantity of solids requiring dewatering. As wastewater flows to FCPCC continue to increase, the existing centrifuge will experience capacity issues. The Board has previously authorized the purchase of the centrifuge and this recent tender is for the installation of the equipment.

The RDN received three bid responses to the tender. The work involves the removal of a beltfilter press, installation of a centrifuge, as well as structural, mechanical, electrical, and instrumentation work associated with start-up, and commissioning of the centrifuge.

The following three bids were received (excluding HST):

Maple Reinders Inc.	\$ 174,000
D. Robinson Contracting Ltd.	\$ 258,000
Georgia View Ventures Commercial Ltd.	\$ 379,907

Our engineering consultant has evaluated the tenders and the proper documentation has been verified. The low bidder for the project is Maple Reinders Inc. at a cost of \$174,000. Our engineering consultants recommend the award of the project to Maple Reinders Inc. Staff support this recommendation.

The total cost for the completion of the FCPCC Dewatering Upgrade Project is as follows:

General Construction (Tender results as reported)	\$ 174,000
Equipment Procurement (Underway)	\$ 358,130
Detailed Design Services (Completed)	\$ 70,000
Construction Services and SCADA Programming (PO issued)	\$ 36,000
Project Contingency	\$ 65,000
<u>Nonrefundable HST 1.75% of project costs</u>	<u>\$ 12,300</u>
Total Project Cost	\$ 715,430
Funding for this upgrade coming from DCC's reserves.	

ALTERNATIVES

1. That the Board award the contract to Maple Reinders Inc. for the centrifuge installation at the tendered price of \$174,000 and approve the release of DCC's (for construction, engineering, equipment and contingency) in the amount of \$715,430.
2. That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Alternative 1

The total DCC budget for the FCPCC Dewatering Upgrade Project is \$850,000. Maple Reinders Inc's price for the centrifuge installation is \$174,000. Based on the expected total project cost of \$715,430 there is adequate money in the DCC budget for completion of this project.

Alternative 2

If the contract for the FCPCC centrifuge installation is not awarded at this time the project will be delayed and future capacity for increased solids processing may not be available. Staff are not recommending this alternative.

SUMMARY/CONCLUSIONS

On October 27, 2010, the RDN received three bids for installation of a second centrifuge at the FCPCC. The low bidder for the project is Maple Reinders Inc. at a cost of \$174,000. The work involves the removal of a beltfilter press, installation of a centrifuge, as well as structural, mechanical, electrical, and instrumentation work associated with start-up, and commissioning of the centrifuge. Our engineering consultants recommend the award of the project to Maple Reinders Inc.

The total cost to complete the FCPCC Dewatering Upgrade Project including construction, engineering, equipment and contingency will be \$715,430, under the \$850,000 budget.

The work is required to ensure there is sufficient capacity for continued population growth in the French Creek, Parksville and Qualicum Beach areas.

RECOMMENDATIONS

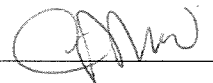
1. That Maple Reinders Inc. be awarded a contract for the centrifuge installation for the tendered price of \$174,000.
2. That Northern Community Development Cost Charge funds in the amount of \$715,430 be approved as a source of funds for the French Creek Pollution Control Centre Dewatering upgrade project.



Report Writer



General Manager Concurrence



C.A.O. Concurrence



NEW MEMORANDUM	
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BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: October 29th, 2010

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-SP-01

SUBJECT: **San Pareil Water Service
Infrastructure Improvements**

PURPOSE

To present to the Board a strategy for infrastructure improvements for the San Pareil Water Service Area.

BACKGROUND

Water service to the San Pareil development began in 1973 and expanded in phases until 1976 during which time the majority of the water system was installed. The system was owned and operated by a private company, Bubbling Springs Water, until the late 1990's when residents of the San Pareil community requested that the RDN take over their system. The RDN held a referendum in 2000 and with the approval of the residents the system came under RDN ownership.

Leading up to the referendum in 2000, information was provided to the residents by the RDN regarding the costs to acquire and operate the system, for proposed system improvements and to bring the system up to fire protection standards. Costs for immediate upgrades were estimated to be \$1,254,375 of which fire protection upgrades totaled \$852,500. Residents did not wish to undertake the proposed fire protection upgrades at that time due to the associated high costs. The referendum proceeded without improvements for fire protection upgrades included.

The approved borrowing included funding for a number of improvements, most of which have been completed. However, additional reservoir capacity planned for in the proposed works was not carried out. Instead, those funds were utilized for urgent water main replacement on Maple Crescent in 2006 and to fund costs associated with the development of additional well capacity. With the initial borrowing authority now almost entirely utilized, additional borrowing will require the assent of the electors.

The San Pareil Water Service Area is made up of three components: the water supply, storage/pumping and distribution piping. The groundwater supply is adequate and with a new well introduced in 2009 the supply is stable. The storage and pumping facilities and distribution network however, are both undersized and declining with age. The existing reservoir is undersized for current fire flow purposes and the pumping facility, including the back-up power supply, has exceeded its operational life span and must be replaced. The piping network is 35 years old on average with 50 years being the industry norm for replacement.

Continued operation of this declining infrastructure asset without improvements will result in increased operational costs for repairs, increased likelihood of service interruptions and loss of efficiency through water system leakage.

In August of 2009, the RDN Water Services Department sent a letter to all registered property owners in the water service area reminding residents that the San Pareil Water Service Area does not provide sufficient flows for fire protection services and suggested they discuss their fire insurance coverage with their insurance provider. Further information on the system status along with preliminary cost estimates for system improvements was provided at a residents' meeting in March of 2010.

Pre-design work on these components was carried out in 2009 and 2010 to determine the extent of the improvements required to bring the service area up to fire protection standards and to ensure the infrastructure is in satisfactory condition. Two engineering reports were prepared that provide a detailed assessment of the required improvements and the estimated costs.

Staff have reviewed the costs and updated them where necessary. The costs are as follows;

- Reservoir twinning and pump station - \$614,000
- Distribution main replacement for the entire system - \$1,777,263

The total capital cost for this project is estimated to be \$2,391,263 for the existing water service area.

Implementing these capital upgrades will require the assent of the electors. The petition process is recommended. The petition documents will include the final estimated capital, financing and administrative costs. Borrowing bylaws and any other necessary bylaws will be developed after successful completion of the petitioning process.

It is recommended the estimated costs developed as part of the pre-design engineering be reviewed by a contractor or contractors in order to ensure all costs have been identified prior to finalizing the petition documents. The cost for this review is estimated to be \$5,000.

Cost impacts may be mitigated by any senior government grant funds that could be obtained for this project. This will be pursued by staff although access to grant funding has been reduced through funding reductions in the grant programs and increased competition for available funds.

These improvements do not include the servicing of the 44 lots in the San Pareil development that have never been part of the San Pareil Water Service Area. These properties will be considered for inclusion once the existing water service area improvements have been completed and the system can sustain the additional demand. At that time those properties can be considered for inclusion into the San Pareil Water Service Area and a similar process to gain their assent will be undertaken. Costs for those properties will include any additional infrastructure (primarily water main installations, services and hydrants) required to service the properties and capital charges that will reflect the benefit of joining the existing system.

Staff have met with the Shorewood San Pareil Resident's Association (SSPORA) executive on a number of occasions to review the estimated costs for the improvements, to answer any questions the Association had with respect to the proposed improvements, discuss the most effective way to proceed and to develop a communications strategy to ensure residents are informed.

On October 25, 2010, the SSPORA executive committee advised that they did not wish to participate in the current proposal, citing elevated costs, complications with information mail-outs and a lack of information (see attached letter dated October 25, 2010). The engineering reports detailing the costs were provided to SSPORA for their perusal and it is not clear to staff what the basis is for the higher cost estimates referenced in their letter (\$3-4M compared to the \$2.3M estimated capital cost of the project).

ALTERNATIVES

1. That the Board approve the review and confirmation of the pre-design estimates and direct staff, if the review is favourable, to proceed with the development of the petition to establish borrowing authority.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

If the Board approves Alternative 1 costs of up to \$5,000 will be incurred to allow for the cost estimate review. Those funds will be included in the overall upgrade costs should the petition prove to be successful. If the petition is not successful those funds will be recovered from the operational budget.

SUSTAINABILITY IMPLICATIONS

The San Pareil Water Service area infrastructure is in decline. Continued operation of the system without significant investment has both long term financial and water resource implications. Without the proposed upgrades, repair and service interruptions will increase. In addition, system losses will continue to be elevated through leaking connections and inefficient pump systems. Investment in the aging infrastructure will increase the system life and reduce demand on the groundwater resource.

SUMMARY/CONCLUSIONS

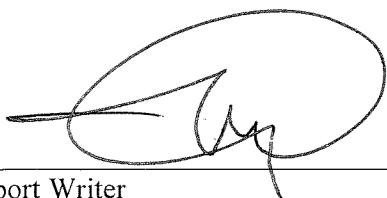
The San Pareil Water Service Area infrastructure is reaching the later part of its operational life. The existing distribution system, reservoir and pump station are also undersized for fire protection purposes. Updating the system infrastructure to existing standards including fire protection capabilities is estimated to cost \$2.39 million.

It is being recommended that staff proceed with a petition outlining the costs of the upgrades (including reservoir twinning, pump station improvements and distribution main replacement) and seeking residents' approval for the associated borrowing bylaw.

If the petition fails, staff will need to pursue an alternative strategy to ensure upgrades move forward prior to significant system failures as the infrastructure meets and exceeds its serviceable life.

RECOMMENDATION

That the Board approve the review and confirmation of the pre-design estimates and direct staff, if the review is favourable, to proceed with the development of a petition to establish borrowing authority for the works and costs of improvements to the San Pareil Water Service Area.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

SHOREWOOD SAN PAREIL OWNERS & RESIDENTS ASSOCIATION

117 SHOREWOOD DRIVE, PAREILVILLE, BRITISH COLUMBIA V9T 1S6



October 25, 2010


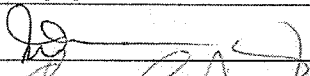

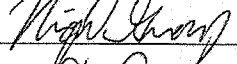
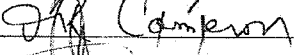
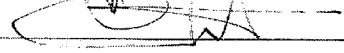

Mike Donnelly et al,
Regional District of Nanaimo,
6300 Hammond Bay Road,
Nanaimo, B. C. V9T 6N2.

In response to various e-mail messages, the SSPORA board finds itself still asking the question, "How did we go from seeking standard fire flow requirements, to what will obviously be a \$3 to \$4 million complete water system upgrade serving only about 300 residences."

The SSPORA board's offer to support the communications process was based on the following principles: 1) we would be provided with accurate, up to date information, which would allow us to prepare an unbiased, informed communication package which would represent the best interests of the community and 2) the RDN would assist us in reaching all property owners. Neither of these objectives has been met!

The report we were allowed to read, at least part of which was over a year old, did not provide answers to the many questions that will be asked by the residents.

Based on the above, the Board has UNANIMOUSLY agreed not to participate in the current proposal.

	Jo Dunn
	Ilene Douglas
	Art C. Drysdale
	Nigel P. I. Gray
	Don Cameron
	John Cowperthwaite
	Susan Smylie

Cc: Joe Stanhope, Chairman, John Finnie, General Manager, Carol Mason, Chief Administrative Officer, Wayne Moorman, Engineer



EAM REPORT	
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BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: October 27, 2010

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-NBP-05

SUBJECT: **Nanoose Bay Peninsula Water Service Area
Proposed Treatment Facility**

PURPOSE

To provide information and recommendations for the proposed Nanoose Bay Peninsula Water Service Area water treatment facility.

BACKGROUND

The aesthetic quality of domestic water supplies in the Nanoose Bay Peninsula Water Service Area has been a concern for a number of years. Water is supplied primarily from groundwater sources which contain iron and manganese. These two elements are at the core of water quality complaints from service area customers.

Assessments of the scope of the problem and the development of a solution began in 2006 when the Board approved funds to carry out a water quality study and treatment field testing. Worley Parsons Komex Engineering of Victoria undertook both the treatment options study and the subsequent field testing of the preferred option in 2007.

The final report on treatment options for both the Red Gap wells and the Nanoose wells located in the Claudet Road area, identified costs of approximately \$4.7 million for treatment and associated capital works to connect the two systems. This was reported to the Board in June of 2008. A decision was made to defer treatment due to the costs and consider the less costly option of well sequencing.

Well sequencing focused on the utilization of the Nanoose well group which has lower concentrations of iron and manganese. By using these wells on a preferred basis when possible, it was anticipated that a lowering of the overall concentrations of the two elements could be achieved. This was not intended to be a full treatment option but rather an operational protocol by which a reduction in overall iron and manganese concentrations could be realized.

To date there have been positive indications that the well sequencing may be assisting in the reduction of iron and manganese. Test results in both the Fairwinds and Arbutus Ridge neighbourhoods indicated a decline in the two elements. Results from the other areas within the Nanoose Bay Water Peninsula Service Area have remained largely unchanged. Operational field staff also report reductions in settled material in water mains indicating reduced oxidized iron and manganese. While there appears to be some reductions in iron and manganese in some areas, the core problem of discoloured water continues to frustrate a number of service area residents.

Further work by Worley Parsons Engineering was carried out in 2009 to determine the feasibility and preliminary costs for treatment of the Red Gap group of wells only. This approach reduced the costs for treatment considerably as capital works were not required to connect the Nanoose wells. The preliminary design and estimated costs of \$1.4 million were presented to the Board in November, 2009.

The Board directed staff to hold a public meeting to discuss the treatment option and to outline costs and proposed next steps. A meeting was held on February 8th, 2010 with approximately 200 residents in attendance along with RDN and Worley Parsons Engineering staff. Residents attending the meeting were largely supportive of the project based on a proposed annual cost of \$10 - \$24 per property. At the February 2010 Board meeting staff were directed to proceed to final design of the treatment facility including tender ready documentation.

Final design of the water treatment plant and associated tender documentation is now complete. The costs for the plant are estimated to be \$1,900,000. The plant is a modular design and can be expanded to treat additional groundwater sources on the Nanoose Bay Peninsula if and as required.

Initially, the plant will provide treatment for the Red Gap well group. The treatment process utilizes a granular filtration technology supplied by Filtronics Incorporated of California, USA. The raw groundwater is heavily chlorinated on entering the treatment facility. This oxidizes the iron and manganese which can then be removed by the filtration system. The treatment system will remove 95% of the iron and 90% of the manganese (based on the 2007 field test results).

Regular back-flushing of the filtration system occurs. The contaminated backwash drains to a holding tank where the contaminants settle out. The clarified water is recycled back into the filtration system and the collected solids are transferred to an onsite storage facility then to the Regional Landfill.

Although this process will treat the Red Gap Well Group water to below Canadian Drinking Water Quality Guideline aesthetic levels for iron and manganese, there will still be mixing of groundwater in the service area from other wells (including the Nanoose and Craig Bay area well fields). Different areas within the Nanoose Bay Peninsula Water Service Area will benefit to differing degrees depending on demand and flow patterns within the distribution system.

The Red Gap Well Group plays a significant role in the supply of water to the Nanoose Bay Peninsula Water Service Area, providing 54% of the system's groundwater pumping capacity. This resource is a key asset in the future supply of water to the service area.

While the Red Gap Well Group is a significant groundwater source, it is also the most problematic group with respect to aesthetic water quality. As further distribution system improvements are made, it is important that water quality issues associated with this water source be addressed. This will reduce residents' concerns with current quality issues and will ensure these issues do not expand into other areas as distribution upgrades are made and the various water supply sources are more fully integrated and distributed to all users in the service area.

ALTERNATIVES

1. That the Board receive the report on the Nanoose Bay Peninsula Water Service Area Treatment Facility for information and direct staff to proceed with tendering the Nanoose Bay Peninsula Water Service Area Treatment Facility project.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

Should the Board approve Alternative 1, staff will proceed with project tendering. Funding for the project will be supported from the following sources:

Community Works funds	\$ 450,000
Nanoose Bay Bulk Water –capital reserve	\$ 200,000
Arbutus Park, West Bay Estates, Fairwinds	
Water Services – capital reserves	\$ 400,000
Borrowed funds	<u>\$ 850,000</u>
	<u>\$1,900,000</u>

The amount borrowed is available from existing loan authorities and would be drawn on through the Municipal Finance Authority short term financing program. The amount borrowed would be paid off over four years. A revised financial plan to accommodate the proposed NBPWSA treatment facility, results in parcel taxes rising by about \$24 by 2015. The 2011 parcel tax increase is projected at this time to be \$10.

Staff continue to explore additional sources of funding for the project including senior government infrastructure grant programs, however, there is no certainty for supporting funding at this time. Should a source of other funding be secured it will be used to reduce the amount borrowed.

SUSTAINABILITY IMPLICATIONS

Utilizing existing resources, in this case the water supply, efficiently and effectively is one part of providing a sustainable water supply future. By providing treatment of this existing key water supply, additional supplies are not required.

Using the water resource wisely is the other key component of a sustainable future and this is primarily the role of the end user. Reducing the demand pressures on the resource must be a focus of residents in order to ensure the long term health and sustainability of the water supply.


SUMMARY/CONCLUSIONS

Final design and cost estimates for the construction of the proposed water treatment plant at Red Gap have been completed. This water treatment facility will remove iron and manganese from the four wells located in the Red Gap area which overall provide 54% of the water needs for the Nanoose Bay Peninsula Water Service Area.


Final costs for this facility are estimated to be \$1,900,000. The project will be supported by funds from a combination of sources, including Community Works Funds, Water Service Area Capital Reserves and borrowed funds. The initial Nanoose Bay Peninsula Bulk Water Plan had anticipated treatment of the RDN Nanoose Bay Peninsula wells in conjunction with the Arrowsmith Water Service supply from the Englishman River. It is therefore being recommended that the Board direct staff to proceed with tendering of this project.

RECOMMENDATION


That the Board receive the report on the Nanoose Bay Peninsula Water Service Area Treatment Facility for information and direct staff to proceed with tendering the Nanoose Bay Peninsula Water Service Area Treatment Facility project.


FOR M. Dannelly

Report Writer



General Manager Concurrence



C.A.O. Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR MEETING HELD ON THURSDAY, OCTOBER 21, 2010 AT OCEANSIDE PLACE 1:00PM

- Attendance:** Frank Van Eynde, Electoral Area 'E', Chair
Dave Bartram, Director, RDN Board
Reg Nosworthy, Electoral Area 'F'
Michael Procter, Electoral Area 'H'
Jack Wilson, Councillor, Town of Qualicum Beach
Teresa Patterson, Councillor, City of Parksville
- Staff:** Dean Banman, Manager of Recreation Services
Kim Longmuir, Recreation Programmer
Judith Koeleman, Recreation Programmer
Marilynn Newsted, Recording Secretary
- Regrets:** Eve Flynn, School District #69
-

CALL TO ORDER

Chair Van Eynde called the meeting to order at 1:00pm.

PRESENTATION

Healthy Choices Oceanside Project Presentation – Kim Longmuir

Ms. Longmuir, the Project Coordinator, presented a brief and powerful visual of the impact poor food and beverage choices make over time on young people and the health consequences they may suffer as a result. Working with the current vending contractor, the concessionaire and staff to ensure the Department is not just promoting active living but healthy eating also, she stated the Department is well on its way to being fully compliant by year three of the Healthy Choices for Oceanside implementation plan.

Youth Recreation Strategic Plan 2011-2016 Northern Community Recreation Presentation – Judith Koeleman

Ms. Koeleman gave a brief slide presentation about the process involved and the final Youth Recreation Strategic Plan 2011-2016 for Northern Community Recreation. She stated, the project started in February with the consultant, Pacific Leadership Design, a dedicated Steering Committee and a core team of staff and through out the spring and summer included many focus groups, interviews, surveys and a Youth Summit. Ms. Koeleman stated throughout the entire process everyone involved seemed very engaged and appreciative of being asked and being listened to, which has gone a long way in good vibrations throughout the Community as to the Regional District's youth initiatives and the positive effects continue, as the Department is receiving amazing support from community groups and the School District in projects still today.

MINUTES

Commissioner Nosworthy noted on page 3 of the minutes, the first line should read *Ms. Simms* and the third line of the first paragraph should read *...that the seven non-profit committees.*

MOVED Commissioner Nosworthy, SECONDED Commissioner Wilson, that the Minutes of the District 69 Recreation Commission meeting held September 16, 2010, be approved as amended.

CARRIED

MOVED Commissioner Procter, SECONDED Commissioner Nosworthy, that the Minutes of the District 69 Recreation Commission Grants Committee meeting held October 13, 2010, be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the late Correspondence S. Stahley, Arrowsmith Community Enhancement Society, re: ACES/RDN Contract Renewal Review Arrowsmith Community Activity Coordinator (ACAC) Position and Function, be received.

CARRIED

REPORTS

Oceanside Place September Report

Mr. Banman presented a brief overview of the Oceanside Place September Report.

Northern Community Recreation Services and Ravensong Aquatic Centre September Report

Mr. Banman gave a brief summary of the Northern Community Recreation Services and Ravensong Aquatic Centre September Report.

Community Parks and Regional Parks and Trails September Report

The Community Parks and Regional Parks and Trails September Report will be provided at the next meeting.

MOVED Commissioner Bartram, SECONDED Commissioner Procter, that the Oceanside Place and the Northern Community Recreation Services and Ravensong Aquatic Centre Reports for September be received.

CARRIED

Grants Committee Recommendations

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

Community Group	
Arrowsmith Community Enhancement Society- musical instruments	2,500
Associated Family and Community Support Services- Ballenas Girls Group	1,080
Bard to Broadway- Oceanside Show Choir	1,585
Family Resource Assn- District 69- Youth floor hockey program	2,500
Oceanside Kidfest Society- youth activity	1,750
Oceanside Minor Baseball- pitching screens	2,117
Ravensong Aquatic Club- pool rental	4,500
Rough Diamonds Creative Arts Society- film editing software and sound equipment	800

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the following Community Grants be approved:

Community Group	
Oceanside Building Learning Together- Dad's Night skating	475
Parksville and District Musical Association- Striking a Chord public music program	1,450
Qualicum Bay Lions- garbage can for ball field	600

CARRIED

MOVED Commissioner Bartram, SECONDED Commissioner Nosworthy, that the following Community Grant be denied:

Community Group	
German Ju Jitsu Systems Foundation-\$2,500 for program expenses	More detail required; the presented 2011 budget is balanced without grant funding.

CARRIED

Healthy Choices Oceanside Project Final Report 2009-2010

MOVED Commissioner Bartram, SECONDED Commissioner Wilson, that the Healthy Choices Philosophy and Guiding Principles and implementation chart be approved for implementation by the Recreation and Parks Department as of October 21, 2010.

CARRIED

Youth Recreation Strategic Plan 2011-2016 Northern Community Recreation

Commissioners discussed the Youth Recreation Strategic Plan noting transportation issues seem to be a road block to providing District youth access to recreation and in that regard suggested a representative from the Recreation Department or the District 69 Recreation Commission should sit on the Regional District Transportation Committee.

MOVED Commissioner Procter, SECONDED Commissioner Patterson, that the Youth Recreation Strategic Plan be adopted as a guiding document for implementation for 2011-2016 with impacts to the budget being presented each year during the annual budget process.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

S. Stahley, Arrowsmith Community Enhancement

MOVED Commissioner Bartram, SECONDED Commissioner Procter, that the Correspondence S. Stahley, Arrowsmith Community Enhancement Society, re: ACES/RDN Contract Renewal Review Arrowsmith Community Activity Coordinator (ACAC) Position and Function be referred back to staff to investigate the five proposals stated in the letter, the budget impact of the proposals, the philosophy and how the proposals would fit with current programming.

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Nosworthy noted the following items:

- the new Activity Building construction is behind schedule. The floor is just being installed, as a result some of the programs will be postponed.
- the Halloween Candy Walk will be held this year
- at their annual general meeting the Coombs, Hilliers Recreation Community Organization (CHRCO) was renamed as the Coombs Recreation Organization. The organization will now focus more on youth and family.

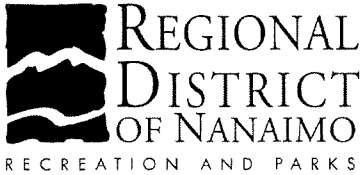
COMMISSION INFORMATION

Mr. Banman reminded Commissioners the first Performance Recognition Ceremony will be held at 4:00pm after the November 18, 2010, Commission meeting at Oceanside Place.

ADJOURNMENT

MOVED Commissioner Bartram that the meeting be adjourned at 2:39pm.

Frank Van Eynde, Chair



✓ RDN REPORT		DJA
CAO APPROVAL		
EAP		
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OCT 17 2010		
RHD		
BOARD		
Dist 69 - Oct 21 '10		

MEMORANDUM

TO: Dean Banman
Manager of Recreation Services

DATE: October 7, 2010

FROM: Sandra Pearson
Superintendent of Aquatics & Northern Recreation Services

SUBJECT: Healthy Choices for Oceanside Project / Final Report 2009-2010

PURPOSE

To provide information and a final report regarding the *Healthy Choices for Oceanside* project (2009-2010).

BACKGROUND

In response to an ever increasing world wide concern regarding inactivity and obesity rates the British Columbia provincial government made a commitment to affect change in the lives of British Columbians. The *Healthy Food and Beverage Sales in Recreation Facilities and Local Government Buildings Initiative (HFBS)* was launched in 2008. This initiative is coordinated through the British Columbia Recreation and Parks Association and the Union of British Columbia Municipalities with funding provided through the BC Healthy Living Alliance and support from ActNowBC.

In April 2009, a grant application was submitted to the Union of BC Municipalities/BC Recreation and Parks Association, with support from the Regional Board, for a Phase 3 Healthy Food and Beverage Sales (HFBS) grant for RDN Recreation and Parks, titled "*Healthy Choices for Oceanside*". The purpose of this project was to assess the Department's food services delivery, develop a Departmental Healthy Choices Philosophy and Guiding Principles, create new contracts with food and beverage operators, develop a marketing campaign for the public and staff, and access funds for a dietitian to work with the staff and private operator in determining healthy options while still maintaining a profitable margin. The Department received a grant of \$7,500, and was then allocated an additional \$750 to complete an in-depth vending machine audit (total \$8,250).

Kim Longmuir, Area 'H' Recreation Programmer (part-time), was hired to coordinate the Healthy Choices project, in addition to her regular hours. In July 2009, she travelled to Richmond for a one day training session regarding the HFBS history, rationale and objectives, and participated in several teleconferences with the BCRPA coordinator and other Phase 3 communities throughout the project timeline. A project work plan (Appendix 1) was developed in September 2009.

After initial meetings with the vending operator (Ryan Vending) for both facilities and the Oceanside Place concessionaire, the next priority was to establish a Healthy Choices Committee. The Committee included a School District 69 representative, a Vancouver Island Health Authority dietitian and a student dietitian, a District 69 Recreation Commissioner, and both Superintendents, and Recreation Programmers from Aquatics, Arenas, and Summer and Preschool program areas.

At the first meeting, staff gave an overview of the project and goals, presented current comparable percentages and guidelines in other Phase 1-3 communities and discussed ideas for the Department guidelines and philosophy. Ms. Longmuir explained the provincially recognized categories of Choose Most, Choose Least, Choose Sometimes and Not Recommended (Appendix 2). Based on discussion, staff created a draft philosophy and guidelines along with a proposed implementation chart to share at the second committee meeting. Helene Dufour, Vancouver Island Health Authority Dietitian, presented the Nutritional Guidelines for vending machines in BC Public Buildings, and taught the committee and staff how to read food labels and apply them to the four categories. The Committee reviewed the draft philosophy and guidelines, discussed in detail whether carbonated products and products containing aspartame should be allowed, and the importance of moderate approach for implementation which would be well-received by contractors and the public. In March the Committee approved the philosophy, guidelines and three year implementation chart. Following is the proposed philosophy, guiding principles and three year transition chart.

1. Philosophy:

The Recreation and Parks Department is committed to encouraging and educating residents and visitors to the District 69 Community in making healthy lifestyle choices, in both physical activity and eating habits.

2. Guiding Principles:

Healthy food and beverage choices will be available where food is sold and/or provided throughout the Department. Promotion of healthy food choices goes hand in hand with the Department's mandate to encourage physical activity and being active at all ages. This messaging will be consistently promoted as *Stay Active, Eat Healthy*. The Department will promote healthy food and beverage choices through a variety of methods, through implementation, through education and through communication (please see Appendix 3 for further details).

3. Three Year Implementation Chart:

The Committee recognized that a transition would be necessary for effective cooperation by the vendors, as well as a minimal loss in revenue for all parties, and allow time for public education and acceptance of the changes. A three year implementation chart was approved which indicated the percentages recommended for the Choose Most, Choose Sometimes, Choose Least and Not Recommended categories. As the vending companies are large in size and already actively involved in the healthy choices transition across BC, the Committee recommended higher percentages for the vending contractor than for the small concessionaire at Oceanside Place (Chart 1). By year three, the vending machines will not offer any 'Choose Least' and 'Not Recommended' products, while the concession will be allowed to offer 15% of these products. After the three year implementation cycle is completed, a new work plan will be created with recommendations for further transition.

The formal agreements for the beverage rights and the large vending machines at both RDN facilities and the concession at Oceanside Place have all expired but continue to operate on a monthly basis. Once the philosophy, guiding principles and implementation chart are approved by Commission, the Requests for Proposals for the beverage rights and vending contracts will be distributed, with new contracts in place by early 2011.

Chart 1: Three Year Percentage Chart

Three Year Percentage Transition Chart						
	Recommended %			Recommended %		
	of Choose Most and	Choose	Choose	of Choose Least and	Choose	Not
	Choose Sometimes	Most	Sometimes	Not Recommended	Least	Recommended
Year 1						
Vending	70%	50%	20%	30%	15%	15%
Food Services	50%	25%	25%	50%	25%	25%
Year 2						
Vending	80%	60%	20%	20%	10%	10%
Food Services	60%	35%	25%	40%	20%	20%
Year 3						
Vending	100%	70%	30%	0%	0%	0%
Food Services	70%	50%	20%	30%	15%	15%

ALTERNATIVES

1. To approve the Healthy Choices for Oceanside philosophy, guidelines and implementation chart.
2. To not approve the Healthy Choices for Oceanside philosophy, guidelines and implementation chart and give alternate direction.

FINANCIAL IMPLICATIONS

The Healthy Choices grant (HFBS) has provided the funding and stimulus to work on this area of Departmental interest. Hiring a dietitian to work with the concessionaire and staff was very beneficial and educational. Secondly, the grant provided some funds to assist with new signage and branding for the concession and vending machine area at Ravensong Aquatic Centre.

Many communities and school districts that have implemented healthy choices guidelines have seen a decrease in vending revenue. The two RDN facilities may experience this decline over the next few years as consumers react and reserve their spending due to fewer ‘fun food’ (unhealthy) choices in vending machines. However, the industry has already recognized the need to provide a greater range of ‘tasty and healthy’ products to meet the new provincial guidelines. It is expected that the range will increase exponentially over the next five years, and that consumers will expect healthy options in all food services.

SUSTAINABILITY IMPLICATIONS

The new RDN Healthy Choices philosophy, guidelines, and implementation chart provides a road map for immediate and future implementation of healthy food choices across the Department’s food services and programs. This consistent approach supports the Department’s philosophy of encouraging healthy active lifestyles by combining regular physical activity with healthy food choices.

Future contracts with vending companies and concessionaires will now have specific guidelines to follow to ensure healthy food is promoted first and available, while still enabling companies to be financially viable.

CONCLUSION

The RDN Recreation and Parks Department received an \$8,250 grant from the Union of BC Municipalities and BC Recreation and Parks Association to assess its current food services delivery, make recommendations for change, adopt a new philosophy and guidelines for healthy choices, and promote and educate public and staff on how “to make the healthy choice, the easy choice”.

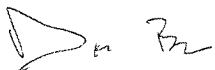
The project involved working with the current vending contractor and concessionaire, and explaining the necessary changes to vendors and staff to ensure the Department is modeling all aspects of healthy living. A committee was formed and created a Department philosophy, guiding principles and three year implementation chart for the transition of vending and concession food services to offer healthier choices. The Department has benefitted from strong support from the BCRPA and provincial resources, as well as the experiences from both Phase 1 and Phase 2 communities. Lastly, the timeline was set at a moderate pace to ensure that staff and the public will receive the changes in a positive manner.

The overall goals of this project have been fundamentally reached, however, the public and staff will not see the results until the new contracts for vending and concession are implemented in late 2010 and through 2011.

This project has assisted the Department by educating staff, developing a philosophy and guidelines and increasing community awareness about the benefits of making healthy food choices. In summary, ensuring that healthy choices are encouraged and available in RDN facilities and programs will assist everyone to “make the healthy choice, the easy choice”.

RECOMMENDATION

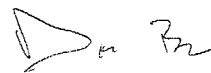
That the Healthy Choices Philosophy and Guiding Principles and implementation chart be approved for implementation by the Recreation and Parks Department starting.



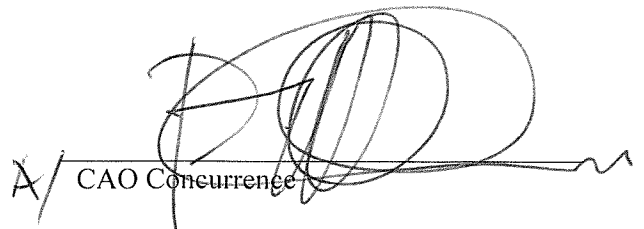
Per/ Report Writer



General Manager Concurrence



Manager Concurrence




A/ CAO Concurrence

Appendix 1: Actual Project Timeline and Outcomes: The actual timeline and project outcomes and deliverables achieved to date are described in point form to show a summary of the project:


Kim Longmuir hired, attended training and orientation	June-July 2009
Baseline vending audit/evaluation of both facilities (UVic evaluation tools)	July-Aug 2009
Patron survey in both facilities; teleseminars with project coordinators, food concession audit at Oceanside Place	Sept-Oct 2009
BCRPA extends project timeline from Nov 2009 to April 2010	Sept 2009
Healthy Choices Committee recruitment; met with VIHA's dietitian,	Oct-Nov 2009
Met with vending operator (both facilities) to discuss project and future transitions in vending machine percentages to reflect Choose Most, Choose Sometimes, Chose Least, Not Recommended	Nov 2009
First committee meeting held – outline purpose of project, develop guiding principles and philosophy, discussion of food choices and 70/30% recommendations	Dec 2009
Drafted Healthy Choices Philosophy and Guidelines, feedback from committee	Dec 2009-Jan 2010
Meeting with concessionaire to discuss menu ideas and food choices transition to meet policy guidelines of Choose Most, Choose Sometimes, Choose Least, Not Rec	Nov 2009-ongoing
Met with vending operator to review a revised Vending Plan for Oceanside Place	Jan 2010
Second Committee meeting held – VIHA's session on Provincial Guidelines for Vending Machines in Schools, Prov'l buildings, Brand Name Foods list. Draft of philosophy and guidelines, and implementation chart reviewed.	Jan 2010
Healthy Choices information placed in Spring/Summer 2010 Active Living Guide	Jan 2010
Hire nutritionist (Victoria Pawlowski) to work with concessionaire, and staff regarding menu choices, food choices for programs including birthday parties	Feb 2010
Committee approves philosophy and guidelines (final draft)	Mar 2010
Final draft presented to senior management for review and consideration. Minor changes made to 3 year implementation chart	Mar 2010
Follow-up Vending Audit completed and submitted	Mar 2010
Final Report with budget developed and submitted to BCRPA (official end of project)	Apr-May 2010
Healthy Choices information placed in Fall 2010/Winter 2011 Active Living Guide	Aug 2010
New promotional literature for families developed and distributed to assist with preparing healthy snacks and lunches for programs; also distributed to RDN staff.	Aug 2010
New promotional literature for families developed and distributed (attached) to assist with preparing healthy snacks and lunches for programs; also distributed to RDN staff. Favourable reviews.	Aug 2010
Meetings with concessionaire to develop new menu board; discussion of menu choices and 3 year transition	Aug-Oct 2010
<u>Still to be completed:</u>	
<i>Request of Proposals to be developed for beverage rights and vending machines reflecting new philosophy, guidelines and projected 3 year implementation chart</i>	Nov 2010
<i>New menu board to be in place</i>	Nov 2010
<i>New contract for concessionaire, reflecting new philosophy, guidelines and projected 3 year implementation chart</i>	Dec 2010
<i>Annual evaluation and review of concession and vending machines for compliance with three year implementation chart</i>	April 2011-13



Appendix 2: Choose Most, Choose Least, Choose Sometimes, Not Recommended information



Kick Start
BE ACTIVE • STAY HEALTHY

The Healthy Choice is the Easy Choice

 **CHOOSE MOST**

 Choose Most	 Choose Sometimes	Choose Least	Not Recommended
These items, including whole grains, beans, and fresh vegetables, tend to be the highest in nutrients, the lowest in unhealthy components, and the least processed.	These items, including such things as hot canned chili soup, represent choices that are moderately salted, sweetened or processed.	These items, including such things as fries, tend to be low in key nutrients such as iron and calcium and highly salted, sweetened or processed.	These items, including candies and drinks (where sugar is the first ingredient), or fat second ingredient after water, tend to be highly processed, or have very high amounts of sweeteners, salt, fat, iron, fat or calories relative to their nutritional value.

Did you know - an average (591 mL) bottle of pop contains 17-19 teaspoons of sugar?

APPENDIX 2 cont.

Sports Recovery

Do you deserve some fat after that hard workout? Not to help your recovery. You may have earned a basket of French fries, but fat slows the digestive system and should be avoided as a post-recovery strategy. Sports medicine professionals advise to stay away from foods high in fats since it takes the most energy and the longest time to digest.

Not eating and drinking after competition and training can have negative consequences on future athletic performance. For instance, many coaches don't realize that it can take up to 36 hours to reload the muscles of athletes who delay refueling their bodies. Such a delay means that the athletes will not have the energy to meet the demands of their sport. This is especially true for sports that have repeated competitions such as tournament play.

"Our study indicates that chocolate milk is a strong alternative to other commercial sports drinks in helping athletes recover from strenuous, energy-depleting exercise," coauthor Jodi M. Stager, PhD, from Indiana University in Bloomington, said in a news release. "Chocolate milk contains an optimal carbohydrate to protein ratio, which is critical for helping refuel tired muscles after strenuous exercise and can enable athletes to exercise at a high intensity during subsequent workouts."

This venue is Making The Healthy
Choice the Easy Choice for YOU!



Appendix 3: Healthy Choices Philosophy and Guiding Principles



Healthy Choices Philosophy and Guiding Principles Regional District of Nanaimo Recreation and Parks Department

Background:

In response to an ever increasing world wide concern regarding inactivity and obesity rates the British Columbia Provincial Government made a commitment to affect change in the lives of British Columbians. The *Healthy Food and Beverage Sales in Recreation Facilities and Local Government Buildings Initiative (HFBS)* was launched in 2008. This initiative is coordinated through the British Columbia Recreation and Parks Association and the Union of British Columbia Municipalities with funding provided through the BC Healthy Living Alliance and support from ActNowBC. In support of this initiative the Regional District of Nanaimo Recreation and Parks Department received grant funding in 2009 to assess its food services delivery and develop the Healthy Choices Philosophy and Guiding Principles.

Purpose:

To establish a philosophy and guiding principles for the provision of healthy food and beverage choices in relation to services provided through the Recreation and Parks Department. The philosophy and principles will be incorporated into the various service functions directly managed by the Department including the facilities of Oceanside Place and Ravensong Aquatic Centre and program services in District 69, Electoral Area A, and Parks.

Philosophy:

The Recreation and Parks Department is committed to encouraging and educating residents and visitors to the District 69 Community in making healthy lifestyle choices, in both physical activity and eating habits.

Guiding Principles:

Healthy food and beverage choices will be available where food is sold and/or provided throughout the Department. Promotion of healthy food choices goes hand in hand with the Department's mandate to encourage physical activity and being active at all ages. This messaging will be consistently promoted as Stay Active, Eat Healthy.

To promote healthy food and beverage choices, the Department will...

Through Implementation:

- Adopt and implement a three year phased-in percentage transition chart for the **food services** contract with the goal of providing 70% *Choose Most* and *Choose Sometimes* and 30% *Choose Least* and *Not Recommended* by the end of the three year period (see Appendix I).
- Adopt and implement a three year phased-in percentage transition chart for the **large vending machines** contract with the goal of providing 0% *Choose Least* and *Not Recommended* by the end of the three year period (see Appendix I).
- Evaluate the contracted food operator and vending services provision of healthy food and beverage choices (by number of products) as per the adopted percentage transitions for the three year period.
- Require the contracted food operator and vending services to display healthy choices as the most visible choice in the food services area and vending machines.
- Recommend that smaller portion-sized selections be made available in all food and beverage categories to ensure consumers have a range of choices regarding portion size and price.
- Monitor the healthy food and beverage choices provided in vending machines and food services every six months to ensure percentage goals and healthy choices guidelines are being met.
- Offer healthy food choices in all Department organized programs, meetings and events, where food and beverages are provided.
- Provide alternatives for program incentives and prizes (e.g. stickers) instead of food and beverage incentives for Department organized programs and events.


Through Education:

- Support recreation programs, camps, events and birthday party patrons in making healthy snack and meal choices through the distribution of information packages.
- Support all RDN staff, including summer staff and instructors, in choosing healthy snack, lunch and meeting food and beverages.
- Stay current of relevant information and best practices for the provision of healthy food and beverages.

Through Communication:

- Dedicate space in the Active Living Guide to educate District 69 about the Department's commitment to staying active and eating healthy.
- Display and maintain "Stay Active Eat Healthy" signage.
- Provide patrons with "healthy choices" educational information.
- Provide media with information to increase public awareness regarding the "Healthy Choices" initiative available through the Recreation and Parks Department.


APPENDIX 4: Healthy Choices Family Handout



Stay active Eat healthy

The RDW Recreation and Parks Department is committed to helping your family Stay Active and Eat Healthy. Choosing healthy food and beverages can help give you and your family plenty of energy to play and have fun all day long.

CHOOSING HEALTHY




Preparing healthy snacks and lunches can be challenging in a busy family life. This information can help you make the healthy choice the easy choice for your family.

A "BIG ENERGY" LUNCH

A "Big Energy" lunch helps give you energy all day long. Always bring something to drink and some slow carbohydrate foods.

1. Hydrate with lots to drink...

- ✓ Water Bottle
- ✓ 100% fruit juice
- ✓ Lower fat milk (packed with an ice pack)
- ✗ Try to avoid beverages containing caffeine



4. Treats (these foods are considered "satisfiers" foods, not refreshers foods)

- Granola bar
- 100% fruit roll up
- Energy bar (the best ones are made with nuts, seeds and dried fruit)
- Energy mix (nuts, seeds, dried fruit, (no candy pieces))
- Oatmeal cookies
- Date square

Choose pre-packaged snacks and treats from the "Choose Good" section of the Brand Name Food List. www.brandnamefoodlist.ca

Check out these other great websites to help your family make the healthy choice the easy choice!


- www.dalshelpline.org
- www.fight4drink-tc.ca
- www.staychoicereadily.ca
- www.parkscanada.com
- www.rickrecreation.ca

2. Slow carbohydrates for energy all day long...

- ✓ Breads: try whole grain, pita, tortillas, bagels, crackers
- ✓ High protein fillings: try nut butter, hummus, layer sliced meat, cream cheese, bean dip
- ✓ Try the following combinations rolled up in a tortilla:
 peanut butter and jam Cream cheese, sliced onion and a few herbs Hummus and sliced cucumber Tofur soy far beans with grated cheese/lettuce Sliced meats/cheese/lettuce

3. Quick carbohydrates for energy now...

- ✓ Fruit: bananas, oranges, apples (ask for what's in season)
- ✓ 100% natural dried fruit
- ✓ Small portions of canned fruit (in its own juice)



Continued on reverse

APPENDIX 4: cont.

Talking about Nutrition with Children

Be positive...
Keep focused on how healthy foods give you the energy you need, to do all the great things you want to do each day.

Focus more on being active.
Studies show that just by limiting screen time to a maximum of two hours a day (this includes television, computer, game consoles), children automatically become more active and start to lose weight! Activity also helps children manage anxiety and behavior problems.

Use the concept of "Sometimes Foods" and "Everyday Foods"...
Avoid talking about junk foods or 'bad' foods. Treats are okay - sometimes.

Mindful eating...
Help children learn to stop and take three deep breaths before eating. It helps them ground and tune in to themselves. Mindful eating helps us practice listening to our bodies.





Different jobs...
Our role as parents, instructors and caregivers is to provide healthy foods in a healthy, calm environment so children can do their job - which is eating! Don't pressure children to eat more or less.

Never talk about counting calories or carbohydrates...
Studies show that by focusing on calories or carbohydrate counting, children are more likely to develop eating and weight disturbances.

Celebrate diversity in body size and shape...
We are all different shapes and sizes, depending on our genetics, stage of life and development.

Celebrate diversity in foods...
There is no one diet or way to eat that is right for everyone. People around the world eat very differently and each culture has plenty of healthy foods as part of their main diet.

Model healthy eating...
Children learn mostly by what they see you doing. Eat healthy real foods. Focus mostly on plant-based foods like vegetables, nuts, seeds and legumes.



REGIONAL DISTRICT OF NANAIMO RECREATION AND PARKS

Stay active Eat healthy



RDN REPORT		CAO APPROVAL	
EAP			
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OCT 11 2010			
RHD			
BOARD			
Dist 69 - Octal '10			

MEMORANDUM

TO: Dean Banman
Manager of Recreation Services

DATE: October 8, 2010

FROM: Sandra Pearson
Superintendent of Aquatics and Northern Recreation Services

SUBJECT: Youth Recreation Strategic Plan 2011-2016
Northern Community Recreation

PURPOSE

To present the Youth Recreation Strategic Plan 2011-2016 for review and approval.

BACKGROUND

The last Departmental Youth Services Plan was developed in 2000 and implemented for several years with many successes and some challenges due to moderate staff turnover and lack of sustainability and capacity to support the plan's goals.

Over the next five years, the Department provided Leaders-In-Training programs, babysitting programs, a variety of seasonal programs (e.g. floor hockey), as well as, summer Youth Express camps and during the holidays as well. The Department has continued to evolve, technology and social media has advanced, and District 69 youth have new needs and interests. To this end, staff reviewed existing plans and program successes, and charted a new path to create a relevant strategic plan for youth recreation.

The *RDN Recreation Services Master Plan for Oceanside (2006)* provided the most important description of recreation direction and projects for the District. This document included recommendations for:

- clearly defined Youth Services planning,
- the need for a well-articulated vision, goals and values,
- the need for a balance between program delivery and effective community development, supported by staff designated to specific work of community development, and
- strong local partnerships guided by a clearly defined strategy.

In the fall of 2008, RDN Recreation staff initiated a thorough review of programs and services, with two documents created:

1. *Youth Services History, Context and Rationale*: which reviewed youth recreation programs and services from the mid-1990's to 2008;
2. *Questionnaire for the proposed Youth Recreation Services Plan* which was used with two focus groups (staff, YouthLink – a community youth coalition) to ensure there was a

need and community support for the RDN to create a new vision and plan for youth recreation.

In June 2009, the District 69 Commission received a report from staff recommending the development of a new Youth Services Plan for District 69 Recreation. Commission accepted the report with the following recommendations to be achieved:

That the purpose of the plan is to:

- a. review the current youth services delivery system;
- b. define the vision, mission, values and guiding principles for RDN youth recreation services;
- c. clarify the definition of recreation and youth;
- d. assess and ensure that the RDN has the capacity to accomplish the objectives of the new plan;
- e. clarify the role of the RDN with community based organizations and identify opportunities for partnerships and increased collaboration in the delivery of youth recreation services;
- f. actively engage youth not only in providing input into the plan but in creating and implementing a process for the development of the new plan and in ongoing operations;
- g. engage with diverse groups in the community (cultural, socio-economic, adults, seniors, youth and diverse groups of youth) in order to develop inclusive and accessible youth recreation services;
- h. identify key issues in the delivery of youth recreation services and formulate strategies to address these issues; and
- i. develop a new Youth Recreation Services Plan that will set the direction for Regional District of Nanaimo youth recreation services from 2011 to 2016, with budget implications and timelines.

In January 2010, the Department contracted with Pacific Leadership Design Inc. (Dr. Neil Smith) to work with the Youth Recreation Core Team (three staff), providing research and facilitation expertise to lead the project. The project was fortunate that Pacific Leadership Design already had strong working relationships with School District 69 which resulted in outstanding support and access to students, staff, and insights into how the two systems of school district and regional district could work together more effectively.

A Steering Committee was appointed in February 2010, and played a pivotal role in guiding the process and setting the future direction. The Committee consisted of three youth from District 69, one District 69 Recreation Commissioner, one representative from School District 69, two members from community organizations serving youth, one community member at large, and the Core Team (three staff).

From March to May, a comprehensive community engagement process was implemented and consisted of 25 focus groups, 11 interviews and collection of 320 Youth Survey responses. The information was then summarized, organized into themes, published on a MOODLE website for participants to review and offer their feedback. The focus groups and interviews involved participants from nine middle, secondary, alternate and distributed learning schools and from a wide variety of community and youth organizations. From there, a Youth Recreation Summit was held in May for presentation of the themes and inviting further feedback and recommendations from all present. With 100 people in attendance, approximately 50% youth, the results were synthesized and contributed to part of the data to create a new strategic plan. Public

feedback revealed significant shifts in Community views of what is perceived to be important for youth recreation. In summary, the main outcomes of the plan are as follows:

1. A new vision, mission, values and guiding principles for RDN youth recreation services.
2. A comprehensive set of strategic directions that provide a work plan for the RDN to follow from 2011-2016, outlining budget implications and timelines for implementation. These strategic directions are congruent with the 2006 RDN Recreation Master Plan for Oceanside (*as outlined on page 1*).
3. Adoption and implementation of a solid conceptual framework of youth development, to help all those working with youth understand the unique physical, cognitive, social and emotional changes experienced by youth at various ages and stages.
4. A de-emphasis of current focus on direct program delivery in favour of strengthening the Department's role in community development, increasing partnerships and assisting as a community 'hub' by supporting collaborative initiatives and facilitating communication.
5. A shift to expand the scope of recreation to encompass organized sports, less formal types of indoor and outdoor activities, arts, cultural activities and life skills orientation. Drop-in activities and spontaneous short-term events are highly favoured options.
6. Increased involvement of youth in planning, marketing and implementation of recreation.
7. Strengthening recreation access for youth whose opportunities are limited by lack of family support, geographic location and ability to pay expenses.
8. Support initiatives to increase recreational opportunities for rural youth.

The Strategic Directions are categorized into seven categories, which emerged out of the data and themes and are presented in detail in the strategic plan as follows:

1. From Direct Programs to Community Development
2. Enhance Communication
3. Foster Youth Leadership
4. Improve Access to Facilities
5. Review Access to Transportation
6. Build Recreation Team
7. Organizational Culture and Communications

The response from youth and Community members through the process was extremely positive and rewarding. Youth were appreciative of the opportunity to be consulted and have their voice heard clearly and respectfully. Organizations were thankful the RDN was asking for their input and collaboration. This plan has resulted in positive new and existing relationships being formed with youth, with organizations and School District 69. Youth needs have been identified, including focus on rural and urban needs, ages, and diversity. A strong vision, mission, core values and guiding principles are now in place to guide the future delivery of youth recreation. Much has been accomplished in the clear strategic directions, designed for immediate implementation and annual community review.

The strategic plan indicates an orientation to the Search Institute's framework of developmental assets which provides a way to assess the health and well-being of middle and high school age youth. The assets represent a common core of developmental building blocks crucial for all youth regardless of community size, region of the country, gender, family economics or

race/ethnicity. The 40 assets, based on years of scientific inquiry and research, show that youth with higher levels of assets are significantly less likely to engage in risk-taking behaviours such as substance use, or too-early sexual activity, and more likely to exhibit indicators of thriving such as school success and informal helping.

Lastly, the Department is also adopting a Youth Development model that looks at designing programs and services for youth, which are respectful of key development stages and challenges experienced by youth including physical, cognitive, emotional and social development stages typical of most young people.

The Steering Committee was instrumental in ensuring the plan was realistic, would be supported within the youth and greater community, and youth-focused. In fact most committee members would like to stay involved to review and support the implementation on an ongoing basis.

ALTERNATIVES

1. That the Youth Recreation Strategic Plan for 2011-2016 be approved.
2. That the Youth Recreation Strategic Plan not be approved as presented and alternate direction be provided.

FINANCIAL IMPLICATIONS

The strategic plan directives outline the specific of each initiative, including the timeline for implementation and budget implications for each of the five years, 2011-1016. The cumulative expense for the next five year implementation is \$81,500. Each initiative has been carefully considered, with many initiatives in future years dependent on the earlier years' initiatives as building blocks for long term success. The initiatives have been proposed in a logical, manageable timeline to ensure they are achievable and realistic, which was a key concern of the Steering Committee. The Committee believed that it was crucial to complete all these initiatives to build a strong youth recreation community.

Table 1 provides the budget implications of implementing the directives provided in the Strategic Plan.

Table 1

BUDGET IMPLICATIONS FOR 5 YEAR STRATEGY IMPLEMENTATION						
	page #	2011	2012	2013	2014	2015
Additional youth staff at Oceanside Place - Wed, Teen skates	37	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Additional youth staff at Ravensong Aquatic Centre - Teen nights	37	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Mapping Project	38	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Middle School Initiatives - staffing	38	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
High School Initiatives - staffing	38	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Rural Community Development initiatives	38	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Youth Recreation Network meeting expenses and initiatives	40	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Youth Rec Tech Team honorarium	41	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Youth Recreation website development	41	\$ -	\$ 3,000	\$ -	\$ -	\$ -
* website maintenance	41	\$ -	\$ -	\$ -	\$ -	\$ -
Social Media membership or software	41	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
LIT Assistant Leader wage	42	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Youth Recreation Advisors	43	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Development Asset Building Train the Trainer	43	\$ -	\$ -	\$ 1,000	\$ -	\$ -
Development Asset Building Staff Training	44	\$ -	\$ 500	\$ -	\$ -	\$ -
Liability Insurance for renters - cost recovery	45	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment of Community and Regional Parks - consultant fee	46	\$ -	\$ -	\$ -	\$ 8,000	\$ -
Programmers Team Retreat - site and facilitator	48	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Survey Monkey for assessing programs	48	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Challenge of Change department workshops	49	\$ 1,000	0	0	0	0
	Sub-totals	\$ 10,200	\$ 19,700	\$ 15,200	\$ 22,200	\$ 14,200

The initiatives listed in the Plan will support the shift in roles from a focus on RDN program delivery, to a community development role where the RDN supports and assists youth and youth-serving organizations to continue or expand on youth recreation opportunities. It is an enabling role, for example, coordinating community meetings, shifts the RDN to take on a 'hub' role of greater communication, coordination and collaboration throughout the District.

Young people are recognized for their efforts, by way of honorarium, as they guide and advise the Department in implementing technological change and as advisors. Current RDN youth drop-in activities are enhanced to ensure relationship-building and safety of youth are forefront in all endeavors. In focus groups and interviews, participants showed great interest in having programs where students are, at schools, and for the RDN to be working with local schools closely. Lastly, the Programming Team will need to work closely together to ensure the Department collectively is responsible for youth recreation, rather than one person. The annual team retreat and challenge of change workshops will assist staff in embracing the ideology that it takes a community to raise a child, and to be comfortable with change and implications on the Department.

The Terms of Reference for the strategic plan required a provision that the RDN has the capacity to accomplish the objectives of the new plan. The strategic directions provide a reasoned, realistic approach to a shift in services which will have the greatest impact on the youth and

organizations they frequent. Therefore, the five year budget increase request, will ensure the plan will be carried out successfully.

SUSTAINABILITY IMPLICATIONS

A decline in student high school population is projected over the next 5-15 years in District 69, which may result in fewer teachers in the school system providing extra-curricular recreation and sports activities. The RDN and the District will need to be proactive in ensuring youth have accessible opportunities to engage in healthy active lifestyles. This plan recommends that the RDN supports a community development approach to build community capacity for youth recreation. As youth transition from children to adults, it is important District 69 communities support and encourage youth to become healthy and active contributors to society.

The plan recommends the Department embraces a role of community development, communication and collaboration, to help other organizations strengthen their provision of youth recreation and capacity to work with young people. This focused role, rather than a solely program delivery model, will provide long term sustainability by building community and individual capacity for the future.

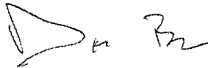
CONCLUSION

In January-February 2010, Pacific Leadership Design, a dedicated Steering Committee, and core team of staff started the work of developing a sustainable Youth Recreation Strategic Plan. The process included an intense community consultation process, consisting of 25 focus groups, 11 interviews, 320 completed youth surveys, and a one day Youth Recreation Summit with 100 youth and adult participants. The themes and information gathered led to the formation of detailed strategic directives, with clear timelines and budget implications. The proposed plan is one that respects the youth and community voices, regarding a wide range of issues pertaining to youth recreation.

The strategic directives will shift the Department's youth focus and work plan to a community development approach rather than direct program delivery role; to support and enhance communication for youth and youth organizations; to foster youth leadership; to improve access to facilities throughout the District; to review and hopefully address issues relating to improved transportation for youth; and to build internal Department strengths including more training and planning within the recreation team, and training to adapt to ongoing changes within the community, the RDN, and learning culture within the Department. Built into the plan is an ongoing commitment to listen to youth and respect their input; examples include 'youth rec tech teams' and 'youth advisors'. This plan is designed to be 'ready-to-use' and staff are excited to continue the good work already started in the development of this strategic plan.

RECOMMENDATION

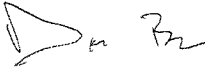
That the Youth Recreation Strategic Plan be adopted for implementation for 2011-2016.



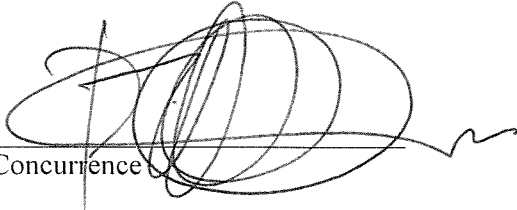
Per/ Report Writer



General Manager Concurrence



Manager Concurrence



X/ CAO Concurrence

Appendix I

Youth Recreation Strategic Plan 2011-2016

ARROWSMITH COMMUNITY ENHANCEMENT SOCIETY

ACES/RDN Contract Renewal Review for the Arrowsmith Community Activity Coordinator (ACAC) Position and Function

1. Background

The RDN ten year Recreation Services Master Plan recommended that the RDN might better serve the rural communities by delivering recreation services directly at the local electoral area level. Initially, the RDN Recreation Department proposed that a full time RDN Programmer could be hired to deliver Recreation Services directly into the Lighthouse Community (Area H) and the Arrowsmith Community (Area F) on a 50/50 shared basis.

ACES subsequently suggested it would be more feasible to deliver these services into Area F at the local level on a contractual basis. As a result, a three year agreement was reached where the RDN would provide funding and ACES would hire a part time contract person to function as the Arrowsmith Community Activity Coordinator (ACAC) to enhance recreation services and community development within Area F.

ACES and RDN Recreation are now in the final term of that three year agreement. The original contract amount was for \$28,000 per year for three years. After the first year, ACES requested an increase to the base amount to allow for expansion of services into Area F, however, that request was denied by the RDN. An increase of \$5880 was agreed to for year three and this allowed the ACAC position to gain an office presence in the Arrowsmith Community and to branch out into new recreation services.

2. Community Success

Area F, known as the Arrowsmith Community, consists of the five very different neighbourhoods of Errington, Coombs, Hilliers, Whiskey Creek and Meadowood. Each neighbourhood is very independent and each has its own unique set of recreation programs, physical characteristics, interests and disciplines. In the first year, Aces was fortunate to hire a young and aggressive entrepreneurial individual on a part time contract who cut through bureaucratic red tape and standard procedures to make a huge mark in the community for recreation activities.

This was followed in year two by a replacement Activity Coordinator with substantially more experience, maturity and business savvy which quickly led to a much broader acceptance of the Recreation and Community Development goals and objectives into the Arrowsmith Community. To this end we believe very strongly that the original goals and objectives to support and enhance existing programs, to deliver new events and programs and to coordinate and promote cohesiveness in the community are being met, however, there is substantial potential to do more. The level of Community recognition, acceptance and involvement has reached a new high in participation with the introduction of the first true total community project - the Arrowsmith Community Calendar, which we have committed to implement with five high profile, non profit community groups this fall.

3. Current Situation

ACES and the Arrowsmith Community are very committed to the function of the ACAC and the value this position brings to the total community. We are currently going through a shift in service delivery with the ACAC working more closely with the Area F Recreation Commissioner position and both working as a team to promote new and innovative ideas. However, our ability to keep growing and expanding this function is limited by the contract amount and confines of the original three year agreement.

At the end of the first contract year, ACES clearly identified a need to increase the contract funding and pointed out a disparity in the 50/50 funding concept between Area H and Area F. Contract development suffered as a direct result, however, in year two ACES provided additional information that led to a small increase in contract funding. This small increase provided for the establishment of a permanent ACAC office, a meeting room, a badly needed equipment storage area, operational equipment, including a laptop for communication and project demonstration capability, marketing and promotion posters and much more. It also provided more Activity Coordination hours devoted to recreation projects and community development projects. Additional funding will allow this successful venture to flourish to the betterment of RDN Parks and Recreation and to the Arrowsmith Community as a whole.

ACES is recommending that the RDN Recreation Department renew the three year agreement for Area F with an increase to the first year amount and subsequent contract years to bring the total amount more in line with the recreation program amount allotments based on a percentage basis of the recreation tax requisitions in Area A, B and H.

4. Approximate Tax Requisition Percentages (Subject to Verification)

<u>Area</u>	<u>Name</u>	<u>Population</u>	<u>Tax Requisition</u>	<u>Allocation</u>	<u>Percentage</u>
Area A	Cedar	6,751	\$93,725	?	?
Area B	Gabriola	4,050	\$90,000	\$65,000	72%
Area F	Arrowsmith	6,680	\$160,259	\$33,880	21%
Area H	Lighthouse	3,474	\$108,180	\$43,380	40%

5. Proposed

a.) That the RDN and ACES agree to renew the Arrowsmith Community Activity Coordinator contract for another three years and that the Area F ACAC function be adjusted in contract amount in year one to reflect 50% of the total tax requisition for Recreation Services for Area F.

b.) That an annual contract increase amount for year two and year three be the same percentage as the increase to the annual recreation tax requisition for Area F for that same year.

c.) That a clause be added to the RDN and ACES agreement that the contract be transferable to any new or existing Arrowsmith Community organization if requested and as mutually agreed by ACES and RDN Recreation. This will ensure continuity for uninterrupted recreation activity services to the

Arrowsmith Community should ACES wish to reorganize as a different society, merge with another community organization or dissolve.

d.) That the ACES/RDN contract be more flexible to allow for more than one part time contract position to allow for program expansion, backup training and extra coverage for programs such as summer camps, where extra camp counsellors are required. There are also promotional and marketing opportunities that could be added to further enhance the function, positions, special events and direct program offerings for our community organizations.

e.) That the Job Description for the ACAC Contract position(s) be expanded to include Recreation, Community Development and Culture to promote the well being of the total Arrowsmith Community and interface with all appropriate community organizations and business.

6. Conclusion

ACES and the Arrowsmith Community are dedicated to the continued success of the Arrowsmith Community Activity Coordination function and expansion for new goals and objectives. However, no new planning, goals or objectives for 2011 can be undertaken until a new budget target amount is identified. We look forward to the continued support of this function and to acceptance of the proposals as outlined above.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, OCTOBER 4, 2010, 7:00PM
AT NANOOSE PLACE**

Attendance: Frank Van Eynde, Chairperson
George Holme, Director, RDN Board
Scott Wroe
Susan Croskery
Gabrielle Cartlidge

Staff: Elaine McCulloch, Parks Planner

Regrets: Peter Law
Stephen Watson

CALL TO ORDER

Chair Van Eynde called the meeting to order at 7:05pm.

MINUTES

MOVED G. Holme, SECONDED S. Wroe, that the Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held July 5, 2010, be approved.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects June to August 2010.

Ms. McCulloch briefly reviewed the Community Parks and Regional Parks and Trail Projects for June through to August.

Five Year Plan Update

Ms. McCulloch reviewed the Five Year Electoral Area 'E' Plan for the Committee, noting park restoration at Bentley Zogan's property and beach access signage would be considered as a 2011 project. She also noted consideration would be given to moving the creation of a connecting path between Davenham and Prawn Road to a medium priority. Committee members recommended removal of the playground equipment at Nanoose Road rather than improvement to the structures.

Fairwinds Update

Ms. McCulloch reviewed the current status of the Fairwinds Development application. She noted the recommendations from the July 5, 2010, Special Parks and Open Space Advisory Committee meeting have been forwarded to the Planning Department for staff review.

Schooner Ridge Footpath – Rockhampton Road Access Update

Ms. McCulloch reported that the president of the Schooner Ridge Strata Association had been contacted requesting the Strata consider entering into a Trail Access Agreement with the Regional District along their common property emergency access road. The agreement would allow the public formal access to the Schooner Ridge Footpath as well as permitting a park entrance sign to be posted at Rockhampton Road. Staff have not received a response as yet.

NEW BUSINESS

Ms. Croskery noted that the Arrowsmith Parks and Land Use Council (APLUC) has offered to work with the Regional District to develop and implement a public survey about the Fairwinds Development.

MOVED S. Wroe, SECONDED G. Cartlidge, that the Regional District consider participation in a joint survey with the Arrowsmith Parks and Land Use Council to establish opinions regarding the Fairwinds Development Proposal.

CARRIED

ADJOURNMENT

MOVED G. Holme, SECONDED F. Van Eynde, that the meeting be adjourned at 8:20pm.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
MONDAY, OCTOBER 18, 2010
7:00PM**

Attendance: Reg Nosworthy, Chair
Kebble Scheaff
Steve Cross
Linda Tchorz

Staff: Elaine McCulloch, Parks Planner

Regrets: Lou Biggemann, Director, RDN Board
Alfred Jablonski
Peter Doukakis

CALL TO ORDER

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

MINUTES

MOVED K. Sheaff, SECONDED S. Cross, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held May 31, 2010, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED S. Cross, SECONDED K. Sheaff, that the Correspondence T. Osborne to Arrowsmith Agriculture Association, re: Arrowsmith Agriculture Association Community Activities and Relief Centre, be received.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects May to August 2010.

Ms. McCulloch presented the Community Parks and Regional Parks and Trails Projects May through to August.

Mr. Nosworthy stated his concern that some community organizations are not aware of the function of the Parks and Open Space Advisory Committee and in that regard would draft a letter to invite them to the next meeting.

Malcolm Property Update

Mr. Cross reported the original loop trail on the Malcolm Property is holding up very well. He stated he has proposed cutting a trail in front of the hill (less strenuous) and has flagged the location. He is waiting for approval from Regional District staff before proceeding. Ms. McCulloch stated she will follow-up with staff and also look into preparing a trail access agreement for the crossing which is on private property.

Mr. Cross stated some of his tools used for trail building have worn out. Ms. McCulloch stated she will check to see if they could be replaced by the Regional District.

Trail Plan Open House Update

Ms. McCulloch presented an outline of the Trail Plan Open House which is planned for the end of November at Errington War Memorial Hall.

Project Development Schedule Update

Ms. McCulloch briefly reviewed the Electoral Area 'F' Project Development Schedule.

Romain Road Plan Update

Ms. McCulloch reviewed the Romain Road Plan. A site meeting with Mr. Cross and other interested Committee members will be held to identify trail alignment and design.

MOVED K. Sheaff, SECONDED S. Cross, that the Reports be received.

CARRIED

COMMITTEE ROUND TABLE

Mr. Nosworthy suggested an ad hoc or secondary committee should be formed to meet between the infrequent Parks and Open Space Advisory Committee meetings to help keep forward momentum on projects. The committee would report to the Electoral Area 'F' Parks and Open Space Advisory Committee.

ADJOURNMENT

MOVED S. Cross, SECONDED K. Sheaff, that the meeting be adjourned at 9:00pm.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY
SPECIAL COMMITTEE MEETING
MONDAY, OCTOBER 4, 2010
2:00PM**

Attendance: Brian Coath, Chairperson
Joe Stanhope, Director, RDN Board
Jacqueline Thomson
Minnie Corbett

Staff: Elaine McCulloch, Parks Planner

CALL TO ORDER

Chair Coath called the meeting to order at 2:05pm.

DELEGATIONS

Lorrie and Nancy Shaver, Property Owners, 1031 Lowry Road

Mr. Shaver stated his rationale behind the offer of cash-in-lieu rather than dedicating park land. His reasons included, 1) there is an existing, developed community park 150m from his property that already serves the community, 2) there are no opportunities for a linking trail through the subject property, 3) the property is located on a very busy road, and 4) given that 337m² is not much land to develop a park on, he feels the maintenance required to up-keep the park would be more than what it is worth.

Linda Rann, Fern Road Consulting

Ms. Rann, of Fern Road Consulting, provided some additional documentation indicating that the appraisal of the proposed development property may be higher than originally assessed, thus a cash-in-lieu settlement could also be higher.

REPORTS

Proposed Cash In-Lieu-Of Park Land Proposal in Conjunction with Proposed Subdivision of Lot B, District Lot 81, Nanoose District, Plan 44150, Except Part in Plans 44151 and VIP 81836

Mr. Coath provided a brief report on the September 16, 2010, site visit to 1031 Lowry Road.

After a thorough discussion of the proposal, the majority of Committee members were in favour of parkland as part of the subdivision application if the park was located in full view from the road and was one contiguous piece – the optimal site would be on the corner of Lowry's Road and Lowery Place.

MOVED J. Thomson, SECONDED M. Corbett, that the Electoral Area 'G' Parks and Open Space Advisory Committee recommend that the Regional District of Nanaimo request parkland in

the matter of the proposed subdivision of Lot B, District Lot 81, Nanoose District, Plan 44150, except part in Plans 44151 and VIP81836 (1031 Lowry Road).

CARRIED

ADJOURNMENT

MOVED M. Corbett, SECONDED J. Thomson, that the meeting be adjourned at 3:40pm.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL PARKS AND TRAILS ADVISORY COMMITTEE MEETING
HELD ON TUESDAY, OCTOBER 5, 2010, 12:00PM
IN THE RDN COMMITTEE ROOM**

Attendance: Director Joe Stanhope, Deputy Chair
Director Maureen Young
Director Dave Bartram
Frank Van Eynde

Staff: Tom Osborne, General Manager of Recreation and Parks
Wendy Marshall, Manager of Parks Services
Marilynn Newsted, Recording Secretary

Regrets: Director Larry McNabb, Chair
Director Teunis Westbroek
Peter Rothermel

CALL TO ORDER

Chair Stanhope called the meeting to order at 12:06pm.

DELEGATIONS

John Hofman, Friends of Morden Mine

Mr. Hofman thanked the Committee for funding received in 2009, which was matched by the City of the Nanaimo and the Provincial Government and used to retain Gemella Design Inc. to create a site development plan for the Morden Colliery Historic Provincial Park. Mr. Hofman stated the site development plan created and presented by Ms. Gemella to the Committee would be used for future fund raising efforts for park development.

MOVED D. Bartram, SECONDED F. Van Eynde, that the delegation Friends of Morden Mine be received.

CARRIED

MINUTES

MOVED D. Bartram, SECONDED M. Young, that the Minutes of the regular Regional Parks and Trails Advisory Committee meeting held June 10, 2010, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED D. Bartram, SECONDED F Van Eynde, that the following Correspondence be received:

- L. McNabb, City of Nanaimo Parks, Recreation and Culture Commission, re: Parking Plan Witchcraft Lake
- W. Marshall, RDN to Christine McKim, re: Coats Conservation Area Caretaker Agreement

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trail Projects May through to August.

Ms. Marshall presented a brief overview of the parks and trail projects May through to August.

Descanso Bay Regional Park House Removal

Ms. Marshall stated the Descanso Bay Regional Park house inspection completed in 2008, indicated the house was not suitable for habitation or repair. In that regard staff have received a quote in the amount of approximately \$15,000 for demolition of the building. Efforts will be made to recycle as much of the building as possible. The work will be done with respect to the environment and culture of the home. Any of the beams which are suitable will be set aside to be used in the future construction of a picnic shelter in the same location or near by. A safety hazard assessment is also required as the house is overrun with rodents, the cost of which is included in the quote.

Wild Fire Risk Assessment

Ms. Marshall reported the Wild Fire Risk Assessment on properties covered by the Cost Sharing Agreement with the Ministry of Forests has been completed. The Regional District's obligations under the agreement are to recognize the risks of fires on our land and to take steps to mitigate them. In that regard some general recommendations were to install signage, provide information on the web site, to do park checks, use the wardens system and also to do future assessments.

Both Mt. Benson Regional Park and the Lighthouse Country Regional Trail received detailed assessments.

The Mt. Benson Regional Park assessment provided information on how to deal with the clear cut area. The 2010 budget included \$25,000, with \$13,000 contributed from MIA, to cover this project.

The recommendations regarding the Lighthouse Country Regional Trail were incorporated into the current trail work.

Mt. Arrowsmith Massif Regional Park Management Plan

Ms. Marshall stated the Mt. Arrowsmith Massif Regional Parks Management Draft Plan is complete. Staff met with the Alberni Clayquot Regional District, as both regional districts are linked with trails and share the same access through Island Timberlands property, to address operation issues and signage. A meeting with Island Timberlands was also held to discuss concerns and the trail access agreement.

A sub-committee meeting will be held next week and the next stage of the process will be to provide the information to the public at open houses to be held around the end of October.

Coats Management Plan Update

Ms. Marshall stated the Coats Marsh Management Draft Plan was just received for review. Some issues outstanding are maintaining the marsh and the flooding onto the neighbour's property, establishing how to maintain the marsh and what to do with the house and barn.

Lighthouse Country Regional Trail

Ms. Marshall reported the Lighthouse Country Regional Trail project is moving along very well, noting the project has been divided into three sections:

- 1) The entrance along Lioness Boulevard, development of a parking lot and the rail crossing. This work is almost complete.
- 2) The bridges. Both bridges should be installed within this week.
- 3) The trail. This work taking a little longer and should be completed by the end of December.

Ms. Marshall noted the trail sits on a Ministry of Transportation Right-of-Way through the woodlot, and that the trail has been surveyed and realigned with the Right-of-Way. One portion of the trail, along the bottom behind the Lighthouse Community Centre, is on the woodlot; however, no development is taking place in this area.

Horne Lake Concept Plan Update

Ms. Marshall presented the Concept Plan for Horne Lake Regional Park which is being developed in partnership with BC Parks to create one tourist area with the draw of the caves and the regional park camping.

Some ideas to be incorporated in the concept plan are:

- moving the camping to the south end and keeping the upper end for group camping and day use only
- the installation of a new road network
- the installation of a visitor centre
- the installation of a well
- the installation of a power source, such as a wind turbine
- to expand the campground to 125 sites and to BC Parks standards

The designer will now incorporate the feedback received on the plans, including the information from Island Timberlands and BC Parks. The high, low and medium plan concepts will then be developed along with the costing and should be received by staff by the end of November.

MOVED F. Van Eynde, SECONDED D. Bartram, that the Reports be received.

ADJOURNMENT

MOVED F. Van Eynde, SECONDED D. Bartram, that the meeting be adjourned at 1:15pm.
CARRIED

IN CAMERA

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

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 COMMUNITY JUSTICE
SELECT COMMITTEE MEETING
HELD ON WEDNESDAY, OCTOBER 27, 2010 AT 2:00 PM
IN THE OCEANSIDE PLACE MEETING ROOM**

Present:

Director Lou Biggemann	Chairperson
Director Teunis Westbroek	Town of Qualicum Beach
Director George Holme	Electoral Area E
Director Joe Stanhope	Electoral Area G
Director Dave Bartram	Electoral Area H
Director Ed Mayne	City of Parksville

Also in attendance:

Carol Mason	Chief Administrative Officer
Nancy Avery	General Manager Finance & Information Services
Tiffany Moore	Manager, Accounting Services

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATION

Victim Services, Restorative Justice and Community Dispute Resolution Program Update

S/Sgt. Brian Hunter presented crime statistics reports covering the City of Parksville, the Town of Qualicum Beach and the Electoral Areas. The member updated the Committee regarding the Victim Services and Restorative Justice Programs. He indicated that he was requesting the same amount of funding for both programs for 2011. He provided examples of how the funds reduce the amount of time that the RCMP are required to spend on dispute resolution. He suggested that he could benefit by meeting a few more times during the year with the Electoral Area directors.

Director Westbroek asked how the Regional District might support efforts to reduce the time officers spend processing records which would increase officer time in the community. The S/Sgt. described a potential pilot project he is investigating where officers could call in reports to a “call desk” staffed by clerical employees, who would transcribe the call details into the records database. He will provide more details as he has them.

MOVED Director Westbroek, SECONDED Director Holme, that the delegation be received.

CARRIED

MINUTES

MOVED Director Holme, SECONDED Director Bartram, that the minutes of the District 69 Community Justice Select Committee meeting held October 27, 2009, be adopted.

CARRIED

BUSINESS ARISING FROM THE DELEGATION

MOVED Director Westbroek, SECONDED Director Holme, that staff consider a mechanism to arrange additional meetings with S/Sgt. Hunter (i.e. to coincide with Emergency Management Select Committee meetings).

CARRIED

MOVED Director Westbroek, SECONDED Director Mayne, that the District 69 Community Justice Select Committee recommends that the 2011 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs remain the same as in 2010 (\$77,500).

CARRIED

COMMUNICATIONS

MOVED Director Westbroek, SECONDED Director Holmes, that the Community Safety Grant-in-Aid Application from the Citizens on Patrol Society, District 69 be received for information.

CARRIED

REPORTS

Community Safety Grant-in-Aid Application, Citizens on Patrol Society, District 69

MOVED Director Westbroek, SECONDED Director Bartram, that a 2011 grant in the amount of \$8,328 for the Citizens on Patrol Society, District 69, be approved.

CARRIED

A motion to clarify to Citizens on Patrol Society that the maximum grant available for any jurisdiction will be \$1,500 annually, commencing 2012 was moved, discussed and withdrawn before being voted on.

ADJOURNMENT

MOVED Director Westbroek, SECONDED Director Holme, that the meeting adjourn.

CARRIED

TIME: 3:00 PM

CHAIRPERSON



CAO APPROVAL	
EAP	
COW	
RHD	
BOARD	
D 69 Community Justice - Oct 27 10	

MEMORANDUM

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

DATE: October 20, 2010

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Grants in Aid Application – Citizens on Patrol Society, District 69

PURPOSE:

To review the options for the Community Safety Grants in Aid Application from the Citizens on Patrol Society, District 69.

BACKGROUND:

The Regional District has received one application for the Community Safety Grants in Aid Program. The request is from the Citizens on Patrol Society, District 69 (COPS) in the amount of \$8,328 for 2011.

For the period from July 2009 to June 2010, the COPS conducted 460 patrols, utilizing 2,420 person hours and covering 28,088 kilometres. A breakdown of these statistics between the RDN Electoral Areas E, F, G, H, the City of Parksville and the Town of Qualicum Beach is attached as Appendix 1.

The original expectation was that a group like COPS would be able to use the full amount of \$1,500 each year in each jurisdiction. That has proven to be impossible and in 2010 the committee approved a slightly altered approach by allowing the funds to be applied in proportion to projected calls. With this approach, there were funds for Electoral Areas G and H in excess of actual requirements, with the hope that further volunteers would be recruited. This approach also resulted in more than \$1,500 being made available in the City of Parksville, the Town of Qualicum Beach and Electoral Area E (see Appendix 2 – middle section). Electoral Area E had the largest opening “deficit” in 2009 and the allocation of funds in 2010 did not sufficiently reduce that balance so that it will continue to have an “unfunded” balance of about \$1,600 at the end of 2010.

The allocation of funds continues to be a challenge because the COPS’s greatest source and success with volunteers is within the two municipalities and Electoral Areas E and G. This is the third year of grants and it is clear that funding from those jurisdictions is not matching the historical trend. If the funding continues to be capped at \$1,500, COPS will need to scale back its activities.

Equally concerning is raising \$1,500 annually in Electoral Areas F and H and having excess amounts “on account.”

ALTERNATIVES:

1. Approve a 2011 grant in the amount of \$8,328 and revert back to a cap of \$1,500 maximum per year, per jurisdiction.
2. Approve a 2011 grant in the amount of \$6,992 and revert back to a cap of \$1,500 maximum per year, per jurisdiction.
3. Approve a 2011 grant in the amount of \$8,328 and approve in principle, that future grants may be higher than \$1,500 for a jurisdiction in accordance with grant applications.

FINANCIAL IMPLICATIONS:

Alternative 1

Under this alternative, the grant provided would be \$8,328. Table 1 below shows the current reconciled balances tracked by COPS. Three member jurisdictions will have funding deficits by the end of 2010 (Column A). The estimated patrol payments for 2011 would be \$6,992 (Column B) resulting in projected December 2011 balances as shown in Column C. At the end of 2011, five jurisdictions are projected to have funding deficits.

A grant of \$8,328 would eliminate the potential 2011 deficits and re-establish a zero balance by the end of 2011. Under this alternative, the amounts recorded for budgeting purposes would be higher than \$1,500 for the City of Parksville, the Town of Qualicum Beach and Electoral Area E.

In addition, if this alternative is supported, COPS would be advised that the maximum future grant would be a limit of \$1,500 for each jurisdiction and where funds are not required, the requisition would be reduced accordingly in the following year.

Table 1	A	B	C	D	E
	Projected Balance Dec 2010	Projected 2011 Payments @\$0.25/km	Balance Dec 2011	2011 Grant	Revised Balance Dec 2011
RDN AREA (COPS Zone)					
Area E	(1,602)	1,627	(3,229)	3,229	0
Area F	(237)	456	(693)	693	0
Area G	239	917	(678)	678	0
Area H	631	322	309	-	309
City of Parksville	248	1,963	(1,715)	1,715	0
Town of Qualicum Beach	(306)	1,707	(2,013)	2,013	0
	(1,027)	6,992	(8,019)	8,328	309

* Bracketed amounts are payments in excess of funding.

Alternative 2

Under this alternative, the Regional District would provide funds to match the projected 2011 payments. The result will be a continued shortfall of about \$1,000 as shown above in Column A, (that is no change from the December 2010 year projection). This alternative would leave COPS in the awkward position of needing to apply currently “separated” funds to offset shortfalls between jurisdictions. If this alternative is supported, the funds raised for the City of Parksville,

the Town of Qualicum Beach and Electoral Area E would be adjusted to match the profile presented by COPS and future years' grants would be capped at \$1,500 per jurisdiction.

Alternative 3

Under this alternative, a 2011 grant in the amount of \$8,328 would be approved and future grants would be approved at individual amounts higher than \$1,500 if demonstrated by the applicant(s).

SUMMARY/CONCLUSIONS:

The Citizens on Patrol Society, District 69 has provided a statement of balances for each member projected to December 31, 2010. Electoral Area E and the Town of Qualicum Beach will likely be "overdrawn" by the end of 2010. The projected 2011 member payments for Electoral Area E, the City of Parksville and the Town of Qualicum Beach will exceed the \$1,500 commitment for this grant program from those areas. Under Alternative 1, a grant in the amount of \$8,328 would bring almost all members back to a zero balance by December 2011, although it would require that more than \$1,500 be raised from the City of Parksville, the Town of Qualicum Beach and Electoral Area E. This alternative would be accompanied by correspondence clarifying the maximum of \$1,500 for any one jurisdiction commencing in 2012.


RECOMMENDATION:

1. That the Committee approve a grant to the Citizens on Patrol Society, District 69 in the amount of \$8,328 with the budget reflecting the following amounts:
 - Area E \$3,229
 - Area F \$ 693
 - Area G \$ 678
 - Area H Nil
 - Parksville \$1,715
 - Qualicum Beach \$2,013

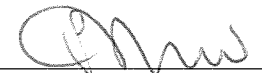
2. That correspondence be included with this grant award clarifying that the maximum grant available for any jurisdiction will be \$1,500 annually, commencing in 2012.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

CITIZENS ON PATROL SOCIETY, DISTRICT 69
APPLICATION FOR FUNDING FOR A GASOLINE ALLOWANCE FOR PATROL DRIVERS
 Attachment 1

Year Patrols - Actual	July 2006 to June 2007		July 2007 to June 2008		July 2008 to June 2009		July 2009 to June 2010	
Zone 1 - Bowser (RDN Area H)	25	13	15	15				
Zone 2 - Nanoose (RDN Area E)	101	99	127	114				
Zone 3 - Parksville (City of Parksville and part of RDN Area G)	115	220	219	167				
Zone 4 - Qualicum Beach (Town of Qualicum Beach and part of RDN Area G)	165	176	127	129				
Zone 5 - Arrowsmith	20	22	12	35				
Total	426	530	500	460				

Person Hours - Actual	2006/2007		2007/2008		2008/2009		2009/2010	
Zone 1 - Bowser	190.5	80.0	89.5	96.5				
Zone 2 - Nanoose	314.5	323.0	501.5	439.5				
Zone 3 - Parksville	893.0	1387.0	1311.0	991.0				
Zone 4 - Qualicum Beach	806.5	565.0	731.5	746.5				
Zone 5 - Arrowsmith	83.0	92.0	119.0	146.5				
Total	2287.5	2447.0	2752.5	2420.0				

Kilometres Driven - Actual	2006/2007		2007/2008		2008/2009		2009/2010		Average July 2007 to June 2010	
									Area G ¹	Other
Zone 1 - Bowser	2433	1206	1289	1374					0	1290
Zone 2 - Nanoose	5517	4689	7440	7396					0	6508
Zone 3 - Parksville	6233	10425	10158	8863					1963	7852
Zone 4 - Qualicum Beach	8862	9922	7364	8316					1707	6827
Zone 5 - Arrowsmith	1282	1356	1976	2139					0	1824
Total	24327	27598	28227	28088					3670	24301

¹Both Parksville and Qualicum Beach patrol parts of Area G, but neither specifically tracks the time and kilometres driven while in Area G as opposed to being in other parts of the patrol. Thus, the time and kilometres for Area G have been estimated as a percentage of the total patrol time and kilometres.

Attachment 1 (continued)

ACCOUNT RECONCILIATION FOR 2009

	Balance 2008-12-31	2009 RDN Grant	2009 Member Payments	Balance 2009-12-31
RDN AREA (COPs Zone)				
RDN AREA E (Zone 2)	-\$1,114.32	\$1,170.00	\$2,178.58	-\$2,122.90
RDN AREA F (Zone 5)	-\$162.66	\$340.00	\$509.50	-\$332.16
RDN AREA G (Parts of Zones 3 & 4)	\$439.09	\$640.00	\$820.91	\$258.18
RDN AREA H (Zone 1)	\$599.65	\$305.00	\$340.25	\$564.40
City of Parksville (Most of Zone 3)	-\$479.54	\$1,500.00	\$1,750.00	-\$729.54
Town of Qualicum Beach (Most of Zone 4)	-\$609.24	\$1,500.00	\$1,533.60	-\$642.84
TOTAL	-\$1,327.02	\$5,455.00	\$7,132.84	-\$3,004.86

ACCOUNT RECONCILIATION FOR 2010

	Balance 2009-12-31	2010 RDN Grant	Projected 2010 Member Payments ² @\$0.25/km	Projected Balance 2010-12-31 @\$0.25/km
RDN AREA (COPs Zone)				
RDN AREA E (Zone 2)	-\$2,122.90	\$2,370.00	\$1,849.00	-\$1,601.90
RDN AREA F (Zone 5)	-\$332.16	\$630.00	\$534.75	-\$236.91
RDN AREA G (Parts of Zones 3 & 4)	\$258.18	\$840.00	\$858.95	\$239.23
RDN AREA H (Zone 1)	\$564.40	\$410.00	\$343.50	\$630.90
City of Parksville (Most of Zone 3)	-\$729.54	\$2,750.00	\$1,772.60	\$247.86
Town of Qualicum Beach (Most of Zone 4)	-\$642.84	\$2,000.00	\$1,663.20	-\$306.04
TOTAL	-\$3,004.86	\$9,000.00	\$7,072.00	-\$1,026.86

²Based on July 2009 to June 2010 patrol statistics.

REQUEST FOR FUNDING BY RDN AREA

	Potential 2011 Member Payments ³ @\$0.25/km	Total Funding Requested ⁴ @\$0.25/km
RDN AREA (COPs Zone)		
RDN AREA E (Zone 2)	\$1,627	\$3,229
RDN AREA F (Zone 5)	\$456	\$693
RDN AREA G (Parts of Zones 3 & 4)	\$917	\$678
RDN AREA H (Zone 1)	\$322	\$0
City of Parksville (Most of Zone 3)	\$1,963	\$1,715
Town of Qualicum Beach (Most of Zone 4)	\$1,707	\$2,013
TOTAL	\$6,993	\$8,328

³Based on average July 2007 to June 2010 patrol kilometre statistics

⁴These figures incorporate the projected balances at 2010-12-31

NANAIMO REGIONAL HOSPITAL DISTRICT

**MINUTES OF THE REGIONAL HOSPITAL DISTRICT SELECT COMMITTEE
MEETING HELD ON TUESDAY OCTOBER 26, 2010 AT 6:15 PM
IN THE RDN COMMITTEE ROOM**

Present:

Director T. Westbroek	Chairperson
Director J. Stanhope	Electoral Area 'G'
Director C. Haime	District of Lantzville
Director J. Burnett	Electoral Area 'A'
Director J. Kipp	City of Nanaimo
Director D. Johnstone	City of Nanaimo

Absent:

Director E. Mayne	City of Parksville
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Also in Attendance:

C. Mason	Chief Administrative Officer
W. Idema	Manager, Financial Reporting

CALL TO ORDER

The Chairperson called the meeting to order at 6:15 pm.

MINUTES

MOVED Director Stanhope, SECONDED Director Mayne that the minutes of the Regional Hospital District Select Committee meetings held April 26, 2010 and May 10, 2010 be adopted.

CARRIED

REPORTS

Request to consolidate unexpended capital grant allowances

MOVED Director Burnett, SECONDED Director Johnstone, that the unexpended balances of capital grant allowances from 1999 to 2007 in the amount of \$445,705 be applied to the list of equipment as requested by the Vancouver Island Health Authority in its correspondence dated July 5, 2010.

CARRIED

MOVED Director Johnstone, SECONDED Director Kipp, that a remaining balance of \$95,416 be carried forward and be consolidated with the 2011 capital grant allowance.

CARRIED

Staff were directed to include in correspondence to the Health Authority that beginning with the 2011 budget approval, that there will be a two year limit on the grant allowance (April to March fiscal year) after which the funds will be set aside in a capital reserve to be retained by the Regional Hospital District for capital purposes.

2011 Provisional Budget

MOVED Director Stanhope, SECONDED Director Johnstone, that a Regional Hospital District provisional budget be approved with the following components:

Property tax requisition	\$ 6,420,840
Capital grant allowance	\$ 3,343,745

CARRIED

MOVED Director Stanhope, SECONDED Director Johnstone, that the 2011 to 2015 five year projections, including 2% annual property tax increases be approved in principle.

CARRIED

ADJOURNMENT

MOVED Director Stanhope, SECONDED Director Burnett, that the meeting terminate.

CARRIED

TIME: 6:45 PM

CHAIRPERSON



CAO APPROVAL	
EAP	
COW	
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RHD	
BOARD	
<i>Hosp. Select - Oct 13 '10</i>	

**MEMORANDUM
NANAIMO REGIONAL
HOSPITAL DISTRICT
SELECT COMMITTEE**

TO: C. Mason
Chief Administrative Officer

DATE: October 13, 2010

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

FILE:

SUBJECT: Regional Hospital District 2011 Provisional Budget

PURPOSE:

To introduce the 2011 provisional budget for the Regional Hospital District.

BACKGROUND:

The Regional Hospital District funds capital equipment and capital projects for local facilities.

The Hospital District has for many years committed a portion of the annual budget to provide capital grants covering for operational capital equipment and smaller scale construction/renovation projects. Capital items costing less than \$100,000 are funded at 100%, while items costing more than \$100,000 are cost shared at 40%. The Health Authority submits a list of recommended purchases and receives that funding throughout the year by submitting claims for reimbursement. In 2010 the annual capital grant was \$3,151,800.

The 2010 capital grant amount of \$3,151,800 is less than the request for \$3.3 million dollars submitted by VIHA for consideration in budget planning in 2009. Staff presented a five year budget plan which accounted for regular increases to the annual grant commitment to reach \$3.3 million dollars by 2013. That plan was approved in principle and forms the basis for the allocation of \$3,246,355 in the 2011 provisional budget. For the years 2011 and 2012 the annual capital grant will be partially committed to provide funds to the Emergency Department Redevelopment project, in the amount of \$1,200,000 in each year, leaving a balance of about \$2 million dollars for other minor capital.

Major projects or equipment purchases are generally financed by long term debt at 40%. At the date of this report one major capital project is underway - the Emergency Department Redevelopment at approximately \$36 million dollars, with the Regional Hospital District share at \$13 million dollars. Also underway are renovations and upgrades to the cancer clinic/pharmacy areas of the hospital at a cost of \$1.6 million dollars, with the Regional Hospital District share at \$635,000.

ALTERNATIVES:

1. Approve a 2011 Regional Hospital District provisional budget with a tax requisition of \$6,420,840 (2.0% increase) and a capital grant allowance of \$3,246,355.
2. Provide alternative direction.

FINANCIAL IMPLICATIONS:

Alternative 1

2011 BUDGET DEVELOPMENT:

The budget plan presented at this time, includes potential cost sharing in future projects outlined in VIHA's capital plan and include:

Project Name	Project Estimate	RHD Cost Share Estimate
Boiler plant/ energy center upgrade	\$26,850,000	\$10,740,000
Patient Care Centre	\$100,000	\$40,000
Intensive Care Unit Redevelopment	\$13,216,000	\$5,286,400
Finish shelled in Operating Rooms	\$1,600,000	\$640,000
Island Medical Program	\$2,083,400	\$833,360
	\$43,849,400	\$17,539,760

The estimates above are very preliminary, but offer an indication of the required debt servicing in future years. The boiler plant and intensive care unit redevelopment projects are currently VIHA's top priorities for major capital development in this area and have been assumed to be completed by 2015.

Schedule A attached to this report proposes a 2% increase in the property tax requisition for 2011. This is lower than the previous estimate of 5%. As a result of project timing approvals and the use of interim financing at very low rates in 2010, the projected 2010 surplus will be about \$2,014,000 versus a projected amount of \$850,935. Staff recommend setting aside \$2,000,000 into a reserve to be applied against future expenditures.

The annual capital grant allowance budget is provided at \$3,246,355, an increase of \$94,555 or 3% higher than in 2010. Looking forward to 2012 with a further 3% increase in the annual capital allowance, the result will be an allowance of \$3,343,745, approximately what VIHA had requested in 2010. In addition, as noted in the earlier report on consolidating prior year, an amount of \$95,614 will be carried forward and added to the amount available in 2011/2012.

The capital grant allowances for 2011 and 2012 will be reduced by \$1.2 million in each year and those amounts will be applied to cover a portion of the Hospital District's commitment to fund the Emergency Department Redevelopment project at NRGH. The net amount available for minor capital items in 2011 and 2012 will be \$2.1 in each year.

The estimated tax cost for 2011 is \$22.20 per \$100,000 of property assessment.

FINANCIAL FORECAST 2012 to 2015

The forecast presently assumes an annual increase in the tax requisition of 2% annually, and as noted above an increase of 3% annually in the annual minor capital grant allowance.

Debt servicing costs will rise over the time frame from \$2.7 million dollars to \$3.7 million dollars. Given the uncertainty around project timing, these estimates could differ significantly. In general, hospital financing estimates have been higher than actually required. If this occurs in future years, there would be additional funds available to set aside in reserves to help reduce the impact of increased debt servicing, or to be used as cash against major capital projects. The plan applies approximately \$967,570 from the initial reserve in the years 2014 and 2015, to help minimize tax increases in those years, with the result that the plan indicates a steady state of 2% annual tax increases.

Alternative 2

The current financing commitments for the Regional Hospital District are fixed and budgets reflect sufficient funds to cover those commitments.

In order to assist in the evaluation of other budget adjustments, staff can advise that for every \$100,000 addition or deletion to the tax requisition, the result is a change of about \$.40 cents per \$100,000. An adjustment of \$100,000 represents a change of about 1.5%.

SUMMARY/CONCLUSIONS:

Regional Hospital Districts are required to approve a provisional budget. Staff are recommending a budget which raises \$6,420,840 in property tax revenues for 2011 – an increase of 2.0% over 2010. The increase is part of a long term projection which provides for the eventual debt servicing of approximately \$17 million dollars for major capital projects on the Health Authority priority list forecast for commencement between 2011 and 2015.

The 2011 budget also provides \$3.2 million dollars as an allowance for renewal, replacement and purchases of minor capital items and/or to undertake smaller scale building improvement projects. This is an increase over the 2010 allowance of \$94,555 or 3%. The proposed capital grant is still less than the \$3.3 million level requested in 2009 but is in accordance with the previous plan approval to increase the level gradually over three year. The annual allowance would increase to about \$3.3 million by 2012.

The 2011 budget also sets aside \$2,000,000 from the accumulated surplus into a reserve to be applied against future debt servicing and/or major capital projects.

RECOMMENDATIONS:

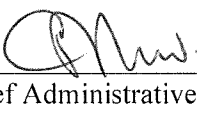
1. That a 2010 Regional Hospital District provisional budget be approved with the following components:

Property tax requisition	\$	6,420,840
Capital grant allowance	\$	3,343,745

2. That the 2011 to 2015 five year projections, including 2.0% annual property tax increases be approved in principle.



Report Writer



Chief Administrative Officer

COMMENTS:

**NANAIMO REGIONAL HOSPITAL DISTRICT
BUDGET PROJECTIONS 2011 to 2015**

APPENDIX A

	2010 Budget	2011 Revised	2012 Revised	2013 Revised	2014 Revised	2015 Revised
Current Projection		2.0%	2.0%	2.0%	2.0%	2.0%
Prior Projection		5.0%	5.0%	5.0%	3.5%	3.5%
Revenues						
Property taxes	6,294,940	6,420,840	6,549,257	6,680,243	6,813,852	6,950,129
Grants in lieu	26,000	26,000	26,000	26,000	26,000	26,000
Interest income	35,000	32,150	32,150	32,150	32,150	32,150
Transfer from reserves					581,083	386,491
Prior year surplus applied	1,440,000	2,014,000	219,581	241,854	17,122	0
	7,795,940	8,492,990	6,826,987	6,980,247	7,470,206	7,394,769
Expenditures						
Administration	15,150	15,910	16,705	17,541	18,417	19,062
Debt payments	3,382,585	2,694,120	3,155,282	3,205,490	3,632,625	3,702,766
Debt issue expense/temp financing	395,470	317,025	69,401	296,035	271,780	19,136
Equipment grants	3,151,800	3,246,355	3,343,745	3,444,060	3,547,385	3,653,805
Reserve for Future Projects		2,000,000				
	6,945,005	8,273,409	6,585,133	6,963,126	7,470,207	7,394,770
Surplus for future years' expenditures	850,936	219,581	241,854	17,122	(0)	(0)

Projected Tax Cost per \$100,000 \$ **21.73** \$ **22.20** \$ **22.64** \$ **23.10** \$ **23.55** \$ **24.05**

Reserve Fund Status	2010	2011	2012	2013	2014	2015
Opening Balance		2,000,000	2,030,000	2,060,450	2,091,357	1,532,928
Applied to budget		0	0	0	(581,083)	(386,491)
Interest earned		30,000	30,450	30,907	22,654	17,197
Balance available		2,030,000	2,060,450	2,091,357	1,532,928	1,163,633