

REGIONAL DISTRICT OF NANAIMO
REGULAR BOARD MEETING
TUESDAY, NOVEMBER 23, 2010
(immediately following the Hospital Board meeting)
(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
- 3. BOARD MINUTES**
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- 4. BUSINESS ARISING FROM THE MINUTES**
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26 **Rick Jackson, Gabriola Volunteer Fire Department**, re RDN Support for Secondary Access to Whalebone Subdivision.
27 **Dave & Sharon Anderson**, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.
28 **Donna Doucett**, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.
29 **Nigel Gray & Cara MacDonald**, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.
30 **Bill Kelsall**, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.
31 **Wendy & William Malainey**, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.
32 **Harley Monts**, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

33 **B. F. Nickel**, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

34 **Linda Stubbins**, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

6. UNFINISHED BUSINESS

BYLAWS

For Adoption.

35 - 39 **Bylaw No. 500.358 – Atkey & Polgari - 2800 Kilpatrick Road - Area ‘C’.**
(Electoral Area Directors except EA ‘B’ – One Vote)

That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.358, 2010” be adopted.

This bylaw rezones the Area ‘C’ subject property from Subdivision District 'D' to Subdivision District 'F' to permit a 2-lot subdivision.

7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

40 - 48 Minutes of the Electoral Area Planning Committee meeting held November 9, 2010.
(for information)

COMMUNICATIONS/CORRESPONDENCE

Ed Annau, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Ed Annau be received.

Jack & Margery Biickert, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Jack and Margery Biickert be received.

Cliff & Nell Bowles, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Cliff and Nell Bowles be received.

John Carey, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from John Carey be received.

Kathleen Claxton, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Kathleen Claxton be received.

Ken Congpow, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Ken Congpow be received.

Ken Derham, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Ken Derham be received.

Terry Gay, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Terry Gay be received.

Anna Grieve, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Anna Grieve be received.

Brian Hale, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Brian Hale be received.

Tracey Hale, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Tracey Hale be received.

Mark Hanna, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Mark Hanna be received.

Dan Harford, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Dan Harford be received.

Elizabeth Harford, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Elizabeth Harford be received.

Alfred Heringa, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Alfred Heringa be received.

Troy Heringa, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Troy Heringa be received.

J. E. Hoeljcher, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from J.E. Hoeljcher be received.

Catherine Howes, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Catherine Howes be received.

Randy Jenkins, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Randy Jenkins be received.

Bill Kerr, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Bill Kerr be received.

Jeannie Lundine, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Jeannie Lundine be received.

Jim Lundine, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Jim Lundine be received.

Art McCann, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Art McCann be received.

Andrew Medd, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Andrew Medd be received.

John Medd, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from John Medd be received.

Francesca Michaluk, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Francesca Michaluk be received.

John Moore, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from John Moore be received.

Janice O’Reilly, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Janice O’Reilly be received.

Ken Reynolds, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Ken Reynolds be received.

Lucille Reynolds, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Lucille Reynolds be received.

Ellen & Jim Rothwell, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Ellen and Jim Rothwell be received.

Hulda Sauder, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Hulda Sauder be received.

Brite & Kris Sorensen, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Brite and Kris Sorensen be received.

Lawrence & Patricia Stahley, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Lawrence and Patricia Stahley be received.

Paul Turner, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Paul Turner be received.

David Wallace, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from David Wallace be received.

Lynda Whittaker, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Lynda Whittaker be received.

Steve Wilson, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Steve Wilson be received.

Irene & Joan World, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Irene and Joan World be received.

Michael Yarn, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (All Directors – One Vote)

That the correspondence from Michael Yarn be received

PLANNING

AMENDMENT APPLICATIONS

Bylaw No. 500.364 to Support Zoning Amendment Application No. 2010-031 – Peter Mason Land Surveying – 1120 Keith Road – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

- 1. That Zoning Amendment Application No. ZA PL2010-031 to rezone the subject from Subdivision District ‘B’ to Subdivision District ‘CC’ be approved subject to the conditions included in Schedule No. 1.*

2. That "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.364, 2010" be introduced and read two times.
3. That the public hearing on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.364, 2010" be delegated to Director Bartram or his alternate.

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2010-201 with Frontage Relaxation – JE Anderson & Associates – 3175 & 3185 Farrar Road – Area ‘A’. (Electoral Area Directors except EA ‘B’ – One Vote)

1. That Development Permit Application No. PL2010-201, in conjunction with a two lot subdivision be approved subject to the conditions outlined in Schedule No. 1.
2. That the request to relax the minimum 10% perimeter frontage requirement for proposed Lot B be approved.

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Permit with Variance Application No. PL2010-102. (maximum speaking time 5 minutes)

That Development Permit with Variances Application No. PL2010-102 to recognize the siting of an existing storage shed and to vary the parcel averaging provisions in conjunction with a three lot subdivision be approved subject to the conditions outlined in Schedules No. 1 - 2.

Development Permit with Variances Application No. PL2010-175 – Allen – 2628 Andover Road - Area ‘E’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Permit with Variance Application No. PL2010-175. (maximum speaking time 5 minutes)

That Development Permit with Variances Application No. PL2010-175 be approved subject to the conditions outlined in Schedules No. 1- 4.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2010-182 – Belveal – 475 MacKenzie Road – Area ‘H’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. PL2010-182. (maximum speaking time 5 minutes)

That Development Variance Permit Application No. PL2010-182 to legalize the siting of an existing dwelling unit with a variance to the setback be approved subject to the conditions outlined in Schedules No. 1- 3.

Development Variance Permit Application No. PL2010-192 – Fern Road Consulting Ltd. – Shetland Place – Area ‘E’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. PL2010-192. (maximum speaking time 5 minutes)

That Development Variance Permit Application No. PL2010-192, be approved subject to the conditions outlined in Schedules No. 1 - 3.

Development Variance Permit Application No. PL2010-193 – Fern Road Consulting Ltd - 3816 Island Highway West - Area ‘G’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. PL2010-193. (maximum speaking time 5 minutes)

That Development Variance Permit Application No. PL2010-193 to permit the construction of a dwelling unit with a variance to the setback be approved subject to the conditions outlined in Schedules No. 1- 3.

Development Variance Permit Application No. PL2010-200 – Telford – 2358 & 2364 Pylades Drive - Area ‘A’. (Electoral Area Directors except EA ‘B’ – One Vote)

Delegations wishing to speak to Development Variance Permit Application No. PL2010-200. (maximum speaking time 5 minutes)

That Development Variance Permit Application No. PL2010-200 to vary the maximum permitted accessory building height in order permit the conversion of an existing dwelling unit to an accessory building be approved subject to the conditions outlined in Schedules No. 1- 3.

OTHER

Consideration of Park Land Dedication and/or Cash-in-Lieu of Park Land on Subdivision Application No. PL2009-154 – Fern Road Consulting Ltd. – 1031 Lowry’s Road – Area ‘G’. (Electoral Area Directors except EA ‘B’ – One Vote)

- 1. That the request to pay 5% cash-in-lieu of park land in conjunction with Subdivision Application No. PL2009-154 be accepted.*
- 2. That the monetary contribution of \$8,000.00 to the Electoral Area ‘G’ Parks Fund be accepted concurrently with the cash-in-lieu of park land payment.*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

49 - 53 Minutes of the Committee of the Whole meeting held November 9, 2010. (for information)

FINANCE AND INFORMATION SERVICES

FINANCE

Operating Results for the Period Ending September 30, 2010. (All Directors – One Vote)

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

Resolution to Close Unused Borrowing Authorities Established Under Bylaws No. 1313, 1365, 1392, 1476, 1480 & 1486. (All Directors – One Vote)

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*

DEVELOPMENT SERVICES

BUILDING & BYLAW

Property Maintenance Contravention Update – 225 DeCourcy Drive – Area ‘B’. (All Directors – One Vote)

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

Property Maintenance Contravention Update – 2307 Gould Road West – Area ‘A’. (All Directors – One Vote)

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

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

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

(All Directors – Weighted Vote)

1. *That Maple Reinders Inc. be awarded a contract for the centrifuge installation for the tendered price of \$174,000.*

(Parksville, Qualicum Beach, EAs ‘E’, ‘F’ ‘G’ & ‘H’ – Weighted Vote)

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.*

WATER

San Pareil Water Service - Infrastructure Improvements. (All Directors – One Vote)

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.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission. (All Directors – One Vote)

1. *That the minutes of the District 69 Recreation Commission meeting held October 21, 2010 be received for information.*

(Parksville, Qualicum Beach, EAs ‘E’, ‘F’ ‘G’ & ‘H’ – Weighted Vote)

District 69 Youth Grants

2. *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

3. *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>

4. *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.*

5. *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.*

6. *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. (All Directors – One Vote)

That the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held October 4, 2010 be received for information.

Electoral Area ‘F’ Parks and Open Space Advisory Committee. (All Directors – One Vote)

That the minutes of the Electoral Area „F“ Parks and Open Space Advisory Committee meeting held October 18, 2010 be received for information.

Electoral Area ‘G’ Parks and Open Space Advisory Committee. (All Directors – One Vote)

That the minutes of the Electoral Area „F“ Parks and Open Space Advisory Committee meeting held October 4, 2010 be received for information.

Regional Parks & Trails Advisory Committee. (All Directors – One Vote)

That the minutes of the Regional Parks & Trails Advisory Committee meeting held October 5, 2010 be received for information.

District 69 Community Justice Select Committee. (All Directors – One Vote)

1. *That the minutes of the District 69 Community Justice Select Committee meeting held October 27, 2010 be received for information.*

(Parksville, Qualicum Beach, EAs ‘E’, ‘F’, ‘G’ & ‘H’ – Weighted Vote)

2. *That the 2011 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs remain the same as in 2010 (\$77,500).*
3. *That a 2011 grant in the amount of \$8,328 for the Citizens on Patrol Society, District 69, be approved.*

BOARD INFORMATION

RCMP Police Costs and Accountability. (All Directors – One Vote)

That correspondence be sent to the local Member of Parliament, Federal Minister of Public Safety, Honourable Vic Toews, and the Federal President of Treasury Board, Honourable Stockwell Day, regarding local government concerns for the need for financial accountability and the need to develop an effective partnership in the development of police services.

7.3 EXECUTIVE STANDING COMMITTEE

7.4 COMMISSIONS

7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Transit Select Committee. (All Directors – One Vote)

54 - 72 Minutes of the Transit Select Committee meeting held November 2, 2010. (for information)

That fares be left unchanged for another year and that staff be requested to bring back another report outlining options and the impact on tax requisitions.

8. ADMINISTRATOR’S REPORTS

73 - 104 Proposed 2011 Annual Budget. (All Directors – Weighted Vote)

105 - 106 Proposed Schedule to Approve 2011 – 2015 Financial Plan. (All Directors – One Vote)

107 - 111 Bylaw No. 1385.07 – Extends the Boundary of the Bow Horn Bay Fire Protection Service to Include an Area ‘H’ Property (2700 Marshland Road). (All Directors – One Vote)

- 112 - 165 Northern & Southern Community Recreation Services - 2010 Facilities & Sportsfields Service Agreements. (All Directors – Weighted Vote)
- 166 - 176 Northern & Southern Community Recreation Services – Extension Agreement for Service Delivery in Electoral Areas ‘B’ & ‘F’. (All Directors – Weighted Vote)
- 177 - 181 Area ‘A’ Community Parks Service - Towns for Tomorrow Grant Application Re Cedar Skate & Bike Park. (All Directors – One Vote)
- 182 - 188 Nanoose Bay Bulk Water Service – Proposed Treatment Plant. (All Directors – One Vote)

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. BOARD INFORMATION (Separate enclosure on blue paper)

13. ADJOURNMENT

14. IN CAMERA

That pursuant to Section 90(1) (c) & (e) of the Community Charter the Board proceed to an In Camera Committee meeting to consider items related to personnel and land issues.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR MEETING OF THE BOARD
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, OCTOBER 26, 2010 AT 7:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

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

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr., Corporate Administration
P. Thorkelsson	Gen. Mgr., Development Services
J. Finnie	Gen. Mgr., Regional & Community Utilities
T. Osborne	Gen Mgr., Recreation & Parks Services
N. Avery	Gen. Mgr., Finance & Information Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
N. Hewitt	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Directors Hartman, Dempsey, and Unger to the meeting.

BOARD MINUTES

MOVED Director Westbroek, SECONDED Director Holdom, that the minutes of the regular Board meeting held September 21, 2010 and the Special Board held October 12, 2010 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Dave Cunningham, Telus, re City of Nanaimo Proposed 911 Call Answer Levy.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from Dave Cunningham, Telus be received.

CARRIED

David Farnes, Canadian Wireless Telecommunications Association, re City of Nanaimo Proposed 911 Call Answer Levy.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from David Farnes, Canadian Wireless Telecommunications Association be received.

CARRIED

A. Laudadio, re Development Permit with Variances Application No. PL2010-109 – Fern Road Consulting Ltd. – Mariner Way – Area ‘G’.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from A. Laudadio be received.

CARRIED

B. Morrow, re Development Permit with Variances Application No. PL2010-109 – Fern Road Consulting Ltd. – Mariner Way – Area ‘G’.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from B. Morrow be received.

CARRIED

Donna Smith, District of Lantzville, re Request to Renew Service Agreements.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from Donna Smith, District of Lantzville be received.

CARRIED

Bruce & Ronalyn Cownden, re Development Permit with Variances Application No. PL2010-109 – Fern Road Consulting Ltd. – Mariner Way – Area ‘G’.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from Bruce & Ronalyn Cownden be received.

CARRIED

Barbara & John Cowperthwaite, re Development Permit with Variances Application No. PL2010-109 – Fern Road Consulting Ltd. – Mariner Way – Area ‘G’.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from Barbara & John Cowperthwaite be received.

CARRIED

Patricia & Stephen Harman, re Development Permit with Variances Application No. PL2010-109 – Fern Road Consulting Ltd. – Mariner Way – Area ‘G’.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from Patricia & Stephen Harman be received.

CARRIED

Neville & Lee Hunter, re Development Permit with Variances Application No. PL2010-109 – Fern Road Consulting Ltd. – Mariner Way – Area ‘G’.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from Neville & Lee Hunter be received.

CARRIED

Bill McKnight, re Development Permit with Variances Application No. PL2010-109 – Fern Road Consulting Ltd. – Mariner Way – Area ‘G’.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from Bill McKnight be received.

CARRIED

Rose Anne McQueen, re Development Permit with Variances Application No. PL2010-109 – Fern Road Consulting Ltd. – Mariner Way – Area ‘G’.

MOVED Director Johnstone, SECONDED Director Bestwick, that the correspondence from Rose Anne McQueen be received.

CARRIED

UNFINISHED BUSINESS

BYLAWS

Public Hearing & Third Reading.

Report of the Public Hearing held October 18, 2010 on Bylaw No. 500.363 - Timberlake Jones Engineering Ltd. – 1790 Claudet Road – Area ‘E’.

MOVED Director Holme, SECONDED Director Bartram, that the report of the Public Hearing held October 18, 2010 on Bylaw No. 500.363 be received.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.363, 2010” be read a third reading.

CARRIED

Report of the Public Hearing held October 7, 2010 on Bylaw No. 500.355 – Keith Brown & Associates - Fielding Road - Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that the report of the Public Hearing held October 7, 2010 on Bylaw No. 500.355 be received.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that “Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.355, 2010” be read a third time.

CARRIED

For Adoption.

Bylaws No. 1605 & 1606 - Whiskey Creek Water Service

These bylaws will be considered for adoption once the acquisition agreement has been finalized.

Southern Community Restorative Justice Contribution Service

Bylaw No. 1490.01 – Amends the Southern Community Restorative Justice Contribution Service by Adding Victim Services and Increasing the Requisition Limit.

MOVED Director Burnett, SECONDED Director Young, that the "Southern Community Restorative Justice and Victims Services Support Service Amendment Bylaw No. 1490.01, 2010" be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

MOVED Director Bartram, SECONDED Director Holme, that the minutes of the Electoral Area Planning Committee meeting held October 12, 2010 be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Linda Addison, re OCP Amendment to Support Zoning Amendment Application No. PL2009-778 – Addison – 2610 Myles Lake Road – Area ‘C’.

MOVED Director Bestwick, SECONDED Director Ruttan, that the correspondence from Linda Addison be received.

CARRIED

PLANNING

AMENDMENT APPLICATIONS

OCP Amendment to Support Zoning Amendment Application No. PL2009-778 – Addison – 2610 Myles Lake Road – Area ‘C’.

MOVED Director Young, SECONDED Director Burnett, that this application be deferred to the November 9, 2010 Electoral Area Planning Committee.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2010-164 – Empey – 2618 East Side Road – Area ‘H’.

MOVED Director Bartram, SECONDED Director Holme, that the 4th paragraph in Schedule No. 1 be deleted.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that Development Permit Application No. PL2010-164, to permit fill to be placed within 15 metres of the natural boundary of Horne Lake, be approved pursuant and subject to the conditions outlined in revised Schedules No. 1 – 3, as amended.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variances Application No. PL2010-109 – Fern Road Consulting Ltd. – Mariner Way – Area ‘G’.

Mr. Fletcher of Fern Road Consulting, agent for Mr. Bentley, spoke in support of the application.

Mr. & Mrs. Cowperthwaite of 823 Mariner Way spoke in opposition of this application.

Mr. & Mrs. Hunter of 817 Marnier Way spoke in opposition of this application.

Ms. McQueen of 808 Mariner Way spoke against this application.

Mr. & Mrs. Harman of 816 Marina Way spoke in opposition of this application.

Mr. Bentley, applicant, spoke in support of his application.

MOVED Director Bartram, SECONDED Director Holme, that the request to vary the minimum setback from the interior side lot line be denied.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that Development Permit with Variance and Site Specific Exemption Application No. PL2010-109 to permit the construction of a dwelling unit with a variance to the height be denied.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2010-173 – JE Anderson & Associates – 2257 & 2291 Yellow Point Road – Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that Development Variance Permit Application No. PL2010-173 to relax the minimum setback requirements for nine existing greenhouses be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

Development Variance Permit Application No. PL2010-188 – Fern Road Consulting Ltd. – 1969 Seahaven Road – Area ‘E’.

MOVED Director Holme, SECONDED Director Bartram, that Development Variance Permit Application No. PL2010-188 to permit the construction of a dwelling unit with height and setback variances be approved subject to the conditions outlined in Schedules No. 1- 3.

CARRIED

OTHER

Request for Frontage Relaxation on Subdivision Application No. PL2010-141 – JE Anderson & Associates – 1954 & 1984 Shasta Road – Area ‘A’.

MOVED Director Burnett, SECONDED Director Young, that the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 1 be approved.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

MOVED Director Holdom, SECONDED Director Sherry, that the minutes of the Committee of the Whole meeting held October 12, 2010, be received for information.

CARRIED

FINANCE AND INFORMATION SERVICES

Proposed Fire Services Advisory Committee.

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

CARRIED

MOVED Director Bartram, SECONDED Director Holme, 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 Bartram, SECONDED Director Holme, 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 Bartram, SECONDED Director Holme, that "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 Johnstone, that this report be received for information.

CARRIED

Energy Manager’s Update

The Manager of Energy & Sustainability provided a visual and verbal overview of the data being generated thru Pulse Energy which is monitoring energy consumption of nine RDN locations.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

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

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

CARRIED

MOVED Director Holme, SECONDED Director Burnett, 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 Holme, SECONDED Director Johnstone, 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 Holme, SECONDED Director Bestwick, 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 Bartram, SECONDED Director Johnstone, 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 Bartram, SECONDED Director Holme, that the minutes of the District 69 Recreation Commission meeting held September 16, 2010 be received for information.

CARRIED

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

The motion FAILED due to the lack of a seconder.

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

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

CARRIED

Sustainability Select Committee.

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

CARRIED

MOVED Director Bartram, SECONDED Director Unger, that the Board approve the Green Building Action Plan as presented.

CARRIED

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

Grants-in-Aid Advisory Committee.

MOVED Director Young, SECONDED Director Burnett, that the minutes of the Grants-in-Aid Advisory meeting held October 13, 2010 be received for information.

CARRIED

District 68.

MOVED Director Young, SECONDED Director Burnett, that the following grants be awarded:

Name of Organization	Amount Recommended	
Gabriola Island Community Hall Association	<u>\$1,350</u>	
	<u>\$1,350</u>	CARRIED

MOVED Director Young, SECONDED Director Burnett, that the remaining funds from the District 68 General Grants-in-Aid 2010 Budget totalling \$3,678, be carried over to the 2011 Budget.

CARRIED

District 69.

MOVED Director Young, SECONDED Director Westbroek, that the following grants be awarded:

Name of Organization	Amount Recommended	
Errington Elementary School Parent Advisory Committee	\$1,000	
Forward House Community Society	\$ 800	
Nanoose Bay Catspan	\$1,500	
Oceanside Building Learning Together Society	\$3,200	
Oceanside Community Network	\$ 750	
Parksville & District Association for Community Living	<u>\$2,380</u>	
	<u>\$9,630</u>	CARRIED

Emergency Management Select Committee.

MOVED Director Bartram, SECONDED Director Burnett, that the minutes of the Emergency Management Select Committee meeting held October 19, 2010 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Dempsey, that the Emergency Management Select Committee Terms of Reference be amended to include the Municipal Director from the District of Lantzville as a member of the Committee.

CARRIED

MOVED Director Bartram, SECONDED Director Dempsey, that Director Haime be appointed by the Board Chairperson as a member of the Emergency Management Select Committee.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that staff be directed to prepare an application to the Investment Agriculture Foundation of British Columbia for funding to conduct a Farm Animal Mass Carcass Disposal Plan table top exercise.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that the Joint Emergency Preparedness Program applications be approved and signed.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Cedar Community Association for a five (5) year term, commencing November 1, 2010 and ending October 31, 2015, be approved.

CARRIED

MOVED Director Bartram, SECONDED Director Ruttan, that the Emergency Reception Centre License of Use Agreement between the Regional District of Nanaimo and the Lighthouse Community Centre Society for a five (5) year term, commencing November 1, 2010 and ending October 31, 2015, be approved.

CARRIED

ADMINISTRATOR'S REPORTS

RDN Energy (Electricity) Policy.

MOVED Director Holdom, SECONDED Director Mayne, that the RDN Energy Policy (Electricity) be adopted.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:20 PM

RISE & REPORT

RECREATION AND PARKS SERVICES

MOVED Director Holme, SECONDED Director Mayne, that the Land Acquisition and Co-Owners Agreement between the RDN and the Nature Trust of BC for the acquisition of Camp Moorecroft be approved and that the RDN submit purchase offers to the United Church.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Ruttan, that the meeting terminate.

CARRIED

TIME: 9:13 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL BOARD MEETING
HELD ON TUESDAY, NOVEMBER 9, 2010 AT 7:12 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Alternate	
Director C. Burger	City of Parksville
Director T. Westbroek	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:

C. Mason	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
P. Thorkelsson	General Manager, Development Services
T. Osborne	General Manager, Recreation & Parks
N. Hewitt	Recording Secretary

ADMINISTRATOR'S REPORTS

Request for Acceptance of Comox Valley Regional Growth Strategy.

MOVED Director Holdom, SECONDED Director Bartram, that the Regional District of Nanaimo accept the Comox Valley Regional District Regional Growth Strategy.

CARRIED

Bylaws No. 1004.05, 1445.04 & 1521.02 – Amend the Boundaries of the Duke Point & Cedar Sewer Services & the Cedar Sewer Small Residential Properties Capital Financing Service to Include/Exclude Area ‘A’ Properties (1965 Walsh Road & Lot 1 on MacMillan Road).

MOVED Director Burnett, SECONDED Director Bartram, that "Duke Point Sewer Service Amendment Bylaw No. 1004.05, 2010" be introduced for three readings.

CARRIED

MOVED Director Burnett, SECONDED Director Rudischer, that "Cedar Sewer Service Amendment Bylaw No. 1445.04, 2010" be introduced for three readings.

CARRIED

MOVED Director Burnett, SECONDED Director Bartram, that "Cedar Sewer Small Residential Properties Capital Financing Service Amendment Bylaw No. 1521.01, 2010" be introduced for three readings.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:17 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

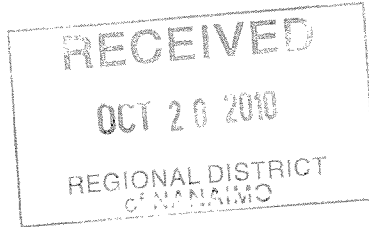
GABRIOLA VOLUNTEER FIRE DEPARTMENT

Box 89,

Gabriola, B.C., VOR 1X0

Telephone: (250) 247-9677 Fax: (250) 247-9850 Email: gabfire@shaw.ca

October 19, 2010



CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GMR&PS	
GMDS	<input checked="" type="checkbox"/>	GMT&SWS	
GMF&IS		GMR&CS	
OCT 20 2010			
SMCA	<input checked="" type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR			
<i>Correspondence</i>			

R.D.N.

6300 Hammond Bay Road

Nanaimo, B.C. V9T 6N2

Attention: Carol Mason

I'd like to thank you and Jani for the use of the RDN facilities for the table top exercise on October 15th. I think our GESS people especially benefited from seeing the 'big picture' regarding how government responds to such an incident.

As discussed, Gabriola has long had issues with specific areas being accessed by a single road, and therefore vulnerable to being cut off from emergency services, etc. at crucial moments. This problem was also noted in our Community Wild Fire Protection Plan, which the RDN, in part, funded.

Our local government structure (Islands Trust, RDN, GFPID) being what it is, at times, seems to create a fragmented form of governance. While the Islands Trust is responsible for the land use aspects, the RDN does a great job of it's legislated responsibilities, including emergency planning and working to improve those public safety considerations as they are identified.

It is my intention to forward concerns related to the potential isolation of the Whalebone subdivision to the Federal government body responsible for the adjoining property where a secondary access could be established, as well as to the Islands Trust and Ministry of Transportation and Highways..

We would welcome the RDN's official support on this subject, which no doubt would strengthen our argument to obtain and upgrade this important access.

Yours truly,

Mr. Rick Jackson,
Fire Chief

cc: Jani M. Drew, Emergency Coordinator
GFPID Trustees

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

Attention: Kristy Marks (kmarks@rdn.bc.ca)


Dear Ms. Marks:

**RE: Variance Application PL2010-102
664 Johnstone Road**

We support this lot averaging variance for the following reasons:

- it is supported by the Official Community Plan
- it is in an area that already has services
- it will provide a variety of lot sizes
- it will assist in providing attainable housing
- the RDN will receive Development Cost Charges for two lots
- it will add to the tax base
- it is on the bus route

Thank you.



 Signature

DAVE ANDERSON / SHARON ANDERSON
 PRINT NAME

1538 SUNRISE DR.
 ADDRESS
PARKVILLE
V9P 1X7

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

Attention: Dale Lindsay (dlindsay@rdn.bc.ca)

Dear Mr. Lindsay:

**RE: Variance Application PL2010-102
664 Johnstone Road**

As an Area G resident, we are in full support of this Variance Application noted above as it is supported by the OCP and will provide assistance on providing attainable housing.

This area is already serviced with sewers, so providing services to this new infill subdivision will be simple.

Not only will the RDN receive additional DCC charges for two lots, it will add to the tax base.

As this property is currently across the street from a community bus route, this allows for easy use of public transportation.

Donna Doucett

852 Breakwater Road
Parksville, BC
V9P 1Z8



macdonald gray

November 16, 2010

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

Attention: Joe Stanhope, Area G Director

Dear Sir:

**Re: Development Variance Permit Application in Support of Subdivision of Lot A, District Lot 49,
nanoose District, Plan 942 (664 Johnstone Road)**

The requested variance to reduce the minimum parcel size through subdivision of the three-lot proposal has been brought to our attention, resulting in this supporting letter. As residents of Area 'G', we are in favour of this fair and practical interpretation of Regional District of Nanaimo (RDN) Bylaw 500.

As the subject property does not fit neatly into the prescriptive language of the Bylaw there is a need to accommodate some flexibility in the interpretation and administration of such. Density averaging across the three proposed will not result in a net increase in the permitted density. No additional servicing should be required to accommodate the existing development potential of the property.

Sincerely,

Nigel P. I. Gray, RLA, CSLA, ISA, CLIA

Cara S. MacDonald, RLA, CSLA, ISA, CLIA

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

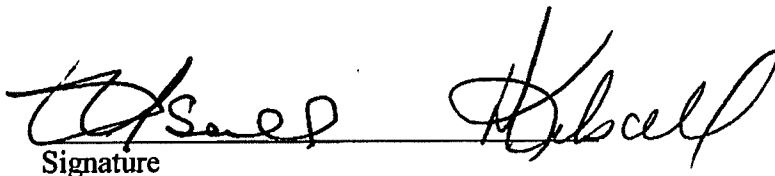
Attention: Kristy Marks (kmarks@rdn.bc.ca)

Dear Ms. Marks:

**RE: Variance Application PL2010-102
664 Johnstone Road**

We support this lot averaging variance. Many people can't or don't want to maintain large yards. Smaller lots supports providing attainable housing while increasing the tax base. These lots are across the street from a community bus stop. This is good planning.

Thank you.


Signature

BILL KELSALL
PRINT NAME

1573 SHARON'S PLACE
ADDRESS
PARKSVILLE, BC
V9P 1Y8

08 November 2010

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

Attention: Dale Lindsay

Dear Mr. Lindsay

Re: Variance Application PL2010-102 (Sims)
664 Johnstone Road-

We, the undersigned homeowners acknowledge our full and complete support to the applicants in their quest regarding the above referenced application.

As such, this variance would allow for two much needed attainable residences for either young or old alike and is conveniently situated on a bus route in an area that already has services.

As an aside, the RDN will benefit by receiving Development Cost Charges for two additional residences as well as adding to the overall tax base.

There will be no negative impact to the environment or the community, and in fact, is supported by the Official Community Plan, and we therefore support this lot averaging variance.

Yours truly

(Signed)
William W. Malainey
Wendy P. Malainey

1777 Admiral Tryon Blvd.,
Parksville, B.C.
V9P 2V2

Email: w.malainey@shaw.ca
Tele: 250-752-5080

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

Attention: Kristy Marks (kmarks@rdn.bc.ca)

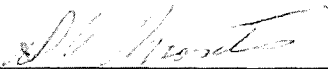
Dear Ms. Marks:

**RE: Variance Application PL2010-102
664 Johnstone Road**

We support this lot averaging variance for the following reasons:

- it is supported by the Official Community Plan
- it is in an area that already has services
- it will provide a variety of lot sizes
- it will assist in providing attainable housing
- the RDN will receive Development Cost Charges for two lots
- it will add to the tax base
- it is on the bus route

Thank you.



Signature

HARLEY MONTS
PRINT NAME

1246 BUNKER RD
ADDRESS
PARUSVILLE B.C.

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

Attention: Kristy Marks (kmarks@rdn.bc.ca)

Dear Ms. Marks:

**RE: Variance Application PL2010-102
664 Johnstone Road**

We support this lot averaging variance for the following reasons:

- it is supported by the Official Community Plan
- it is in an area that already has services
- it will provide a variety of lot sizes
- it will assist in providing attainable housing
- the RDN will receive Development Cost Charges for two lots
- it will add to the tax base
- it is on the bus route

Thank you.



Signature

B.F. NICKEL

PRINT NAME

3375 PONDEROSA WAY

ADDRESS

QUAILCUM BEACH

V9K2S8

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

Attention: Kristy Marks (kmarks@rdn.bc.ca)

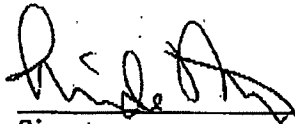
Dear Ms. Marks:

**RE: Variance Application PL2010-102
664 Johnstone Road**

We support this lot averaging variance for the following reasons:

- it is supported by the Official Community Plan
- it is in an area that already has services
- it will provide a variety of lot sizes
- it will assist in providing attainable housing
- the RDN will receive Development Cost Charges for two lots
- it will add to the tax base
- it is on the bus route

Thank you.



Signature

Linda Stubbins

PRINT NAME

15216 Sunrise Drive
ADDRESS Parksville BC
V9P 2L7



RDN APPROVAL	
CAG APPROVAL	
EAP	
COV	
RHD	
BOARD	✓ Nov 23 '10

MEMORANDUM

TO: Dale Lindsay
Manager, Current Planning

DATE: November 5, 2010

FROM: Elaine Leung
Planner

FILE: PL2009-006

SUBJECT: Zoning Amendment Application No. PL2009-006 - Bylaw 500.358, 2010
Robert Atkey and Elizabeth Polgari
Lot 1, Sections 9 and 10, Range 5, Mountain District, Plan 30438
2800 Kilpatrick Road – Electoral Area ‘C’

PURPOSE

To consider Bylaw No. 500.358, 2010 for adoption.

BACKGROUND

Bylaw No. 500.358 was introduced and given first and second reading on July 27, 2010. This was followed by a Public Hearing held on September 8, 2010. The Board granted third reading for the amendment bylaw on September 28, 2010.

The purpose of this amendment bylaw is to rezone the subject property from Subdivision District ‘D’ (2.0 ha minimum parcel size with or without community services) to Subdivision District ‘F’ (1.0 ha minimum parcel size with or without community services) in order to facilitate the development of a two-lot subdivision with maximum of one dwelling unit per lot (*see Attachment No. 1 for Location of Subject Property and Schedule No. 2 for proposed plan of subdivision*).

The conditions of approval required the applicants to register a covenant stating that no subdivision would occur until a report from a Professional Engineer had been completed to the satisfaction of the Regional District of Nanaimo. However, the applicant has now provided a report prepared by a Professional Engineer, confirming that the well has been pump tested and certified including well head protection, and that the water meets the Canadian Drinking Water Standards. Therefore, the conditions have been satisfied and a covenant is *not* required.

ALTERNATIVES

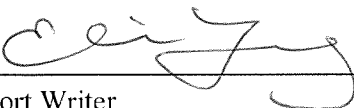
1. To adopt Bylaw No. 500.358, 2010.
2. To not adopt Bylaw No. 500.358, 2010, and provide further direction to Staff.

SUMMARY

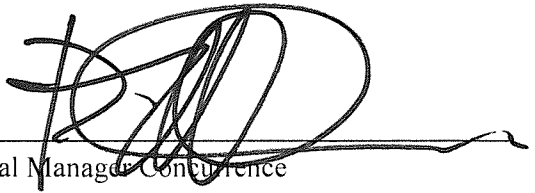
“Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.358, 2010” was considered by the Board and given first and second reading on July 27, 2010. A Public Hearing was held on September 8, 2010. The Board granted third reading on September 28, 2010. This amendment bylaw may now be considered for adoption.

RECOMMENDATIONS

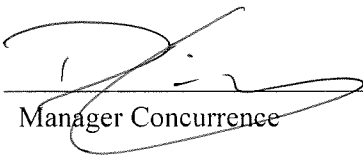
That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.358, 2010” be adopted.




Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

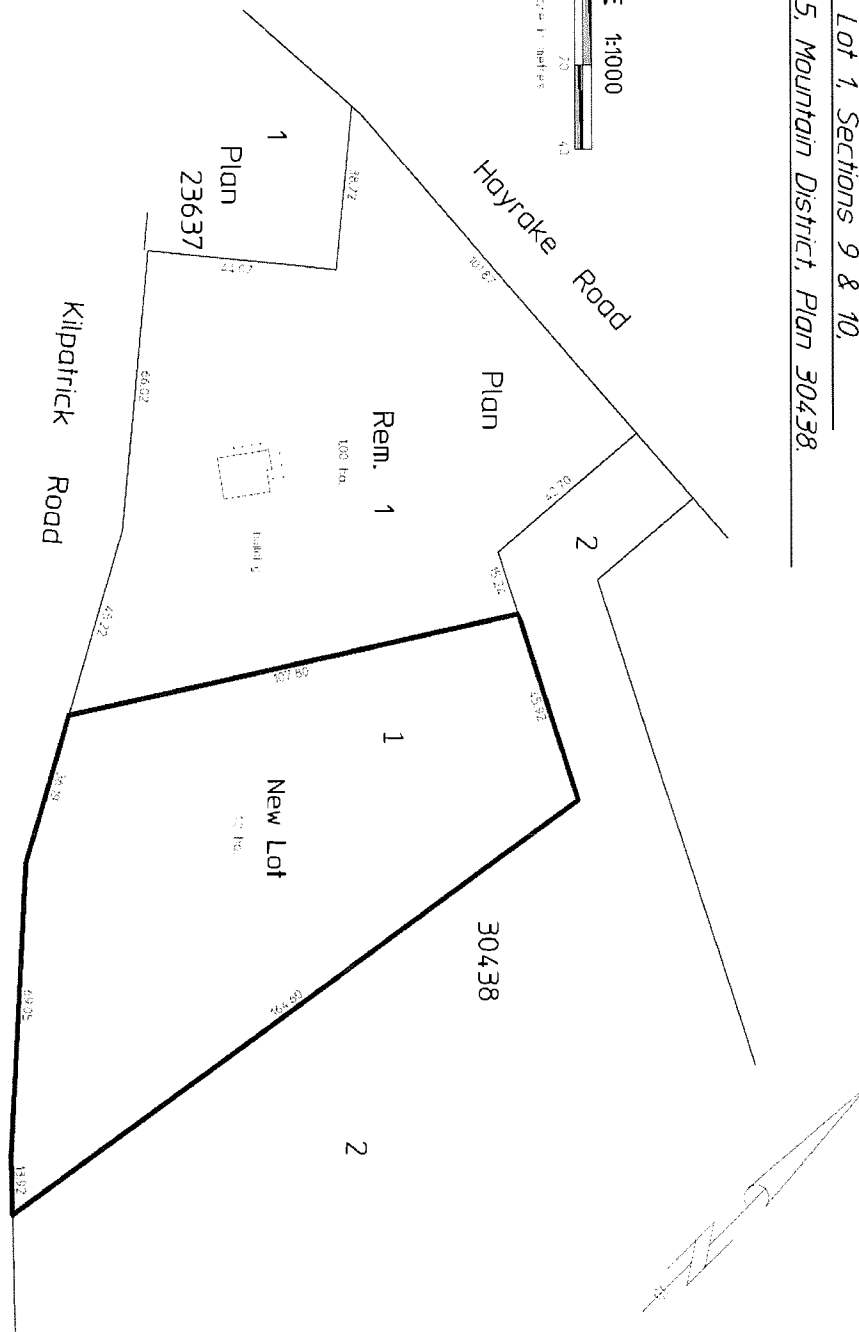
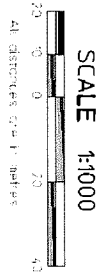
Schedule No. 1
Zoning Amendment Application No. ZA PL2009-006
Conditions of Approval

The following sets out the conditions of approval in conjunction with ZA PL2009-006:

1. The applicant, at the applicant's expense, is to prepare and register a covenant stating that no subdivision shall occur until such time that a report from a Professional Engineer has been completed to the satisfaction of the Regional District of Nanaimo confirming that the well has been pump tested and certified including well head protection, and that the water meets the Canadian Drinking Water Standards.

**Schedule No. 2
Zoning Amendment No. 2009-006
Proposed Plan of Subdivision**

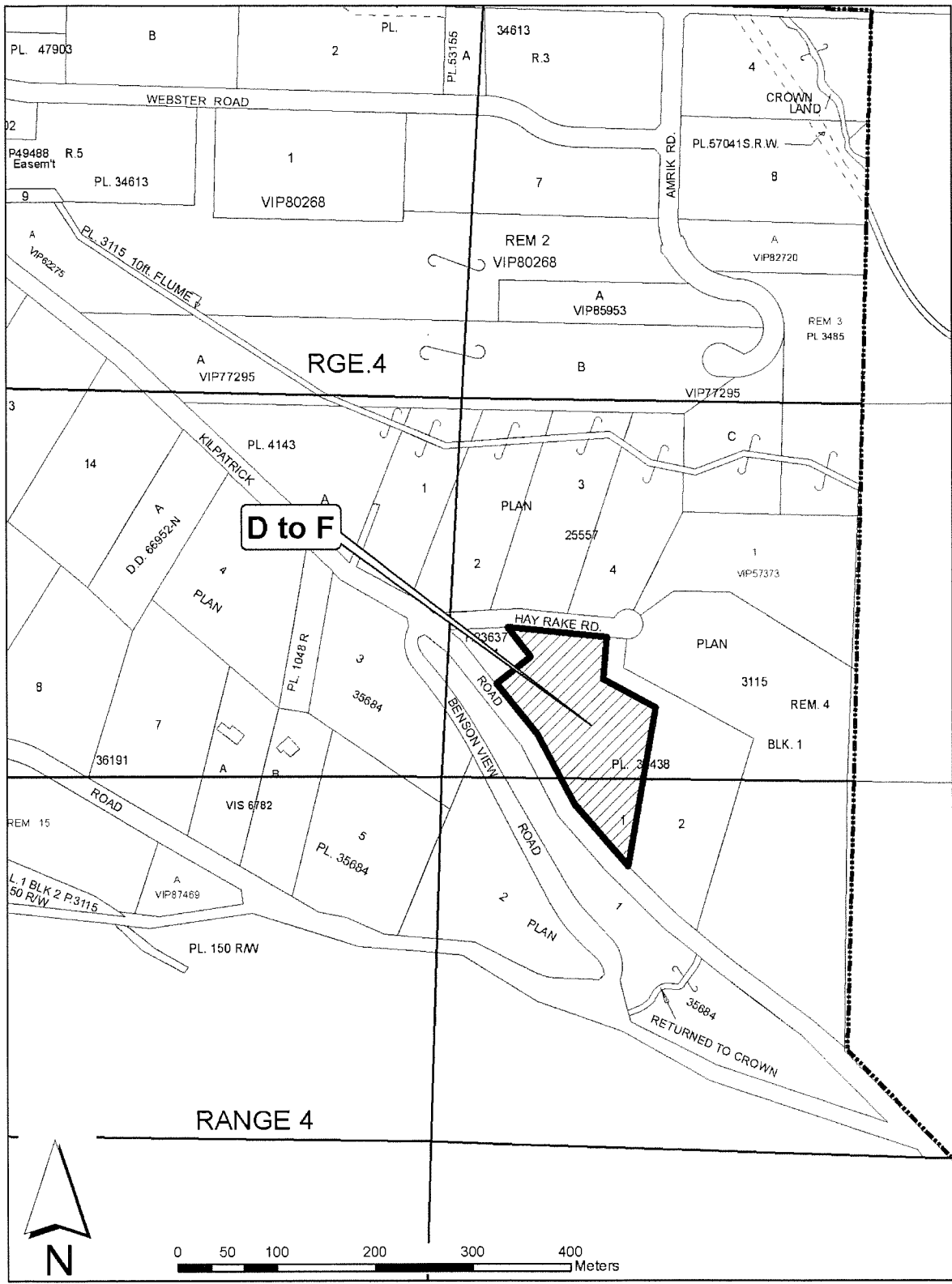
*Plan of proposed subdivision of
part of Lot 1, Sections 9 & 10,
Range 5, Mountain District, Plan 30438.*



Kilpatrick
Land Services Ltd
Box 459, 21, Kilmoryn SA
Landscape Art
905 148
0503 265-9777

File 14-06-52 Page 11 2008

Attachment No. 1
Location of Subject Property



BCGS MAPSHEET: 92F.020.4.2

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE
MEETING HELD ON TUESDAY, NOVEMBER 9, 2010 AT 6:30 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H

Also in Attendance:

M. Pearse	Sr. Mgr., Corporate Administration
P. Thorkelsson	Gen. Mgr., Development Services
D. Lindsay	Manager, Current Planning
N. Hewitt	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Van Eynde to the meeting.

DELEGATIONS

Linda Addison, re OCP Amendment to Support Zoning Amendment Application No. PL2009-778 – Addison – 2610 Myles Lake Road – Area ‘C’.

This application has been deferred to the November 23, 2010 Special Electoral Area Planning Committee.

BOARD MINUTES

MOVED Director Stanhope, SECONDED Director Van Eynde, that the minutes of the regular Electoral Area Planning Committee meeting held on October 12, 2010 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Ed Annau, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Ed Annau be received.

CARRIED

Jack & Margery Biickert, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Jack and Margery Biickert be received.

CARRIED

Cliff & Nell Bowles, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Cliff and Nell Bowles be received.

CARRIED

John Carey, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from John Carey be received.

CARRIED

Kathleen Claxton, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Kathleen Claxton be received.

CARRIED

Ken Congpow, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Ken Congpow be received.

CARRIED

Ken Derham, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Ken Derham be received.

CARRIED

Terry Gay, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Terry Gay be received.

CARRIED

Anna Grieve, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Anna Grieve be received.

CARRIED

Brian Hale, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Brian Hale be received.

CARRIED

Tracey Hale, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Tracey Hale be received.

CARRIED

Mark Hanna, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Mark Hanna be received.

CARRIED

Dan Harford, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Dan Harford be received.

CARRIED

Elizabeth Harford, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Elizabeth Harford be received.

CARRIED

Alfred Heringa, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Alfred Heringa be received.

CARRIED

Troy Heringa, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Troy Heringa be received.

CARRIED

J. E. Hoeljcher, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from J.E. Hoeljcher be received.

CARRIED

Catherine Howes, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Catherine Howes be received.

CARRIED

Randy Jenkins, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Randy Jenkins be received.

CARRIED

Bill Kerr, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Bill Kerr be received.

CARRIED

Jeannie Lundine, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Jeannie Lundine be received.

CARRIED

Jim Lundine, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Jim Lundine be received.

CARRIED

Art McCann, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Art McCann be received.

CARRIED

Andrew Medd, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Andrew Medd be received.

CARRIED

John Medd, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from John Medd be received.

CARRIED

Francesca Michaluk, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Francesca Michaluk be received.

CARRIED

John Moore, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from John Moore be received.

CARRIED

Janice O’Reilly, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Janice O’Reilly be received.

CARRIED

Ken Reynolds, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Ken Reynolds be received.

CARRIED

Lucille Reynolds, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Lucille Reynolds be received.

CARRIED

Ellen & Jim Rothwell, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Ellen and Jim Rothwell be received.

CARRIED

Hulda Sauder, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Hulda Sauder be received.

CARRIED

Brite & Kris Sorensen, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Brite and Kris Sorensen be received.

CARRIED

Lawrence & Patricia Stahley, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Lawrence and Patricia Stahley be received.

CARRIED

Paul Turner, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Paul Turner be received.

CARRIED

David Wallace, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from David Wallace be received.

CARRIED

Lynda Whittaker, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Lynda Whittaker be received.

CARRIED

Steve Wilson, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Steve Wilson be received.

CARRIED

Irene & Joan World, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Irene and Joan World be received.

CARRIED

Michael Yarn, re Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that the correspondence from Michael Yarn be received.

CARRIED

PLANNING

AMENDMENT APPLICATIONS

Bylaw No. 1148.07 - OCP Amendment to Support Zoning Amendment Application No. PL2009-778 – Addison – 2610 Myles Lake Road – Area ‘C’

This application has been deferred to the November 23, 2010 Special Electoral Area Planning Committee.

Bylaw No. 500.364 to Support Zoning Amendment Application No. 2010-031 – Peter Mason Land Surveying – 1120 Keith Road – Area ‘H’.

MOVED Director Stanhope, SECONDED Director Biggemann, that Zoning Amendment Application No. ZA PL2010-031 to rezone the subject from Subdivision District B' to Subdivision District 'CC' be approved subject to the conditions included in Schedule No. 1.

CARRIED

MOVED Director Stanhope, SECONDED Director Biggemann, that "Bylaw No. 500.364, 2010" be introduced and read two times.

CARRIED

MOVED Director Stanhope, SECONDED Director Biggemann, that the public hearing on "Regional District of Nanaimo Land Use and Subdivision Bylaw Amendment Bylaw No. 500.364, 2010" be delegated to Director Bartram or his alternate.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2010-201 with Frontage Relaxation – JE Anderson & Associates – 3175 & 3185 Farrar Road – Area ‘A’.

MOVED Director Burnett, SECONDED Director Van Eynde, that Development Permit Application No. PL2010-201, in conjunction with a two lot subdivision be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

MOVED Director Burnett, SECONDED Director Van Eynde, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot B be approved.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variances Application No. PL2010-102 – Sims – 664 Johnstone Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Burnett, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that Development Permit with Variances Application No. PL2010-102 to recognize the siting of an existing storage shed and to vary the parcel averaging provisions in conjunction with a three lot subdivision be approved subject to the conditions outlined in Schedules No. 1 - 2.

CARRIED

Development Permit with Variances Application No. PL2010-175 – Allen – 2628 Andover Road - Area ‘E’.

MOVED Director Van Eynde, SECONDED Director Stanhope, that Development Permit with Variances No. PL2010-175 be approved subject to the conditions outlined in Schedules No. 1- 4.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2010-182 – Belveal – 475 MacKenzie Road – Area ‘H’.

MOVED Director Stanhope, SECONDED Director Burnett, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that Development Variance Permit Application No. PL2010-182 to legalize the siting of an existing dwelling unit with a variance to the setback be approved subject to the conditions outlined in Schedules No. 1- 3.

CARRIED

Development Variance Permit Application No. PL2010-192 – Fern Road Consulting Ltd. – Shetland Place – Area ‘E’.

MOVED Director Van Eynde, SECONDED Director Biggemann, that staff be directed to complete the required notification.

CARRIED

MOVED Director Van Eynde , SECONDED Director Biggemann, that Development Variance Permit Application No. PL2010-192, be approved subject to the conditions outlined in Schedules No. 1 - 3.

CARRIED

Development Variance Permit Application No. PL2010-193 – Fern Road Consulting Ltd - 3816 Island Highway West - Area ‘G’.

MOVED Director Stanhope, SECONDED Director Van Eynde, that staff be directed to complete the required notification.

CARRIED

MOVED Director Stanhope, SECONDED Director Van Eynde, that Development Variance Permit application No. PL2010-193 to permit the construction of a dwelling unit with a variance to the setback be approved subject to the conditions outlined in Schedules No. 1- 3.

CARRIED

Development Variance Permit Application No. PL2010-200 – Telford – 2358 & 2364 Pylades Drive - Area ‘A’.

MOVED Director Burnett, SECONDED Director Van Eynde, that staff be directed to complete the required notification.

CARRIED

MOVED Director Burnett, SECONDED Director Van Eynde, that Development Variance Permit Application No. PL2010-200 to vary the maximum permitted accessory building height in order permit the conversion of an existing dwelling unit to an accessory building be approved subject to the conditions outlined in Schedules No. 1- 3.

CARRIED

OTHER

Consideration of Park Land Dedication and/or Cash-in-Lieu of Park Land on Subdivision Application No. PL2009-154 – Fern Road Consulting Ltd. – 1031 Lowry’s Road – Area ‘G’.

MOVED Director Stanhope, SECONDED Director Burnett, that the request to pay 5% cash-in-lieu of park land in conjunction with Subdivision Application No. PL2009-154 be accepted.

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that the monetary contribution of \$8,000.00 to the Electoral Area ‘G’ Parks Fund be accepted concurrently with the cash-in-lieu of park land payment.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 6:42 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, NOVEMBER 9, 2010 AT 7:00 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Alternate	
Director F. Van Eynde	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Alternate	
Director C. Burger	City of Parksville
Director T. Westbroek	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:

C. Mason	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
P. Thorkelsson	General Manager, Development Services
T. Osborne	General Manager, Recreation & Parks
N. Hewitt	Recording Secretary

CALL TO ORDER

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

MINUTES

MOVED Director Bartram, SECONDED Director Sherry, that the minutes of the regular Committee of the Whole meeting held October 12, 2010 be adopted.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Operating Results for the Period Ending September 30, 2010.

MOVED Director Johnstone, SECONDED Director Burnett, that the summary report of financial results from operations to September 30, 2010 be received for information.

CARRIED

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

MOVED Director Burger, SECONDED Director Bartram, 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

CARRIED

DEVELOPMENT SERVICES

BUILDING & BYLAW

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

MOVED Director Rudischer, SECONDED Director Haime, that the Board receive this report on the outcome of the unsightly premises clean-up Resolution for information.

CARRIED

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

MOVED Director Burnett, SECONDED Director Johnstone, that the Board receive this report on the outcome of the unsightly premises clean-up Resolution for information.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

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

MOVED Director Westbroek, SECONDED Director Van Eynde, that Maple Reinders Inc. be awarded a contract for the centrifuge installation for the tendered price of \$174,000.

CARRIED

MOVED Director Westbroek, SECONDED Director Van Eynde, 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.

CARRIED

WATER

San Pareil Water Service - Infrastructure Improvements.

MOVED Director Westbrook, SECONDED Director Bartram, 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.

CARRIED

Nanoose Bay Peninsula Water Service – Proposed Treatment Plant.

This issue has been deferred back to staff.

COMMISSION, ADVISORY & SELECT COMMITTEE

District 69 Recreation Commission.

MOVED Director Van Eynde, SECONDED Director Westbrook, that the minutes of the District 69 Recreation Commission meeting held October 21, 2010 be received for information.

CARRIED

District 69 Youth Grants

MOVED Director Van Eynde, SECONDED Director Bartram, that the following Youth Grants be approved:

Community Group	Amount Recommended
Arrowsmith Community Enhancement Society (musical instruments)	\$ 2,500
Associated Family & 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

District 69 Recreation Grants

MOVED Director Van Eynde, SECONDED Director Bartram, that the following Community Grants be approved:

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

CARRIED

MOVED Director Van Eynde, SECONDED Director Bartram, 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

MOVED Director Van Eynde, SECONDED Director Bartram, 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.

CARRIED

MOVED Director Van Eynde, SECONDED Director Bartram, 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.

CARRIED

Nanoose Bay Parks and Open Space Advisory Committee.

MOVED Director Van Eynde, SECONDED Director Bartram, that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held October 4, 2010 be received for information.

CARRIED

MOVED Director Van Eynde, SECONDED Director Bartram, 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.

DEFEATED

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

MOVED Director Biggemann, SECONDED Director Bartram, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 18, 2010 be received for information.

CARRIED

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

MOVED Director Bartram, SECONDED Director Burnett, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held October 4, 2010 be received for information.

CARRIED

Regional Parks & Trails Advisory Committee.

MOVED Director Van Eynde, SECONDED Director Ruttan, that the minutes of the Regional Parks & Trails Advisory Committee meeting held October 5, 2010 be received for information.

CARRIED

District 69 Community Justice Select Committee.

MOVED Director Biggemann, SECONDED Director Bartram, that the minutes of the District 69 Community Justice Select Committee meeting held October 27, 2010 be received for information.

CARRIED

MOVED Director Biggemann, SECONDED Director Bartram, 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

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

CARRIED

Regional Hospital District Select Committee.

MOVED Director Westbroek, SECONDED Director Bartram, that the minutes of the Regional Hospital District Select Committee meeting held October 26, 2010 be received for information.

CARRIED

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

CARRIED

BOARD INFORMATION

RCMP Police Costs and Accountability.

MOVED Director Bartram, SECONDED Director Burger, that correspondence be sent to the local Member of Parliament, Federal Minister of Public Safety, Honourable Vic Toews, and the Federal President of Treasury Board, Honourable Stockwell Day, regarding local government concerns for the need for financial accountability and the need to develop an effective partnership in the development of police services.

CARRIED

ADJOURNMENT

MOVED Director Burnett, SECONDED Director Ruttan, that this meeting terminate.

CARRIED

TIME: 7:11 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON TUESDAY, NOVEMBER 2, 2010 AT 12:00 NOON IN THE COMMITTEE ROOM

Present:

Director J. Stanhope	Acting Chairperson
Director J. Burnett	Electoral Area 'A'
Director G. Holme	Electoral Area 'E'
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach
Director E. Mayne	City of Parksville

Also in Attendance:

C. Mason	CAO, RDN
D. Trudeau	Gen. Mgr, Transportation & Solid Waste Services, RDN
D. Pearce	Manager, Transit & Planning, RDN
F. McFarlane	Recording Secretary, RDN
M. Moore	BC Transit

CALL TO ORDER

The meeting was called to order at 12:00 pm by the Acting Chair.

DELEGATION

Hermine Hicks, Nanaimo North-Cowichan Provincial Green Party Association and the Nanaimo Bus Riders Association.

As a representative of both the Nanaimo Bus Riders Association and the local and federal Green Party, Ms. Hicks presented an update on their concerns regarding transportation services, particularly with respect to the citizens of the south end. She noted the forecast for this winter indicates heavy snowfall and stressed that better clearing is needed for bus stops, particularly at the major exchanges. An outline of her presentation is attached.

With regard to a comment regarding bus drivers smoking at exchanges, D. Trudeau noted that there is a policy in place outlining areas in which staff is allowed to smoke. He indicated that he will be reviewing this policy with the drivers. 'No Smoking' signs are being posted in transit shelters.

MOVED Director Burnett, SECONDED Director Holdom, that the delegation be received.

CARRIED

MINUTES

MOVED Director Holme, SECONDED Director Westbrook that the minutes of the Transit Select Committee meeting held May 13, 2010 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Trudy Coates, Town of Qualicum Beach.

Correspondence was received requesting that the RDN review the cost for a town community bus as well as consider other options that may address the local transit needs for seniors living near the downtown core.

D. Trudeau advised that he will be working with BC Transit to arrange Open Houses, allowing communities an opportunity to voice their views. D. Trudeau will send a response to Ms. Coates.

Leanne Frech/Greg Grayson.

Correspondence was received indicating a need for improved transportation services for citizens living in the north Jingle Pot area.

Dennis Trudeau, Regional District of Nanaimo.

A copy of correspondence from D. Trudeau to Mr. Fred Manson, Chief Administrative Officer, City of Parksville, was received. This outlined options for increasing transit within the City of Parksville.

Grant Odsen, Greyhound Canada Transportation ULC.

Correspondence was received from Mr. Grant Odsen, Regional Manager, Passenger Services, British Columbia, Greyhound Canada Transportation ULC, regarding a proposal filed with the BC Passenger Transportation Board for a reduction of bus service that has the possibility of affecting the Regional District.

Geoff Ball, Milner Gardens & Woodland, VIU.

Correspondence was received from Mr. Geoff Ball, Director, Milner Gardens & Woodland, Vancouver Island University, Qualicum Beach, regarding discussion of bus route #89, Qualicum Beach. D. Trudeau will respond to Mr. Ball and inform him of the upcoming Open Houses at which such concerns can be addressed.

UNFINISHED BUSINESS

Director Westbroek noted that some time ago when RDN officials met with BC Transit, a request was made to BC Transit to attend a Transit Select Committee meeting. He asked that D. Trudeau follow up on this request with BC Transit.

Director Burnett asked what the process is for making changes in transit. D. Trudeau advised that TSC members are kept aware of requests being received; the majority of these being expansion requests, many of which are currently under consideration. All feedback received is reviewed to determine whether the proposed expansion meets the Transit Business Plan as we move forward. Director Burnett requested that the correspondence received from Leanne Frech/Greg Grayson regarding transportation services in the north Jingle Pot area be acknowledged and that their request would be taken under consideration.

BC TRANSIT UPDATE

Myrna Moore, Regional Transit Manager.

M. Moore, Regional Transit Manager, Vancouver Island Coastal Municipal Systems, updated members of the Committee on organizational changes within BC Transit. Tony Sharp, Vice President & Chief Financial Officer, has announced his retirement effective May 1, 2011 and Michael Kohl will assume this role within the organization. As part of the transition process, M. Kohl will immediately move to the position of Executive Director Finance until he assumes his new role in 2011.

Mike Davis will be assuming the responsibilities of Vice President and Chief Operating Officer and, effective immediately within the Operations Division, David Guthrie is General Manager, Victoria Regional Transit Operations, and John Palmer is now Director, Safety, Security & Training.

Reorganization is also evident in Business Development with Brian Anderson joining the Senior Leadership Team as Vice President Business Development & Chief Information Officer, effective December 6, 2010.

In Asset Management Aaron Lamb will assume the role of Executive Director, Asset Management and, in addition to his existing duties, he will assume the Fixed Asset Maintenance function.

Erinn Pinkerton, Director of Corporate & Strategic Planning, and Tania Wegwitz, Manager of Strategic Planning, continue in Long Range Planning. Long term planning projects currently underway include: a phase study update; feasibility studies for Electoral Area 'A', Gabriola Island and Electoral Area 'H'; and January 2011 implementation of changes to routes #8 and #9. Graeme Masterton, Director of Operational Planning, and Wanda Le Roux, Manager of Transit Planning, remain in charge of short term planning.

M. Moore noted that discussions are ongoing about the master planning process as outlined in the Transit Business Plan (2008); however, the TBP will essentially stay as it is for Nanaimo but with updates. It is expected that data collection will begin in fall 2011, wrapping up in summer 2012. D. Trudeau indicated that BC Transit would be carrying out consultation for the Transit Business Plan update in 2011. We will be coordinating with BC Transit in hosting Open Houses throughout the region.

M. Moore will be following up on a meeting between the Chair of BC Transit Board and RDN staff with a date hopefully to be set for early January 2011.

Director Holdom asked for an update regarding our request for membership on the BC Transit Board. M. Moore noted that this has been sent through to UBCM and that, as yet, there has been no follow up.

Director Stanhope noted that a member of the press had called BC Transit and was told that the RDN has a representative on the BC Transit Board. He stated that Bob de Clark is not, nor has ever been, a representative of the RDN.

REPORTS

Fare Review.

D. Pearce gave a PowerPoint presentation relating to his report on fare review. A copy is attached for your reference. There was discussion relevant to cash fares versus monthly passes for Conventional Transit as well as the subsidy currently in place for Custom Transit.

MOVED Director Holme, SECONDED Director Johnstone, that the Board approve an 11% fare increase for the Conventional Transit system as presented in *Appendix 1* and a 7.5% increase for handyDART fares, both of which will be effective July 2, 2011. DEFEATED

In the ensuing discussion, Director Mayne asked whether increasing fares would cause ridership to drop. A fare increase of 11% seems too high in the current economic conditions. Director Johnstone questioned whether HST applies to transit fare products; it does not. Director Westbroek stated that although the number of percentage sounds high, the increase is actually only 25 cents per ride, not an unreasonable amount. He also noted that in future it would be a good idea to consider incremental increases. Director Holdom stated that it is clearly a choice between an increase in volume or an increase in fares. By maintaining or reducing fares we attract ridership. He also said he could not support a 7.5% increase in handyDART fares without further discussions.

Director Holme stated that a 25 cent increase is minimal and reminded those present that transit is a business that offers good value for the money. He suggested re-routing the bus through Nanoose Bay to increase ridership.

Director Burnett noted that the last increase was in 2008 and that if rates keep going up, especially those for monthly passes, they will not be sustainable. He also noted that whenever hours are increased for handyDART, they are maxed out immediately so the suggested increase for Custom Transit is not out of line.

Director Stanhope stated that 5.5% increase per year is very steep.

MOVED by Director Johnstone, SECONDED by Director Holdom that the Board approve an increase of 7% versus 11%. DEFEATED

Director Westbroek noted that any increase in costs will have to be absorbed by property owners. Director Mayne noted that the previous increase would mean \$60,000 to be broken out among electoral areas.

Director Holdom queried whether any information has been received from BC Transit on the dramatic increase in administrative costs. D. Trudeau advised that he and Nancy Avery, General Manager, Finance & Information Services, had examined the books at BC Transit and confirmed that increased staffing and moving costs that had been attributed to BC Transit in the past was now distributed throughout Tier 1's. There was a delay in getting this information to us. The amount was over the last 24 months but Tier 1's were advised of the increase only in the last year.

Director Holme stated that property owners face high assessments and he feels it is unfair to the taxpayers. Director Burnett noted that tax payers should not be subsidizing buses; rather transit should be operated as a business. Director Johnstone said that there has to be some cost increase. Although she does not agree with the proposed 11% increase, there does need to be an increase. Director Westbroek stated that transit cannot be compared to a business; it is a service and also takes cars off the road. If no increase fills up seats, then it would be worth it. Also, more Park 'n' Ride areas are needed within the electoral areas. Director Mayne noted that transit is a social benefit for the lower income bracket, i.e. students, lower wage earners. D. Trudeau suggested that staff bring another report to the Board outlining other options.

Director Holdom stated that transit is both an environmental and social concern. It is not just for lower income earners but also for the elderly who are losing their ability to use a car. It is worth continuing with the subsidy.

MOVED Director Holdom, SECONDED Director Mayne that fares be left unchanged for another year and that staff be requested to bring back another report outlining options and the impact on tax requisitions. CARRIED

Ridership Update.

D. Trudeau noted that fare revenue has increased by 10% for Conventional Transit and that this trend is expected to continue until the New Year. Custom Transit is a different type of service in that they do not follow fixed routes but rather is based on clients' needs as indicated in the tables.

MOVED Director Holme, SECONDED Director Mayne, that the report be received for information.
CARRIED

UNFINISHED BUUSINESS

With reference to the information received from the delegation, Director Holdom asked if any city buses travel to the ferry terminal from the south end. He noted that when the request for this type of service had been received from Qualicum Beach, the question was asked about equivalent routing and a positive response was received. D. Trudeau advised that although there is service to the ferry terminal for the south end residents, it is not the same type as that received by Parksville/Qualicum Beach residents. However, it is in the Transit Business Plan to make improvements to routes beginning from the south end.

Director Holdom also asked whether 'no smoking' signs could be put up in transit shelters. D. Trudeau noted that he will ensure this is done.

C. Mason informed the Committee that she, D. Trudeau and A. Kenning, City Manager, City of Nanaimo, will be meeting this afternoon with R. Nilson, President & Vice-Chancellor of Vancouver Island University, to discuss various transit issues. One of the topics is the UPASS. Director Westbroek noted that Dr. Nilson has signed off on collaboration with implementing the UPASS. Director Johnstone suggested they might want to suggest implementing negotiations with First Nations to use DND property for parking.

ADJOURNMENT

MOVED Director Holme, SECONDED Director Mayne, that the meeting be adjourned at 1:08pm.
CARRIED

NEXT MEETING

The next meeting of the Transit Select Committee is set tentatively for Thursday, January 20, 2011 in the RDN Meeting Room.

J. Stanhope, Acting Chair



RUN REPORT	
CAO APPROVAL <i>(Signature)</i>	
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<i>✓ Transit Nov 2 '10</i>	

MEMORANDUM

TO: Dennis Trudeau
General Manager, Transportation & Solid Waste Services

DATE: October 26, 2010

FROM: Daniel Pearce
Manager, Transit & Planning

SUBJECT: Fare Review

FILE: 1700-02

PURPOSE

To present a report on a proposed fare increase for July 2011.

BACKGROUND

A service expansion of 1600 hours annually is being implemented in January 2011 and an increase in ridership from the service enhancement is expected to be realized over the next couple of years. However, without increasing fare revenue, increases in operating costs such as fuel, staff wages, servicing and insurance, as well as the costs associated with future expansions will result in higher tax requisitions.

The last fare increase was in January 2008 at which time the RDN implemented a 5% increase for monthly fare products in the Conventional Transit system. All other fares products were exempted. In reviewing the fare structure for Nanaimo Regional Transit, it has been noted that the cost of senior/youth monthly passes are low in comparison to other monthly fare products, in comparison with BC Transit recommended fare structures, and potential revenue is being lost. The proposed fare increase would enhance monthly pass revenues and support a user pay system.

Staff has prepared a fare analysis of 11% (per BC Transit fare guidelines) as outlined in *Appendix 1*. The increases apply to all fare products.

BC Transit staff has reviewed the proposed fare increase with their modeling program that makes ridership adjustments based upon increased fares. The model shows that with an 11% fare increase there is a possibility for a 1% ridership loss due to financial impacts/decision making for customers. However, BC Transit staff also indicated that Nanaimo Regional Transit has had strong ridership performance in 2009/2010. Therefore, any potential losses in ridership would be balanced by ridership gains due to improved service. BC Transit staff supports the proposed fare increase.

Staff believes that an effective marketing campaign designed to educate the public on the benefits of taking public transit will further help increase ridership. Highlights of the campaign would include improvements made to transit infrastructure, routing and service frequencies.

In reviewing Custom Transit (handyDART) fares, staff is recommending an increase of 7.5% (25 cents per ticket). A loss in ridership is not anticipated from a handyDART fare increase. The increase would also assist in paying for future expansions.

The additional fares would be used to ensure that future tax increases to fund the transit system would be reduced. Staff will continue to monitor the revenue and adjust the tax requisition in the financial plan.

ALTERNATIVES

1. Direct staff to implement an 11% fare increase as presented in *Appendix I* and to implement a 7.5% increase in handyDART tickets.
2. Direct staff to modify the fare structure using a different percentage and adjust the tax requisition accordingly.

FINANCIAL IMPLICATIONS

The financial implications are based upon an 11% fare increase, effective July 1, 2011. The following table outlines the fare changes.

Current Fare Structure

Fares	Cash	10 Tickets
Adult/ University Student	\$2.25	\$20.25
Senior/Youth (6-18 yrs)	\$2.00	\$18.00
Children -5 and under	Free	-

Passes	Day Pass	Monthly Pass
Adult	\$5.75	\$60.75
University Student	\$5.75	\$49.50
Senior/Youth	\$4.50	\$37.00
University Semester Pass	-	\$158.50
ProPASS	-	\$52.14

Proposed Fare Structure (July 1, 2011)

Fares	Cash*	10 Tickets*
Adult/ University Student	\$2.50	\$22.50
Senior/Youth (6-18 yrs)	\$2.25	\$20.25
Children -5 and under	Free	-

Passes	Day Pass*	Monthly Pass*
Adult	\$6.25	\$67.50
University Student	\$6.25	\$55.00
Senior/Youth	\$5.50	\$41.00
University Semester Pass	-	\$176.00
ProPass	-	\$57.37

Staff estimates that revenues will increase conservatively by \$60,000 in 2011 and \$125,000 in 2012. It is also estimated that a 7.5% increase in handyDART tickets will generate an additional \$3,000 in revenue in 2011 and \$6,000 in 2012. It should be recognized that all of the revenue estimates are based on preliminary projections and will not be confirmed until the overall 2011 budget process is complete.

SUSTAINABILITY IMPLICATIONS

The Transportation Services Department is working continuously on improving the viability and efficiency of public transit. Offering improved public transportation service provides people with realistic alternatives to owning and using cars.

Residents rely on public transit to assist them in reducing their automobile use and reduce their carbon footprint.

SUMMARY/CONCLUSION

Staff is recommending an 11% increase in fare products for the Conventional Transit system. This increase is anticipated to increase conventional fares conservatively by \$60,000 for 2011 and \$125,000 in 2012. Staff is also recommending an increase of 7.5% for handyDART fares (25 cents per ticket). It is projected that a 7.5% increase in tickets would increase Custom Transit revenues by \$3,000 in 2011.

Fares have not been increased since January 2008 when the cost of monthly passes only was raised by 5%. Due to Nanaimo Regional Transit having strong revenue and ridership performance in 2009/2010, it is anticipated that there would be no loss in ridership and, as a result, BC Transit is supportive of the fare increase.


Costs are based on preliminary projections and will not be confirmed until the overall 2011 budget process is complete.

RECOMMENDATION

That the Board approve an 11% fare increase for the Conventional Transit system as presented in *Appendix 1* and a 7.5% increase for handyDART fares, both of which will be effective July 1, 2011.



Report Writer



General Manager Concurrence



CAO Concurrence

APPENDIX 1

	2010 level	2010 Forecasted Revenues	# of product sold	Estimated # of product sold in 2011	% Increase	Proposed 2011 level	Proposed 2011 revenues	Difference
Option 1 - 11% increase								
Adult/College Student	\$ 2.25	\$ 851,235.00	400,581.18	412,598.61	10%	\$ 2.50	\$ 979,921.70	\$ 128,686.70
Student/Senior	\$ 2.00					\$ 2.25		
Tickets - sheet of 10								
Adult/College Student	\$ 20.25	\$ 256,000.00	12,641.98	13,021.23	10%	\$ 22.50	\$ 292,977.78	\$ 36,977.78
Student/Senior	\$ 18.00	\$ 83,000.00	4,611.11	4,749.44	11%	\$ 20.25	\$ 96,176.25	\$ 13,176.25
Day Pass								
Adult/College Student	\$ 5.75	\$ 19,500.00	3,391.30	3,493.04	8%	\$ 6.25	\$ 21,831.52	\$ 2,331.52
Student/Senior	\$ 4.50	\$ 5,900.00	1,311.11	1,350.44	18%	\$ 5.50	\$ 7,427.44	\$ 1,527.44
Monthly Pass (based on 26 days)								
Adult	\$ 60.75	\$ 343,000.00	5,646.09	5,815.47	10%	\$ 67.50	\$ 392,544.44	\$ 49,544.44
College Student*	\$ 49.50	\$ 455,000.00	9,191.92	9,467.68	10%	\$ 55.00	\$ 520,722.22	\$ 65,722.22
Student/Senior	\$ 37.00	\$ 79,000.00	2,135.14	2,199.19	10%	\$ 41.00	\$ 90,166.76	\$ 11,166.76
Semester Pass*	\$ 158.50	\$ 249,000.00	1,570.98	1,618.11	10%	\$ 176.00	\$ 284,786.88	\$ 35,786.88
*for college students, available only at the college								
		\$ 2,341,635.00					\$ 2,686,555.00	\$ 344,920.00

Presentation To transit Select Committee

November 2, 2010

I'm sure that all of you are just as concerned with the Environment as I am and the Groups I'm representing, also in getting more People to take Transit.

I'm representing the Nanaimo Bus Riders Association and the Local Federal and Provincial Green Party EDA's.

When I first decided to give this presentation, it was mainly about the South-end Busses and the Ferries.

But after much discussion with some of the Members, who reminded me about some of the things we asked for 5 or 6 Years ago, there have been a few things added, I will however be as brief as possible.

Ferries:

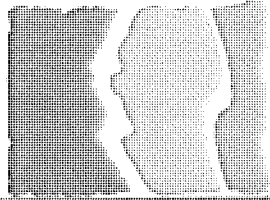
1. The Members at the South-end would like to have the same deal as Qualicum has, with a Bus directly to catch the 8:30am Ferry and return in the Evening, Monday to Friday. The suggestion from some of the Members is to take out the extra #8's starting at Woodgrove, ending at the Exchange and the #9's starting at the Exchange and ending at Woodgrove, and give us the Ferry Busses instead.
2. Since we want Tourists to come to Nanaimo, Shuttle Busses to and from the Main Exchange for all Ferries, including Duke Point.

South-End, Parksville-Qualicum Busses:

1. It seems that whoever is doing the scheduling doesn't know or has forgotten that the #8 was a south-end Bus. Now it's the #8,7,and 9 Bus, so we have to look at 3 different pages to figure out how to just get Down-Town. There are 4 Busses going to Woodgrove and 1 Bus going to the south-end, and at times Riders at Extention have almost a 3 Hour gap between Busses. As a matter of fact, Riders on the #7 and #8 Bus are not able to make a connection to the 8:30am Ferry. And don't even get me started on being able to get home from the Ferry.

2. How about getting the Service back to Parksville-Qualicum at least to how it was a few years ago, when we were able to get there directly with the #9 Bus in time for Lunch, and home in the early afternoon. I almost spent an entire day trying to figure out how to get from the South-end to Qualicum for Lunch and back in time to catch the Film Class at the University this Friday night.
3. We need more Shelters, and having Bus Stops, Sidewalks and Shelters cleared if it's snowing.
4. Re-locate the Exchange to the real Down-Town, behind Port Place Mall. It already is zoned for transportation and the ideal place for the Exchange. Please take out Jack Little's Plans for it, dust it off and use it, I also have a Plan for it that I presented to this Committee before.
5. Here are some of the things we asked for in June, 2006:
6. Make Public Transit top priority; Bus Riders and Drivers be represented in Decision Making; Proper Waiting room for Riders at the Exchange with wash-rooms (not those deplorable toilets we now have) clean, safe, cool in Summer and warm in Winter; Anyone making Decisions about Transit should have to use it on a Daily bases; Restore Bus Stops at the Aquatic Center & the Hospital at Ambulatory Care; Busses to leave the Exchange at Clock-face time.
7. Thank very much, and I would like to challenge all of you (as I did to Mayor, City Employees, City Council, and Regional District Members in 2006) to take Transit for the next 3 Months, work it into your daily schedule, to give you an idea what it's like for the rest of us, and then hopefully make some changes.
8. Any question?

REGIONAL
DISTRICT
OF NANAIMO



2010 Fare Review

Current Fare Structure

Fares	Cash	10 Tickets
Adult/ University Student	\$2.25	\$20.25
Senior/Youth (6-18 yrs)	\$2.00	\$18.00
Children -5 and under	Free	-
Passes		
	Day Pass	Monthly Pass
Adult	\$5.75	\$60.75
University Student	\$5.75	\$49.50
Senior/Youth	\$4.50	\$37.00
University Semester Pass	-	\$158.50
ProPASS	-	\$52.14

BC Transit Fare Guidelines

Fare Structure Guidelines

The table below summarizes the fare structure guidelines and provides a sample fare structure that would result:

Fare Type	Guideline	Sample Fares*
<i>Cash Fares</i>		
Adult	Base fare	\$1.50
Student/Senior	80% of base	\$1.25
<i>Monthly Pass</i>		
Adult	Max. 30 x cash fare	\$45
Senior	Max. 30 x cash fare	\$36
Student	Max. 25 x cash fare	\$25
College Student	80% of adult pass	\$36
<i>Semester/ 4 month Pass</i>		
College Student	80% of 4 monthly passes	\$115
Student	80% of 4 monthly passes	\$80
<i>Annual Employee Pass</i>		
Adult	80% of 12 monthly passes	\$432
<i>Day Pass</i>		
Adult	2.5 x cash fare	\$3.75
Student/Senior	2.5 x cash fare	\$3.00
<i>Tickets (books of 10)</i>		
Adult	9 x cash fare	\$13.50
Students/Senior	9 x cash fare	\$11.25

*This is a sample fare structure based on the guidelines. Note that some fares may be priced significantly below the maximum guideline.

Proposed Fare Structure (July 1, 2011) Proposed 11% Increase

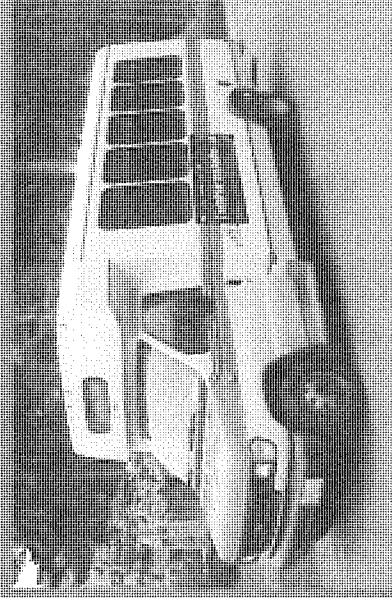
Fares	Cash*	10 Tickets
Adult/ University Student	\$2.50	\$22.50
Senior/Youth (6-18 yrs)	\$2.25	\$20.25
Children -5 and under	Free	-
Passes		
	Day Pass*	Monthly Pass*
Adult	\$6.25	\$67.50
University Student	\$6.25	\$55.00
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University Semester Pass		\$176.00
ProPass		\$57.37

handyDART Fares

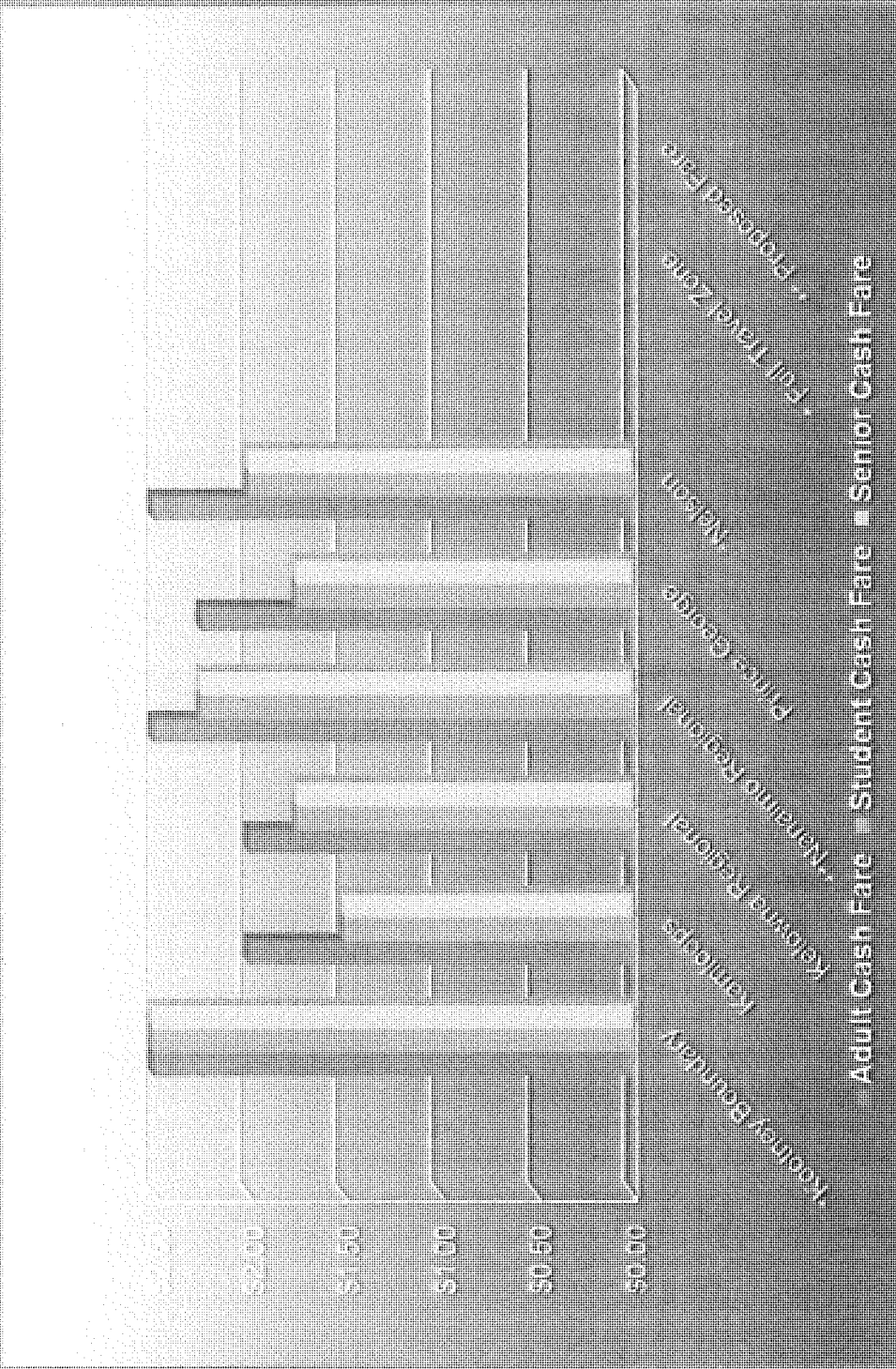
Staff are recommending an increase of 7.5% (25 cents per ticket)

Tickets currently sell for 5 for \$16.25 (\$3.25 per ticket) or 20 tickets for \$60.00.

A 7.5% increase in tickets would add an additional .25 cents per ticket making a 5 tickets cost \$17.50 or 20 tickets for \$65.00.



Fare Comparison Chart



Corporate Services
2009 Budget

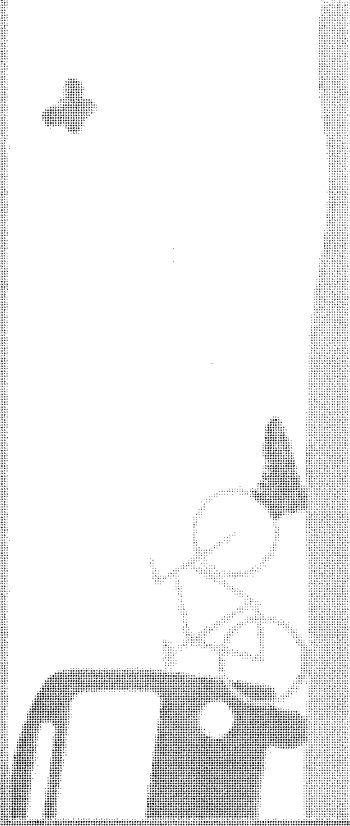
Financial Implications

Conventional

Projected increase by \$60,000 for 2011 and \$125,000 in 2012.

handyDART

Projected increase of \$3,000 in 2011 and \$6,000 in 2010.



Summary

"I haven't showered in two weeks. I'm saving energy, but I lost my boyfriend."

Hey Janice, there's an easier way to save energy. Take public transportation. It'll help the environment and your love life.

Go Green. Go Public.

www.publictransportation.org



SEARCHED	INDEXED
SERIALIZED	FILED
NOV 23 2010	

TO: C. Mason
Chief Administrative Officer

DATE: November 17, 2010

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

SUBJECT: 2011 Proposed Budget Overview

PURPOSE:

To provide background information on the proposed 2011 budget.

BUDGET OVERVIEW:

Local governments are required to prepare five year budget forecasts. These financial plans are intended to guide the development of annual operating budgets. The 2011 to 2015 financial plan which will be presented over the course of the next few months reflects refinements to the forecasts which were initiated in the fall of 2009 and which were adopted in March of 2010.

The Regional District of Nanaimo provides and manages a large number of public services including water, sewer collection and treatment, solid waste collection and disposal, public transit, and recreation facilities and services. The primary focus for Regional District budgets is maintaining the service infrastructure in the context of public health and safety as well as, making progress towards becoming carbon neutral. The carbon neutral objective arises from our being a signatory to the Provincial Climate Action Charter, which was introduced in 2009.

The Regional District was incorporated in 1967 and is now over 40 years old. With the exception of the Meadowood firehall (July 2009) and Oceanside Place (2003), all Regional District facilities are more than 25 years old – meaning mechanical and electrical equipment is at the mid-point or later in their useful life. Annual costs have generally increased in order to maintain and extend those useful lives. In some cases outright replacement with newer, more energy efficient equipment will be the recommended choice.

Year over Year Change

The consolidated summary of the Regional District budget attached to this report, projects just over \$100 million dollars in expenditures in 2011, an increase of 1.1% from 2010. Approximately 57% (\$57 million) of the budgeted expenditures cover operating costs, while approximately 30% of total expenditures (\$29 million) are for capital infrastructure – both new and replacement of current inventory (vehicles, equipment and structures).

The previous 2010 to 2014 financial plan forecast property tax revenues in 2011 of \$36.8 million dollars, an overall change of 8.7%. The proposed 2011 budget proposes property tax revenues totaling \$36.3 million dollars - an overall change of 7.3%.

There are now 95 different services which form the Regional District's budget. 88 of those services have significant operating expenditures, while seven are simple transfers of funds to another organization as grants in aid (Port Theater as an example). The following ratios illustrate the consistency of the 2011 proposed budget with the previous plan – items shown in brackets are comparative values from 2010. The 2011 proposed budget is very consistent with the previous forecast, which reflects both the regularity of operating expenditures as well as the general accuracy of staff in forecasting year over year changes.

Number of Services (operational budgets)	Same as forecast	Lower than forecast	Higher than forecast	Consistency with previous plan (Same as or Lower than)
Major 29	12	11	6	79% (76%)
Local 59	27	25	7	88% (70%)
Total 88	39	36	13	85% (72%)

Year over Year Changes

The year over year change has been summarized into three categories – New/Changed Service Levels, Changes from Other Jurisdictions and Changes for Existing Services.

New/Changed Service Levels - 2.9% (Appendix A)

Emergency Planning	\$ 23,725	Installation of standby generator (Cedar Reception Center) and impact of declining grant funds for program activities
D68 Restorative Justice & Victim Services	5,000	New funds to support Victim Services
Animal Control Area 'F'	19,780	Additional legal expense for current enforcement case
Feasibility Study	10,000	Electoral Area sewer servicing study
Transportation Services	<u>726,320</u>	Annualized 2010 expansion and 1,600 hr conventional expansion from January 2011
Total for New/Changed Service Levels	\$ <u>784,825</u>	

Other Jurisdictions - 0.9% (Appendix A-1)

While not in itself representing a large change relative to overall tax revenues, the amount for Other Jurisdictions is an increase of \$244,755. The change is a result of the most recent usage survey covering

municipal sports fields and recreation facilities, which are cost shared by the Electoral Areas and the District of Lantzville. The application of the revised survey data is still under discussion and the results shown at this time are expected to be reduced for all parties to the agreements.

Existing Services – 4.4% (Appendix A-2)

The cumulative property tax change year over year for Existing Services is 4.4%. The Ravensong Aquatic Center makes up 2.3% of the existing service change but reflects the expected result as previously forecast, with the remaining general services provided by the Regional District rising by just over 2%.

Appendices A-3 to A-5 list each service and the proposed requisition for 2011.

BUDGET SPECIFICS:

Corporate Services (Budget summaries at Appendices B, B-1)

Corporate Administration

This department carries out most of the administrative and legislative work of the Regional District. Its departments include the Chief Administrative Officer, Legislative Services, Human Resources, Financial Services, Information and GIS Services, and Energy & Sustainability.

The requisition for Corporate Administration increases \$22,075 or 3%, to \$757,985. This change is slightly less than forecast in the 2010 financial plan. Property tax revenues provide 18.5% of the total revenues supporting Corporate Administration, with the remainder of expenditures offset through interdepartmental recoveries and a small amount of investment income.

Most operating expenses for Corporate Administration are unchanged from 2010. Wages & benefits show an increase of about \$190,400. Most of this change (\$146,260) provides temporary staffing for the following initiatives:

Communications	redesign website and initiate RDN presence in new media environments (Facebook, Twitter, YouTube)
GIS (mapping)	backfill staff during database review and upgrade, and assist in completing interdepartmental project to add new information to property map

Capital expenditures total \$410,000 for this division. This includes \$120,400 in computer equipment replacements and \$208,000 for upgrading telephone systems across the organization. The telephone system replacement costs are largely offset by interdepartmental recoveries (the net cost to Corporate Administration is \$67,900). The telecommunications system upgrade will result in the Administration headquarters and Oceanside Place acting as duplicate central call answer centers so that in the event of an evacuation of either building, the other can continue to receive calls. Additionally, it will be possible to transfer a caller seamlessly among all of our facilities. At present for example, calls cannot be transferred between the Ravensong Aquatic Center and Oceanside Place, nor between the Administration building and the District 69 facilities.

Electoral Areas Administration/Building Policy & Advice

The requisition for Electoral Area Administration is forecast at \$313,000 an increase of 4.3% over 2010. This budget provides funds for local government elections, Electoral Area director attendance at annual conferences, elected officials allowances and electoral area newsletters. This budget also covers the costs of administering inspection services in the Electoral Areas. Local government elections will take place in November 2011 requiring additional funds for the coming year. To support the costs of electoral area administration , \$45,000 will be transferred from Building Inspection net revenues.

Also included in this budget is an allowance of \$30,000 for the purposes of providing incentives for Green Buildings in the Electoral Areas. The Manager of Energy & Sustainability is currently researching this topic and will be providing recommendations to the Sustainability Select Committee early in 2011.

Fire Departments

The Regional District operates fire departments entirely through service contracts with incorporated Societies or other local governments. The list below identifies the type of contract arrangements:

Name		Name	
Bow Horn Bay Volunteer Fire Department	Society Contract	Cassidy Waterloo Fire	Municipal Contract (Cranberry Fire Department)
Coombs Hilliers Volunteer Fire Department	Society Contract	Wellington Fire	Municipal Contract (City of Nanaimo)
Errington Volunteer Fire Department	Society Contract	Parksville Local	Municipal Contract (City of Parksville)
Extension Volunteer Fire Department	Society Contract	French Creek Fire (up to Drew Rd)	Municipal Contract (City of Parksville)
Dashwood Volunteer Fire Department	Society Contract	French Creek Fire (Drew Rd to Qualicum Beach)	Municipal Contract (Town of Qualicum Beach)
Nanoose Bay Volunteer Fire Department	Society Contract		

The operating budgets submitted by the volunteer Societies are increasing generally with continued emphasis on funds to improve firefighter training and higher levels of remuneration for senior department positions (fire chiefs). On average, fire protection requisitions will increase about 5%, with Nanoose Bay and Bow Horn Bay fire departments changing at 7% (\$36,740) and 19.6% (\$37,645) respectively.


The Nanoose Bay Fire department budget is increasing in anticipation of borrowing to re-build the firehall and new debt repayment charges. This project has been in the planning stages since mid 2009 and will be reported on further, early in 2011.

The Bow Horn Bay Fire department budget is increased by \$21,000 to raise the previous amounts budgeted for training and fire chief remuneration and an additional \$13,780 provides top up funding for the purchase of a replacement fire engine, which was approved earlier this fall.

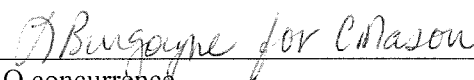
Staff recommends that the proposed budget be received and be forwarded to a Special Committee of the Whole on January 18, 2011 for further review.

RECOMMENDATION:

That the proposed 2011 budget be received and be forwarded to a Special Committee of the Whole on January 18, 2011 for further review



Report Writer



CAO concurrence

COMMENTS:

Staff also recommend identifying the following amounts in departmental budgets in anticipation of commencing some design work to address seismic and/or other upgrading of firehall buildings. The amounts would be drawn from reserve funds on hand should this work commence in 2011.

Coombs Hilliers	\$67,000
Dashwood	\$75,000
Bow Horn bay	\$75,000

Grants in Aid

The District 68 Restorative Justice service was amended earlier this year to provide an additional \$5,000 to support a Victim Services program in District 68, bringing the total raised in Electoral Areas A,B and C for those services to \$10,000.

Development Services (Budget summaries at Appendices C, C-1)

Electoral Area Current & Long Range Planning

The requisition for community planning services is projected at \$1,289,985 – a change of 6%, which is less than the previous forecast of 8%. Two new projects are contributing to the increase – a portion of the airport planning process (\$20,000) arising from the Electoral Area A OCP review and an Electoral Area Agricultural Plan (\$40,000), both of which were recommended for budget consideration earlier this year. The airport planning process is estimated at a cost of \$50,000 - \$30,000 is included in the Regional Growth Strategy service budget.

Energy & Sustainability – This department is funded partially through the General Administration service and partially by interdepartmental recoveries from Development Services. The activities of the department are overseen by Development Services.

With financial support of \$50,000 from BC Hydro, for each of two years, the Board approved, late in 2009, the creation of a Manager of Energy & Sustainability position. The BC Hydro funding is intended to assist the Regional District create policies, implement capital projects and increase staff capacity to improve energy efficiency throughout the organization.

In 2010 the department hosted several learning events for both staff and the general public, reaching an estimated 425 attendees. At the corporate level, the department assisted in reducing our electrical usage by 115,000 kwh , achieving savings of \$6,900. The target for 2011 is a further reduction of 200,000 kwh and savings of \$12,000. Significant attention will be focused in 2011 on establishing monitoring processes to track corporate energy use and greenhouse gas emissions. This information will be key to understanding what expenditures would be required to achieve the carbon neutral objective of the Climate Action Charter as well as the implications of investing in energy/greenhouse gas improvement projects versus purchasing carbon offsets.

Building Inspection Services

Building permitting and inspection services are fully funded by permit revenues and has no tax requisition. In 2009 the department experienced a significant drop in permit revenues which resulted in a reduction in staff resources. Permit revenues for 2010 will exceed the budget projections and the department has been consistently busy throughout 2010, although the initial staff reductions have not been reversed at this time. The expansion of inspection services to all properties within the Electoral

Areas effective April 2011 will require additional staff resources which are summarized at the end of this report. In addition to expanding the service the department will be reviewing the building bylaw and recommending changes to modernize its application.

Emergency Planning

This department has been very successful in obtaining grants to support many of its program and capital purchasing activities. The major thrust of capital expenditures over the last few years has been the installation of backup generators in emergency reception centers. Generators have now been installed at the Lighthouse Community Center and Rollo Seniors Center -Gabriola Island. Grants were received for both of those installations. With some operational savings projected for the end of 2010, a generator for the Cedar reception center has been included in the 2011 budget, a year ahead schedule. An application for grant funding (maximum \$10,000) has been submitted but is not included in the budget at this time. The requisition is increased by \$12,000 over the original forecast to include this expenditure on an expedited basis.

Bylaw Enforcement

Bylaw enforcement staff respond to complaints accounted for in individual Noise Control (A,B,C,E,G, Lantzville), Animal Control (All Electoral Areas), Hazardous and Unsightly Premises (A,B,C,E,G,H and Lantzville) budgets, as well as enforcing regulatory bylaws covering development services, parks and building inspection services. One significant animal control enforcement case has caused the budget in Electoral Area F to increase from its 2009 value of \$13,110 to \$63,735 in 2011 (2010 - \$30,845, 2011 \$19,780).

Recreation & Parks Services (Budget summaries at Appendices D, D-1)

Two of this division's budgets have notable projected changes this year.

The Ravensong Aquatic Center requisition will, as previously advised, increase by \$626,065 to commence the repayment of approximately \$3.6 million dollars borrowed from the Southern Community Wastewater reserve fund. With the assistance of a \$1 million dollar grant from the Recreational Infrastructure Canada grant program, the aquatic center has undergone a significant renewal of the building envelope, glass curtain wall, mechanical and electrical services, pool tiling and change room improvements. The business plan for 2011 will focus on re-engaging user groups and public attendance at the improved facility.

As noted earlier in this report, cost sharing changes for municipal sportsfields and recreation facilities will result in requisition increases to Electoral Areas A,B,C and the District of Lantzville (Southern Community Recreation - \$169,275) and Electoral Areas E,F,G and H (Northern Community Sportsfield - \$24,225). The details are listed on Appendix A-3.

Regional & Community Utilities (Budget summaries at Appendices E, E-1)

There are no notable changes to the budgets in this division from previous projections. Requisitions for the major services – Southern & Northern Wastewater Management, Drinking Water & Watershed Protection and Liquid Waste Management Planning are either at or slightly less than forecast.

There is a high degree of program and capital infrastructure activity associated with this division. The following is a very brief summary of the budget highlights for these services:

Southern Community Wastewater	<p>Total expenditures \$11.8 million dollars</p> <p>\$8.0 million dollars in capital projects funded by Development Cost Charges</p>
Northern Community Wastewater	<p>Total expenditures \$4.8 million dollars</p> <p>\$1.1 million dollars in capital projects funded by Development Cost Charges</p>
Drinking Water & Watershed Protection	<p>Total expenditures \$660,000</p> <p>\$107,000 – Professional Fees – watershed characterization, water quality/quantity monitoring, rainwater re-use and planning tools, web site development</p> <p>Continued support for Team WaterSmart education program</p> <p>\$45,000 support for continued toilet rebate program</p> <p>\$68,450 in capital expenditures funded by Towns for Tomorrow Grant program</p>

Water Services

The Water Services department will be responsible for one new system in 2011 – the Whiskey Creek Water Service, a private utility that approved its transfer to the Regional District this past fall. An additional staff position was approved at that time and is included in the 2011 budget.

The department will also initiate approval for additional borrowing authority to undertake improvements to the San Pareil (Electoral Area G) system, undertake an iron & manganese reduction strategy review for the French Creek (Electoral Area G) water service, complete the cost shared construction of a major pump station for the bulk water service in Nanoose Bay (Electoral Area E) and construct a water treatment plant for the Nanoose Bay peninsula water system.

Transportation & Solid Waste (Budget summaries at Appendices F, F-1)

Transportation Services

The Southern and Northern Community Transit Service requisitions are forecast to increase by \$667,380 (12.1%) and \$ 48,220 (7.0%) respectively, slightly less than the previous forecasts of 15% and 10.4%.

The requisitions account for a further 1,600 hour expansion of the conventional system in 2011. Almost all of the service expansion will occur in the Southern Community service area, however, route adjustments and improved timings continue to be applied across the system. Since September 2008 the Conventional bus transit system has expanded by approximately 6,000 hours or 5% and the Custom (HandyDart) system has expanded by 2,400 hours or 11%. The Conventional bus fleet has expanded

from 37 busses to 42 and the Custom fleet now has 15 vehicles versus 11 in 2008. Ridership in 2010 will be approximately 2.5 million riders and the objective for 2011 is to increase that by about 5% to 2.6 million riders.

In mid-2008 the Regional District received \$1.8 million for transportation related capital projects from the Gas Tax program. The only remaining project to be completed is the review and installation of priority lighting signal equipment. A cost benefit and pre-design study will be completed by the end of November and will identify whether this project should proceed or whether the funds would be better applied to an alternative capital project. By the end of 2011 funds will have been spent as follows:

Smart Cars for crew changes	\$ 36,000	(2008)
Stratagen Custom Dispatch Software	\$ 300,000	(2009)
Bus shelter upgrades	\$ 300,000	(2011)
Vancouver Island University exchange	\$ 595,000	(2010)
Prideaux Street Exchange upgrades	\$ 133,000	(2010)
Priority Lighting equipment	<u>\$ 414,000</u>	(2011)
	<u>\$ 1,778,000</u>	

Solid Waste Management

The Solid Waste service tax requisition rises by 2% or \$3,575 as forecast. The tax requisition of \$335,325 partially supports planning for disposal bans and other zero waste initiatives as well oversight and enforcement of the waste stream licensing program. Total expenditures for this service area are \$13.5 million dollars. Tipping fee revenues are forecast at \$8.1 million dollars and capital reserves of \$3.9 million dollars will be used to support the capital program.

Tipping fees have declined since reaching a peak of \$8.5 million dollars in 2008. This decline has occurred both as a result of additional disposal bans (commercial organics for example) as well as the recent peak and valley of the economy. In 2010 revenues are projected to be in the range of \$7.96 million dollars versus a 2009 final result of \$7.92 million dollars – evidence that the local economy was reasonably stable in 2010. Tipping fee rates will rise, effective January 1, 2011 to \$110 per tonne from the current base rate of \$107 per tonne.

The regional landfill site will be the focus of significant improvements in the coming year. Approval for an updated Disposal & Operations plan was recently received and will allow the use and then re-closure of most of the original landfill site to improve leachate and landfill gas management. Conversion of some of the original landfill to a nature park amenity is planned to occur later in 2011 assuming a successful planning and design process.

Garbage & Recycling Collection

For most households in the Regional District, 2011 will be the first full year of food waste separation. Food waste collection occurs weekly throughout most of the Regional District (about 26,000 households in the City of Nanaimo will be phased in later in 2011, but all other areas have received Green Bins), with garbage and recycling occurring every other week. (one week food waste/recycling, one week food waste/garbage collection). The full year collection rate will be \$125 per household.

Resource Implications Summary – to help achieve the business plan objectives for 2011 and beyond there is included in these budget projections the following staff resources:

Building Inspection Services	2.0 FTE (April)	Building inspection service expansion to all properties in the Electoral Areas .5 FTE offset by cost sharing with City of Parksville
Transportation Services	1.0 FTE (January)	Transit serviceperson/driver for system expansion
Wastewater Services	1.0 FTE (April 1) (this may be a two to three year term position)	Engineer/Project Manager – to provide capacity to manage approximately \$100 million dollars in capital projects planned to 2015
Water Services	1.0 FTE (January)	Utility technician – new water service area responsibility

ALTERNATIVES:

1. Receive and approve the proposed 2011 budget as presented and proceed to finalize the 2011 to 2015 financial plan.
2. Make amendments to the proposed 2011 budget and proceed to finalize the 2011 to 2015 financial plan.
3. Receive this report for information and forward it to a Special Committee of the Whole for further discussion.

FINANCIAL IMPLICATIONS:

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

Appendix G to G-2: Each member is shown with a reconciliation that summarizes the three categories of changes to their requisition (New/Changed Service levels, Other Jurisdictions, Existing Services). For example, the City of Nanaimo would have a requisition of \$12.2 million dollars, an increase over 2010 of \$821,327. The primary reason for the change is \$625,346 identified as New/Changed Service Levels. Refer back to Appendices A, A-1 and A-2 for the details of the component changes for each member.

For the Electoral Area jurisdictions, the table below shows the estimated year over year change in property taxes for properties valued between \$100,000 and \$400,000, including the Regional Parks and Drinking Water/Watershed Protection parcel taxes. This table is also attached as Appendix H.

	Area A Cedar Yellowpoint Cassidy	Area B Gabriola Mudge Decourcey Islands	Area C Extension E.Wellington Pleasant Valley	Area E Nanoose Bay	Area F Coombs Hilliers Errington	Area G French Creek San Pareil Surfside	Area H Bowser Deep Bay
General Services Property Tax Cost							
2010	\$109	\$ 64	\$ 77	\$ 90	\$117	\$124	\$111
2011	\$118	\$ 62	\$ 89	\$ 95	\$134	\$135	\$124
Change per \$100,000	\$ 9	\$ (2)	\$ 12	\$ 5	\$ 17	\$ 11	\$ 13
Percent Change	8.3%	-3.1%	15.6%	5.6%	14.5%	8.9%	11.7%
General Parcel Taxes							
2010	\$ 29	\$ 29	\$ 29	\$ 32	\$ 32	\$ 32	\$ 32
2011	\$ 28	\$ 28	\$ 28	\$ 31	\$ 31	\$ 31	\$ 31
Change per property	\$ (1)	\$ (1)	\$ (1)	\$ (1)	\$ (1)	\$ (1)	\$ (1)
Percent Change	-3.4%	-3.4%	-3.4%	-3.1%	-3.1%	-3.1%	-3.1%
Total change at \$100,000	\$ 8	\$ (3)	\$ 11	\$ 4	\$ 16	\$ 10	\$ 12
Total change at \$200,000	\$ 17	\$ (5)	\$ 23	\$ 9	\$ 33	\$ 21	\$ 25
Total change at \$300,000	\$ 26	\$ (7)	\$ 35	\$ 14	\$ 50	\$ 32	\$ 38
Total change at \$400,000	\$ 35	\$ (9)	\$ 47	\$ 19	\$ 67	\$ 43	\$ 51

Changes arising from local service tax requisitions – those for fire, water, sewer and streetlighting. – are unique to an individual property owner and often have a greater impact than all other services combined. As outlined earlier, fire protection requisitions continue to increase in order to train and retain qualified volunteers.

In a separate handout, staff have provided summaries for each member jurisdiction showing the details of the member’s participation in each individual service over the last three years histories. Electoral Area jurisdictions have two pages each, the first showing the total dollars and the second showing the tax rate for each service.

SUMMARY/CONCLUSIONS:

This report and appendices outline the changes arising from the proposed 2011 budget as they affect each individual jurisdiction as well as describing some of the major initiatives planned in 2011. The 2011 proposed budget is largely consistent with the forecasts developed in late 2009, early 2010. Improvements to the regional transit system is the single largest change in tax requisitions year over year, affecting taxpayers in the four municipal jurisdictions as well as Cedar/Yellowpoint, East Wellington, Nanoose Bay and French Creek. In District 69 the completion of repairs to the Ravensong Aquatic Center will increase taxes for residents in Parksville, Qualicum Beach, French Creek, Coombs Hilliers/Errington and Bowser/Deep Bay. On average, in District 68 general services assessment based taxes will increase by \$6.35 per \$100,000. On average, in District 69 general services assessment based taxes will increase by \$11.50 per \$100,000.



REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
2011 PROPOSED BUDGET

	CORPORATE SERVICES			DEVELOPMENT SERVICES			REGIONAL & COMMUNITY UTILITIES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES																		
TAX REQUISITION	\$5,935,995	\$6,102,690	2.8%	\$2,029,115	\$2,155,409	6.2%	\$11,613,165	\$12,097,176	4.2%	\$7,718,655	\$8,691,120	12.6%	\$6,538,826	\$7,261,105	11.0%	\$33,835,756	\$36,307,500	7.3%
GRANTS	173,030	118,000		598,350	569,230		2,167,500	554,375		1,264,055	11,580		8,761,957	5,952,235		12,964,892	7,205,420	
OPERATING REVENUE	9,175,035	12,686,915		757,000	987,275		2,118,387	2,132,275		1,330,380	1,397,010		15,616,763	16,030,980		19,822,530	20,547,540	
OTHER REVENUE	1,323,490	1,323,625		295,850	291,395		7,371,550	10,631,861		5,207,290	3,296,770		5,619,095	4,040,000		27,668,820	30,946,941	
RETAINED EARNINGS				912,940	938,825		4,592,150	3,315,790		1,440,740	896,445		1,656,960	2,832,146		9,926,280	9,306,831	
TOTAL REVENUES	16,607,550	20,231,230		4,593,255	4,942,134		27,862,752	28,731,477		16,961,120	14,292,925		38,193,601	36,116,466		104,218,278	104,314,232	
EXPENSES																		
OFFICE OPERATING	1,232,650	1,230,875		768,346	761,341		972,632	1,064,145		697,627	767,213		3,399,572	3,776,070		7,070,827	7,599,644	
COMMUNITY GRANTS	62,698	34,210		0	0		0	0		100,965	99,310		0	0		163,663	133,520	
LEGISLATIVE	298,780	310,675		0	0		0	0		0	0		0	0		298,780	310,675	
PROFESSIONAL FEES	377,690	392,040		736,820	850,432		952,785	692,554		457,425	243,400		456,750	559,750		2,961,470	2,738,176	
BUILDING - OPER & MAINT	259,380	269,445		83,363	78,113		314,145	305,225		734,101	748,881		349,031	367,976		1,740,020	1,769,640	
VEH & EQUIP - OPER & MAINT	299,620	301,805		38,585	38,810		731,046	783,351		216,338	200,779		4,222,429	4,494,402		5,508,018	5,819,147	
OTHER OPERATING COSTS	272,260	349,105		189,435	176,890		3,081,462	3,565,794		637,260	437,335		5,625,579	6,427,256		9,805,996	10,956,380	
WAGES & BENEFITS	2,975,144	3,176,468		2,005,568	2,188,775		3,687,939	3,650,125		3,558,229	3,889,933		11,361,281	11,288,228		23,588,161	24,193,529	
RECREATION PROGRAMS	0	0		0	0		0	0		133,535	143,960		0	0		133,535	143,960	
CAPITAL EXPENDITURES	1,305,970	4,802,650		180,930	220,940		11,473,167	13,355,999		6,752,240	3,640,861		10,990,054	7,087,575		30,702,361	29,109,025	
DEBT FINANCING - INTEREST	2,728,670	2,701,820		0	0		1,072,445	454,196		681,550	800,220		0	0		4,482,665	3,956,236	
DEBT FINANCING - PRINCIPAL	1,982,560	1,963,725		0	0		893,210	543,805		413,775	1,045,250		0	0		3,289,565	3,552,780	
DEBT FINANCING - EXCHANGE CONTINGENCY	0	0		0	0		0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	420,630	503,885		24,105	63,105		2,875,035	2,604,135		688,301	300,845		100,770	100,770		100,770	100,770	
TRSF TO OTHER GOVT/AGENCIES	3,539,812	3,706,455		3,000	15,775		0	10,000		1,383,150	1,559,000		0	0		4,925,962	5,291,230	
TOTAL EXPENDITURES	15,755,884	19,743,158		4,030,152	4,394,181		26,053,866	27,030,329		16,454,496	13,876,987		37,038,621	35,367,472		99,333,019	100,412,127	
OPERATING SURPLUS (DEFICIT)	\$851,666	\$488,072		\$563,103	\$547,953		\$1,808,886	\$1,701,148		\$506,624	\$415,938		\$1,154,980	\$748,994		\$4,885,259	\$3,902,105	



2011 BUDGET
SUMMARY OF NEW/CHANGED SERVICES LEVELS

	Feasibility Studies	D68 Restorative Justice & Victim Services	Emergency Planning	Animal Control	Transportation Services	Total Change
City Of Nanaimo					625,346	625,346
District of Lantzville			2,000		39,808	41,808
City Of Parksville					(5,971)	(5,971)
Town of Qualicum Beach					17,785	17,785
Electoral Area A		1,738	2,817		10,990	15,545
Electoral Area B		1,846	3,033			4,879
Electoral Area C		1,416	2,342		12,216	15,974
Electoral Area E			4,416		11,055	15,471
Electoral Area F			2,960	19,780		22,740
Electoral Area G			3,694		15,094	18,788
Electoral Area H	10,000		2,463			12,463
	10,000	5,000	23,725	19,780	726,323	784,828

City Of Nanaimo
District of Lantzville
City Of Parksville
Town of Qualicum Beach
Electoral Area A
Electoral Area B
Electoral Area C
Electoral Area E
Electoral Area F
Electoral Area G
Electoral Area H



**2011 BUDGET
CHANGES FOR OTHER JURISDICTIONS**

	District 68 E 911 (Central Vancouver Island Partnership)	District 69 E911 (North Island 911 Corporation)	Southern Community Recreation Facilities/Sportsfield Agreement	Northern Community Sportsfield Agreement	Vancouver Island Regional Library	Total Change
District of Lantzville	321		126,725			127,046
City Of Parksville	1,385					1,385
Town of Qualicum Beach	1,102					1,102
Electoral Area A	426		41,761		6,991	49,178
Electoral Area B	493		(57,510)		5,535	(51,482)
Electoral Area C	395		58,299		4,119	62,813
Electoral Area E		983		4,340	8,014	13,337
Electoral Area F		439		39,901	6,835	47,175
Electoral Area G		937		(22,171)	8,230	(13,004)
Electoral Area H		454		2,155	4,596	7,205
Change from prior year	1,635 2.0%	5,300 1.0%	169,275 18.1% (cost share change)	24,225 9.9% (cost share change)	44,320 3.0%	244,755



**2011 BUDGET
SUMMARY OF CHANGES IN EXISTING SERVICES**

Electoral Area Planning	Regional Growth Strategy	Wastewater Treatment (Southern)	Wastewater Treatment (Northern)	Drinking Water/Watershed Protection	Oceanside Place Aquatic Center	Ravensong Aquatic Center	Northern Community Recreation	Other Cumulative Changes	Total
City Of Nanaimo	3,814	172,707						19,460	195,981
District of Lantzville	187	398						(5,116)	(4,531)
City Of Parksville	589		69,625		16,896	189,915	9,137	5,979	292,141
Town of Qualicum Beach	465		50,785		13,631	153,788	7,372	4,154	230,195
Electoral Area A	305			2,808				18,455	32,529
Electoral Area B	251			3,100				8,746	12,097
Electoral Area C	186			1,283				18,942	29,704
Electoral Area E	365		856	2,830	12,061		6,524	2,158	41,670
Electoral Area F	295		698	3,150	7,678	93,207	4,153	364	120,960
Electoral Area G	376		436	3,335	10,301	112,470	5,571	(5,348)	141,983
Electoral Area H	204		606	2,109	6,553	76,685	3,543	5,193	104,526
	7,037	173,105	123,006	18,615	67,120	626,065	36,300	72,987	1,197,255

	2010 Annual	2011 Proposed	change from 2010 \$	change from 2010 %
CORPORATE SERVICES				
Corporate Administration	735,910	757,985	22,075	3.0%
House Numbering	21,500	21,500	0	0.0%
Electoral Areas Admin/Building Policy & Advice	300,000	313,000	13,000	4.3%
Building Policy & Advice - Municipal Agreement	18,000	15,000	(3,000)	-16.7%
General Grants In Aid	84,360	58,170	(26,190)	-31.0%
Southern Restorative Justice/Victim Services	5,000	10,000	5,000	100.0%
Northern Community Justice	77,500	77,500	0	0.0%
Feasibility Studies/Referendums	8,375	15,570	7,195	85.9%
	1,250,645	1,268,725	18,080	1.4%
DEVELOPMENT SERVICES				
Electoral Area Community & Long Range Planning	1,216,965	1,289,985	73,020	6.0%
Regional Growth Strategy	351,945	358,985	7,040	2.0%
Emergency Planning	194,575	216,300	21,725	11.2%
Emergency Planning - Municipal Agreement	17,000	19,000	2,000	11.8%
District 68 Search & Rescue	27,000	27,000	0	0.0%
Bylaw Enforcement				
Animal Control - Area A ,B,C,Lantzville	55,190	57,950	2,760	5.0%
Animal Control Area E,G,H	75,430	77,690	2,260	3.0%
Animal Control Area F	43,955	63,735	19,780	45.0%
Hazardous Properties	6,005	6,850	845	14.1%
Unightly Premises	5,740	5,970	230	4.0%
Noise Control	35,310	31,944	(3,366)	-9.5%
	2,029,115	2,155,409	126,294	6.2%
RECREATION & PARKS				
Ravensong Aquatic Center	1,672,470	2,298,535	626,065	37.4%
Oceanside Place	1,491,565	1,558,685	67,120	4.5%
Northern Community Recreation	806,655	842,955	36,300	4.5%
Gabriola Island Recreation	82,995	88,195	5,200	6.3%
Area A Recreation & Culture	93,725	105,100	11,375	12.1%
Port Theater Contribution	65,010	65,130	120	0.2%
Regional Parks- operating	844,140	872,875	28,735	3.4%
Regional Parks - capital	724,971	674,850	(50,121)	-6.9%
Electoral Areas Community Parks	736,215	790,385	54,170	7.4%
	6,517,746	7,296,710	778,964	12.0%
REGIONAL & COMMUNITY UTILITIES				
Southern Wastewater Treatment	4,327,470	4,500,575	173,105	4.0%
Northern Wastewater Treatment	3,692,310	3,840,005	147,695	4.0%
Liquid Waste Management Planning	150,000	151,500	1,500	1.0%
Drinking Water Protection	359,385	378,000	18,615	5.2%
	8,529,165	8,870,080	340,915	4.0%
TRANSPORTATION & SOLID WASTE SERVICES				
Southern Community Transit	5,515,865	6,183,245	667,381	12.1%
Northern Community Transit	688,850	737,070	48,220	7.0%
Descanso Bay Emergency Wharf	5,360	5,465	105	2.0%
Solid Waste Management & Disposal	328,750	335,325	6,575	2.0%
	6,538,825	7,261,105	722,281	11.0%
GENERAL TAXATION FOR OTHER JURISDICTIONS				
SD 68 Emergency 911	81,820	83,455	1,635	2.0%
SD 69 Emergency 911	529,875	535,175	5,300	1.0%
Southern Community Recreation	941,330	1,110,605	169,275	18.0%
Northern Community Sportsfield Agreement	259,580	283,805	24,225	9.3%
Vancouver Island Regional Library	1,477,240	1,521,560	44,320	3.0%
	3,289,845	3,534,600	244,755	7.4%
GENERAL SERVICES PROPERTY TAX REVENUES				
	28,155,341	30,386,629	2,231,289	7.9%
	7.0%	7.9%		
LOCAL SERVICE AREA TAX REVENUES				
Duke Point Wastewater Treatment	141,230	162,415	21,185	15.0%
Fire Protection Areas	2,596,415	2,693,775	97,360	3.7%
Streetlighting Service Areas	73,155	75,511	2,356	3.2%
Stonmwater Management	9,000	9,000	0	0.0%
Utility Services	2,860,615	2,980,170	119,555	4.2%
	5,680,415	5,920,871	240,456	4.2%
TAXATION FOR REGIONAL DISTRICT SERVICES				
TOTAL PROPERTY TAX REVENUES				
	33,835,756	36,307,500	2,471,745	
	7.4%	7.3%		

**ADDITIONAL DETAILS - GENERAL SERVICES****PORT THEATER CONTRIBUTION**

	2010 Annual	2011 Proposed	change from 2010 \$	change from 2010 %
Electoral Area A	13,900	13,900	0	0.0%
Electoral Area B	13,915	13,915	0	0.0%
Electoral Area C(Extension)	13,670	13,790	120	0.9%
Electoral Area C(E. Wellington)	3,575	3,575	0	0.0%
Electoral Area E	19,950	19,950	0	0.0%
	65,010	65,130	120	0.2%

COMMUNITY PARKS

Electoral Area A	97,800	107,580	9,780	10.0%
Electoral Area B	160,060	168,065	8,005	5.0%
Electoral Area C(Extension)	35,100	51,155	16,055	45.7%
Electoral Area C(E. Wellington)	67,345	70,710	3,365	5.0%
Electoral Area E	75,630	80,165	4,535	6.0%
Electoral Area F	93,140	95,935	2,795	3.0%
Electoral Area G	93,140	95,935	2,795	3.0%
Electoral Area H	114,000	120,840	6,840	6.0%
	736,215	790,385	54,170	7.4%

ADDITIONAL DETAILS - LOCAL SERVICES TAX REVENUES**FIRE PROTECTION**

Nanaimo River Fire	17,795	17,795	0	0.0%
Coombs-Hilliars Fire Volunteer	304,795	320,035	15,240	5.0%
Errington Fire Volunteer	241,670	255,000	13,330	5.5%
Nanoose Bay Fire Volunteer	524,855	561,595	36,740	7.0%
Dashwood Fire Volunteer	347,800	382,580	34,780	10.0%
Meadowood Fire	137,515	64,430	(73,085)	-53.1%
Extension Fire Volunteer	125,915	132,210	6,295	5.0%
Bow Horn Bay	192,305	229,950	37,645	19.6%
Cassidy Waterloo Fire Contract	165,080	173,610	8,530	5.2%
Wellington Fire Contract	55,480	62,295	6,815	12.3%
Parksville (Local) Fire Contract	114,215	114,215	0	0.0%
French Creek Fire Contract	368,990	380,060	11,070	3.0%
	2,596,415	2,693,775	97,360	3.7%

STREETLIGHTING

Rural Areas Streetlighting	14,280	14,565	285	2.0%
Fairwinds Streetlighting	21,385	21,385	0	0.0%
French Creek Village Streetlighting	5,120	5,325	205	4.0%
Highway Intersections Streetlighting (French Creek)	2,940	2,970	30	1.0%
Morningstar Streetlighting	11,620	13,201	1,581	13.6%
Sandpiper Streetlighting	10,135	10,340	205	2.0%
Hwy # 4 (Area F)	2,675	2,725	50	1.9%
Englishman River Community	5,000	5,000	0	0.0%
	73,155	75,511	2,356	3.2%

NOISE CONTROL

Noise Control Area A	4,385	4,824	439	10.0%
Noise Control Area B	4,975	5,470	495	9.9%
Noise Control Area C	7,890	7,970	80	1.0%
Noise Control Area E	4,635	5,755	1,120	24.2%
Noise Control Area G	13,425	7,925	(5,500)	-41.0%
	35,310	31,944	(3,366)	-9.5%

UTILITIES

Englishman River Community Stormwater	4,500	4,500	0	0.0%
Cedar Sewer Stormwater	4,500	4,500	0	0.0%
	9,000	9,000	0	0.0%


UTILITY SERVICES - PARCEL TAX REVENUES
WATER UTILITIES

Nanoose Peninsula	620,320	651,335	31,015	5.0%
Driftwood	7,990	7,420	(570)	-7.1%
Surfside	11,415	11,985	570	5.0%
French Creek	52,230	54,580	2,350	4.5%
Englishman River Community	37,090	38,760	1,670	4.5%
Whiskey Creek Water		12,300	12,300	
San Pareil Water	105,245	113,665	8,420	8.0%
Melrose Place	18,280	19,380	1,100	6.0%
Decourcey Water	7,480	7,630	150	2.0%
Nanoose Bulk Water	609,170	633,540	24,370	4.0%
French Creek Bulk Water	248,170	255,615	7,445	3.0%

	2010 Annual	2011 Proposed	change from 2010 \$	change from 2010 %
WATER UTILITIES				
Nanoose Peninsula	620,320	651,335	31,015	5.0%
Driftwood	7,990	7,420	(570)	-7.1%
Surfside	11,415	11,985	570	5.0%
French Creek	52,230	54,580	2,350	4.5%
Englishman River Community	37,090	38,760	1,670	4.5%
Whiskey Creek Water		12,300	12,300	
San Pareil Water	105,245	113,665	8,420	8.0%
Melrose Place	18,280	19,380	1,100	6.0%
Decourcey Water	7,480	7,630	150	2.0%
Nanoose Bulk Water	609,170	633,540	24,370	4.0%
French Creek Bulk Water	248,170	255,615	7,445	3.0%
	1,717,390	1,806,210	88,820	5.2%

SEWAGE COLLECTION UTILITIES

French Creek	383,830	399,185	15,355	4.0%
Fairwinds	431,200	453,820	22,620	5.2%
Surfside Sewer	18,365	18,735	370	2.0%
Pacific Shores	53,015	54,605	1,590	3.0%
Barclay Crescent	115,830	120,235	4,405	3.8%
Cedar Sewer Service (Capital Financing)	25,000	25,000	0	0.0%
Cedar Sewer Service (Operating)	115,985	102,380	(13,605)	-11.7%

	1,143,225	1,173,960	30,735	2.7%
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TOTAL UTILITY PARCEL TAX REVENUES

	2,860,615	2,980,170	119,555	4.2%
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**REGIONAL DISTRICT OF MANAIMO
CORPORATE SERVICES
2011 PROPOSED BUDGET**

	Administration			Electoral Area Administration			Public Safety			Fire Protection			Regional Library		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES															
TAX REQUISITION	\$820,270	\$816,155	-0.5%	\$318,000	\$328,000	3.1%	\$694,195	\$706,130	1.7%	\$2,596,415	\$2,693,775	3.7%	\$1,477,240	\$1,521,560	3.0%
GRANTS	149,530	94,500		18,000	18,000		0	0		5,500	5,500		0	0	
OTHER REVENUE	3,773,235	3,879,180		40,000	73,000		0	0		875,525	4,285,145		0	0	
RETAINED EARNINGS	383,010	571,190		566,695	373,355		12,965	28,170		363,195	360,910		0	0	
TOTAL REVENUES	5,126,045	5,361,025		942,695	782,355		707,160	734,300		3,840,635	7,345,330		1,477,240	1,521,560	
EXPENSES															
OFFICE OPERATING	734,395	706,575		325,485	350,745		14,195	16,020		137,075	136,035		0	0	
COMMUNITY GRANTS	62,698	34,210		0	0		0	0		0	0		0	0	
LEGISLATIVE	251,180	251,180		47,600	53,750		0	0		0	5,745		0	0	
PROFESSIONAL FEES	343,440	378,590		13,150	13,150		0	0		21,100	300		0	0	
BUILDING - OPER & MAINT	209,790	202,770		2,000	8,325		315	315		47,275	58,035		0	0	
VEH & EQUIP - OPER & MAINT	55,705	52,540		4,300	4,300		5,150	5,150		234,465	239,815		0	0	
OTHER OPERATING COSTS	52,840	83,105		0	30,000		0	0		219,420	236,000		0	0	
WAGES & BENEFITS	2,764,853	2,955,281		201,391	212,187		0	0		8,900	9,000		0	0	
CAPITAL EXPENDITURES	252,930	409,995		10,000	32,000		0	0		1,043,040	4,360,655		0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		144,805	136,315		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		80,170	79,640		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	173,815	223,815		1,000	0		6,800	6,800		233,015	267,700		0	0	
TRSF TO OTHER GOVT/AGENCIES	25,172	25,150		0	0		675,595	682,100		1,361,805	1,477,645		1,477,240	1,521,560	
TOTAL EXPENDITURES	4,926,818	5,323,211		604,926	704,457		702,055	710,385		3,531,070	7,006,885		1,477,240	1,521,560	
OPERATING SURPLUS (DEFICIT)	\$199,227	\$37,814		\$337,769	\$87,898		\$5,105	\$23,915		\$309,565	\$338,445		\$0	\$0	

REGIONAL DISTRICT OF NANAIMO
CORPORATE SERVICES
2011 PROPOSED BUDGET

	Feasibility Studies			Municipal Debt Transfers			House Numbering			Total Corporate Services		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES												
TAX REQUISITION	\$8,375	\$15,570	85.9%	\$0	\$0		\$21,500	\$21,500	0.0%	\$5,935,995	\$6,102,690	2.8%
GRANTS	0	0		0	0		0	0		173,030	118,000	
OTHER REVENUE	0	0		4,486,275	4,449,590		0	0		9,175,035	12,686,915	
RETAINED EARNINGS	(2,375)	(10,000)		0	0		0	0		1,323,490	1,323,625	
TOTAL REVENUES	6,000	5,570		4,486,275	4,449,590		21,500	21,500		16,607,550	20,231,230	
EXPENSES												
OFFICE OPERATING	0	0		0	0		21,500	21,500		1,232,650	1,230,875	
COMMUNITY GRANTS	0	0		0	0		0	0		62,698	34,210	
LEGISLATIVE	0	0		0	0		0	0		298,780	310,675	
PROFESSIONAL FEES	0	0		0	0		0	0		377,690	392,040	
BUILDING - OPER & MAINT	0	0		0	0		0	0		259,380	269,445	
VEH & EQUIP - OPER & MAINT	0	0		0	0		0	0		299,620	301,805	
OTHER OPERATING COSTS	0	0		0	0		0	0		272,260	349,105	
WAGES & BENEFITS	0	0		0	0		0	0		2,975,144	3,176,468	
CAPITAL EXPENDITURES	0	0		0	0		0	0		1,305,970	4,802,650	
DEBT FINANCING - INTEREST	0	0		2,583,865	2,565,505		0	0		2,728,670	2,701,820	
DEBT FINANCING - PRINCIPAL	0	0		1,902,410	1,884,085		0	0		1,982,580	1,963,725	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	6,000	5,570		0	0		0	0		420,630	503,885	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		3,539,812	3,706,455	
TOTAL EXPENDITURES	6,000	5,570		4,486,275	4,449,590		21,500	21,500		15,755,884	19,743,158	
OPERATING SURPLUS (DEFICIT)	\$0	\$0		\$0	\$0		\$0	\$0		\$851,666	\$488,072	

**REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
2011 PROPOSED BUDGET**

	EA Community Planning			Comm Works Fund Projects			Regional Growth Management			Emergency Planning		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES												
TAX REQUISITION	\$1,216,965	\$1,289,985	6.0%	\$0	\$0		\$351,945	\$358,985	2.0%	\$211,575	\$235,300	11.2%
GRANTS	0	0		583,510	533,465		0	0		14,840	35,630	
OPERATING REVENUE	69,000	69,000		0	0		0	0		0	0	
OTHER REVENUE	27,500	27,500		5,000	0		0	0		14,000	8,000	
RETAINED EARNINGS	447,325	364,155		0	0		360,890	361,850		43,800	31,680	
TOTAL REVENUES	1,760,790	1,750,640		588,510	533,465		712,835	720,835		284,215	310,610	
EXPENSES												
OFFICE OPERATING	417,926	446,808		0	0		172,710	128,905		58,445	54,625	
PROFESSIONAL FEES	113,000	171,000		376,000	359,000		67,500	82,500		29,210	61,615	
BUILDING - OPER & MAINT	41,813	42,313		5,000	2,000		9,000	5,100		300	1,700	
VEH & EQUIP - OPER & MAINT	5,235	5,235		0	0		350	350		7,600	7,865	
OTHER OPERATING COSTS	93,190	89,165		0	0		21,300	12,600		4,600	7,100	
WAGES & BENEFITS	849,649	879,359		87,510	52,465		233,440	271,785		106,280	108,762	
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	16,950	21,350		120,000	120,000		2,500	1,500		41,480	48,090	
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		0	0		405	405		8,000	6,000	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		3,000	12,640	
TOTAL EXPENDITURES	1,544,763	1,662,230		588,510	533,465		507,205	503,145		258,915	308,397	
OPERATING SURPLUS (DEFICIT)	\$216,027	\$88,410		\$0	\$0		\$205,630	\$217,690		\$25,300	\$2,213	

REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES
2011 PROPOSED BUDGET

	Search & Rescue			Building Inspection			Bylaw Enforcement			Total Development Services		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES												
TAX REQUISITION	\$27,000	\$27,000	0.0%	\$0	\$0		\$221,630	\$244,139	10.2%	\$2,029,115	\$2,155,409	6.2%
GRANTS	0	135		0	0		0	0		598,350	569,230	
OPERATING REVENUE	0	0		688,000	918,275		0	0		757,000	987,275	
OTHER REVENUE	0	0		12,000	15,000		237,350	240,895		295,850	291,395	
RETAINED EARNINGS	2,365	0		0	131,120		58,560	50,020		912,940	938,825	
TOTAL REVENUES	29,365	27,135		700,000	1,064,395		517,540	535,054		4,593,255	4,942,134	
EXPENSES												
OFFICE OPERATING	0	0		89,215	95,865		30,050	35,138		768,346	761,341	
PROFESSIONAL FEES	0	0		3,000	2,000		148,110	174,317		736,820	850,432	
BUILDING - OPER & MAINT	24,000	24,000		0	0		3,250	3,000		83,363	78,113	
VEH & EQUIP - OPER & MAINT	0	0		17,000	18,360		8,400	7,000		38,585	38,810	
OTHER OPERATING COSTS	0	0		5,445	5,445		64,900	62,580		189,435	176,890	
WAGES & BENEFITS	0	0		539,554	685,114		189,135	191,290		2,005,568	2,188,775	
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	30,000		0	0		180,930	220,940	
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	30,000		8,700	19,700		24,105	63,105	
TRSF TO OTHER GOV'T/AGENCIES	0	3,135		0	0		0	0		3,000	15,775	
TOTAL EXPENDITURES	24,000	27,135		654,214	866,784		452,545	493,025		4,030,152	4,394,181	
OPERATING SURPLUS (DEFICIT)	\$5,365	\$0		\$45,786	\$197,611		\$64,995	\$42,029		\$563,103	\$547,953	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
2011 PROPOSED BUDGET**

	Regional Parks			Community Parks			Area A Recreation & Culture			Northern Community Recreation			Oceanside Place Arena		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES															
TAX REQUISITION	\$1,569,110	\$1,547,725	-1.4%	\$736,215	\$790,385	7.4%	\$93,725	\$105,100	12.1%	\$1,066,235	\$1,126,760	5.7%	\$1,491,565	\$1,558,685	4.5%
GRANTS	255,130	630		0	0		0	2,950		8,425	7,500		0	0	
OPERATING REVENUE	6,500	6,500		0	0		10,000	22,000		228,390	220,850		612,930	600,730	
OTHER REVENUE	1,035,000	3,253,500		0	37,500		0	0		3,000	3,000		29,240	1,270	
RETAINED EARNINGS	644,875	203,930		333,860	315,670		163,640	124,200		242,090	121,510		30,890	9,355	
TOTAL REVENUES	3,510,615	5,012,285		1,070,075	1,143,555		267,365	254,250		1,548,140	1,479,620		2,164,625	2,170,040	
EXPENSES															
OFFICE OPERATING	107,045	148,060		72,442	86,718		11,295	20,250		139,130	155,645		168,330	181,895	
PROFESSIONAL FEES	327,000	147,500		52,500	61,000		500	500		32,925	3,900		16,500	10,500	
BUILDING - OPER & MAINT	108,435	95,835		14,201	14,201		10,515	6,515		21,400	22,030		281,100	297,700	
VEH & EQUIP - OPER & MAINT	28,549	29,049		23,699	23,200		0	0		25,505	25,615		96,055	97,955	
OTHER OPERATING COSTS	368,900	153,700		187,805	202,310		6,550	6,550		27,955	29,050		16,300	15,800	
WAGES & BENEFITS	421,445	441,355		376,097	398,478		91,200	118,765		727,729	734,559		935,449	957,686	
COMMUNITY GRANTS	0	0		0	0		20,595	22,000		71,970	66,610		400	700	
RECREATION PROGRAMS	1,500	1,500		0	0		10,000	10,500		69,245	74,110		10,500	9,750	
CAPITAL EXPENDITURES	1,521,800	3,527,301		0	78,720		300	12,000		13,045	8,420		46,210	9,920	
DEBT FINANCING - INTEREST	0	100,850		24,330	24,150		0	0		0	0		312,530	312,530	
DEBT FINANCING - PRINCIPAL	0	48,125		16,770	16,770		0	0		0	0		273,050	273,050	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	565,636	186,685		93,500	86,000		10,000	10,000		17,800	17,800		1,185	180	
TRSF TO OTHER GOVT/AGENCIES	30,000	0		28,200	28,000		0	0		295,960	321,200		0	0	
TOTAL EXPENDITURES	3,480,310	4,879,960		889,544	1,019,547		160,955	207,080		1,442,664	1,458,939		2,157,609	2,167,666	
OPERATING SURPLUS (DEFICIT)	\$30,305	\$132,325		\$180,531	\$124,008		\$106,410	\$47,170		\$105,476	\$20,681		\$7,016	\$2,374	

**REGIONAL DISTRICT OF NANAIMO
RECREATION & PARKS SERVICES
2011 PROPOSED BUDGET**

	Ravensong Aquatic Center			Gabriola Island Recreation			Southern Community Recreation & Culture			Total Recreation & Parks		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES												
TAX REQUISITION	\$1,672,470	\$2,298,535	37.4%	\$82,995	\$88,195	6.3%	\$1,006,340	\$1,175,735	16.8%	\$7,718,655	\$8,691,120	12.6%
GRANTS	1,000,000	0		500	500		0	0		1,264,055	11,580	
OPERATING REVENUE	472,560	546,930		0	0		0	0		1,330,380	1,397,010	
OTHER REVENUE	4,140,050	1,500		0	0		0	0		5,207,290	3,296,770	
RETAINED EARNINGS	8,970	121,210		6,340	430		10,075	140		1,440,740	896,445	
TOTAL REVENUES	7,294,050	2,968,175		89,835	89,125		1,016,415	1,175,875		16,961,120	14,292,925	
EXPENSES												
OFFICE OPERATING	191,280	170,335		8,105	4,310		0	0		697,627	767,213	
PROFESSIONAL FEES	16,000	20,000		0	0		12,000	0		457,425	243,400	
BUILDING - OPER & MAINT	273,000	280,200		0	0		25,450	32,400		734,101	748,881	
VEH & EQUIP - OPER & MAINT	42,455	24,855		75	105		0	0		216,338	200,779	
OTHER OPERATING COSTS	29,400	29,400		275	450		75	75		637,260	437,335	
WAGES & BENEFITS	990,204	1,222,320		16,105	16,770		0	0		3,558,229	3,889,933	
COMMUNITY GRANTS	8,000	10,000		0	0		0	0		100,965	99,310	
RECREATION PROGRAMS	42,290	48,100		0	0		0	0		133,535	143,960	
CAPITAL EXPENDITURES	5,155,710	4,500		175	0		15,000	0		6,752,240	3,640,861	
DEBT FINANCING - INTEREST	344,690	362,690		0	0		0	0		681,550	800,220	
DEBT FINANCING - PRINCIPAL	123,955	707,305		0	0		0	0		413,775	1,045,250	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	180	180		0	0		0	0		688,301	300,845	
TRSF TO OTHER GOVT/AGENCIES	0	0		65,100	66,400		963,890	1,143,400		1,383,150	1,559,000	
TOTAL EXPENDITURES	7,217,164	2,879,885		89,835	88,035		1,016,415	1,175,875		16,454,496	13,876,987	
OPERATING SURPLUS (DEFICIT)	\$76,886	\$88,290		\$0	\$1,090		\$0	\$0		\$506,624	\$415,938	

**REGIONAL DISTRICT OF NANAIMO
REGIONAL & COMMUNITY UTILITIES
2011 PROPOSED BUDGET**

	Administration			Wastewater Management			Water Supply		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES									
TAX REQUISITION	\$0	\$0		\$8,311,010	\$8,654,495	4.1%	\$2,076,775	\$2,184,210	5.2%
GRANTS	0	0		2,045,470	35,470		121,575	518,450	
OPERATING REVENUE	290,290	299,560		454,800	442,900		747,471	839,891	
OTHER REVENUE	0	0		6,870,285	9,080,291		494,100	1,546,620	
RETAINED EARNINGS	0	0		2,070,085	1,405,700		2,203,985	1,550,990	
TOTAL REVENUES	290,290	299,560		19,751,650	19,618,856		5,643,906	6,640,161	
EXPENSES									
OFFICE OPERATING	2,995	2,995		590,118	686,756		287,939	280,726	
PROFESSIONAL FEES	0	0		482,075	419,595		433,399	251,619	
BUILDING - OPER & MAINT	0	0		151,042	140,706		93,073	107,407	
VEH & EQUIP - OPER & MAINT	0	0		570,900	602,400		89,825	105,540	
WAGES & BENEFITS	278,575	288,346		1,922,636	2,009,275		1,021,610	953,748	
OTHER OPERATING COSTS	5,720	5,720		1,638,970	1,946,313		507,277	704,184	
CAPITAL EXPENDITURES	3,000	2,500		10,006,300	10,564,835		1,397,810	2,739,409	
DEBT FINANCING - INTEREST	0	0		742,525	118,365		229,400	235,801	
DEBT FINANCING - PRINCIPAL	0	0		620,990	129,065		204,410	339,130	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		2,077,865	2,116,215		741,988	318,848	
TRSF TO OTHER GOV'T/AGENCIES	0	0		0	0		0	10,000	
TOTAL EXPENDITURES	290,290	299,561		18,803,421	18,733,525		5,006,731	6,046,412	
OPERATING SURPLUS (DEFICIT)	\$0	(\$1)		\$948,229	\$885,331		\$637,175	\$593,749	

**REGIONAL DISTRICT OF NANAIMO
REGIONAL & COMMUNITY UTILITIES
2011 PROPOSED BUDGET**

	Sewer Collection			Street Lighting			Engineering			Regional & Community Utilities			Total		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES															
TAX REQUISITION	\$1,152,225	\$1,182,960	2.7%	\$73,155	\$75,511	3.2%	\$0	\$0		\$11,613,165	\$12,097,176	4.2%			
GRANTS	0	0		455	455		0	0		2,167,500	554,375				
OPERATING REVENUE	404,996	411,924		0	0		220,830	138,000		2,118,387	2,132,275				
OTHER REVENUE	7,165	4,950		0	0		0	0		7,371,550	10,631,861				
RETAINED EARNINGS	268,250	305,560		49,830	53,540		0	0		4,592,150	3,315,790				
TOTAL REVENUES	1,832,636	1,905,394		123,440	129,506		220,830	138,000		27,862,752	28,731,477				
EXPENSES															
OFFICE OPERATING	83,685	85,573		1,045	1,045		6,850	7,050		972,632	1,064,145				
PROFESSIONAL FEES	18,810	11,340		1	0		18,500	10,000		952,785	692,554				
BUILDING - OPER & MAINT	31,230	31,312		38,800	25,800		0	0		314,145	305,225				
VEH & EQUIP - OPER & MAINT	70,321	75,411		0	0		0	0		731,046	783,351				
WAGES & BENEFITS	270,321	278,289		917	917		193,880	119,550		3,687,939	3,650,125				
OTHER OPERATING COSTS	879,038	858,920		48,857	49,257		1,600	1,400		3,081,462	3,565,794				
CAPITAL EXPENDITURES	66,057	50,255		0	0		0	0		11,473,167	13,356,999				
DEBT FINANCING - INTEREST	100,520	100,030		0	0		0	0		1,072,445	454,196				
DEBT FINANCING - PRINCIPAL	67,810	75,610		0	0		0	0		893,210	543,805				
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0		0	0				
CONTINGENCY	0	0		0	0		0	0		0	0				
TRSF TO RESERVE FUND	55,182	169,072		0	0		0	0		2,875,035	2,604,135				
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	10,000				
TOTAL EXPENDITURES	1,642,974	1,735,812		89,620	77,019		220,830	138,000		26,053,866	27,030,329				
OPERATING SURPLUS (DEFICIT)	\$189,662	\$169,582		\$33,820	\$52,487		\$0	\$0		\$1,808,886	\$1,701,148				

REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION & SOLID WASTE SERVICES
2011 PROPOSED BUDGET

	Gabriola Island Emergency Wharf			Southern Community Transportation			Northern Community Transportation			Total Transportation Services		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES												
TAX REQUISITION	\$5,360	\$5,465	2.0%	\$5,515,865	\$6,183,245	12.1%	\$688,851	\$737,070	7.0%	\$6,210,076	\$6,925,780	11.5%
GRANTS	0	0		5,925,340	5,535,435		410,000	410,000		6,335,340	5,945,435	
OPERATING REVENUE	0	0		4,335,485	4,346,998		250,690	262,355		4,586,175	4,609,353	
OTHER REVENUE	0	0		102,280	5,000		0	0		102,280	5,000	
RETAINED EARNINGS	3,325	3,325		309,350	1,000,000		129,930	42,000		442,605	1,045,325	
TOTAL REVENUES	8,685	8,790		16,188,320	17,070,678		1,479,471	1,451,425		17,676,476	18,530,893	
EXPENSES												
OFFICE OPERATING	150	150		1,775,130	2,131,143		778,521	733,355		2,553,801	2,864,648	
PROFESSIONAL FEES	0	0		85,000	30,000		0	0		85,000	30,000	
BUILDING - OPER & MAINT	4,000	4,000		200,450	244,390		0	0		204,450	248,390	
VEH & EQUIP - OPER & MAINT	0	0		3,532,125	3,766,240		0	0		3,532,125	3,766,240	
OTHER OPERATING COSTS	0	0		347,500	392,250		0	0		347,500	392,250	
WAGES & BENEFITS	0	0		7,852,792	7,803,484		684,577	646,543		8,537,369	8,450,029	
CAPITAL EXPENDITURES	0	0		2,246,930	2,525,475		0	0		2,246,930	2,525,475	
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		100,770	100,770		0	0		100,770	100,770	
CONTINGENCY	0	0		22,175	5,295		0	0		23,175	7,295	
TRSF TO RESERVE FUND	1,000	2,000		0	0		0	0		0	0	
TRSF TO OTHER GOV'T/AGENCIES	0	0		0	0		0	0		0	0	
TOTAL EXPENDITURES	5,150	6,150		16,162,872	16,999,047		1,463,098	1,379,898		17,631,120	18,385,097	
OPERATING SURPLUS (DEFICIT)	\$3,535	\$2,640		\$25,448	\$71,631		\$16,373	\$71,527		\$45,356	\$145,796	

REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION & SOLID WASTE SERVICES
2011 PROPOSED BUDGET

	Total Solid Waste Disposal			Total Solid Waste Collection & Recycling			Total Transportation and Solid Waste Services		
	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var	Budget 2010	Budget 2011	% Var
REVENUES									
TAX REQUISITION	\$328,750	\$335,325	2.0%	\$0	\$0	0	\$6,538,826	\$7,261,105	11.0%
GRANTS	2,426,617	6,800		0	0	0	8,761,957	5,952,235	
OPERATING REVENUE	8,268,500	8,267,823		2,762,088	3,153,804		15,616,763	16,030,980	
OTHER REVENUE	5,491,815	4,010,000		25,000	25,000		5,619,095	4,040,000	
RETAINED EARNINGS	329,355	1,168,691		885,000	618,130		1,656,960	2,832,146	
TOTAL REVENUES	16,845,037	13,788,639		3,672,088	3,796,934		38,193,601	36,116,466	
EXPENSES									
OFFICE OPERATING	688,107	658,577		177,664	252,845		3,399,572	3,776,070	
PROFESSIONAL FEES	354,550	525,050		17,200	4,700		456,750	559,750	
BUILDING - OPER & MAINT	141,900	116,905		2,681	2,681		349,031	367,976	
VEH & EQUIP - OPER & MAINT	688,519	726,377		1,785	1,785		4,222,429	4,494,402	
OTHER OPERATING COSTS	2,669,430	2,933,526		2,608,649	3,101,480		5,625,579	6,427,256	
WAGES & BENEFITS	2,653,424	2,707,954		170,488	130,245		11,361,281	11,288,228	
CAPITAL EXPENDITURES	8,738,924	4,557,975		4,200	4,125		10,990,054	7,087,575	
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
DEBT FINANCING - EXCHANGE	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		100,770	100,770	
TRSF TO RESERVE FUND	509,320	1,257,490		660	660		533,155	1,265,445	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
TOTAL EXPENDITURES	16,424,174	13,483,854		2,983,327	3,498,521		37,038,621	35,367,472	
OPERATING SURPLUS (DEFICIT)	\$420,863	\$304,785		\$688,761	\$298,413		\$1,154,980	\$748,994	

**2011 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2010 Final	2011 Proposed	Change from 2010	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City Of Nanaimo Regional Parks Parcel Tax	11,341,896 \$10.00	12,163,223 \$10.00	821,327 7.2%	625,346 5.5%	0 0.0%	195,981 1.7%
District of Lantzville Regional Parks Parcel Tax Regional Parks Parcel Tax(retro)	552,155 \$10.00 \$2.22	716,478 \$10.00	164,323 29.8%	41,808 7.6%	127,046 23.0%	(4,531) -0.8%
City Of Parksville Regional Parks Parcel Tax Community Justice Parcel Tax	3,553,041 \$10.00 \$3.27	3,840,596 \$10.00 \$3.24	287,555 8.1%	(5,971) -0.2%	1,385 0.0%	292,141 8.2%
Town of Qualicum Beach Regional Parks/Community Justice Parcel Tax Community Justice Parcel Tax	2,635,557 \$10.00 \$3.27	2,884,639 \$10.00 \$3.24	249,082 9.5%	17,785 0.7%	1,102 0.0%	230,195 8.7%

**2011 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2010 Final	2011 Proposed	Change from 2010	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A						
Tax cost per \$100,000	1,341,725	1,438,977	97,252 7.2%	15,545 1.2%	49,178 3.7%	32,529 2.4%
Regional Parks Parcel Tax	\$109.34	\$118.16				
Drinking Water Protection	\$12.22	\$10.00				
	\$17.00	\$17.98				
	\$138.56	\$146.14				
	\$0.66	\$7.58				
Electoral Area B						
Tax cost per \$100,000	881,689	847,183	(34,506) -3.9%	4,879 0.6%	(51,482) -5.8%	12,097 1.4%
Regional Parks Parcel Tax	\$64.15	\$62.18				
Drinking Water Protection	\$12.22	\$10.00				
	\$17.00	\$17.98				
	\$93.37	\$90.16				
	\$2.26	(\$3.21)				
Electoral Area C						
Tax cost per \$100,000 (Excluding Transit)	829,863	938,354	108,491 13.1%	15,974 1.9%	62,813 7.6%	29,704 3.6%
Regional Parks Parcel Tax	\$77.37	\$88.67				
Drinking Water Protection	\$12.22	\$10.00				
	\$17.00	\$17.98				
	\$106.59	\$116.65				
	(\$1.27)	\$10.06				

**2011 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**



	2010 Final	2011 Proposed	Change from 2010	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area E	1,700,283	1,770,761	70,478 4.1%	15,471 0.9%	13,337 0.8%	41,670 2.5%
Tax cost per \$100,000	\$90.05	\$94.89				
Regional Parks Parcel Tax	\$12.22	\$10.00				
Community Justice Parcel Tax	\$3.27	\$3.24				
Drinking Water Protection	\$17.00	\$17.98				
	\$122.54	\$126.11				
	\$1.18	\$3.57				
Electoral Area F	1,556,943	1,747,818	190,875 12.3%	22,740 1.5%	47,175 3.0%	120,960 7.8%
Tax cost per \$100,000	\$117.22	\$133.92				
Regional Parks Parcel Tax	\$12.22	\$10.00				
Community Justice Parcel Tax	\$3.27	\$3.24				
Drinking Water Protection	\$17.00	\$17.98				
	\$149.71	\$165.14				
	\$7.57	\$15.43				
Electoral Area G	1,923,230	2,070,997	147,767 7.7%	18,788 1.0%	(13,004) -0.7%	141,983 7.4%
Tax cost per \$100,000	\$123.50	\$134.86				
Regional Parks Parcel Tax	\$12.22	\$10.00				
Community Justice Parcel Tax	\$3.27	\$3.24				
Drinking Water Protection	\$17.00	\$17.98				
	\$155.99	\$166.08				
	\$6.20	\$10.09				
Electoral Area H	1,204,777	1,328,971	124,194 10.3%	12,463 1.0%	7,205 0.6%	104,526 8.7%
Tax cost per \$100,000	\$111.02	\$124.22				
Regional Parks Parcel Tax	\$12.22	\$10.00				
Community Justice Parcel Tax	\$3.27	\$3.24				
Drinking Water Protection	\$17.00	\$17.98				
	\$143.51	\$155.44				
	\$7.08	\$11.93				
General Services	27,521,159	29,747,997	2,226,838	784,828	244,755	1,197,255
Percent change	6.9%	8.1%	7.5%	2.9%	0.9%	4.4%
Local Services	6,314,597	6,559,503	244,906			
Percent change	10.2%	3.9%	3.7%			
Total Tax Revenues	33,835,756	36,307,500	2,471,744			
Overall change	7.5%	7.3%				



**2011 BUDGET
ELECTORAL AREAS ESTIMATED PROPERTY TAX
CHANGE**

	Area A Cedar Yellowpoint Cassidy	Area B Gabriola Mudge Decourcey Islands	Area C Extension E. Wellington Pleasant Valley	Area E Nanoose Bay	Area F Coombs Hilliers Errington	Area G French Creek San Pareil Surfside	Area H Bowser Deep Bay
General Property Tax							
2010	\$ 109	\$ 64	\$ 77	\$ 90	\$ 117	\$ 124	\$ 111
2011	\$ 118	\$ 62	\$ 89	\$ 95	\$ 134	\$ 135	\$ 124
Change per \$100,000	\$ 9	\$ (2)	\$ 12	\$ 5	\$ 17	\$ 11	\$ 13
Percent Change	8.3%	-3.1%	15.6%	5.6%	14.5%	8.9%	11.7%
General Parcel Taxes							
2010	\$ 29	\$ 29	\$ 29	\$ 32	\$ 32	\$ 32	\$ 32
2011	\$ 28	\$ 28	\$ 28	\$ 31	\$ 31	\$ 31	\$ 31
Change per property	\$ (1)	\$ (1)	\$ (1)	\$ (1)	\$ (1)	\$ (1)	\$ (1)
Percent Change	-3.4%	-3.4%	-3.4%	-3.1%	-3.1%	-3.1%	-3.1%
Total Change at \$	\$ 8	\$ (3)	\$ 11	\$ 4	\$ 16	\$ 10	\$ 12
Total Change at \$	\$ 17	\$ (5)	\$ 23	\$ 9	\$ 33	\$ 21	\$ 25
Total Change at \$	\$ 26	\$ (7)	\$ 35	\$ 14	\$ 50	\$ 32	\$ 38
Total Change at \$	\$ 35	\$ (9)	\$ 47	\$ 19	\$ 67	\$ 43	\$ 51



CAO APPROVAL		UN
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COW		
RHD		
BOARD	✓	Nov 23 '10

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: November 9, 2010

FROM: Nancy Avery
General Manager, Finance & Information Services

File:

SUBJECT: Proposed schedule to approve 2011 to 2015 financial plan

PURPOSE:

To identify meeting and publication dates related to the review and approval of the 2011 to 2015 financial plan.

BACKGROUND:

Local governments are required to publicize and provide opportunities for members of the public to provide input and to comment on the financial plan. This report is intended to identify for the Board, the public and staff the times and places at which the 2011 to 2015 financial plan will be reviewed and approved by the Regional Board.

The Regional District undertakes its plan review in two stages. During the fall of the year prior to the first year of the next plan timeframe a preliminary budget for the next year is introduced to the Board. The proposed budget document is posted to the Regional District web site for public access. Following this introductory meeting, the accounting for the current fiscal year is completed and the next year budget is updated for any changes arising over year end.

Late in January the Board receives an overview of the full five year financial plan as well as identifying any further changes to the new year annual budget. A budget edition of the Regional Perspectives is published in mid to late February and the final plan with any amendments is returned to the Board in March for adoption. The meeting dates are published in advance of each open Board meeting and an opportunity to make a presentation and ask questions is provided at those meetings.

ALTERNATIVES:

1. Approve the proposed schedule of meetings to review and approve the 2011 to 2015 financial plan.
2. Provide other directions regarding the process to review and approve the 2011 to 2015 financial plan.

FINANCIAL IMPLICATIONS:

The only costs during this process are advertising and publication costs for the Regional Perspectives, all of which are included in the annual budget.

SUMMARY/CONCLUSIONS:

Local governments are required to establish a public process for the review and approval of the five year financial plan. Commencing with the Board meeting on November 23, 2010 staff will publish budget documents to the Regional District web site, arrange the publication of the budget edition of the Regional Perspectives in mid February and ensure that all meetings are advertised to provide members of the public an opportunity to attend the meetings to provide comments and input.

RECOMMENDATIONS:

That the following schedule for the review and adoption of the 2011 to 2015 financial plan be approved:

January 25, 2011	Presentation of 2011 to 2015 financial plan
February 16, 2011	Publication of budget edition of Regional Perspectives
March 8, 2011	Introduce bylaw to adopt 2011 to 2015 financial plan
March 22, 2011	Adopt financial plan bylaw



Report Writer



CAO Concurrence



CAO APPROVAL	
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BOARD	✓ Nov 23 '10

MEMORANDUM

TO: C. Mason
Chief Administrative Officer **DATE:** November 10, 2010

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

SUBJECT: Bow Horn Bay Fire – Boundary Amendment to Include 2700 Marshland Rd.

PURPOSE:

To obtain approval for an amendment to the Bow Horn Bay Fire Protection Service boundary to include the property at 2700 Marshland Rd.

BACKGROUND:

2700 Marshland Road is adjacent to the furthest extent of the Bow Horn Bay Fire Protection Service boundary at Spider Lake. The distance to the property line is 9.4 kms and access to the buildings on the property is through a driveway approximately 1 km long. The department estimates that response time to the property is in the range of 30 minutes. While 8 kms is the typical standard response time used for property insurance purposes, there are insurers who will provide premium reductions if the response distance is up to 13 kms.

The request was forwarded to the operating Society and they have advised staff that they would be prepared to extend the protection boundaries for this property. There are two other adjacent properties in this area which will likely request inclusion when they become developed and the Society noted that should that occur, they would accept those requests. No further boundary expansions would be recommended in that area due to the distances involved.

ALTERNATIVES:

1. Approve the amendment bylaw.
2. Do not approve the amendment bylaw.

FINANCIAL IMPLICATIONS:

Alternative 1

The property owner has signed a petition and understands the financial implications with respect to their property taxes.

Boundary amendment bylaws which are the subject of a petition can be adopted by the Board without Inspector approval. In order to allow a period for review and any other feedback, the Board adopted a policy (A1.29) requiring these types of bylaws to be subject to a one month period between introduction and adoption. This bylaw amendment is not an urgent change but for simplicity and to ensure the property is taxable in 2011, staff recommend adopting the bylaw at the last meeting of the year on December 14th.

SUMMARY/CONCLUSIONS:

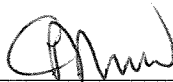
A property owner at 2700 Marshland Road in Electoral Area 'H' has petitioned the Board to extend the boundaries of the Bow Horn Bay Fire Protection Service. This boundary amendment will result in the furthest response distance for the department exceeding the typical 8 kms range by slightly more than 2 kms. The Fire Chief has reviewed the access and distance and through the operating Society has recommended that the boundary be extended. Bylaw 1385.07 would be introduced at this meeting and be adopted at the December 14th meeting to ensure that the property is taxable in 2011.

RECOMMENDATION:

1. That "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.07, 2010" be introduced and read three times and be forwarded to the regular meeting of the Board on December 14, 2010 for adoption.

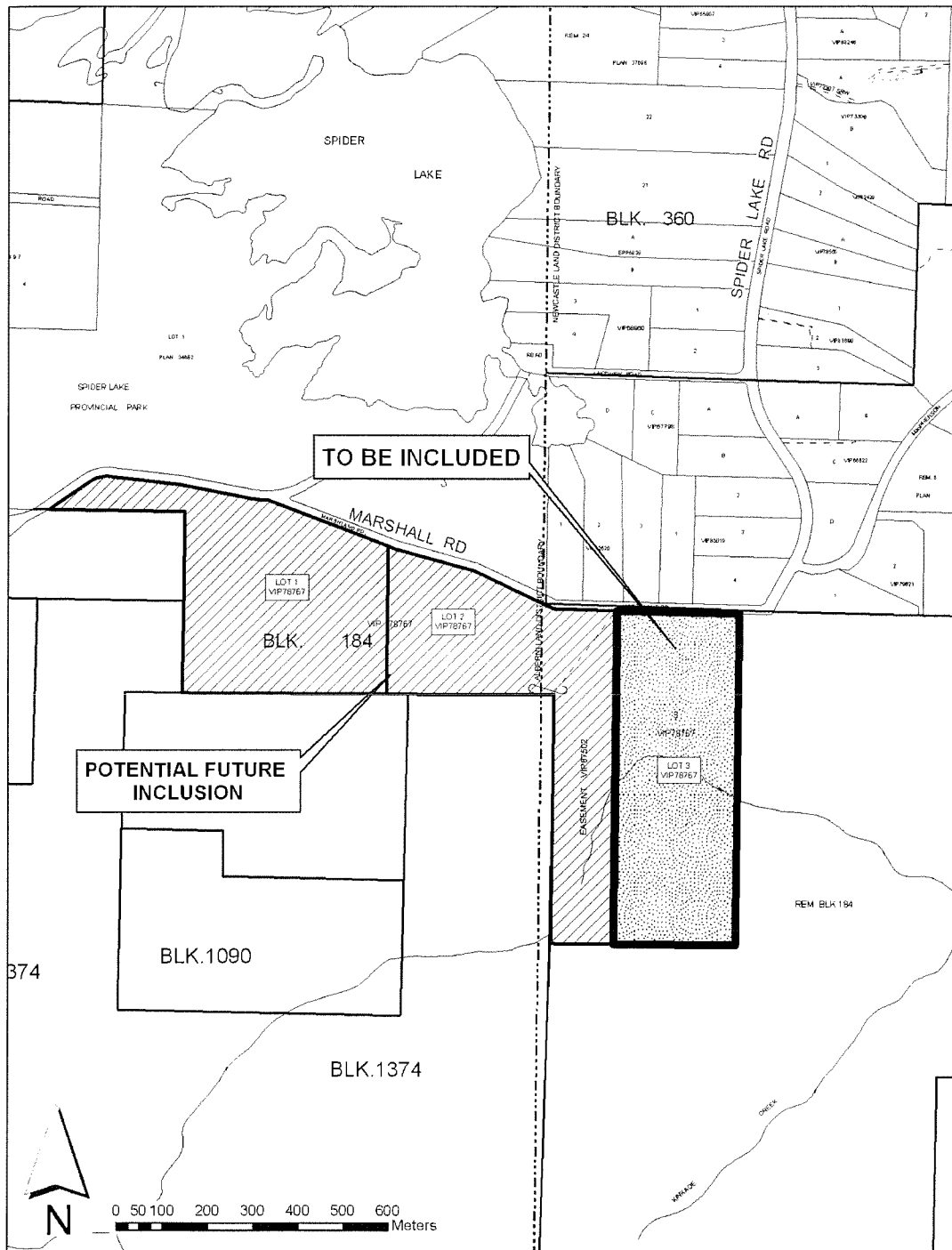


General Manager Concurrence



C.A.O Concurrence

SUBJECT PROPERTY MAP



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1385.07

**A BYLAW TO AMEND THE BOUNDARIES
OF THE BOW HORN BAY FIRE PROTECTION SERVICE**

WHEREAS the Regional District of Nanaimo established the Bow Horn Bay Fire Protection Service pursuant to Bylaw No. 1385, cited as “Bow Horn Bay Fire Protection Service Establishment Bylaw No. 1385, 2004”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to extend the boundaries of the service area to include the land legally described as:

- Lot 3, Block 184, Plan VIP78767, Land District 35 (Folio 769 12261.200 – 2700 Marshland Rd.)

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. **Amendment**

“Bow Horn Bay Fire Protection Service Establishment Bylaw No. 1385, 2004” is amended as follows:

- (a) by deleting Schedule ‘A’ of Bylaw 1385 and replacing it with the new Schedule ‘A’ attached to this bylaw.

2. **Citation**

This bylaw may be cited for all purposes as “Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.07, 2010”.

Introduced and read three times this 23rd day of November, 2010

Adopted this day of December, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany "Bow Horn Bay Fire Protection
Service Amendment Bylaw No. 1385.07, 2010"

Chairperson

Sr.Mgr., Corporate Administration



RDN REPORT	
CAO APPROVAL	✓
EAP	
COV	
RHD	
BOARD	✓ NOV 23 '10

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 12, 2010

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: Recreation Facility and Sports Field Services Agreements

PURPOSE

To renew the Sports Field and Recreation Services Agreements.

BACKGROUND

The Regional District has since 2000, shared in the cost of certain municipal recreation facilities and sports fields through agreements with the City of Nanaimo, the City of Parksville and the Town of Qualicum Beach.

In District 68, the City of Nanaimo, District of Lantzville and Electoral Areas ‘A’, ‘B’ and ‘C’ share in the operating costs of the City’s four major recreation centres (ice arenas and pools), eleven City sports fields and two Electoral Area sports fields (Area ‘B’ and Area ‘C’). In District 69, Electoral Areas ‘E’, ‘F’, ‘G’ and ‘H’ share in the operating costs of two City of Parksville sports fields, one Town of Qualicum Beach sports field, and one in Electoral Area ‘E’. The jurisdiction that owns the facility is responsible for capital cost improvement exceeding \$10,000.

Cost sharing for the current agreement is based on usage of the facilities determined by a statistically valid survey that is to be done every to five years. The current agreements will expire December 31, 2010. The firm Professional Environmental Recreation Consultants Ltd. (PERC) was engaged earlier this year to conduct the survey required under the agreement. The survey results and PERC’s analyses of the survey data is attached as *Appendix A*.

Survey Methodology

While no data or survey system is 100% accurate, the methodology used for this survey can be expected to provide similar results with a margin of error no greater than 2.5%, 19 times out of 20. This level of accuracy exceeds the industry standard of 5%, in 19 times out of 20 replications. Data was obtained by reviewing registration data, booking data and attending public drop in sessions at which address information was obtained from patrons exiting the facility.

Usage at the three types of facilities (arenas, pools, sports fields) was weighted to provide as accurate a reflection of how the facilities are used as possible. The profile of usage at pools is typically 50% from drop in use, 40% from program registrations and 10% through rentals. By contrast arenas and sports fields are mostly re (90% and 100% respectively) towards group rentals by contrast arenas and sports

fields are mostly rented by user groups (90% and 100% respectively). Complete definitions for these categories can be found under the section titled “Methodology” in the attached PERC report.

As will be discussed under Financial Implications below, there have been some significant changes in the participating member’s usage patterns. It was anticipated that survey results would vary relatively little between survey cycles, however, a review of the last three surveys indicates that relying on single data cycles has resulted in more, rather than less, volatility. Staff suggest consideration of an averaging approach to reduce this volatility and will discuss in more detail below.

Alternative Funding Models for Other Recreation Services

The Board had also requested that usage information be obtained for the Regional District’s own facilities which are located in District 69, as well as the profile of participants in recreation programs offered through the Northern Community Recreation service. This additional information was collected during the recent survey. Those findings are recommended to be included as part of a review of cost sharing in other services following a recent Regional Services Review request by the Town of Qualicum Beach, in order to evaluate the total impact should further changes be recommended.

ALTERNATIVES

1. Authorize a renewal of the Recreation Facilities and Sports Field Agreements for a five year term commencing January 1, 2011 based on the 2010 survey.
2. Authorize a renewal of the Recreation Facilities and Sports Field Agreements for a fifteen year term commencing January 1, 2011 based on the average of the last three surveys conducted.
3. Do not authorize the agreements under the current terms and conditions and provide alternate direction.

FINANCIAL IMPLICATIONS

Alternative 1

There have been some significant changes in usage patterns since 2005 as reflected in the summary tables below. In District 68 usage by residents of Lantzville, Electoral Area A and Electoral Area C have increased, while both the City of Nanaimo and Electoral Area B usage has declined.

2010 Usage Survey Results Compared to 2001 and 2005

I. District 68 Recreation Facilities

Participant	2001	2005	2010	Change from 2005
City of Nanaimo	87.9	88.6	86.4	(2%)
District of Lantzville	1.4	3.2	4.9	53%
Electoral Area A	4.3	4.2	4.8	14%
Electoral Area B	4.9	1.7	0.7	(59%)
Electoral Area C/D	1.5	2.3*	3.2	39%

II. District 68 Sports Fields

Participant	2001	2005	2010	Change from 2005
City of Nanaimo	85.0	86.7	85.3	(2%)
District of Lantzville	5.0	6.0	7.1	18%
Electoral Area A	7.7	3.4	3.4	(1%)
Electoral Area B	0.4	0.3	0.6	99%
Electoral Area C/D	1.9	3.6*	3.6	(1%)

* combined Electoral Area C & remainder Electoral Area D

In District 69 usage by residents of Electoral Area F has increased by 60%, with lesser changes among the remaining participating areas.

III. District 69 Sports Fields

Participant	2001	2005	2010	Change from 2005
City of Parksville	30.8	31.4	28.2	(10%)
Town of Qualicum Beach	22.4	18.8	17.5	(7%)
Electoral Area E	10.5	11.2	12.0	7%
Electoral Area F	14.6	12.6	20.2	60%
Electoral Area G	17.3	21.4	17.1	(20%)
Electoral Area H	4.4	4.6	5.0	9%

The financial implications of the above noted changes are shown in the two tables below. The first table shows the combined result which applies in District 68 and the combined percentage change.

Southern Community Recreation (facilities & sports fields)	2010 Budget	2010 Revised	Dollar Change	Percent Change
City of Nanaimo	6,948,105	6,787,330	(160,775)	(2%)
District of Lantzville	302,490	427,485	124,995	41%
Area A	322,120	359,650	37,530	12%
Area B	112,375	54,180	(58,195)	(52%)
Area C	205,490	261,935	56,445	27%
	7,890,580	7,890,580		

Northern Community Recreation (sports fields)	2010 Budget	2010 Revised	Dollar Change
City of Parksville	164,1485	147,420	(16,725)
Town of Qualicum Beach	98,280	91,485	(6,795)
Area E	58,550	62,730	4,180
Area F	65,870	105,595	39,725
Area G	111,870	89,390	(22,480)
Area H	24,045	26,140	2,095
	522,760	522,760	

Alternative 2

With three survey cycles available, an alternative to the use of a single data set is to consider averaging the results over multiple data sets. This averaging approach has been useful in other situations which rely on survey type data such as the measurement of annual sewage flows which is used for apportioning costs for wastewater treatment.

In District 68, the results of averaging, reduces the change for the District of Lantzville from 41% to 19%. Similarly the reduction to Electoral Area B is lowered from a negative 52% to a negative 14%.

In District 69 averaging reduces the increase in Electoral Area F from 60% to 25%. The remaining District 69 participants have had less volatility over the three survey cycles and those remaining changes are more modest.

Southern Community Recreation (facilities & sports fields)	2010 Budget	2010 Revised	Dollar Change	Percent Change
City of Nanaimo	6,948,1075	6,869,350	(78,756)	(1%)
District of Lantzville	302,490	358,850	56,360	19%
Area A	322,120	370,435	48,310	15%
Area B	112,375	96,735	(15,638)	(14%)
Area C	205,490	195,210	(10,278)	(5%)
	7,890,580	7,890,580		

Northern Community Recreation (sports fields)	2010 Budget	2010 Revised	Dollar Change	Percent Change
City of Parksville	164,145	157,350	(6,795)	(4%)
Town of Qualicum Beach	98,280	102,460	4,180	4%
Area E	58,550	58,550	-	0%
Area F	65,870	82,595	16,725	25%
Area G	111,870	97,235	(14,635)	(13%)
Area H	24,045	24,570	525	2%
	522,760	522,760		

If this approach were supported, staff would also recommend a longer term agreement covering 15 years with surveys conducted every five years. Survey data would be averaged over the three most recent survey periods.

SUSTAINABILITY / CITIZEN IMPLICATIONS

The availability of recreational facilities is of benefit to all residents in the region. The current approach to funding these facilities achieves the goal of recognizing that not all areas benefit in quite the same way, particularly with respect to access. A survey captures the ebb and flow of residents within the region ensuring that the cost of municipal facilities is reasonably shared by all who use them.

The amount of use could be expected to correspond to some degree with the proportion of population in each area of the Regional District. The tables below indicate the usage data results compared to the 2006 census. In District 68, with the exception of Electoral Area B, there is a relatively strong correlation between population and usage. The correlation is also strong in District 69.

I. District 68 Recreation Facilities

Participant	2002 to 2004 % Share	2001 Census %	2005 to 2010 % Share	2006 Census %	2010 survey results
City of Nanaimo	87.9	82.5	88.6	81.8	86.4
Electoral Area A	4.9	7.3	4.2	7.3	4.8
Electoral Area B	1.5	4.0	1.7	4.2	0.7
Electoral Area C/D	1.4*	1.0	2.3*	2.9	3.2
District of Lantzville	4.3	5.2	3.2	3.8	4.9

II. District 68 Sports Fields

Participant	2002 to 2004 % Share	2001 Census %	2005 to 2010 % Share	2006 Census %	2010 survey results
City of Nanaimo	85.0	82.5	86.7	81.8	85.3
Electoral Area A	7.7	7.3	3.4	7.3	3.4
Electoral Area B	0.4	4.0	0.3	4.2	0.6
Electoral Area C/D	1.9*	1.0	3.6*	2.9	3.6
District of Lantzville	5.0	5.2	6.0	3.8	7.1

* combined Electoral Area C & remainder Electoral Area D

III. District 69 Sports Fields

Participant	2002 to 2004 % Share	2001 Census %	2005 to 2010 % Share	2006 Census %	2010 survey results
City of Parksville	30.8	27.3	31.4	25.9	28.2
Town of QB	22.4	18.3	18.8	20.0	17.5
Electoral Area E	10.5	12.8	11.2	13.3	12.0
Electoral Area F	14.6	14.7	12.6	15.8	20.2
Electoral Area G	17.3	18.6	21.4	16.6	17.1
Electoral Area H	4.4	8.2	4.6	8.4	5.0

CONCLUSIONS

The cost sharing agreements for municipal recreation facilities and sports fields expire in December 2010. Under the agreements a facility usage survey is completed at the end of each term. This report summarizes the results of the survey conducted over the course of this summer. Some changes have occurred which give rise to some concern that using a single data set results in undue volatility. For example, the District of Lantzville's share would rise by 41%, Electoral Area B is reduced by 52% and Electoral Area F's share would rise by 60%.

Following questions received at the Board seminar regarding the validity and reliability of the survey data, staff reviewed the averaging approach with the survey consultant and were advised that when pools (with margin of error of 2.5%) and arenas (with a margin of error much smaller) are combined, the average margin of error is likely to be only about 1% or 1.5% (~ 1.25%). This is demonstrated in how close the three data samples are correlated. From a statistical standpoint, the data from the three surveys show surprisingly little shift, and all three speak to the validity and reliability of each survey undertaken. As a result, shifts ranging from 1.4% to 1.0% to 2.3% are not a statistically significant variation between results.

Having said that, even small shifts in usage may result in large swings in cost allocation with these variations. Averaging the survey results will lessen the impact of those swings both positively and

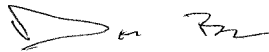
negatively on all participants. In 2000 the Board adopted a policy of using usage statistics to apportion costs for recreation facilities and sports fields and as a result this method will always experience some swings. If the Board no longer supports this method as a valid measure of cost apportionment, alternatives would include cost apportionment on the basis of assessment, cost apportionment on the basis of population, or cost apportionment on the basis of a combination of the values and usage.

With the three survey cycles available, the recommended alternative to the use of a single data set is to consider averaging the results over multiple data sets. This averaging approach has been useful in other situations in the Regional District where cost apportionment is based on usage data such as averaging the measurement of annual sewage flows in allocating costs for wastewater treatment. If the Board supports this approach, averaging will reduce the change for the District of Lantzville from 41% to 19%. Similarly, the reduction for Electoral Area B will change from a negative 52% to a negative 14%, and for Electoral Area F the change will reduce from 60% to 25%.

If the averaging approach is supported by the Board, staff would recommend entering into a fifteen year cost sharing agreement, with survey conducted at five year intervals and cost sharing based on the average of the three most recent survey data sets. Staff are of the opinion that this approach is the most equitable form of cost sharing which recognizes the sensitivity of the survey data, and recommend that the Board support alternative two.

RECOMMENDATION:

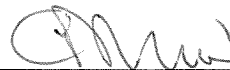
1. That the Regional District Board authorize a renewal of the District 68 Recreation Facility and Sports Field Agreement, attached as *Appendix B*, for a fifteen year term commencing January 1, 2011 and expiring December 31, 2025, with cost sharing based on the average of the last three surveys conducted.
2. That the Regional District Board authorize a renewal of the District 69 Sports Field Services Agreement, attached as *Appendix C*, for a fifteen year term commencing January 1, 2011 and expiring December 31, 2025, with cost sharing based on the average of the last three surveys conducted.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

APPENDIX A

REGIONAL DISTRICT OF NANAIMO

PERC 2010 RECREATION FACILITY AND SPORTSFIELD USE ANALYSIS

**Regional District
Of Nanaimo**

**2010
Recreation Facility Use
Analysis**

November 4th 2010

**Professional
Environmental
Recreation
Consultants Ltd.
(PERC)**
2728 Bayview Street
Surrey, BC V4A 2A4
Tel: 604-531-2883
Fax: 604-531-4486
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>

P E R C

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Introduction

In April 2010 PERC was retained by the Regional District of Nanaimo (RDN) to undertake an independent analysis of the geographic residency of the users of specific public recreation facilities that are supported by RDN taxpayers. The information from the analysis would be used for three purposes;

- For general management information about where users reside to support marketing campaigns and other service delivery decisions,
- To provide a basis for apportioning the net public subsidy to specific members of the RDN,
- To fulfill the requirements of existing facility cost sharing agreements for a survey of facility use every five years.

PERC has completed that assignment and is pleased to present the results in this report. It is hoped that the information will be useful in its own right, and that the methodology will also be helpful for future attempts to repeat the analysis on a periodic basis.

Background

On completion of the Regional Services Review in 2000, the Regional District of Nanaimo entered into an agreement with the City of Nanaimo to share the costs, based on usage, of regionally significant recreation facilities and sportfields located in the School District No. 68 catchment area of the RDN. The District of Lantzville was added as a separate municipal participant after its incorporation in 2003.

Also in 2000, the Regional District entered into an agreement with the City of Parksville and the Town of Qualicum Beach to share the costs, based on usage, of certain regionally significant sportfields.

Both service agreements were renewed in 2005 for a five year term.

In the School District No. 68 the City of Nanaimo, Electoral Areas A, B, C and the District of Lantzville share in the operating costs of the City of Nanaimo's major recreation centres, selected City of Nanaimo sportfields, and two electoral area sportfields (Area B and Area C).

In the School District No. 69 the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G and H share in the operating costs of two City of Parksville sportfield complexes, one Town of Qualicum Beach sportfield complex, and one sportfield in Electoral Area E.

As detailed in both agreements, the jurisdiction which owns the facility is responsible for the capital cost of that facility. Funds are transferred annually to the respected jurisdiction from other local government partners within the agreements to offset the operating costs associated with each facility and field.

The principles for cost sharing in both agreements are centred on the usage that residents of each electoral area, city, town, or district make of the selected facilities. Usage has been based upon two different types of collection methods. For arenas and sportfields, usage has been determined by tabulating residential addresses of memberships as determined from lists supplied by the

organizations representing both youth and adult organized leagues and associations. For aquatic facilities, usage, in the past, has been determined by a collection of surveys of drop in participants during public swim sessions.

The agreements require that every five years a survey is conducted to capture shifts in patron usage. The proportion of net costs are then adjusted for the subsequent five year period.

Deliverables

The terms of reference for this project called for a final report to be delivered as an electronic document suitable for printing as well as a searchable electronic database for more flexible future use.

The report must include:

- In percentage terms, a breakdown of users of Recreation Facilities and Sportfields that reside in District 68 by area of residence (i.e. which of the participating members of the RDN the user resides in),
- In percentage terms, a breakdown of users of Sportfields that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in),
- In percentage terms, a breakdown of users of Ravensong Aquatic Centre, Oceanside Place and Northern Community Recreation Programs that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in),
- In percentage terms, a breakdown of users of two pools and three arenas in the City of Nanaimo that reside in the District 69 by area of residency.

The user data will be analyzed at a postal code level and postal codes will be attributed to a geographic member of the RDN (or “other” designation). The data base will be provided in Microsoft Excel format with one worksheet for each of the facility/sportsfield/program registration categories as follows.

District 68 User for Recreation Facilities and Sportfields

- City of Nanaimo
- District of Lantzville
- Electoral Area A
- Electoral Area B
- Electoral Area C
- Other RDN Electoral Areas
- Other

District 69 Users for Sportfields

- City of Parksville
- Town of Qualicum Beach
- Electoral Area E
- Electoral Area F
- Electoral Area G
- Electoral Area H
- Other RDN Electoral Areas
- Other

District 69 Users of Oceanside Place & Northern Community Recreation Services
(community recreation programs)

- City of Parksville
- Town of Qualicum Beach
- Electoral Area E
- Electoral Area F
- Electoral Area G
- Electoral Area H
- Other RDN Electoral Areas
- Other

District 69 Users of Ravensong Aquatic Centre

- City of Parksville
- Town of Qualicum Beach
- Electoral Area F
- Electoral Area G
- Electoral Area H
- Other RDN Electoral Areas
- Other

District 68 Users of the three Nanaimo arenas and two Nanaimo indoor pools

- City of Nanaimo
- District of Lantzville
- Electoral Area A
- Electoral Area B
- Electoral Area C

Once the consultants were retained to deliver on the above described outcomes, it was decided that the Oliver Woods Community Centre in Nanaimo might, at some point in the future, become a regional use recreation facility and be added to the list of shared cost facilities within the RDN. Therefore, it was decided to investigate how much information was available about usage of this facility also.

Methodology

Typically, a recreation facility has three modes of use; namely

- Drop in uses – where a patron makes a decision on a use-by-use basis to use the facility, and typically pays a user fee to use a facility during a public use session;
- Program uses – where a user typically pre-commits, through a registration process, to a series of uses, usually involving some form of instruction, and then attends for most or all of those programmed uses;
- Rental uses – where a group or individual rents a space or a portion of a space and then controls of the uses and users of that rented space for the period of the rental.

In the case of the three public swimming pools in the scope of this study, all three modes of use apply in significant portions. In the case of the four arena facilities, the vast majority of use is in the rental category, with some program data and some drop in use (not measured in this case).

For sportfields, the vast majority of use relates to the rental category, with only incidental use in the program or drop in types of use.

Based on the three modes of use, three types of data were collected using three separate techniques.

Pool User Survey

Since the pools enjoy a significant amount of drop in use, it was decided that public drop in users would be sampled and each would be asked to provide their residential address. A variety of days of the week and times of day were chosen at each pool where there was space available in the pool for drop in use. A team of two researchers (i.e. students in the recreation and tourism program at Vancouver Island University) were assigned to each of the identified sessions. They set up a large sign that illustrated what they were doing (see *Appendix A*) and approached all parties as they exited the building, asking three questions:

1. How many members of the party used the facility (i.e. changed into a bathing suit or used equipment in the associated fitness centre),
2. How many of those used the facility for drop in use (i.e. a paid use that was not part of a registered program or group rental),
3. The detailed residential address of the party.

The teams found that they were able to approach the vast majority of parties leaving the facility. They missed approaching about 2% of the parties during particularly busy periods. The vast majority of parties that were approached agreed to answer all three questions. About 4% declined to participate, primarily due to lack of time.

The list of sessions during which users were surveyed is included in *Appendix A*.

There is no reason to indicate that the survey period, May and June of 2010, is atypical of users or uses during other months of that year. There is also no reason to assume that the year 2010 is atypical of recent years. Therefore, the consultants believe that this methodology, which solicits residency from a large sample of facility users from each pool, is quite valid and reliably represents all drop in users of each pool.

Analysis of use of each pool's operating format indicates that drop in use represents about 50% of all use; with program uses representing a further 40% and rentals representing the final 10% of all uses. This is consistent across all three pools, and is quite consistent with BC's public indoor pools.

Program Registration Database

Both the City and Regional District of Nanaimo utilize a sophisticated program registration system called CLASS. This system records and reports on all registrations and registrants including their detailed address. Therefore, this information is available in report form and can be sorted by facility and session.

For the four arenas, three pools, and the Oliver Woods Community Centre, the CLASS data was extracted and analyzed from the City's and RDN's databases. All programs for the previous twelve months were used in the analysis.

For the pools that information was used to determine breakdown by residency of the 40% of all pool uses that relate to program uses. For arenas, it was used to determine the 10% of all uses associated with this category of use.

For the RDN, the program registration data base was also used to determine, for management purposes, the residency of all registrants in programs which did not have a pool or arena base of facility provision. This was used for the Northern Community Recreation Services analysis.

User Group Membership Lists

All significant user groups that rented local sportfields, arenas or pools were identified by the City and the RDN staff. Each was requested to provide a list of all members along with the residential address for each member. This proved to be a somewhat more involved process than it was first thought, as many groups either did not have, or were in the process of updating their lists. Repeated attempts were made to solicit all significantly sized groups to the point where information was obtained from any groups that were of significant size. These lists were then formatted by the consultant in a manner where addresses could be categorized into areas of residency and checked.

The information was then used to provide 100% of field use analysis, 90% of arena use analysis and 10% of pool use analysis. It was also used to provide information on 100% of the Northern Recreation Services analysis.

Very few groups were identified that had used the Oliver Woods Community Centre.

Overall, information was received from 39 user groups which collectively represented 6979 users of indoor pools, arenas, and sportfields.

Analysis of Pool Use

The use of the three aquatic venues was calculated and analyzed as follows in the next two subsections. All three categories of use were used to derive usage in each case.

Ravensong Aquatic Centre

At present Ravensong Aquatic Centre, which is located within the Town of Qualicum Beach, is funded by way of assessment. The following data and discussion identify current proportional usage and the impact a change away from assessment to a usage based formula would have on the contribution levels of each jurisdiction.

Usage for the Ravensong Aquatic Centre, is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in **Figure One**. The first row represents the actual number of drop in swims recorded by the survey teams in the sample survey conducted in May and June of 2010. The second row represents the number of uses a resident of each jurisdiction made in the program category for a program based at Ravensong. The third row represents the number of members of all groups that rented space at Ravensong that reside in each of the jurisdictions.

Figure One
Summary of Raw Usage Data at Ravensong

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
User Survey	0	0	0	8	62	57	27	0	108	152	2	24	440
Program Registration	0	0	0	1,257	2,534	2,773	1,283	48	3,927	2,292	NA	443	14,557
Group Rental	0	0	0	9	13	31	14	2	38	53	0	3	163

NA indicates that the data is not available. The RDN program database lumped this information under "other".

In order to use the raw data in *Figure One*, it is first turned into percentages. That is done in *Figure Two*.

Figure Two
Raw Usage Data for Ravensong in Percentage Terms

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
User Survey	0	0	0	1.82	14.09	12.95	6.14	0	24.55	34.55	.45	5.45	100
Program Reg	0	0	0	8.64	17.41	19.05	8.81	.33	26.98	15.75	NA	3.04	100.01
Group Rental	0	0	0	5.52	7.98	19.02	8.59	1.23	23.31	32.52	0	1.84	100.01

But the raw percentages are not usable as the first row represents only a sample of uses, the second row represents all program registration uses, and the third row represents only a percentage of members, not uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .5 to indicate that public uses make up 50% of total facility uses. The second row percentages are multiplied by .4 to indicate that programs represent another 40% of total facility uses. And, the third row percentages are multiplied by .1 to represent the fact that group rentals constitute only 10% of all annual facility uses. The resultant proportions represent the correct "weight" of each row, and therefore, can then be added to equal 100% of uses that are derived from each of the areas of residency. *Figure Three* shows that final analysis. Only *Figure Three* can be used as a basis for determining the residency of uses of this facility.

Figure Three
Proportion of All Ravensong Uses from Each Jurisdiction

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
User Survey	0	0	0	1.0	7.0	6.5	3.0	0	12.5	17.5	0	2.5	50
Program Reg	0	0	0	3.6	6.9	7.6	3.6	0	10.8	6.3	NA	1.2	40
Group Rental	0	0	0	.6	.8	1.9	.8	.1	2.3	3.3	0	.2	10
Totals	0	0	0	5.2	14.7	16.0	7.4	0.1	25.6	27.1	0	3.9	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Three* could not be used as they are now. Jurisdictions which don't participate in the cost would need to be netted out, as they would pay nothing, and their share would need to be distributed to the participating jurisdictions before final calculations are made. In this case, if the only jurisdictions that participate in the cost sharing are Electoral Areas F, G, H and Parksville and Qualicum Beach, then the remaining 9.2% use by Electoral Area E, Nanaimo, and Other would be netted out, and the results would be as follows:

- Electoral Area F taxpayers would pay 16.2% of the net cost,
- Electoral Area G taxpayers would pay 17.6% of the net cost,
- Electoral Area H taxpayers would pay 8.1% of the net cost,
- The City of Parksville taxpayers would pay 28.2% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 29.8% of the net cost.

The total would then equal 100% of the net cost.

Nanaimo Aquatic Facilities

Usage for the Nanaimo Aquatic Centre and the Beban Park Aquatic Centre are combined because the membership survey and the program database don't distinguish between the two. The raw data (users and uses) used to start the analysis is summarized in *Figure Four*. The first row represents the actual number of drop in swims recorded by the survey teams in the sample survey conducted in May and June of 2010. The second row represents the number of times a resident of each jurisdiction registered for a program based at a Nanaimo pool, not the number of program uses. The third row represents the number of members of all groups that rented space at the two Nanaimo aquatic facilities that reside in each of the jurisdictions.

Figure Four
Summary of Raw Usage Data at Nanaimo Pools

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
User Survey	39	17	22	34	2	4	4	930	4	10	39	99	1204
Program Reg	152	86	155	60	10	16	0	5130	20	20	291	157	6097
Group Rental	13	0	1	7	1	0	0	327	3	2	27	14	395

In order to use the raw data in *Figure Four*, it is first turned into percentages. That is done in *Figure Five*.

Figure Five
Summary of Raw Usage Data for Nanaimo Pools in Percentage Terms

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
User Survey	3.24	1.41	1.83	2.82	.17	.33	.33	77.24	.33	.83	3.24	8.22	99.99
Program Reg	2.49	1.41	2.54	.98	.16	.26	0	84.14	.33	.33	4.77	2.58	99.99
Group Rental	3.29	0	.25	1.77	.25	0	0	82.78	.76	.51	6.84	3.54	99.99

But the raw percentages are not usable as the first row represents only a sample of uses, the second row represents program registrations rather than uses, and the third row represents only a percentage of members. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .5 to indicate that public uses make up 50% of total facility uses. The second row percentages are multiplied by .4 to indicate that programs represent another 40% of total facility uses. And, the third row percentages are multiplied by .1 to represent the fact that group rentals constitute only 10% of all annual facility uses. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. *Figure Six* shows that final analysis. Only *Figure Six* can be used as a basis for determining residency of uses.

Figure Six
Proportion of Nanaimo Pool Uses from Each Jurisdiction

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
User Survey	2	1	.5	2	0	0	0	36.5	.5	.5	1.5	5.5	50.0
Program Reg	1	0	1	0	0	0	0	34.6	0	0	2.0	1.2	39.8
Group Rental	.3	0	0	.2	0	0	0	8.2	.1	.1	.7	.4	10.0
Totals	3.3	1.0	1.5	2.2	0	0	0	79.3	.6	.6	4.2	7.1	99.8*

- numbers don't add to 100 due to rounding

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Six* cannot be used as they are now. Non participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 pools, the remaining 10.5% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 3.7% of the net cost,
- Electoral Area B taxpayers would pay 1.1% of the net cost,
- Electoral Area C taxpayers would pay 1.7% of the net cost,
- District of Lantzville taxpayers would pay 4.7% of the net cost,
- The City of Nanaimo taxpayers would pay 88.8% of the net cost,

And the total would be 100% of the costs.

Analysis of Arena Use

There are four arena sites in the study area; three in the City of Nanaimo and one in Parksville. The vast majority of all uses in these arenas are attributed to group rentals. Since the small number of programmed uses was relatively easy to collect, it is also added to the analysis. However, for the relatively few drop in uses, it was not cost effective to survey them to determine the area of residency for these users.

District 68 (City of Nanaimo Arenas)

Usage for the three arena facilities which are located within the City of Nanaimo is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in *Figure Seven*. The first row represents the number of times a resident of each jurisdiction registered for a program based at those arenas, not the number of uses. The second row represents the number of members of all groups that rented ice that reside in each of the jurisdictions.

**Figure Seven
Summary of Raw Usage Data at Nanaimo Arenas**

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Program Registration	216	85	244	32	10	6	0	4015	6	8	295	163	5080
Group Rental	81	7	60	6	8	16	7	1108	17	9	59	49	1427

In order to use the raw data in *Figure Seven*, it is first turned into percentages. That is done in *Figure Eight*.

**Figure Eight
Raw Usage Data for Nanaimo Arenas in Percentage Terms**

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Program Reg	4.25	1.67	4.80	.63	.20	.12	0	79.04	.12	.16	5.81	3.21	100.01*
Group Rental	5.68	.49	4.20	.42	.56	1.12	.49	77.65	1.19	.63	4.13	3.43	99.99*

- numbers don't add to 100 due to rounding to whole numbers

But the raw percentages are not usable as the first row represents program registrations rather than uses, and the second row represents only a percentage of members rather than uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .1 to indicate that programs account for only 10% of total facility uses. The second row percentages are multiplied by .9 to indicate that represent the remaining 90% of total facility uses. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. *Figure Nine* shows that final analysis. Only *Figure Nine* can be used as a basis for determining the residency of users.

Figure Nine
Proportion of All Nanaimo Arena Uses from Each Jurisdiction

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Program Reg	.4	.2	.5	.1	0	0	0	7.9	0	0	.6	.3	10
Group Rental	5	0	4	0	1	1	0	70	1	1	4	3	90
Totals	5.4	.2	4.5	.1	1	1	0	77.9	1	1	4.6	3.3	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Nine* cannot be used as they are now. Non participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 arenas, the remaining 7.4% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 5.8% of the net cost,
- Electoral Area B taxpayers would pay .2% of the net cost,
- Electoral Area C taxpayers would pay 4.9% of the net cost,
- District of Lantzville taxpayers would pay 5.0% of the net cost,
- The City of Nanaimo taxpayers would pay 84.1% of the net cost,

And the total would be 100% of the costs.

District 69 (Oceanside Place Arena)

Similar to Ravensong Aquatic Centre, Oceanside Place, which is located within the City of Parksville, is currently funded by way of assessment. The following data and discussion identify current proportional usage and the impact a change away from assessment to a usage based formula would have on jurisdiction contribution levels.

Usage for Oceanside Place, is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in *Figure Ten*. The first row represents the number of times a resident of each jurisdiction visited Oceanside for a program based at that arena. The second row represents the number of members of all groups that rented ice at Oceanside Place that reside in each of the jurisdictions.

Figure Ten
Summary of Raw Usage Data at Oceanside Arena

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Program Registration	0	0	0	341	833	860	179	351	936	378	0	42	3920
Group Rental	1	0	0	113	74	192	16	30	310	133	2	7	878

In order to use the raw data in *Figure Ten*, it is first turned into percentages. That is done in *Figure Eleven*.

Figure Eleven
Raw Usage Data for Oceanside Place in Percentage Terms

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Program Reg	0	0	0	8.70	21.25	21.94	4.57	8.95	23.88	9.64	0	1.07	100
Group Rental	.11	0	0	12.87	8.43	21.87	1.82	3.42	35.31	15.15	.23	.80	100.01*

* numbers don't add to 100 due to rounding to whole numbers

But the raw percentages are not usable as the first row represents program visits, but the second row represents only a percentage of members not uses. To properly determine how these percentages relate to total available uses of the facility (which is total use minus drop in use), they are multiplied by the proportion of use that each category of use makes up of the total annual available facility uses. In this case, the percentage breakdowns for the first row are multiplied by .1 to indicate that public uses make up 10% of available facility uses. The second row percentages are multiplied by .9 to indicate that programs represent the remaining 90% of available facility uses. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. *Figure Twelve* shows that final analysis. Only *Figure Twelve* can be used as a basis for determining the residency of uses.

Figure Twelve
Proportion of All Oceanside Arena Uses from Each Jurisdiction

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Program Reg	0	0	0	.9	2.1	2.2	.5	.9	2.4	1.0	0	.1	10.1
Group Rental	0	0	0	12.0	7.0	20.0	2.2	3.0	31.0	14.0	0	1.0	90
Totals	0	0	0	12.9	9.1	22.2	2.5	3.9	33.4	15.0	0	1.1	100.1*

* totals don't add to 100 due to rounding of data

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Twelve* could not be used as they are now. Non participating jurisdictions would need to be netted out, as they would pay nothing, and their share would need to be distributed to the participating jurisdictions before final calculations are made. In this case, since the costs of the Oceanside Arena would be shared only by Parksville, Qualicum Beach and Electoral Areas E, F, G, and H, the remaining 5% of uses from non participating jurisdictions needs to be netted out. The result would be as follows:

- Electoral Area E taxpayers would pay 13.6% of the net cost,
- Electoral Area F taxpayers would pay 9.6% of the net cost,
- Electoral Area G taxpayers would pay 23.3% of the net cost,
- Electoral Area H taxpayers would pay 2.6% of the net cost,
- The City of Parksville taxpayers would pay 35.1% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 15.8% of the net cost,

And the total would be 100% of the costs.

Analysis of Sportfield Use

Almost all available capacity for sportfields within the Regional District of Nanaimo is rented to groups. Therefore, the analysis of usage relates almost exclusively to a breakdown in the membership of those groups. The raw data (users) used to start the analysis is summarized in *Figure Thirteen*. The only row in this table represents the actual number of members in all the groups that use each of the categories of sportfields. The assumption is that each group, and therefore each member, used the fields weekly and therefore about the same as all other users. Based on that assumption, the number of members relates directly to the proportion of use from each of the jurisdictions.

**Figure Thirteen
Summary of Raw Membership Data for Sportfield Use**

Location of Facilities	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
District 68 Fields	100	19	105	23	19	10	4	2490	22	12	206	62	3072
District 69 Fields	1	0	0	111	186	157	46	6	260	161	3	7	938

In order to use the raw data in *Figure Thirteen*, it is first turned into percentages. That is done in *Figure Fourteen*.

**Figure Fourteen
Summary of Percentage Breakdown of Field Usage**

Location of Facilities	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
District 68 Fields	3.26	.62	3.42	.75	.62	.33	.13	81.05	.72	.39	6.71	2.02	100.02*
District 69 Fields	.11	0	0	11.83	19.83	16.74	4.90	.64	27.72	17.16	.32	.75	100*

* totals don't add to 100 due to rounding of data

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Fourteen* cannot be used as they are now. Non participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 fields, the remaining 5% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 3.4% of the net cost,
- Electoral Area B taxpayers would pay .6% of the net cost,
- Electoral Area C taxpayers would pay 3.6% of the net cost,
- District of Lantzville taxpayers would pay 7.1% of the net cost,
- The City of Nanaimo taxpayers would pay 85.3% of the net cost,

And the total would be 100% of the costs.

And, since only Parksville, Qualicum, and Electoral Areas E, F, G, and H contribute to District 69 fields, the remaining 2% of uses need to be netted out, and the result is as follows:

- Electoral Area E taxpayers would pay 12.0% of the net cost,
- Electoral Area F taxpayers would pay 20.2% of the net cost,
- Electoral Area G taxpayers would pay 17.1% of the net cost,
- Electoral Area H taxpayers would pay 5.0% of the net cost,
- The City of Parksville taxpayers would pay 28.2% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 17.5% of the net cost,

And the total would be 100% of the costs.

Analysis of Use of the Oliver Woods Community Centre

Data for the uses associated with the Oliver Woods Community Centre are incomplete. A significant proportion of the total use of the facility is within the drop in and program categories, and this project did not include those uses. This represents a serious limitation in the analysis. Also, only two groups that rented space at the gymnasium at that facility responded to the user group membership survey. Therefore, while the facility does appear to have a user base which extends beyond the City limits, the current data is not sufficient to reliably apportion operating costs, even if the City and the RDN wished to add this facility to a share cost agreement.

Although the data is currently too insufficient to be used for analysis of the residency of use of this facility, what data is available has been summarized in *Figure Fifteen*. The first and only row represents area of residency of two groups that rent gym time in the facility.

Figure Fifteen
Summary of Raw Usage Data of Oliver Woods Community Centre

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Group Rental	9	0	2	2	3	3	0	58	2	2	3	6	90

In order to use the raw data in *Figure Fifteen*, it is first turned into percentages. That is done in *Figure Sixteen*.

Figure Sixteen
Summary of Raw Usage Data of Oliver Woods CC in Percentage Terms

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Group Rental	10	0	2	2	3	3	0	64	2	2	3	7	98*

* totals don't add to 100 due to rounding of data

As mentioned above, the data in *Figures Fifteen and Sixteen* cannot be synthesized into a complete picture of total use, as the information about drop in use makes up a large part of the total use picture, and that data is not available.

Analysis of Northern Recreation Services Registrants

The RDN also provided data from its CLASS program data base that related to programs not accommodated within arenas or pools. This data is summarized in the following two figures.

Figure Seventeen summarizes raw data which relates to all programs for the most recent twelve month period. It represents all program uses.

Figure Seventeen
Summary of Raw Usage Data for RDN Programs

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Program Uses	1	0	0	1137	2167	3031	1255	120	4593	2123	0	222	14,649

In order to use the raw data in *Figure Seventeen*, it is first turned into percentages. That is done in *Figure Eighteen*.

Figure Eighteen
Summary of Raw Usage Data in Percentage Terms

Category of Use	Area A	Area B	Area C	Area E	Area F	Area G	Area H	Nanaimo	Parksville	Qualicum Beach	Lantzville	Other	Total
Program Uses	0	0	0	7.8	14.8	20.7	8.6	.8	31.4	14.5	0	1.5	100.1*

* totals don't add to 100 due to rounding of data

The information in *Figures Seventeen and Eighteen* are provided only to support management and marketing decisions.

Summary

Based on the analysis above, the consultants are able to draw a number of conclusions.

1. The methodology used for this project is sufficiently valid and reliable to be used to apportion net costs of operation for pools, arenas, and sportfields. While no data is perfect, the consultants assert that the information available and its analysis renders results which are more reliable and valid than industry standard levels of confidence. Industry standard level of confidence in survey data is plus or minus 5% nineteen times out of twenty. For this study, the combination of data sources with different levels of reliability are complicated to combine into a cohesive confidence level. However, the overall result is almost certainly within 2.5% nineteen times out of twenty.
2. This means that if the methodology were repeated consistently, use by area of residency would have to shift by more than 2.5% for it to be reliably picked up (nineteen times out of twenty) by the process.
3. The information available for the Oliver Woods Community Centre is not sufficient to make any overall assessment about the area of residency of users. It is, however, sufficient to conclude that the user base for this facility extends beyond the Nanaimo City limits. In a future project to assess uses of this facility, a survey of drop in uses should be added, CLASS data should be analyzed for all programs which occur in this facility, and more groups that rent space should be surveyed.
4. The methodology used for this project could fairly easily be incorporated into the City and RDN operating plan and implemented internally in future, negating the need for retaining outside expertise to achieve the same outcome. However, the RDN and the City may wish to have an objective outside agency to collect the data on their behalf.

Appendix A – Details of Pool Use Survey

1. Survey Schedule for Three Public Pools

Ravensong Aquatic Centre, Qualicum Beach

Timeslot	Covering	Hours
1. 7am to 9:30am Monday May 31st	Early bird swim	2.5
2. 10am to 11:30am Monday May 31st	Public swim	1.5
3. 11am to 1:30pm Sunday May 16th	Public swim	1.5
4. 2pm to 4:30pm Sunday May 16 th	Public swim	2.5
5. 7:30pm to 10pm Friday May 28th	Public swim	2.5
6. 10am to 11:30am Monday May 31 st	Parent and Tot Nifty Fifty	1.5
7. 11am to 1:30pm Tuesday May 18 th	Arthritic Swim Parent and Tot Noon length swim Adult only lengths	2.5
8. 7:30pm to 10:30pm Wednesday May 26 th	Everyone welcome Adult swim	3
9. 7:30am to 9:30am Thursday May 27 th	Early bird swim	2.5
10. 7:30pm to 10pm Friday May 28 th	Family swim Teen swim	2.5
11. 8:30am to 10:30am Friday May 28 th	Morning aquasize	2.5
12. 1pm to 4pm Saturday May 29th	Noon lengths Everyone welcome	3
13. 9pm to 12pm Thursday June 3rd	Aquasize	2
Total		30

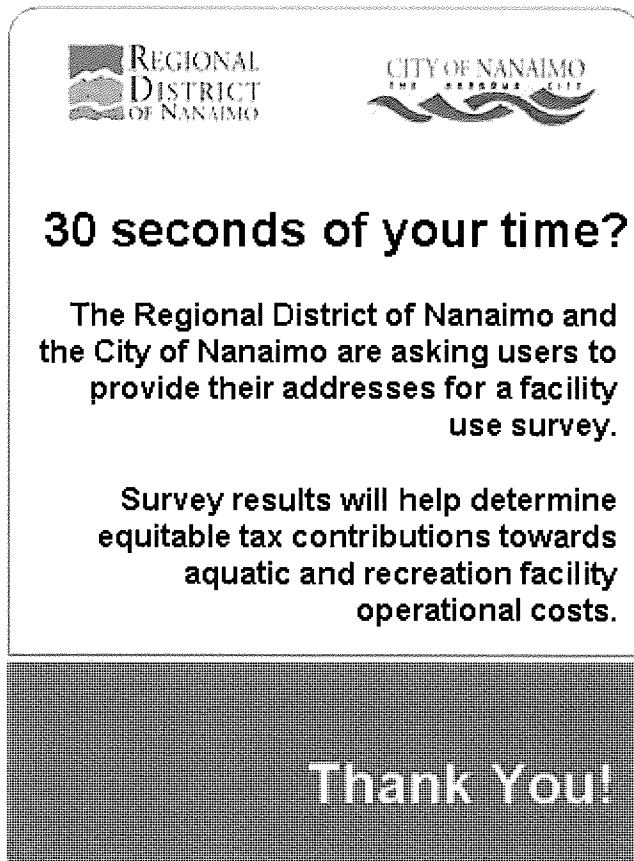
Nanaimo Aquatic Centre, Nanaimo

Timeslot	Covering	Hours
1. 7am to 9am Monday May 17th	Early bird length swimming	2.0
2. 1pm to 2:30pm Saturday May 15th	Weekend swim	1.5
3. 11am to 1:30pm Saturday May 22nd	??	2.5
4. 12am to 1:30pm Tuesday May 25th	Noon length swimming	1.5
5. 9am to 10:30am Wednesday May 26th	Morning swim	1.5
6. 7pm to 9:30pm Thursday May 27th	Evening swimming	2.5
7. 8pm to 10:30pm Friday May 28th	Teen swim Free swimming	2.5
8. 8am to 10:30am Saturday May 29th	Early morning weekend swimming	2.5
9. 1pm to 2:30pm Saturday May 22nd	Weekend swim on a long weekend	1.5
10. 8pm to 10pm Tuesday June 3rd	Public swim	2
Totals		20

Beban Park Aquatic Centre, Nanaimo

Timeslot	Covering	Hours
1. 7:30pm to 9pm Monday May 17 th	Everyone welcome	1.5
2. 11am to 3:30pm Tuesday May 18 th	Family and fitness Aqasizes	1.5
3. 12:30pm to 3:30pm Tuesday May 18 th	Noon length swim Seniors therapy Seniors splish splash	3.0
4. 11am to 2pm Saturday May 29th	Leisure only	3.0
5. 2pm to 4:30pm Saturday May 29th	Everyone welcome	2.5
6. 5pm to 7:30pm Saturday May 29th	Leisure only	2.5
7. 11am to 12:30pm Sunday May 30th	Leisure only	1.5
8. 2pm to 4:00pm Sunday May 30th	Everyone welcome	2.5
9. 5:30 to 7:30pm Thursday June 3rd	Everyone welcome	2.0
Totals		20

2. Copy of Sign at Each Survey Station (different sign for City and RDN facilities)





30 seconds of your time?

The Regional District of Nanaimo is asking users to provide their addresses for a facility use survey.

Survey results will help determine how tax contributions are shared to fund this facility.

Thank You!

Appendix B – Calculations for Sharing Cost of City of Nanaimo Facilities

The body of the report provides information separately for each type of facility. However, the facility sharing agreement for Nanaimo stipulates that the cost of the City’s pools and arenas be lumped together. The following figure does that.

Figure Nine
Proportion of All Nanaimo Arena Uses from Each Jurisdiction

Category of Use	Area A	Area B	Area C	Nanaimo	Lantzville	Total
Total of Pool Use	3.7	1.1	1.7	88.6	4.7	99.8
Total of Arena Use	5.8	.2	4.9	84.1	5.0	100
Total of All Facility Use	4.75	.65	3.3	86.35	4.85	99.9

It is important to understand that this study did not determine the total number of uses of Nanaimo pools or arenas. It simply determined the percentages of use. So, all we can do to combine the two rows above is to calculate an average and assume that the total number of uses of arenas was similar to the total number of uses of pools. If they are not, the more accurate total percentage on the bottom row would migrate more toward the percentage in the row above that had more uses.

APPENDIX B

DISTRICT 68 SPORTS FIELD & RECREATION SERVICES AGREEMENT

APPENDIX C

DISTRICT 69 SPORTSFIELD SERVICES AGREEMENT

APPENDIX B

DISTRICT 68 SPORTS FIELD & RECREATION SERVICES AGREEMENT

DISTRICT 68 SPORTS FIELD & RECREATION SERVICES AGREEMENT

THIS AGREEMENT made this ____ day of __, 2011

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd.
Nanaimo BC
V9T 6N2
(**“Regional District”**)

OF THE FIRST PART

AND:

CITY OF NANAIMO
455 Wallace Street
Nanaimo, BC
V9R 5J6
(**“Nanaimo”**)

OF THE SECOND PART

WHEREAS:

- A. The Regional District established by Bylaw 1059 a service for pleasure, recreation and other community use known as the Southern Community Recreation Service which has as its participants the District of Lantzville and Electoral Areas A, B and C;
- B. By Agreement dated the 7th day of February, 1997 between Nanaimo and the Regional District, Nanaimo has provided access to Sports Fields (as defined herein) and recreational facilities and programs as a service to members of the general public residing within the District of Lantzville and Electoral Areas A, B and C;
- C. The Regional District wishes Nanaimo to continue providing access to Sports Fields and recreational services to members of the public residing outside of the boundaries of Nanaimo and within the boundaries of the District of Lantzville and Electoral Areas A, B and C;
- D. The Regional District and Nanaimo wish to continue to permit the Regional District to have an ongoing voice in recreation service provision through, among other things, participation by representatives of the Regional District on a Parks and Recreation Commission established by Nanaimo;

NOW THEREFORE in consideration of the premises and mutual covenants and agreements contained in this Agreement, the parties covenant and agree as follows:

1.0 DEFINITIONS

In this Agreement:

- 1.1 **“Non-shareable costs”** shall generally mean the development of a new Sports Field or Recreation Facility and/or an upgrade to an existing Sports Field or Recreation Facility costing more than \$10,000 including but not limited to the construction of facilities or improvements, or the addition, replacement, repair or extension of fences, roofs, seating, irrigation systems, wells, drainage, lighting, backstops, goalposts, time clocks or similar game display signage or sod replacement.
- 1.2 **“Commencement Date”** means January 1, 2011.
- 1.3 **“Cost of Operation and Maintenance”** means:
- (a) in relation to Sports Fields, the Net Costs for Sports Fields for the items set out in Schedule “A”;
 - (b) in relation to Nanaimo Recreation Facilities, the Net Costs for Nanaimo Recreation Facilities for the items set out in Schedule “B”;
- but does not include Non-shareable costs or debt;
- 1.4 **“Electoral Areas”** means that portion of the Regional District included within the boundaries of Electoral Areas A, B, and C.
- 1.5 **“District 68”** means that portion of the Regional District included within the boundaries of Nanaimo, Lantzville and Electoral Areas A, B, and C;
- 1.6 **“Lantzville”** means the District of Lantzville;
- 1.7 **“Nanaimo”** means the City of Nanaimo;
- 1.8 **“Nanaimo Recreation Facilities”** means:
- (a) Beban Park;
 - (b) Bowen Park;
 - (c) Civic Arena;
 - (d) Nanaimo Aquatic Centre;
 - (e) Nanaimo Ice Centre.
- 1.9 **“Net Cost”** means prior year actual expenditures for the Cost of Operation and Maintenance less cost recovery from fees and charges imposed for the use of Nanaimo Recreation Facilities and Sports Fields;
- 1.10 **“Participating Areas”** means Nanaimo, Lantzville and Electoral Areas A, B, and C of the Regional District of Nanaimo;

- 1.11 “**Recreation Services**” means recreation and community services offered at Nanaimo Recreation Facilities to residents of the Regional District Areas and Lantzville;
- 1.12 “**Regional District**” means the Regional District of Nanaimo;
- 1.13 “**Regional District Areas**” means that portion of the Regional District included within the boundaries of Lantzville, Electoral Areas A, B, and C;
- 1.14 “**Sports Field**” means land developed for the playing of baseball, softball and soccer and other sport activities which is owned and operated by either Nanaimo or the Regional District Areas and includes the following:

City of Nanaimo:

- a) Beban Park
- b) Bowen West
- c) McGirr Park
- d) Elaine Hamilton Park
- e) May Bennett Park
- f) Caledonia Park
- g) Robins Park
- h) Gyro Park
- i) Harewood Park
- j) Pleasant Valley Park; and

Regional District of Nanaimo:

- a) Rollo McClay (EA ‘B’)
- b) Extension Sports Field (EA ‘C’)

any Sports Field within Nanaimo, or the Regional District which meets the criteria to be considered a Sports Field under Section 5.0;

- 1.15 “**Sports Field Services**” means:
 - (a) operation and maintenance of Sports Fields in District 68; and
 - (b) permitting access to and use of Sports Fields by residents of the Participating Areas.
- 1.16 “**Term**” means the period of time from the Commencement Date to December 31, 2025.

2.0 INTERPRETATION

- 2.1 A reference in this Agreement to:
 - (a) the singular includes the plural and the plural includes the singular, unless the context otherwise requires;
 - (b) the masculine, feminine or neuter includes a reference to the masculine, feminine or neuter, unless the context otherwise requires.
- 2.2 The headings of paragraphs, articles and sections of this Agreement are for convenience of reference only, do not form part of this Agreement and are not to be used in the interpretation of this Agreement.

- 2.3 This Agreement is to be governed and construed in accordance with the laws of the Province of British Columbia.
- 2.4 If any paragraph, article or section of this Agreement is declared or held invalid for any reason, the paragraph, article or section may be severed from the Agreement without affecting the validity of the remainder of the Agreement.

3.0 SERVICES

- 3.1 The Parties covenant and agree with each other to provide Sports Field Services during the Term of the Agreement.
- 3.2 Nanaimo covenants and agrees to provide Recreation Services during the Term of the Agreement.

4.0 PAYMENT

- 4.1 Commencing with 2011, payment to Nanaimo shall be made in accordance with the following:

- (a) Cost share calculation:

Each party shall share in the Cost of Operation and Maintenance of Sports Fields and/or Recreation Services based on the percentage of use established by averaging data from the three most recent usage surveys. Surveys shall be conducted once every five (5) years with the next survey to be completed on or before October 30th, 2015, as set out in Section 6.0.

- (b) Payment to Nanaimo:

Total costs reported by Nanaimo for cost sharing purposes	\$ xxxx
Less: the share calculated for Nanaimo under the formula in 4.1(a) above	<u>(xxx)</u>
Net amount payable to Nanaimo	<u>\$ xxx</u>

- 4.2 Annual Budget

- (1) For the purpose of calculating annual contribution amounts under Section 4.1(b), in each year during the Term of this Agreement, Nanaimo and the Regional District respectively, shall provide to each other, on or before January 31st a statement of actual Costs of Operation and Maintenance compared to budget for the prior year ending December 31st. The costs to be shared shall consist of prior year actual costs of Nanaimo, budgeted current year Regional District costs net of any prior year surplus or deficit as reported by the Regional District for Sports Fields in the Regional District Areas.

- (2) For the purposes of preparing the Regional District's financial plan, Nanaimo shall also provide to the Regional District annually along with the budget information in 4.2(1) above an estimate of the Cost of Operation and Maintenance for Sports Fields and Recreation Facilities for the subsequent five year period.

4.3 Payment Due Date

The amount payable to Nanaimo under 4.1(b) shall be remitted on or before August 2nd in each year during the Term of this Agreement.

4.4 Debt

The cost of providing the Services under this Agreement is a debt owed to the party providing the Service.

5.0 NEW SPORTS FIELDS/CITY RECREATION FACILITIES

- 5.1 The Participating Areas shall use best efforts to agree which Sports Fields shall be included in the inventory of Sports Fields by November 30th of each year.

- 5.2 Where a new Sports Field or Recreation Facility within Nanaimo is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields or Recreation Facilities as the case may be, for the prior year. After the first year, the Cost of Operation and Maintenance shall be as reported by the Nanaimo under Section 4.2(1).

- 5.3 Where a new Sports Field within the Regional District Areas is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields in the Regional District Areas for the prior year. After the first year the Cost of Operation and Maintenance shall be as reported in the Regional District accounts under Section 4.2.

- 5.4 Where a new Recreation Facility is constructed, it shall not form part of this Agreement until a survey conducted pursuant to Section 4.1(a) is undertaken which demonstrates that 10% or more of the population from the Regional District Areas is attending public sessions at the facility.

6.0 SURVEY

- 6.1 The usage survey of Recreation Facilities and Sportsfields shall be:

- (a) conducted by the Regional District on or before October 31st in the years 2015, 2020 and 2025.

- (b) the survey shall collect street addresses for the purposes of identifying the participating area as follows:
 - (i) for aquatic centres the survey shall be based on drop-in public attendance, program registrations and group rentals
 - (ii) for ice arenas the survey shall be based on the addresses provided from team registrations and program registrations
 - (iii) for Sports Fields the survey shall be based on the addresses provided from team registrations
- (c) the data for aquatic centres shall be weighted as 50% from drop-in attendance, 40% from program registrations and 10% from facility rentals.
- (d) the data for arenas shall be weighted as 90% from team registrations and 10% from program registrations.

7.0 INDEMNITY

- 7.1 A party to this Agreement (hereinafter called the “**Supplying Party**”) that provides the Services to another party to this Agreement (herein after called the “**Receiving Party**”), shall indemnify, defend and save harmless the Receiving Party and its elected and appointed officers, employees, agents, successors and assigns from all manner of actions, causes of action, suits, debts, losses, liabilities, costs, expenses, claims and demands whatsoever (collectively "**Liability**") arising out of any wrongful act, omission or negligence on the part of the Supplying Party, its elected or appointed officers, employees, agents, successors and assigns arising out of the Services provided under this Agreement., except to the extent of a wrongful act, or the Liability is caused by the omission in negligence of the Receiving Party.

8.0 PAYMENT RATES

- 8.1 The Parties acknowledge and agree that payments under Section 4.1 represent a fair and reasonable reimbursement of the costs of the Sports Field Services and Recreation Services to be provided under this Agreement.

9.0 COVENANTS OF THE PARTIES

- 9.1 It is a condition precedent to the obligations of the Parties under this Agreement that:
 - (a) during the Term, Nanaimo shall maintain a Parks, Recreation and Culture Commission established by bylaw, with a composition, procedures, duties and powers as outlined in Schedule “C”; and
 - (b) user or other rates shall not be charged, either directly or indirectly, for the use of Sports Fields or Recreation Services to residents of another Participating Area in excess of rates payable by or on terms other than those offered to residents of the Participating Area in

which the Sports Fields are located or the Recreation Services are provided.

- 9.2 Nanaimo and the Regional District Areas shall consult with each other with respect to the planning and co-ordination of future Sports Field and Recreation Facility development.

10.0 MISCELLANEOUS

10.1 Waivers

The failure at any time of either party to enforce any of the provisions of this Agreement or to require at any time performance by the other party of any such provision shall not constitute or be construed to constitute a waiver of such provision, nor in any way to affect the validity of this Agreement or any parts thereof, or the right of either party thereafter to enforce each and every provision of this Agreement.

10.2 Statutory Powers

Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by Nanaimo, Lantzville or the Regional District of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.

10.3 Modification

No waiver, modification or amendment of any of the provisions of this Agreement shall be binding unless it is in writing and signed by the duly authorized representatives of both parties.

10.4 Assignment

No assignment of this Agreement shall be made by either party without the written consent of the other. A party's consent to assign will not release or relieve the party from its obligations to perform all the terms, covenants and conditions that this Agreement requires a party to perform and the party requesting the assignment shall pay the other party's reasonable costs incurred in connection with the party's request for consent.

10.5 Survival

The articles, sections, subsections and paragraphs providing for the limitation of, waiver of, or protection against liability of the parties hereto shall survive termination, cancellation or expiration of this Agreement.

10.6 Notice

All notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Any notice delivered or sent by facsimile shall be deemed to have been given and received at the time of delivery. Any notice mailed as aforesaid shall be deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
Attention: General Manager, Recreation and Parks Services

City of Nanaimo
455 Wallace Street
Nanaimo, BC V9R 5J6
Attention: City Clerk

or to such other address or addresses as may from time to time be provided in writing by the parties hereto. If there shall be, between the time of mailing and the actual receipt of a notice, a mail strike, slow down or other labour dispute which might affect the delivery of that notice by the mails, then the notice shall only be affected if actually received by the person to whom it was mailed.

10.7 Independent Contractor

Where a party to this Agreement (hereinafter called the “**Supplying Party**”) provides Sports Field Services to another party to this Agreement (herein after called the “**Receiving Party**”), the Supplying Party shall be deemed to be an independent contractor and not the agent of the Receiving Party. Any and all agents, servants or employees of the Supplying Party or other persons, while engaged in the performance of any work or services required to be performed by one of the under this Agreement, shall not be considered employees of the Receiving Party and any and all claims that may or might arise on behalf of the Supplying Party, their agents, servants or employees as a consequence of any act or omission on behalf of the Supplying Party, its agents, servants, employees or other person, shall not be the obligation or responsibility of the Receiving Party. The Receiving Party, their agents, servants or employees, respectively, shall be entitled to none of the rights, privileges or benefits of employees of the Supplying Party except as otherwise may be stated in this Agreement.

10.8 Entire Agreement

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior written or unwritten negotiations, understandings and agreements.

10.9 Arbitration

All disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of either party, be referred to a Court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the Commercial Arbitration Act (British Columbia). The place of arbitration shall be Nanaimo, British Columbia, Canada and the costs shall be borne equally by the parties.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

The Corporate Seal of the)
REGIONAL DISTRICT OF NANAIMO)
was hereto affixed in the presence) of its authorized signatories:)
)
_____)
Chair)
)
_____)
Officer Responsible for Corporate)
Administration)

The Corporate Seal of the)
CITY OF NANAIMO)
was hereto affixed in the presence)
of its authorized signatories:)
)
_____)
Mayor)
)
_____)
Officer Responsible for Corporate)
Administration)

SCHEDULE "A"

Costs of Sports Field Operation and Maintenance

Labour - includes wages and benefits;

Equipment - means all equipment involved in the maintenance or operation of Sports Fields, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with standard municipal accounting practices;

Materials - means all materials required to maintain and operate Sports Fields, including grass seed and fertilizer;

Field Houses - means change room and washroom facilities at each park and includes facility costs (cleaning, supplies, lighting, heating, etc.)

Water - means costs related to the irrigation of Sports Fields;

Electricity - for the operation of field lights at Sports Fields which are illuminated;

Fleet Maintenance - means the cost of repairing and maintaining vehicles used by parks staff at the facilities, which is reasonably attributable to operation and maintenance of Sports Fields, including depreciation calculated in accordance with standard municipal accounting practices;

Vandalism - means annual costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection - means collection of litter from Sports Fields;

Departmental Overhead - means the following administrative costs attributable to Sports Fields operation and maintenance:

- salaries of parks maintenance administrative staff
- staff training
- staff meetings
- costs related to operation of parks works yard
- other miscellaneous costs incidental to Sports Fields (e.g. photocopying, office supplies, office equipment rental, advertising, bank charges, etc.)

Costs attributed to Sports Field Operation and Maintenance do not include the construction of structures or improvements.

SCHEDULE “B”

Beban Park, Bowen Park, Civic Arena, Nanaimo Aquatic Centre and Nanaimo Ice Centre Costs of Operation and Maintenance

Facilities – means all buildings, structures, swimming pools, arenas, play fields, etc. located at Bowen Park, Beban Park or the Nanaimo Aquatic Centre.

Labour – includes wages and benefits;

Equipment – means all equipment involved in the maintenance or operation of the Facilities, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with Nanaimo’s usual accounting practices;

Materials – means all materials required to maintain and operate the Facilities;

Utilities – means all utility costs required to operate the Facilities including, but not limited to: telephones, water fees, sewer fees, electricity, gas and oil.

Building Maintenance – means all costs that are required to maintain the Facilities in good operating condition, e.g. painting, flooring, HVAC, plumbing and electrical repairs, security, janitorial supplies;

Fleet Maintenance – means the cost of repairing and maintaining vehicles used by parks staff at the facilities, which is reasonably attributable to operation and maintenance of Nanaimo Recreation Facilities, including depreciation calculated in accordance with Nanaimo’s usual accounting practices;

Vandalism – means costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection – means collection of garbage from the Facilities;

Program Costs – means those costs incurred for the provision of recreational programs to the public at the Facilities. Costs may include contract staff and recreation supplies.

Departmental Overhead – means the following administrative costs of the Parks and Recreation Service of the City of Nanaimo attributable to the operation and maintenance of the Facilities;

- Salaries of parks and recreation administrative staff
- Staff training
- Staff meetings
- Costs related to the operation of the parks works yard
- Other miscellaneous costs incidental to the Nanaimo Recreation Facilities Service (e.g. photocopying, office supplies, office equipment rental, advertising, bank charges, etc.)

Costs of Sports Field Operation and Maintenance do not include construction of structures or improvements.

SCHEDULE "C"

**Composition, Procedures, Duties and Powers of
Parks, Recreation and Culture Commission**

APPENDIX C

DISTRICT 69 SPORTSFIELD SERVICES AGREEMENT

DISTRICT 69 SPORTS FIELD SERVICES AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2011

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
(“Regional District”)

OF THE FIRST PART

AND:

CITY OF PARKSVILLE
Box 1390
Parksville, BC
V9P 2H3
(“Parksville”)

OF THE SECOND PART

AND:

TOWN OF QUALICUM BEACH
Box 130
201 – 660 Primrose Street
Qualicum Beach, BC
V9K 1S7
(“Qualicum Beach”)

OF THE THIRD PART

WHEREAS:

- A. Parksville, Qualicum Beach and the Regional District operate and maintain Sports Fields within their boundaries which are used by residents of Parksville, Qualicum Beach and the Regional District;
- B. The parties wish to provide continued access to Sports Fields to members of the public residing within the boundaries of Parksville, Qualicum Beach and within Electoral Areas E, F, G and H of the Regional District by way of agreement;

NOW THEREFORE in consideration of the premises and mutual covenants and agreements contained in this Agreement, the parties covenant and agree as follows:

1.0 DEFINITIONS

In this Agreement:

- 1.1 “**Commencement Date**” means January 1, 2011;
- 1.2 “**Cost of Operation and Maintenance**” in relation to Sports Fields, means the Net Costs for

Sports Fields for the items set out in Schedule “A”, but does not include the Non-Shareable Costs or debt;

1.3 “**District 69**” means that portion of the Regional District included within the boundaries of the City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G, and H;

1.4 “**Electoral Areas**” means that portion of the Regional District included within the boundaries of Electoral Areas E, F, G and H;

1.5 “**Net Cost**” means prior year actual expenditures for the Cost of Operation and Maintenance less cost recovery from fees and charges imposed for the use of Sports Fields;

1.6 “**Non-shareable costs**” shall generally mean the development of a new Sports Field or Recreation Facility and/or an upgrade to an existing Sports Field or Recreation Facility costing more than \$10,000 including but not limited to the construction of facilities or improvements, or the addition, replacement, repair or extension of fences, roofs, seating, irrigation systems, wells, drainage, lighting, backstops, goalposts, time clocks or similar game display signage or sod replacement.

1.7 “**Parksville**” means the City of Parksville;

1.8 “**Participating Areas**” means Parksville, Qualicum Beach, and Electoral Areas E, F, G and H of the Regional District of Nanaimo;

1.9 “**Qualicum Beach**” means the Town of Qualicum Beach;

1.10 “**Regional District**” means the Regional District of Nanaimo;

1.11 “**Sports Field**” means land developed for the playing of baseball, softball and soccer and other sport activities which is owned and operated by either Parksville, Qualicum Beach or the Regional District, within Electoral Areas E, F, G or H, and includes the following:

- (a) Springwood Park (City of Parksville);
- (b) Parksville Community Park (City of Parksville);
- (c) Qualicum Beach Community Park (Town of Qualicum Beach)
- (d) Jack Bagley Field (Electoral Area E); and

any Sports Field within Parksville, Qualicum Beach or the Regional District, which meets the criteria to be considered a Sports Field under Section 5.0;

1.12 “**Services**” means

- (a) operation and maintenance of Sports Fields in District 69; and
- (b) permitting access to and use of Sports Fields by residents of the Participants to this Agreement.

1.13 “**Term**” means the period of time from the Commencement Date to December 31, 2025;

2.0 INTERPRETATION

2.1 A reference in this Agreement to:

- (a) the singular includes the plural and the plural includes the singular, unless the context

otherwise requires.

- (b) the masculine, feminine or neuter includes a reference to the masculine, feminine or neuter, unless the context otherwise requires.

2.2 The headings of paragraphs, articles and sections of this Agreement are for convenience of reference only, do not form part of this Agreement and are not to be used in the interpretation of this Agreement.

2.3 This Agreement is to be governed and construed in accordance with the laws of the Province of British Columbia.

2.4 If any paragraph, article or section of this Agreement is declared or held invalid for any reason, the paragraph, article or section may be severed from the Agreement without affecting the validity of the remainder of the Agreement.

3.0 SERVICES

3.1 The Parties covenant and agree with each other to provide the Services during the Term of the Agreement.

4.0 PAYMENT

4.1 Payments to Parksville and Qualicum Beach shall be made in accordance with the following:

- (a) Cost share calculation:

Each party shall share in the Cost of Operation and Maintenance of Sports Fields based on the percentage of use established by averaging data from the three most recent usage surveys. Surveys shall be conducted once every five (5) years with the next survey to be completed on or before October 30th, 2015, as set out in Section 6.0.

- (b) Payment will be made by the Regional District to Parksville and Qualicum Beach as follows:

Total costs reported by municipality for cost sharing purposes	\$ xxxx
Less: municipality share calculated under the formula in 4.1(a) above	<u>(xxx)</u>
Net amount payable to municipality	<u>\$ xxx</u>

4.2 Annual Budget

- (1) For the purpose of calculating annual contribution amounts under Section 4.1(b), in each year during the Term of this Agreement, Parksville, Qualicum Beach and the Regional District respectively, shall provide to each other, on or before January 31st a statement of actual Costs of Operation and Maintenance compared to budget for the prior year ending December 31st. The costs to be shared shall consist of prior year actual municipal costs, budgeted current year Regional District costs and any prior year surplus or deficit as reported under the Regional District for sports fields in the Electoral Areas.

- (2) For the purposes of preparing the Regional District's financial plan, Parksville and Qualicum Beach shall also provide to the Regional District annually along with the budget information in 4.2(1) above an estimate of the Cost of Operation and Maintenance for the subsequent five year period.

4.3 Payment Due Date

Parksville, Qualicum Beach and the Regional District respectively, shall pay over to each other the amounts calculated under 4.1(b), on or before August 1st in each year during the Term of this Agreement.

4.4 Debt

The cost of providing the Services under this Agreement is a debt owed to the party providing the Service.

5.0 NEW SPORTS FIELDS

5.1 The Parties shall use best efforts to agree which Sports Fields shall be included in the inventory of Sports Fields by November 30th of each year.

5.2 Where a new Sports Field within a municipality is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Parksville and Qualicum Beach Sports Fields for the prior year. After the first year the Cost of Operation and Maintenance shall be as reported in the municipal accounts under Section 4.2.

5.3 Where a new Sports Field within an Electoral Area is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields for the prior year. After the first year the Cost of Operation and Maintenance shall be as reported in the Regional District accounts under Section 4.2.

6.0 SURVEY

6.1 The usage survey of Sportsfields shall be:

- (a) conducted by the Regional District on or before October 31st in the years 2015, 2020 and 2025.
- (b) the survey shall collect street addresses from team registrations for the purposes of identifying the participating area.

7.0 INDEMNITY

7.1 A party to this Agreement (hereinafter called the "**Supplying Party**") that provides the Services to another party to this Agreement (herein after called the "**Receiving Party**"), shall indemnify, defend and save harmless the Receiving Party and its elected and appointed officers, employees, agents, successors and assigns from all manner of actions, causes of action, suits, debts, losses, liabilities, costs, expenses, claims and demands whatsoever (collectively "**Liability**") arising out of any wrongful act, omission or negligence on the part of the Supplying Party, its elected or appointed officers, employees, agents, successors and assigns arising out of the Services provided under this Agreement., except to the extent of a wrongful act, or the Liability is caused by the

omission in negligence of the Receiving Party.

8.0 PAYMENT RATES

8.1 The Parties acknowledge and agree that payment under Section 4.1 represents a fair and reasonable reimbursement of the costs of the Services to be provided under this Agreement.

9.0 COVENANTS OF THE PARTIES

9.1 It is a condition precedent to the obligations of the Parties under this Agreement that user or other rates not be charged, either directly or indirectly, for the use of the Sports Fields to residents of Parksville, Qualicum Beach or Electoral Areas in excess of rates payable by or on terms other than those offered to residents of Parksville, Qualicum Beach or the Regional District.

9.2 Parksville, Qualicum Beach and the Regional District shall consult with each other with respect to the planning and coordination of future Sports Field development.

10.0 MISCELLANEOUS

10.1 Waivers

The failure at any time of any party to enforce any of the provisions of this Agreement or to require at any time performance by another party of any such provision shall not constitute or be construed to constitute a waiver of such provision, nor in any way to affect the validity of this Agreement or any parts thereof, or the right of any party thereafter to enforce each and every provision of this Agreement.

10.2 Statutory Powers

Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by Parksville, Qualicum Beach or the Regional District of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.

10.3 Modification

No waiver, modification or amendment of any of the provisions of this Agreement shall be binding unless it is in writing and signed by the duly authorized representatives of all parties.

10.4 Assignment

No assignment of this Agreement shall be made by any party without the written consent of the other parties. A party's consent to assign will not release or relieve the party from its obligations to perform all the terms, covenants and conditions that this Agreement requires a party to perform and the party requesting the assignment shall pay the other party's reasonable costs incurred in connection with the party's request for consent.

10.5 Survival

The articles, sections, subsections and paragraphs providing for the limitation of, waiver of, or protection against liability of the parties hereto shall survive termination, cancellation or expiration of this Agreement.

10.6 Notice

All notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Any notice delivered or sent by facsimile shall be deemed to have been given and received at the time of delivery. Any notice mailed as aforesaid shall be

deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
Attention: General Manager, Recreation & Parks Services

City of Parksville
100 E. Jensen Ave.
Parksville, BC V9P 2H3
Attention: Director of Administrative Services

Town of Qualicum Beach
201 – 660 Primrose
Qualicum Beach, BC
V9K 1S7
Attention: Corporate Administrator

or to such other address or addresses as may from time to time be provided in writing by the parties hereto. If there shall be, between the time of mailing and the actual receipt of a notice, a mail strike, slow down or other labour dispute which might affect the delivery of that notice by the mails, then the notice shall only be affected if actually received by the person to whom it was mailed.

10.7 Independent Contractor

Where a party to this Agreement (hereinafter called the “**Supplying Party**”) provides Sports Field Services to another party to this Agreement (herein after called the “**Receiving Party**”), the Supplying Party shall be deemed to be an independent contractor and not the agent of the Receiving Party. Any and all agents, servants or employees of the Supplying Party or other persons, while engaged in the performance of any work or services required to be performed by one of the Supplying Parties under this Agreement, shall not be considered employees of the Receiving Party and any and all claims that may or might arise on behalf of the Supplying Party, their agents, servants or employees as a consequence of any act or omission on behalf of the Supplying Party, its agents, servants, employees or other person, shall not be the obligation or responsibility of the Receiving Party. The Receiving Party, their agents, servants or employees, respectively, shall be entitled to none of the rights, privileges or benefits of employees of the Supplying Party except as otherwise may be stated in this Agreement.

10.8 Entire Agreement

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior written or unwritten negotiations, understandings and agreements.

10.9 Arbitration

All disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of either party, be referred to a Court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the *Commercial Arbitration Act* (British Columbia).

The place of arbitration shall be Nanaimo, British Columbia, Canada and the costs shall be borne equally by the parties.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

The Corporate Seal of the)
REGIONAL DISTRICT OF NANAIMO)
was hereto affixed in the presence of) (seal)
of its authorized signatories:)

Chair)

Sr. Mgr., Corporate Administration)

The Corporate Seal of the)
CITY OF PARKSVILLE)
was hereto affixed in the presence of) (seal)
its authorized signatories:)

Mayor)

Officer Responsible for Corporate Administration)

The Corporate Seal of the)
TOWN OF QUALICUM BEACH)
was hereto affixed in the presence of) (seal)
its authorized signatories:)

Mayor)

Officer Responsible for Corporate Administration)

SCHEDULE "A"

Cost of Maintenance and Operation

Labour - includes wages and benefits;

Equipment - means all equipment involved in the maintenance or operation of Sports Fields, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with the Party's usual accounting practices;

Materials - means all materials required to maintain and operate Sports Fields, including grass seed and fertilizer;

Field Houses - means cleaning, supplies, lighting, heating and similar operating costs for change rooms and washroom facilities at each park

Water - means costs related to the irrigation of Sports Fields including operation and maintenance of wells and in ground irrigation systems

Electricity - for the operation of field lights or signs at Sports Fields which are illuminated;

Fleet Maintenance - means the cost of repairing and maintaining vehicles used by parks staff, which is reasonably attributable to operation and maintenance of Sports Fields;

Vandalism - means annual costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection - means collection of litter from Sports Fields;

Departmental Overhead - means the following administrative costs attributable to Sports Fields operation and maintenance:

- salaries of parks maintenance administrative staff
- staff training
- staff meetings
- costs related to operation of parks works yard
- other miscellaneous minor costs incidental to the Parks and Recreation Service.

Costs of Sports Field Operation and Maintenance do not include Capital Costs as defined herein.



RDN REPORT		
CAO APPROVAL <i>[Signature]</i>		
EAP		
COW		
NOV 18 2010		
RHD		
BOARD	✓	Nov. 23/10

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 17, 2010

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: Extension Agreements for Local Recreation Services –
Electoral Area ‘B’ and Electoral Area ‘F’

PURPOSE

To obtain Board approval to implement extension agreements for the provision of recreation service delivery in Electoral Area ‘B’ and Electoral Area ‘F’.

BACKGROUND

The delivery of recreation services within the Regional District is performed in basically two different formats. Direct programming provided by Regional District staff in Electoral Areas ‘A’, ‘E’, ‘G’, ‘H’, the City of Parksville and the Town of Qualicum Beach and indirectly in Electoral Areas ‘B’ and ‘F’ through service delivery agreements with third party organizations. The Gabriola Recreation Society (GRS) performs direct recreation programming for Electoral Area ‘B’ while the Arrowsmith Community Enhancement Society (ACES) provides some direct recreation programs within Electoral Area ‘F’. Like the majority of agreements both the GRS and ACES agreements have expiration dates.

The agreement with GRS ends December 31, 2010. Although staff have met with executive members of GRS a new agreement is not yet ready to be presented to the Board for approval. An extension agreement would allow all terms and conditions of the existing agreement to be held over and continue to allow more time for a new agreement to be drafted and presented to the Board. Since the agreement contains rights and responsibilities for both parties in the delivery of recreation to Gabriola Island, a legal, mutually consented agreement is necessary to ensure the continuation of service delivery to the community while a new agreement is being completed. Under the existing agreement the Regional District is scheduled to make four payments throughout a calendar year to the GRS in support of their service delivery. The next two payments of approximately \$16,000 each will be due January 10 and April 1 of 2011. GRS would require the continuation of these payments in order to fulfill their recreation service responsibilities. The proposed agreement is attached as *Appendix A*.

The Regional District agreement with ACES also requires an extension agreement for the same reasons as outlined for Electoral Area ‘B’. The service agreement also expires December 31 of 2010 and under the existing conditions a payment schedule is in place that would see an installment due on January 10, 2011, of approximately \$14,000 and another equal payment due on or prior to July 1. Staff did meet with executive members of ACES to discuss terms and conditions of a new agreement. This agreement, that

sees ACES provide direct programming in Electoral Area 'F', was established in 2008 and is still relatively new. With the experience ACES now has, combined with their desire to expand program delivery to their community, the terms and conditions of the existing agreement needs a more thorough review and discussion both at the staff and Board level. The proposed agreement is attached as *Appendix B*.

ALTERNATIVES

1. (a) To approve an extension agreement between the Regional District of Nanaimo and the Gabirola Recreation Society in the provision of local recreation services in Electoral Area B
- (b) To approve an extension agreement between the Regional District of Nanaimo and the Arrowsmith Community Enhancement Society for the provision of recreation services in Electoral Area F.
2. To provide staff with alternative direction.

FINANCIAL IMPLICATIONS

The provision of an extension agreement for both ACES and GRS would not have any financial implications that have not already been included in the 2011 Provisional Budget. The renewal of both agreements will require final Board approval and would be accompanied by separate staff reports detailing among other relevant items, future financial implications.

Within the 2011 Provisional Budget for the Electoral Area 'B' Recreation Services Function staff have included the anticipated financial contribution that would be provided to GRS under a service agreement renewal. This amount has been budgeted at \$66,400 for 2011. The agreement is now seven years old. Staff do not anticipate significant changes which would have financial implications not already anticipated.

Within the 2011 Provisional Budget for the Northern Community Recreation Services Function staff have included the same amount of financial contribution in the amount of \$28,000 that is outlined within the existing service agreement. As mentioned earlier in the report, ACES has the desire to increase direct recreation programming to their community. Based on initial discussions and correspondence received from ACES, staff anticipate a request for an increase in financial support from this organization which will have to be agreed to by the Regional Board. Any new agreement with ACES would be finalized prior to the final 2011 Budget approval.

SUSTAINABILITY / CITIZEN IMPLICATIONS

The Regional District of Nanaimo Recreation and Parks Department completed a Recreation Services Master Plan in July of 2006. One of the key issues identified during the study was the challenge of providing an effective recreation program service delivery system to electoral area residents who live in rural areas, which are much further away from where the majority of Regional District recreation services occur. Residents of Electoral 'F' were specifically identified as facing challenges to participating in program services offered in a centralized area.

Residents of Electoral Area 'B', as far back as 2000, faced similar challenges with providing more palatable recreation programs to their community. As a result direct delivery through GRS evolved.

By endorsing extension agreements staff and representatives from each society can continue to work towards renewed agreements while regular recreation services continue to be offered to residents of the communities.

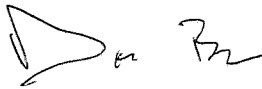
SUMMARY

Staff have met separately with executive members from both Gabriola Recreation Society (GRS) and Arrowsmith Community Enhancement Society (ACES) working towards the renewal of expiring recreation delivery agreements for Electoral Area 'B' and Electoral Area 'F'. The basic framework of these agreements see the two societies with financial support from the RDN, providing direct recreation programming to the two rural areas.

In order to continue the delivery of direct recreation programs while staff work with both GRS and ACES on renewing service agreements, both that expire at the end of 2010, staff are seeking Board approval to enter into extension agreements with both societies that will allow the existing agreements to be carried over until May 2011 until such a time that new agreements can be finalized and presented to the Board.

RECOMMENDATIONS

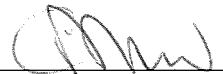
1. That the extension agreement between the Regional District of Nanaimo and the Gabriola Recreation Society expiring on May 31, 2011, be approved.
2. That the extension agreement between the Regional District of Nanaimo and the Arrowsmith Community Enhancement Society expiring on May 31, 2011, be approved.



Report Writer



General Manager Concurrence



C. A. O. Concurrence

APPENDIX A

EXTENSION AGREEMENT

THIS AGREEMENT made the _____ day of December 2010.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(herein called the "District")

OF THE FIRST PART

AND:

GABRIOLA RECREATION SOCIETY
PO Box 355
Gabriola, BC
V0R 1X0

(herein called the "Society")

OF THE SECOND PART

- A. WHEREAS the Parties entered into an Agreement dated the 1st day of January, 2008, attached hereto as Schedule "A" (the "Original Agreement");
- B. AND WHEREAS the term of the Original Agreement was January 1, 2008 until December 31, 2010 and subject to the terms of this Agreement the Parties wish to extend the term of the Original Agreement and to make certain amendments to the Original Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

1. The parties hereby agree to extend the Term of the Original Agreement from January 1, 2011 until May 31, 2011 (the “**Extended Term**”) on the same terms and conditions set out in the Original Agreement, subject to the amendments set out in this Agreement.
2. The Original Agreement is amended such that Schedule “B” in the Original Agreement is replaced with the new Schedule “B” attached hereto.
3. Capitalized terms used herein and not otherwise defined herein shall have the meanings ascribed thereto in the Original Agreement.
4. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

Chairperson (Seal)

Senior Manager of Corporate Administration

For the GABRIOLA RECREATION SOCIETY

Authorized Signatory (Seal)

Authorized Signatory

SCHEDULE 'A'

Original Agreement dated the 1st day of January, 2008

SCHEDULE 'B'

Rollo McClay Community Park Management Services

The Gabriola Recreation Society (GRS), as part of this agreement will provide the following Rollo McClay Community Park Management Services:

GRS Responsibilities:

1. Scheduling of Rollo McClay Fields – GRS is responsible for all field scheduling. GRS will coordinate between all sports groups, recreation programmers and special events organizers in an attempt to meet the scheduling requirements of all users. GRS will consider the wear and tear on field the when scheduling and will provide for field recovery time between heavy use groups. GRS will close the field when it is too wet for use and will inform the user groups and post signage.
2. Daily Operation of Field House including Janitorial – GRS will ensure that the Field House is clean and safe for the public. This will include regular cleaning and stocking of the washrooms, cleaning of the coach's room, cleaning and garbage pick up around the building, and coordinating the emptying of garbage containers with the contractor. Any damage, vandalism or equipment failures will be reported to the RDN immediately.
3. Daily Operation of Concession/Obtain Heath Permits – GRS will ensure that the concession is clean and safe and that all equipment is in good working order. This will include regular cleaning of work surfaces and equipment before the concession opens for the season and regularly throughout the rest of the year. GRS will ensure that concession users have left the facility in a clean and working manner. GRS will coordinate with the Vancouver Health Authority (VHA) for the issuance of an operation permit. All concession renters must be food safe certified to use the facility. Any damage or major equipment failures will be reported to the RDN immediately.
4. Daily Operation of Pump House/Irrigation System – GRS will perform regular filter checks and cleaning to ensure the system remains operational. GRS will perform regular inspections to ensure that the fence around the pond is secure. Any damage, vandalism or major equipment failures will be reported to the RDN immediately. GRS will work with the contractor to set the irrigation timer to ensure that the field receives adequate water while giving consideration to the fact that the pond must remain at a level to serve the field throughout the season. The drilled well is not to be use for irrigation at any time.

5. Daily Coordination of Field Mowing and Maintenance with Contractors – GRS will coordinate with mowing and garbage contractors to ensure that service is delivered in a timely manner and that the service meets the needs of the society and field users. GRS will inform the contractor of any issues with service. GRS will follow the guidelines established by the RDN for service frequency and service standards.
6. Coordination of Permits and Commercial events – GRS will provide information, permit applications and permit requirements to parties interested in holding special events. The GRS will liaise with and provide information to the RDN and will forward the completed application and documentation.

Regional District of Nanaimo Responsibilities:

The Regional District of Nanaimo will, as part of this agreement, carryout and be responsible for the duties listed below.

1. General Maintenance to Field House/Well Water System – the RDN will undertake repairs to the Field House and Well Water System. This includes repairs/replacements of fixtures, doors, eaves trough and any major structural damage. The RDN will regularly test the concession water through VIHA.
2. General Pump House/Irrigation System – The RDN will repair any damage or equipment failure to the pump, pond lining, the fence surrounding the pond and the pump house building.
3. Contracting of Field Mowing – The RDN will select and award the mowing and garbage collection contracts in accordance with RDN Purchasing Policies. The RDN will pay the mowing and garbage collection contractor. The RDN will set the mowing frequencies and the standard of service.

Issuing of Permits – The RDN will Approve or Deny any permit application forwarded from the GRS and will notify both the GRS and the applicant of the decision. The RND reserves the right to deny any permit applications which are in contravention to the Parks Bylaw 1399 or could damage the field.

APPENDIX B

EXTENSION AGREEMENT

THIS AGREEMENT made the ____ day of December 2010.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(herein called the "District")

OF THE FIRST PART

AND:

ARROWSMITH COMMUNITY ENHANCEMENT SOCIETY
PO Box 94
Coombs, BC
VOR 1M0

(herein called the "Society")

OF THE SECOND PART

- C. WHEREAS the Parties entered into an Agreement dated the 1st day of January, 2008, attached hereto as Schedule "A" (the "Original Agreement");
- D. AND WHEREAS the term of the Original Agreement was January 1, 2008 until December 31, 2010 and subject to the terms of this Agreement the Parties wish to extend the term of the Original Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

5. The parties hereby agree to extend the Term of the Original Agreement from January 1, 2011 until May 31, 2011 (the "**Extended Term**") on the same terms and conditions set out in the Original Agreement, subject to the amendments set out in this Agreement.

6. Capitalized terms used herein and not otherwise defined herein shall have the meanings ascribed thereto in the Original Agreement.
7. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

Chairperson (Seal)

Senior Manager of Corporate Administration

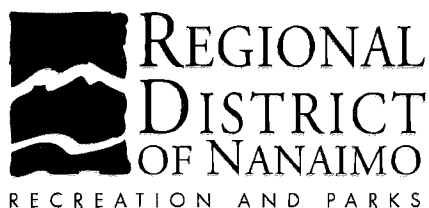
For the ARROWSMITH COMMUNITY ENHANCEMENT SOCIETY

Authorized Signatory (Seal)

Authorized Signatory

SCHEDULE 'A'

Original Agreement dated the 1st day of January, 2008



RDN REPORT		
CAO APPROVAL		✓
EAP		
COW		
NOV 18 2010		
RHD		
BOARD	✓	Nov.23/10

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 8, 2010

FROM: Elaine McCulloch
Parks Planner

FILE:

SUBJECT: Towns for Tomorrow Program Grant Application - Cedar Skate / Bike Park

PURPOSE

To seek Board approval to apply to the Towns for Tomorrow Program for a grant to develop a skate/bike park in Electoral Area A.

BACKGROUND

The Towns for Tomorrow Program was developed to address the unique challenges faced by smaller communities in British Columbia with respect to sustainability and meeting their infrastructure needs. Projects will be selected on the following criteria:

- reducing community greenhouse gas emissions;
- their public and environmental health benefits;
- the extent to which the ActNow BC principle of being more physically active is advanced; and
- the creation of seniors-friendly and disability-friendly communities.

Eligible projects are as follows: Water, Wastewater, Environmental Energy, Local Roads, Cultural, Recreation, Tourism, Emergency Services and Protection Services.

The Towns for Tomorrow Program provides different scales of funding based on the population of the municipality or Regional District electoral area where the project is being proposed. Therefore Electoral Area 'A', which has an approximate population of 6,751 based on the Statistics Canada 2006 census, would fall into the defined category of a 'community with a population between 5,000 and 15,000'. In this category, the cost-sharing formula will be 75/25 – 75% provincial contribution, 25% local government contribution – with a maximum provincial contribution of \$375,000 for each approved project. For example, on a \$100,000 project, the provincial contribution would be up to \$75,000, while on a \$1,000,000 project, the contribution would be up to \$375,000.

Under the Town for Tomorrow’s recreation funding criteria, eligible projects include construction of community public infrastructure such as sports facilities, community recreation spaces, parks, fitness trails, playgrounds and other recreational facilities. Projects must have a construction completion date of no later than March 31, 2013. Staff have been requested to apply for funding to develop a skate/bike park in Electoral Area A.

Since the year 2000, residents of Cedar in Electoral Area A have been working towards the building of a skateboard park in their community. In 2004 the Cedar Skatepark Association (CSA) was formed and the Regional District was requested to help advance the development of the park.

In June of 2005, School District 68 approved in principle the Association’s request for use of a section of the Cedar Secondary Community School property on the conditions that a land use agreement for the site was with the Regional District of Nanaimo and that all funding to complete the project had to be in place. In January, 2010, School District 68 reaffirmed their intent to enter into a long-term arrangement with the RDN for use of land at Cedar Secondary School for the construction of a skate park.

In February 2009 a consultation team, specializing in the design and construction of skate parks, was retained by the Regional District to develop concept designs and to determine the project’s costs. From February 2009 to April of the same year the New line Skateparks Inc. and RDN Parks staff held various meetings with the community, reviewed the School District property and created conceptual designs of the park.

Many grants require a significant local government contribution to be eligible. Therefore, in order to enable future applications for grant funding, on October 27th, 2009, the Regional Board granted approval to commit \$139,000 to the project from the Electoral Area ‘A’ Community Parks Operational Reserve Fund.

The application to the Towns for Tomorrow Program for funds to develop a skate/bike park will set out the following estimated project costs provided by New line Skate Parks in 2009:

Project Preparation	\$ 84,040
Skate/Bike Park Installation	\$338,000
Extras:	
<i>(including Landscaping, specialty detailing and lighting)</i>	<u>\$ 60,000</u>
Total Project Cost	\$482,040
Requested Towns for Tomorrow Funds (3/4)	\$361,530
RDN capital commitment required (1/4)	\$120,510

ALTERNATIVES

1. That the Regional District apply for the Towns for Tomorrow Program for grant funding to develop a Skate and Bike Park in Electoral Area A.
2. That the Regional District apply for the Towns for Tomorrow Program for grant funding for an alternative eligible project.

FINANCIAL IMPLICATIONS

1. The Five Year Financial Plan for the Electoral Area A Community Parks Function includes \$139,000 for the development of a Skate/Bike Park in Cedar. This amount will cover the Regional District's required one-quarter capital contribution of \$120,510 in the event that the Towns for Tomorrow Program grant is received. Should the application be successful, the balance of the \$139,000 capital budget allocation, or \$18,490, would be held in contingency.
2. Should the Regional Board decide to apply for another applicable project, a separate staff report outlining the financial impacts will be required for Board review prior to the application deadline.

SUSTAINABILTY IMPLICATIONS

The Recreation and Culture Services Master Plan for Electoral Area 'A' identified as a recommendation, the need to work with RDN Parks staff and the community towards the construction of a skateboard park for the rural area.

Once the structure is completed, area youth will have access to a local skate/bike park in their community without the need to drive a longer distance to existing skateboard parks in the City of Nanaimo or the Town of Ladysmith.

SUMMARY

The Towns for Tomorrow Program was developed to assist local governments address the unique challenges faced by smaller communities in British Columbia with respect to sustainability and meeting their infrastructure needs. The Towns for Tomorrow Program will provide 75/25 cost-sharing grants to local governments with communities between 5,000 and 15,000 in population for the development of capital community public infrastructure projects such as sports facilities, community recreation spaces, parks, fitness trails, playgrounds and other recreational facilities. The application deadline is January 14, 2011. The Five Year Financial Plan for the Electoral Area A Community Parks Function includes \$139,000 which, if the application is successful, will provide up to \$500,530 (including contingency) to complete the park.

With commitment in principle from School District #68 for the use of lands at the Cedar Secondary Community School, a concept design and cost estimate in place, and the required cost-sharing funding available from the Electoral Area 'A' parks function, securing grant funding for the project now becomes a priority.

RECOMMENDATION

That the Regional District of Nanaimo Board approve the application to the Towns for Tomorrow Program for grant funding in order to proceed with the development and construction of a skate / bike park in Electoral Area A.



Report Writer



Per/ Manager Concurrence



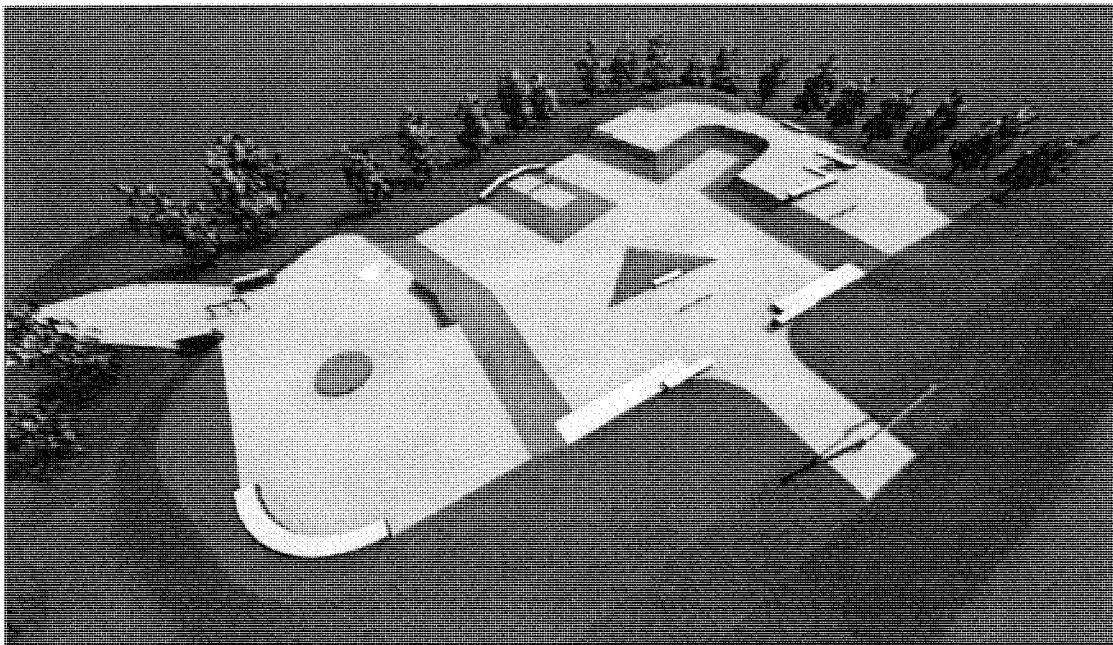
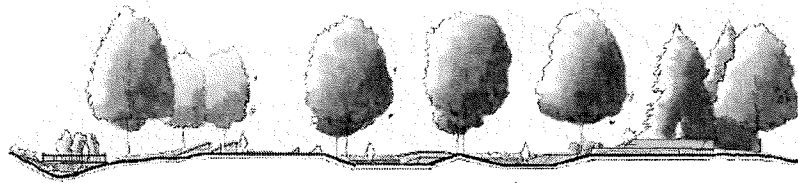
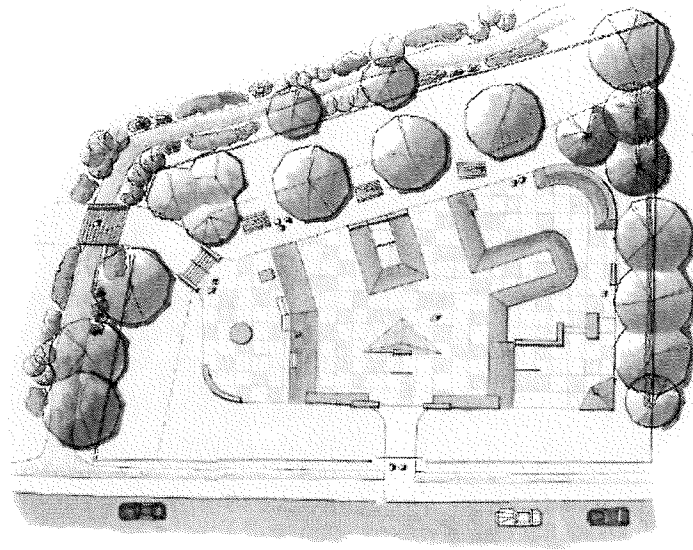
General Manager Concurrence



CAO Concurrence

Appendix I

Final Concept Drawings – Cedar Skate / Bike Park



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 as anticipated, the core problem of discoloured water continues to frustrate a number of service area residents.

Water Treatment

Further work by Worley Parsons Engineering was carried out in 2009 to determine the feasibility and preliminary costs for treatment of only the Red Gap group of wells. This approach reduced the costs for treatment considerably as capital works would not be required to connect the Nanoose well group to the treatment facility. These wells could still be connected to the plant in the future, as the plant is modular in design. A report to the Board in November of 2009 outlined the preliminary design for the plant and the associated estimated costs of \$1.4 million.

At the November 2009 Board meeting, the Board directed staff to hold a public meeting to discuss the treatment option and to outline costs and proposed next steps. This meeting was held on February 8th, 2010 with approximately 200 residents in attendance along with RDN staff and staff representing Worley Parsons Engineering. Residents attending the meeting were largely supportive of the project with the costs as presented. Subsequently, at the February 2010 Board meeting, the Board directed staff 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 to construct the plant are estimated at \$1.9 million dollars.

The plant includes all of the necessary equipment to provide full treatment for the Red Gap well group and is designed with enough space to allow for equipment to treat additional groundwater should it be required for other wells in the Nanoose Bay water system. The treatment process utilizes a multi-layered granular filtration technology supplied by Filtronics Incorporated of California, USA. The raw groundwater is heavily chlorinated on entering the treatment facility to oxidize the iron and manganese. The filtration system is then able to remove the oxidized particles. The treatment will remove 95% of the iron and 90% of the manganese (based on the 2007 field test results). Chlorination levels at this point will be very low as a result of the treatment process. The treated water will be injected with a minimal amount of chlorine for disinfection purposes, and delivered to the distribution system.

Regular back-flushing of the filtration system occurs with the contaminated water drained to a holding tank. This processed water is settled out with contaminants settling to the bottom. The clear water is then recycled back into the filtration system and the collected solids are transferred to an onsite storage facility where it is trucked to the Regional Landfill, dewatered and buried.

Nanoose Bay Bulk Water System Amalgamation

In 1996 Nanoose Bay residents approved participation in the Arrowsmith Water Service (AWS) Joint Venture with the City of Parksville, Town of Qualicum Beach and French Creek. This service supplements existing groundwater supplies with surface water from the Englishman River. As part of the initial phase of AWS, the Arrowsmith Dam was constructed and the individual water systems of Nanoose Bay were amalgamated into a single water system. This amalgamation of the Nanoose Bay wells enabled the systems to share groundwater resources between the systems and also provided the necessary infrastructure to receive surface water in bulk from the Englishman River during the summer months.

Long range planning for the service area continues with the now almost complete integration of the various neighbourhoods. The Red Gap well group plays a significant role in the supply of water to the Nanoose Bay Peninsula Water Service Area. It supplies 54% of the system's groundwater pumping capacity and is a key asset in the future supply of groundwater to the service area.

A key aspect of integration planning is the establishment of the two Notch Hill reservoirs as the key control reservoirs for the entire service area. As a result, water from most wells in the service area is being pumped to these reservoirs which in turn supply water to the other reservoirs in the system. This provides for a strengthened distribution system that will benefit all service area residents.

The proposed water treatment option will result in the Red Gap well group water being treated to below Canadian Drinking Water Quality Guideline aesthetic levels for iron and manganese; however, there will still be mixing of groundwater in the service area from other wells (including the Nanoose and Craig Bay area well fields). The various areas within the NBPWSA will benefit to differing degrees depending on demand and flow patterns within the distribution system.

While the proposed water treatment system is designed to address the aesthetic qualities of the Red Gap well group, it will be modular in design with the ability to connect additional wells to the treatment plant as required in the future.

ALTERNATIVES

1. That the Board direct staff to proceed to tender the Nanoose Bay Bulk Water Service - Water Treatment Facility project.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

Alternative 1

Staff have identified the following approximate sources of funding for this capital project:

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	\$ 850,000
	<u>\$1,900,000</u>

Now that staff have had an opportunity to review the overall financial plan for the service it has been identified that approximately \$200,000 is available annually within the bulk water budget, which could be used to pay for the local portion of this project. The local portion is estimated at \$850,000 and it is possible to fund that amount over the next four year period, without increasing the parcel tax rates that would have been otherwise raised for this budget. At the present time the parcel tax raised for bulk water breaks down as follows:

Nanoose Bay Bulk Water Parcel Tax Breakdown

	2010	2011	2012	2013	2014	2015
Operations/operating capital	\$109	\$66	\$54	\$68	\$69	\$70
Existing AWS long term debt	\$113	\$113	\$113	\$113	\$113	\$113
Treatment plant land purchase	\$26	\$79				
Reserves for future capital			\$99	\$93	\$100	\$107
Total NBBW parcel tax rate	\$248	\$258	\$266	\$274	\$282	\$290
Amount of reserves for future capital included in rates above			\$245,000	\$229,000	\$246,000	\$264,000
Proposed tax increase – includes additional new properties	5%	4%	3%	3%	3%	3%

Almost all of the future increases in parcel tax rates would result in additional amounts being contributed to the capital reserve fund.

Staff are proposing that the budget reflect applying the “Reserves for future capital” amounts to fund the water treatment project over a much shorter period of time. Based on the table above, approximately \$984,000 would be contributed to the capital reserve fund between 2012 and 2015. This amount is sufficient to cover the costs of borrowing \$850,000 on a short term basis and repaying it over the next four years. Staff recommends drawing on existing bulk water loan authorities through the Municipal Finance Authority short term financing program, which can be utilized for up to five years without entering into long term debt.

Staff are also exploring additional sources of funding for the project. Should a source of other funding be secured it will be used to reduce the amount of short term borrowing.

Alternative 2

There do not appear to be any further alternatives to this water treatment approach at this time. Proceeding to tender at the earliest opportunity will establish the final budget and allow construction to be completed potentially by the end of summer 2011.

SUSTAINABILITY IMPLICATIONS

Utilizing existing natural resources, in this case the water resource, efficiently and effectively is one part of providing a sustainable water supply future. By providing treatment of this key water supply alternative, 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 continuing heavy 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.

CONCLUSIONS

The aesthetic quality of domestic water supplies in the Nanoose Bay Peninsula Water Service Area (NBPWSA) has been a growing concern for a number of years. Water is supplied primarily from groundwater sources which contain varying concentrations of iron and manganese. These two elements are at the core of water quality complaints leading to increased frustration by customers resulting in a clearly stated desire by residents to move forward with improvements to water quality.

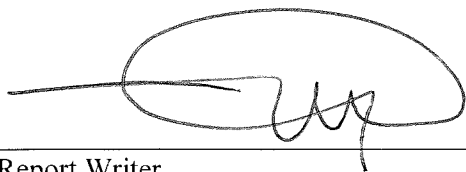
At a public information meeting held with Nanoose Bay residents on February 8, 2010, RDN staff presented the option of constructing a water treatment plant specifically to address water quality problems associated with the Red Gap well group. In particular, the Red Gap well group is a significant groundwater source and key to future distribution improvements in the Nanoose Bay Peninsula Water Service Area. It provides 54% of the overall system's groundwater pumping capacity. However, this well group 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.

Following the presentation, there was general support indicated for the water treatment plant proposal. It was noted that while this treatment plant would initially treat the water from the four Red Gap wells, the plant would be modular in design with the ability to add additional wells for treatment in the future. It is anticipated that the proposed water treatment plant will reduce concerns with residents currently experiencing quality issues and will also ensure these issues do not expand into other areas as distribution upgrades are made and the various supply sources are more fully integrated and distributed to all users in the service area.


Pre-design of the water treatment plant is now complete and staff are seeking direction to proceed to tender for construction of the plant.

RECOMMENDATION

That the Board direct staff to proceed with tendering the Nanoose Bay Peninsula Bulk Water Service Area Water Treatment Facility.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN

Budget without water treatment
All surplus funds in reserve fund

	2011 Forecast	2011 Proposed Budget	2012	2013	2014	2015	Subtotal
Water-Nanose Bulk Water							
Operating Revenues	6.0%	4.0%	3.0%	3.0%	3.0%	3.0%	
Property taxes	0	0	0	0	0	0	0
Parcel taxes	(645,720)	(633,540)	(652,546)	(672,122)	(692,286)	(713,055)	(3,363,549)
Total Operating Revenues	(645,720)	(633,540)	(652,546)	(672,122)	(692,286)	(713,055)	(3,363,549)
Operating Expenditures							
Administration	5,380	5,485	5,485	5,485	5,485	5,485	27,425
Professional fees	11,000	8,500	8,500	8,500	8,500	8,500	42,500
Building Ops	6,075	7,520	7,520	7,520	7,520	7,520	37,600
Veh & Equip ops	2,795	1,850	1,850	1,850	1,850	1,850	9,250
Operating Costs	98,032	52,695	53,749	54,824	55,920	57,038	274,226
Program Costs	0	0	0	0	0	0	0
Wages & Benefits	52,977	45,389	46,297	47,454	48,878	50,589	238,607
Contributions to reserve funds	104,925	4,925	249,925	233,925	250,925	268,925	1,008,625
Debt interest	181,275	181,275					181,275
Total Operating Expenditures	281,184	307,639	373,326	359,558	379,078	399,907	1,819,508
Operating (surplus)/deficit	(364,536)	(325,901)	(279,220)	(312,564)	(313,208)	(313,148)	(1,544,041)
Capital Asset Expenditures							
Capital Expenditures	36,550	729,255	36,550	36,550	36,550	36,550	875,455
Transfer from Reserves	0	(335,100)	0	0	0	0	(335,100)
Net Capital Assets funded from Operations	93,674	394,155	36,550	36,550	36,550	36,550	540,355
Capital Financing charges							
Existing Debt (principal)	286,629	292,855	276,629	276,629	276,629	276,629	1,399,371
New Debt (principal + interest)	57,124	0	0	0	0	0	0
Total Capital Financing Charges	343,753	292,855	276,629	276,629	276,629	276,629	1,399,371
Net (surplus)/deficit for the year	72,891	361,109	33,959	615	(29)	31	395,685
Add: Prior year (surplus)/deficit	(109,840)	(396,000)	(34,891)	(932)	(317)	(346)	(396,000)
(Surplus) applied to future years	(36,949)	(34,891)	(932)	(317)	(346)	(315)	(315)
Capital expenditures match capital worksheet	No	No					
Nanose Bay Bulk Water Change	252.14	258.06	265.80	273.78	281.99	290.45	32.39
	\$	\$	\$	\$	\$	\$	\$
		4.0%	3.0%	3.0%	3.0%	3.0%	
		9.93	7.74	7.98	8.21	8.46	

**REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN**

Budget includes water treatment
Funds applied to treatment plant rather than reserve fund
Pay off plant by 2015

	2011 Forecast	2011 Proposed Budget	2012	2013	2014	2015	Subtotal
Water-Nanose Bulk Water							
Operating Revenues							
Property taxes	6.0%	4.0%	3.0%	3.0%	3.0%	3.0%	0
Parcel taxes	0	0	0	0	0	0	0
Operations	(645,720)	(633,540)	(652,546)	(672,122)	(692,286)	(713,055)	(3,363,549)
Operating grants	0	(200,000)	0	0	0	0	(200,000)
	0	(450,000)	0	0	0	0	(450,000)
Total Operating Revenues	(645,720)	(1,283,540)	(652,546)	(672,122)	(692,286)	(713,055)	(4,013,549)
Operating Expenditures							
Administration	5,380	5,485	5,485	5,485	5,485	5,485	27,425
Professional fees	11,000	8,500	8,500	8,500	8,500	8,500	42,500
Building Ops	6,075	7,520	7,520	7,520	7,520	7,520	37,600
Veh & Equip ops	2,795	1,850	1,850	1,850	1,850	1,850	9,250
Operating Costs	98,032	52,695	53,749	54,824	55,920	57,038	274,226
Wages & Benefits	52,977	45,389	46,297	47,454	48,878	50,589	238,607
Contributions to reserve funds	104,925	4,925	4,925	4,925	4,925	4,925	24,625
Debt interest		181,275					181,275
Total Operating Expenditures	281,184	307,639	128,326	130,558	133,078	135,907	835,508
Operating (surplus)/deficit	(364,536)	(975,901)	(524,220)	(541,564)	(559,208)	(577,148)	(3,178,041)
Capital Asset Expenditures							
Capital Expenditures	36,550	2,229,255	36,550	36,550	36,550	36,550	2,375,455
Transfer from Reserves	0	(935,100)	0	0	0	0	(935,100)
Grants and Other	0	0	0	0	0	0	0
New Borrowing	57,124	(250,000)	0	0	0	0	(250,000)
Net Capital Assets funded from Operations	93,674	1,044,155	36,550	36,550	36,550	36,550	1,190,355
Capital Financing charges							
Existing Debt (principal)	286,629	292,855	521,629	505,629	516,629	546,629	2,383,371
New Debt (principal + interest)	57,124	0	0	0	0	0	0
Total Capital Financing Charges	343,753	292,855	521,629	505,629	516,629	546,629	2,383,371
Net (surplus)/deficit for the year	72,891	361,109	33,959	615	(6,029)	6,031	395,685
Add: Prior year (surplus)/deficit	(109,840)	(396,000)	(34,891)	(932)	(317)	(6,346)	(396,000)
(Surplus) applied to future years	(36,949)	(34,891)	(932)	(317)	(6,346)	(315)	(315)
Nanose Bay Bulk Water Change	252.14	258.06	265.80	273.78	281.99	290.45	32.39
	\$	\$	\$	\$	\$	\$	\$
		4.0%	3.0%	3.0%	3.0%	3.0%	
		9.93	7.74	7.98	8.21	8.46	