

**REGIONAL DISTRICT OF NANAIMO**  
**SPECIAL BOARD MEETING**  
**TUESDAY, FEBRUARY 9, 2010**  
**(immediately following the Committee of the Whole)**  
  
**(RDN Board Chambers)**

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION  
MINUTES AND RECOMMENDATIONS**

**Executive Standing Committee.** (All Directors – One Vote)

From the Executive Standing Committee meeting held January 28, 2010.

*That Doug Holme be appointed to the Board of Variance for a term ending December 31, 2012.*

**Transit Select Committee.** (All Directors – One Vote)

3 – 22 Minutes of the Transit Select Committee meeting held January 28, 2010. (for information)

1. *That staff be directed to arrange a meeting between the Chair of the RDN Board and selected members of the Transit Select Committee and the Chair of the BC Transit Board to discuss the provincial fleet realignment plan, bus branding, signage and the District's relationship with BC Transit and that staff report back to the Transit Select Committee.*
2. *That staff be directed to prepare a report for Board consideration that explores options for pursuing partnership and funding opportunities with BC Transit, BC Ferries and other potential partners for the re-establishment of the foot passenger ferry between Nanaimo and Vancouver.*

(All Directors – Weighted Vote)

3. *That the amended 2009/2010 Annual Operating Agreement (AOA) with BC Transit be approved.*

4. *That the amendment Master Joint Operating Agreement between BC Transit and the Regional District of Nanaimo be approved.*

**ADMINISTRATOR'S REPORTS**

- 23 – 39            Bylaw No. 1250.04 - Amends the Fees Component of the Building Regulation and Fees Bylaw. (Electoral Area Directors – Weighted Vote; Electoral Area Directors – 2/3 Weighted; Electoral Area Directors – Weighted Vote; All Directors – One Vote)
- 40 – 43            Bylaw No. 1590 - 2010 Parcel Tax Rolls. (All Directors – One Vote; All Directors – 2/3; All Directors – One Vote)

**ADDENDUM**

**NEW BUSINESS**

**ADJOURNMENT**

**IN CAMERA**

*That pursuant to Sections 90(1) (a), (e) and (j) of the Community Charter the Board proceed to an In Camera Committee of the Whole meeting to consider items related to personal information, land issues and third party business information.*

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, JANUARY 28, 2010 AT 12:00 NOON IN THE COMMITTEE ROOM

#### Present:

Director L. McNabb	Chairperson
Director J. Burnett	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director G. Holme	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director B. Bestwick	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
J. Pope	Manager, Fleet & Transit Operations, RDN
F. McFarlane	Recording Secretary, RDN
M. Moore	BC Transit
Doug Holmes	City of Nanaimo

#### CALL TO ORDER

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

#### MINUTES

MOVED Director Westbrook, SECONDED Director Holme that the minutes of the Transit Select Committee meeting held October 14, 2009 be adopted. CARRIED

#### COMMUNICATIONS/CORRESPONDENCE

##### **Grace-Ellen and Bill Capiere, re Lack of Bus Service on Rutherford Road.**

Correspondence was received regarding the lack of regular bus service, other than the 6:00am and 6:00pm service, for residents living in the areas south of Kenwill and Rutherford Road.

##### **Dylan Green, Tofino Bus Services Inc., re Reduction of Bus Service Affecting Regional District of Nanaimo.**

Correspondence was received regarding the application filed with the BC Passenger Transportation Board by Tofino Bus Services Inc. for a reduction of bus service that affects the Regional District of Nanaimo.

**Ric Kelm, Vancouver Island University, re Transit Cost Sharing.**

Correspondence was received from Ric Kelm indicating that Vancouver Island University (VIU) has approved the Nanaimo Campus Master Plan and is requesting the RDN to carry forward their secured funding for a further eighteen (18) months.

**The News, November 24, 2009, re Bouquet for Ferry Bus.**

A bouquet from *The News* was received supporting the #90 Intercity Connector routes that connect with the BC Ferries' 8:30am sailing.

**Rowland Skirrow, re Lack of Transit Service to Columbia Beach (Parksville area).**

Correspondence was received from Rowland Skirrow regarding the lack of public transportation in the Columbia Beach area.

**Linda Moss, BC Transit, re BC Transit Graphic Standards and NOVA Livery Manuals.**

Correspondence was received from Linda Moss regarding BC Transit Graphics Standards and Bus Livery Standards.

MOVED Director Westbrook, SECONDED Director Stanhope, that the above correspondence be received for information. CARRIED

Further discussion took place regarding the lack of transit service to the Columbia Beach area and what might be done to alleviate the problem. D. Trudeau indicated that staff would review this issue during any service realignments.

The BC Transit Graphic Standards and NOVA Livery manuals were discussed. D. Trudeau showed a slide of a Nova bus with the current graphics and a second with the graphics suggested by BC Transit. With the latter, 'Nanaimo Regional Transit System' would be positioned on the side at the back of the bus whereas currently it is located just above the side door at the front of the bus. Directors expressed concern that Nanaimo Regional Transit System buses would not be clearly identifiable to our customers. D. Trudeau indicated that he would work with BC Transit marketing to see what options there are for more tasteful advertising.

D. Trudeau noted a further item of correspondence from Myrna Moore, BC Transit, regarding the Provincial Fleet Realignment Plan.

MOVED Director Stanhope, SECONDED Director Holme, that the correspondence from BC Transit regarding the Provincial Fleet Realignment Plan be received. CARRIED

D. Trudeau stated that a conference call had been held on January 18<sup>th</sup> between himself, J. Pope and BC Transit fleet staff to discuss operation costs and efficiencies that might be instituted. As stated in their correspondence, the fleet realignment plan is to minimize the number of different types of vehicles in a fleet to standardize parts and mechanic and operator training. It is expected that reduced costs will be achieved with this standardization. It is suggested that the Nanaimo fleet will be comprised of forty-one 40-foot 1994-1998 New Flyer buses and the 13 Nova buses the Nanaimo Regional Transit System

currently has will be realigned to other tier 1 systems. It was noted that the buses we would be receiving would be 12 to 16 years old and we would be losing the new Novas. Director Stanhope expressed concern that the older New Flyer buses would mean higher maintenance costs and higher operating costs. D. Trudeau expressed his concern about the realignment making our fleet a much older one. He has also identified these concerns with BC Transit.

MOVED Director Stanhope, SECONDED Director Holme, that staff be directed to arrange a meeting between the Chairman of the RDN Board and selected members of the Transit Select Committee and the Chair of the BC Transit Board to discuss the provincial fleet realignment plan, bus branding, signage and the District's relationship with BC Transit and that staff report back to the Transit Select Committee.  
CARRIED

## **BC TRANSIT UPDATE**

### **Myrna Moore, Regional Transit Manager, re Critical Incident Reporting.**

M. Moore, Regional Transit Manager, Vancouver Island Coastal Municipal Systems, spoke briefly about the critical incident reporting procedure now in place. This ensures that BC Transit is notified any time an accident happens. M. Moore stated that RDN Transit has been really great in reporting and she commended staff on doing a fantastic job. Director Westbrook added his compliments to staff as well.

D. Trudeau asked for an update on feasibility studies for Electoral Area 'A', Gabriola Island and Electoral Area 'H'. M. Moore advised that BC Transit will be proceeding with the feasibility study for Gabriola Island. Secondary studies are in question but BC Transit is trying to include them in the Master Plan for 2011. D. Trudeau noted that the other three areas, i.e. Electoral Areas 'E', 'C' and 'G', will receive funding from the Community Works Fund, if not from BC Transit.

## **REPORTS**

### **2009/2010 Annual Operating Agreement (AOA) – Regional District of Nanaimo / BC Transit.**

MOVED Director Westbrook, SECONDED Director Holdom, that the amended 2009/2010 Annual Operating Agreement (AOA) with BC Transit be approved. CARRIED

### **Master Joint Operating Agreement Amendment.**

MOVED Director Westbrook, SECONDED Director Holme, that the amendment Master Joint Operating Agreement between BC Transit and the Regional District of Nanaimo be approved. CARRIED

D. Trudeau noted a change under Terms for Agreement, clause 5, which allows the RDN to invoice BC Transit and to receive payment within 30 days. This change will be reflected in the copy of the Master Joint Operating Agreement that will be attached to the report going forward to the Board. The change to this particular clause does not change the intent of the Agreement.

Director Burnett asked whether the RDN came in on budget for the transit project and D. Trudeau noted that we came in on time and on budget.

**Upgrade to Prideaux Street Exchange (verbal).**

D. Trudeau noted that one of the projects included in the PTA / PTIP funding received was an upgrade to the Prideaux Street exchange. The majority of improvements to be made on site will be able to be moved to an alternate location once a new downtown exchange is obtained. J. Pope provided a brief overview of the proposed modifications to the area. Staff are now determining what permits are required and the project is expected to go out to tender in the near future. Director McNabb asked whether graffiti poses any problems at the Prideaux Street Exchange. D. Trudeau noted that the exchange is cleaned on a weekly basis.

**NEW BUSINESS**

Director Westbrook noted that in *Letters to the Editors* there has been mention of a need for service to and from the hospital. This service could be a type of vehicle pool, utilizing a small van that would provide transportation to the Nanaimo Regional General Hospital. Director Westbrook indicated that he would set up a meeting with staff to investigate whether this could be a viable option.

MOVED by Director Holdom, SECONDED by Director Westbrook, that staff be directed to prepare a report for Board consideration that explores options for pursuing partnership and funding opportunities with BC Transit, BC Ferries and other potential partners for the re-establishment of the foot passenger ferry between Nanaimo and Vancouver. CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Mayne, that the meeting be adjourned.

CARRIED

**NEXT MEETING**

The next meeting of the Transit Select Committee is set tentatively for Thursday, March 18, 2010.

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L. McNabb, Chair



CAO APPROVAL (LW)	
EAP	
COW	
RHD	
BOARD	
<i>Jensit - Jan 21 '10</i>	

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** January 7, 2010

**FROM:** Dennis Trudeau  
General Manager, Transportation & Solid Waste Services

**FILE:** 2240-20-TROA

**SUBJECT:** 2009/2010 Annual Operating Agreement -  
Regional District of Nanaimo / BC Transit

**PURPOSE**

To bring forward an amendment to the 2009/2010 Annual Operating Agreement for the Nanaimo Regional Transit System with BC Transit for consideration and approval.

**BACKGROUND**

The Annual Operating Agreement (AOA) between the Regional District of Nanaimo (RDN) and BC Transit is renewed on an annual basis and provides the cost sharing service arrangements for Conventional and Custom Transit (handyDART) services in Districts 68 and 69 for the period of April 1, 2009 to March 31, 2010. The AOA is an agreement governing items such as service specifications, payment schedules, fares and days/hours of service that will be provided for cost sharing purposes.

BC Transit has approved a January 3, 2010, expansion for the Nanaimo Regional Transit System that includes:

- Introduction of the #5 Fairview and #6 Harewood as independent routes on evenings and weekends; and,
- Increased trips for the #15 – Vancouver Island University Express.

The expansion was not included in the previously approved AOA and therefore requires an amendment to the AOA. BC Transit staff have been working with RDN staff in the preparation of the amending documents which have now been completed (see *Appendix 1*).

The Amendment includes:

- Schedule 'B' – Service Specifications reflecting the additional hours of service; and,
- Schedule 'C' – Budget reflecting additional costs relating to the additional service hours.

**ALTERNATIVES**

1. To approve the amended 2009/2010 Annual Operating Agreement.
2. To not approve the 2009/2010 Annual Operating Agreement.

## **FINANCIAL IMPLICATIONS**

The AOA is an agreement governing items such as service specifications, payment schedules, fares and days/hours of service that will be provided for cost sharing purposes. Approving the amended AOA will enable the RDN to receive additional funding for the service expansion that was implemented on January 3, 2010.

## **SUSTAINABILITY IMPLICATIONS**

The Transportation Services Department is working continuously on improving the viability and efficiency of public transit. The Annual Operating Agreement is a fundamental agreement that allows the Regional District of Nanaimo to enter into a cost sharing arrangement with BC Transit that ensures the transit service remains viable. Residents rely on public transit to assist them in reducing their automobile use and reduce their carbon footprint.

## **SUMMARY/CONCLUSION**

BC Transit has forwarded an amended Annual Operating Agreement that addresses the January 3, 2010 expansion. Transportation Services staff has worked with BC Transit on the development of this amended AOA.

Staff recommends that the Board approve the amended 2009/2010 Annual Operating Agreement with BC Transit.

## **RECOMMENDATION**

That the amended 2009/2010 Annual Operating Agreement (AOA) with BC Transit be approved.



General Manager



CAO Concurrence



APPENDIX 1 [PAGE 1 OF 4]



December 16, 2009  
File: NAN.1

Dennis Trudeau  
General Manager, Transportation Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Dear Mr. Trudeau:

**Subject: 2009/10 Nanaimo Regional Conventional Transit Annual Operating Agreement (AOA) Amendment #2, effective January 3, 2010.**

Attached please find an amendment to the Nanaimo Regional Transit System Annual Operating Agreement for your approval. Effective January 3, 2010, this amendment reflects the:

- Elimination of #5/#6 Fairview/Harewood route in evenings. Routes #5 and #6 will be independent routes in evenings on weekdays and Saturdays. On Sunday/Statutory Holidays, Routes #5 and #6 will be independent routes during the day into the evening.
- #15 - VIU Express - additional trips from VIU to Woodgrove Centre on weekdays.

The amendment includes:

- Schedule "B" - Service Specifications reflecting the additional hours of service
- Schedule "C" - Budget reflecting additional costs relating to the additional service hours

Once the agreements have received signature/séal from the Regional District Board, please forward all originals to the undersigned for execution by BC Transit.

Please call if you have any questions regarding this amendment.

Myrna Moore  
Regional Transit Manager,  
Vancouver Island Coastal  
BC Transit

*Copy: Chris Brown, BC Transit  
Peter Rantucci, BC Transit*

**Attachments:** Schedule B, Schedule C, 2009/10 Nanaimo Regional Conventional Transit AOA Amendment #2

**APPENDIX 1** [PAGE 2 OF 4]

Nanaimo A.O.A.

2009/10

**AMENDMENT #2  
Nanaimo Regional Conventional  
2009/10 ANNUAL OPERATING AGREEMENT**

This will confirm our agreement to amend, Schedule "B" – Service Specification and, Schedule "C" Budget of the Annual Operating Agreement.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this        day of

THE CORPORATE SEAL OF THE REGIONAL DISTRICT OF NANAIMO has been hereto affixed in the presence of:

\_\_\_\_\_  
  
\_\_\_\_\_

THE COMMON SEAL OF BRITISH COLUMBIA TRANSIT has been hereto affixed in the presence of:

\_\_\_\_\_  
CHIEF OPERATING OFFICER

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

APPENDIX 1 [PAGE 3 OF 4]

Nanaimo A.O.A.

2009/10

Nanaimo Regional Base Budget Official AOA Amendment # 2 2009/2010

Schedule 'B'

Effective Apr 01, 2009

Scheduled Revenue Service

08/18 NAN Spring (Apr 01, 2009 to Jun 27, 2009)									
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 13, 2009	May 16, 2009
Hrs/Day	315.00	315.00	315.00	315.00	317.41	236.35	120.56	103.52	103.52
Kms/Day	6,786.83	6,786.83	6,786.83	6,786.83	6,875.52	5,065.57	2,821.88	2,247.70	2,247.70

08/18 NAN Summer (Jun 28, 2009 to Sep 08, 2009)									
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2009	Aug 03, 2009
Hrs/Day	274.52	274.52	274.52	274.52	278.07	236.35	120.56	103.52	103.52
Kms/Day	5,870.56	5,870.56	5,870.56	5,870.56	5,950.25	6,065.57	2,821.88	2,247.70	2,247.70

08/18 NAN Fall (Sep 09, 2009 to Dec 18, 2009)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sep 07, 2009	Oct 12, 2009	Nov 11, 2009
Hrs/Day	317.73	317.73	317.73	317.73	320.83	237.82	118.22	118.22	118.22	118.22
Kms/Day	7,014.68	7,014.68	7,014.68	7,014.68	7,109.31	5,075.06	2,829.14	2,829.14	2,829.14	2,829.14

08/18 NAN Winter Break (Dec 29, 2009 to Jan 22, 2010)									
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 29, 2009	Dec 31, 2009
Hrs/Day	274.92	274.92	274.92	274.92	277.15	237.82	118.22	118.22	274.92
Kms/Day	6,093.45	6,093.45	6,093.45	6,093.45	6,185.45	5,075.06	2,829.14	2,829.14	6,093.45

08/18 NAN Winter (Jan 23, 2010 to Mar 31, 2010)									
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
Hrs/Day	330.83	330.83	330.83	330.83	333.02	245.07	126.47		
Kms/Day	7,195.45	7,195.45	7,195.45	7,195.45	7,277.08	5,240.20	2,874.07		

Extra Revenue Service

	Apr, 2009	May, 2009	Jun, 2009	Jul, 2009	Aug, 2009	Sep, 2009	Oct, 2009	Nov, 2009	Dec, 2009	Jan, 2010	Feb, 2010	Mar, 2010
Extra OverRoad Hours	20.00	20.00	20.00	10.00	10.00	50.00	50.00	50.00	50.00	111.80	111.80	111.80
Extra OverRoad Kilometres	420.00	420.00	420.00	210.00	210.00	1,050.00	1,050.00	1,050.00	1,050.00	2,347.80	2,347.80	2,347.80
Extra Special Events Hours				46.89								
Extra Special Events Kilometres				546.24								

Adjusted Revenue Service

	Apr, 2009	May, 2009	Jun, 2009	Jul, 2009	Aug, 2009	Sep, 2009	Oct, 2009	Nov, 2009	Dec, 2009	Jan, 2010	Feb, 2010	Mar, 2010

2009/2010 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2009 to Apr 30, 2009	3	4	5	5	3	4	4	2	30	Apr 10, 2009 Good Friday 2009 (Fri)
May 01, 2009 to May 31, 2009	4	4	4	4	4	5	5	1	31	Apr 13, 2009 Easter Monday 2009 (Mon)
Jun 01, 2009 to Jun 30, 2009	3	4	4	4	4	4	3	0	27	May 18, 2009 Victoria Day 2009 (Mon)
Jun 28, 2009 to Jun 30, 2009	1	1	0	0	0	0	1	0	3	Jul 01, 2009 Canada Day 2009 (Wed)
Jul 01, 2009 to Jul 31, 2009	4	4	4	4	5	4	4	1	31	Aug 03, 2009 B.C. Day 2009 (Mon)
Aug 01, 2009 to Aug 31, 2009	4	4	4	4	4	5	5	1	31	Sep 07, 2009 Labour Day 2009 (Mon)
Sep 01, 2009 to Sep 05, 2009	0	1	1	1	1	1	0	0	5	Oct 12, 2009 Thanksgiving Day 2009 (Mon)
Sep 06, 2009 to Sep 30, 2009	3	4	4	4	3	3	4	1	29	Nov 11, 2009 Remembrance Day 2009 (Wed)
Oct 01, 2009 to Oct 31, 2009	5	4	4	4	5	5	4	1	31	Dec 25, 2009 Christmas Day 2009 (Fri)
Nov 01, 2009 to Nov 30, 2009	5	4	3	4	4	4	5	1	30	Dec 28, 2009 Boxing Day 2009 (Sat)
Dec 01, 2009 to Dec 19, 2009	2	3	3	3	3	3	2	0	19	Dec 31, 2009 New Years Eve 2009 (Thu)
Dec 20, 2009 to Dec 31, 2009	2	2	2	1	0	0	0	3	12	Jan 01, 2010 New Years Day 2010 (Fri)
Jan 01, 2010 to Jan 02, 2010	0	0	0	0	0	1	2	1	2	
Jan 03, 2010 to Jan 31, 2010	4	4	4	4	4	4	5	0	29	
Feb 01, 2010 to Feb 28, 2010	4	4	4	4	4	4	4	0	28	
Mar 01, 2010 to Mar 31, 2010	5	5	5	4	4	4	4	0	31	
<b>Total</b>	<b>47</b>	<b>52</b>	<b>51</b>	<b>51</b>	<b>48</b>	<b>51</b>	<b>52</b>	<b>12</b>	<b>362</b>	<b>12 Exceptions</b>

Monthly Summary

Month	Conventional Transit							
	Scheduled	Revenue Hours Extra	Adjusted	Total	Scheduled	Revenue Kilometers Extra	Adjusted	Total
April, 2009	7,847.41	20.00	7,867.41	166,003.17	420.00	166,423.17		
May, 2009	8,211.02	20.00	8,231.02	176,870.60	420.00	177,290.60		
June, 2009	8,295.28	20.00	8,315.28	178,586.28	420.00	179,006.28		
July, 2009	7,590.35	55.89	7,646.24	162,596.27	756.24	163,352.51		
August, 2009	7,327.87	10.00	7,407.87	156,454.91	210.00	156,664.91		
September, 2009	8,044.05	50.00	8,094.05	176,541.83	1,050.00	177,591.83		
October, 2009	8,459.03	50.00	8,509.03	186,302.43	1,050.00	187,352.43		
November, 2009	8,015.60	50.00	8,065.60	176,747.20	1,050.00	177,797.20		
December, 2009	7,951.44	50.00	8,001.44	175,807.37	1,050.00	176,857.37		
January, 2010	8,475.81	111.80	8,587.61	184,841.73	2,347.80	187,189.53		
February, 2010	8,111.52	111.80	8,223.32	178,892.60	2,347.80	181,240.40		
March, 2010	9,104.01	111.80	9,215.81	186,278.95	2,347.80	188,626.75		
<b>Total</b>	<b>87,502.39</b>	<b>661.89</b>	<b>88,164.28</b>	<b>2,120,325.34</b>	<b>13,469.64</b>	<b>2,133,794.98</b>	<b>0.00</b>	<b>2,133,794.98</b>

APPENDIX 1 [PAGE 4 OF 4]

Nanaimo A.O.A.

2009/10

**Schedule C**

**Nanaimo Regional Conventional Transit**

**Official AOA Amendment # 2**

**2009/2010**

<b>TRANSIT REVENUE</b>	
Farebox Cash	\$1,058,502
Tickets & Passes	\$1,587,753
BC Bus Pass	\$745,584
Advertising	\$50,420
Other Revenue	
<b>TOTAL REVENUE</b>	<b>\$3,442,260</b>
<b>EXPENDITURES</b>	
Fixed Costs	\$827,690
Variable Hourly Costs - Scheduled Service	\$4,559,288
Variable Hourly Costs - Extra Service	\$30,913
Variable Distance Costs - Scheduled Service	\$1,265,342
Variable Distance Costs - Extra Service	\$8,039
Maintenance - Running Repairs	\$899,317
Maintenance - Accident Repairs	\$15,500
ICBC Insurance	\$107,000
Captive Insurance	\$23,984
Information Systems	\$16,400
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$7,753,472</b>
Marketing	\$90,000
Municipal Administration	\$155,069
BCT Management Services	\$482,517
<b>TOTAL OPERATING COSTS</b>	<b>\$8,481,059</b>
Debt Service - Vehicles (Local Share)	\$684,110
Debt Service - Equipment (Local Share)	\$16,803
Debt Service - Component (Local Share)	\$46,253
<b>TOTAL DEBT SERVICE - LOCAL SHARE</b>	<b>\$747,166</b>
<b>TOTAL COSTS</b>	<b>\$9,228,224</b>
<b>COST SHARING</b>	
Municipal Share of Costs	\$4,820,081
Municipal Flex Funded Amount	\$841,000
Less: Total Revenue	\$3,442,260
Less: Municipal Administration	\$155,069
Net Municipal Share of Costs	\$2,063,752
Authority Share of Costs	\$3,567,143
<b>STATISTICS</b>	
Scheduled Revenue Hours	97,502.39
Extra Revenue Hours	661.09
Scheduled Revenue Kilometres	2,120,325.34
Extra Revenue Kilometres	13,469.64
Total Passengers	2,475,795
<i>Conventional Passengers</i>	<i>2,475,795</i>



RDN REPORT	
CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	
COW	
JAN 20 2010	
RHD	
BOARD	
Transit Jan.28/2010	

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**FROM:** Dennis Trudeau  
General Manager of Solid Waste and Transportation Services

**SUBJECT:** Master Joint Operating Agreement Amendment

**DATE:** January 14, 2010

**FILE:** 2240-20

**PURPOSE**

To bring forward an amendment of the BC Transit Master Joint Operating Agreement.

**BACKGROUND**

The Master Joint Operating Agreement (MJOA), a supplementary document to the Annual Operating Agreement (AOA), sets out the terms and conditions for both parties in relation to items such as maintenance, marketing, scheduling and overall operation of the systems. The MJOA forms part of the AOA master document. The AOA between the Regional District of Nanaimo (RDN) and BC Transit is renewed annually. It sets out the cost sharing agreements for Custom (handyDART) and Conventional Transit services.

In 2008 BC Transit agreed to cost share on transit projects necessary to implement expansions of service as outlined in the Regional District of Nanaimo Transit Business Plan. BC Transit has indicated that amending the MJOA would be the best way to outline their cost sharing commitments (*see Appendix I*).

Staff has had considerable discussion with BC Transit regarding the terms and conditions included in the MJOA amendment. In addition, staff has had the documents reviewed by RDN lawyers to ensure there are no unacceptable legal issues related to the amendment.

The purpose of the amendment to the MJOA is to set out the responsibilities between BC Transit and the RDN regarding the renovation and construction of the new transit facility. The main goal of the capital project is to renovate/construct a highly efficient and effective transit facility that will support future transit growth needs for the next twenty (20) years.

The amendment outlines the capital project within a four phase construction plan.

- Phase 1 (est.: \$2,700,000) includes office expansion, added bus parking, fire protection, storm water improvements, fencing, lighting, landscape.
- Phase 2 (est.: \$329,000) includes construction of a new body bay.
- Phase 3 (est.: \$1,300,000) includes improvements to the yard, service island, bus wash, construction of a high bay, and safety and environmental improvements.
- Phase 4 (est.: TBD) includes development and improvements to the adjacent property to accommodate future growth (57 bus parking area). The use of the adjacent site is subject to obtaining the necessary permits from the City of Nanaimo and approval of the budget by the Municipality (Regional District of Nanaimo).

The amendment indicates that BC Transit will reimburse the RDN for 46.69% of the cost of Phases 1, 2, 3 to a maximum cash contribution, in sum, of \$2,021,210. The RDN will be responsible for any and all cost overruns, and/or other scope changes, insurance and related project risks. The amendment indicates that the project will be subject to a competitive tendering process to obtain the best value for the partnership. If prices exceed the budgeted amounts the RDN would consult with BC Transit on options that can assist in maintaining the Authority's 46.69% reimbursement of the project costs.

The project costs will be reimbursed upon substantial completion of each phase of the construction plan.

## **ALTERNATIVES**

1. Approve the Amendment to the Master Joint Operating Agreement.
2. Do not approve the Amendment to the Master Joint Operating Agreement.

## **FINANCIAL IMPLICATIONS**

The first phase of the project is the office expansion, added bus parking, fire protection, storm water improvements, fencing, lighting, landscaping, which is presently being completed at a cost of approximately \$2,700,000. BC Transit's share of this project is \$1,260,600.

Not approving the amendment would mean there is no agreement that outlines BC Transit's obligation to cost share in the capital improvements to the transit facility.

## **SUMMARY**

In 2008 BC Transit agreed to cost share on transit projects necessary to implement expansions of service as outlined in the Regional District of Nanaimo Transit Business Plan. BC Transit has indicated that amending the MJOA would be the best way to outline their cost sharing commitments. The Master Joint Operating Agreement (MJOA), a supplementary document to the Annual Operating Agreement (AOA), sets out the terms and conditions for both parties in relation to items such as maintenance, marketing, scheduling and overall operation of the systems.

Staff has had considerable discussion with BC Transit regarding the terms and conditions included in the MJOA amendment. In addition, staff has had the documents reviewed by RDN lawyers to ensure there are no unacceptable legal issues related to the amendment.

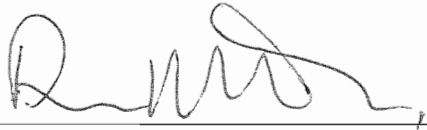
The purpose of the amendment to the MJOA is to set out the responsibilities between BC Transit and the RDN regarding the renovation and construction of the new transit facility. The main goal of the capital project is to renovate/construct a highly efficient and effective transit facility that will support future transit growth needs for the next twenty (20) years.

The amendment indicates that BC Transit will reimburse the RDN for 46.69% of the cost of the capital project to a maximum cash contribution, of \$2,021,210. The project costs will be reimbursed upon substantial completion of each phase of the construction plan.

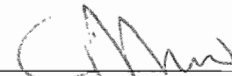
Staff is recommending that the Board approve the amendment of the MJOA.

**RECOMMENDATION**

That the amendment Master Joint Operating Agreement between BC Transit and the Regional District of Nanaimo be approved.



General Manager



CAO Concurrence

## APPENDIX 1



December 18, 2009  
File: NAN.1

Dennis Trudeau  
General Manager, Transportation Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Dear Mr. Trudeau:

**Subject: Regional District of Nanaimo Master Joint Operating Agreement  
(MJOA) Amendment #1, effective April 1, 2009.**

Attached please find Amendment #1 to the Regional District of Nanaimo Master Joint Operating Agreement for your approval. Effective April 1, 2009, this amendment reflects discussions between yourself and BC Transit officials.

Once the agreements have received signature/seal from the Regional District Board, please forward all originals to the undersigned for execution by BC Transit.

Please call if you have any questions regarding this amendment.

A handwritten signature in cursive script that reads 'M. Moore'.

Myrna Moore  
Regional Transit Manager,  
Vancouver Island Coastal  
BC Transit

Copy: *Steve New, BC Transit*  
*Peter Rantucci, BC Transit*



---

**APPENDIX 1**

Nanaimo M.J.O.A.

Amendment #1, April 1, 2009

**AMENDMENT #1  
Regional District of Nanaimo  
MASTER JOINT OPERATING AGREEMENT**

This will confirm our agreement to amend the Master Joint Operating Agreement among the Regional District of Nanaimo and BC Transit, dated April 1, 2001, to add Schedule "A" – Transit Facility, 6300 Hammond Bay Road, effective April 1, 2009.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer  
this        day of        .

THE CORPORATE SEAL OF THE REGIONAL  
DISTRICT OF NANAIMO has been hereto  
affixed in the presence of:

\_\_\_\_\_  
  
\_\_\_\_\_

THE COMMON SEAL OF BRITISH  
COLUMBIA TRANSIT  
has been hereto affixed in the presence of:

\_\_\_\_\_  
CHIEF OPERATING OFFICER

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

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## SCHEDULE "A" - Transit Facility, 6300 Hammond Bay Road

### Purpose:

The purpose of this Schedule is to set out the responsibilities between the parties regarding the capital cost and benefit of renovating/construction of a new Transit Facility at 6300 Hammond Bay Road owned by the Municipality.

The parties agree that the goal is to renovate/construct the existing transit facility with the mutual benefit of possessing a highly efficient and effective transit facility solution that will support future transit growth needs for the next twenty (20) years.

The vision is to renovate and construct a new transit facility within a four phase construction plan.

- Phase 1 (est.: \$2,700,000) includes office expansion, added bus parking, fire protection, storm water improvements, fencing, lighting, landscape.
- Phase 2 (est.: \$329,000) includes construction of a new body bay.
- Phase 3 (est.: \$1,300,000) includes improvements to the office, yard, service island, bus wash, construction of a high bay, and safety and environmental improvements.
- Phase 4 (est.: TBD) includes development and improvements to the adjacent property to accommodate future growth (57 bus parking area).

The use of the adjacent site is subject to obtaining the necessary permits from the City of Nanaimo and approval of the budget by the Municipality.

### Terms for Agreement:

In exchange for consideration from the Authority in the form of a capital contribution towards the renovation/construction of the Transit Facility, the Municipality and the Authority now therefore agree to the following terms:

- (1) The Authority shall jointly with the Municipality have "beneficial use" of the Transit Facility for public transit purposes including bus and employee parking areas, as identified in Figures 1 and 2, for no less than twenty (20) years from the date of "substantial completion" of the renovation/construction improvements, as has been historically the case.
- (2) Upon "substantial completion" of Phase 3, the operational savings of \$60,000 dollars per year gained from the efficiencies of a new bus wash will be reflected by reducing the Annual Operating Budget under the column of "Wages & Benefits for Non-Mechanical Service Staff" by \$60,000. The Authority's share of the savings will be \$28,000 annually.
- (3) A fixed lease rate for the Transit Facility, including parking area, as indicated in Figure 1, shall be \$81,027 per year for the 20-year term. This will be reflected in the "Leases for Office and Garage" A.O.A. budget line item.
- (4) The Municipality shall consult with the Authority and receive endorsement from the Authority regarding functional requirements and construction estimates, including but not limited to, design, materials, energy technology, exterior design and colours, signage, environmental infrastructure, security, information technology and communication requirements.

- (5) The Authority shall reimburse the Municipality for 46.69% of the cost of Phases 1, 2, 3 to a maximum cash contribution, in sum, of \$2,021,210. The Municipality shall be responsible for any and all cost overruns, and/or other scope changes, insurance and related project risks. The Municipality shall provide BC Transit a listing of "out of pocket" project costs, certified by the architect, for each of the three phases of the renovation/construction facility project. All projects will be subject to competitive tendering process to obtain the best value for the Municipality and the Authority. If prices exceed the budgeted amounts the Municipality will consult with the Authority on options that can assist in maintaining the Authority's 46.69% reimbursement of the projects costs. Make reimbursement payments, by phased delivery, once a "Certificate of Substantial Performance" is received for each phase, provided all responsibilities and terms of this memorandum are adhered to by both parties. A 30 day payment term is the same as the AOA and is acceptable for the contribution payment.
- (6) Any financial commitment for Phase 4 will be considered at a later date by both parties.
- (7) Any mechanical, body, or vehicle repair work performed with use of the facility, including fuelling, bus washing and parking, other than vehicles owned by the Authority, shall require the Authority's prior written consent.
- (8) It is the mutual intent of both parties to allow for extra "Body shop" capacity, at the AOA mechanic's labour rate, in the event the Authority requires body/paint services for vehicles owned by the Authority.
- (9) The scope of the project shall include signage as specified by the Authority.
- (10) Any and all disputes regarding the interpretation of this Schedule shall be referred to the Senior Leadership at both the Municipality and the Authority for resolution.
- (11) In the event that, during the twenty (20) year term of this schedule, the Municipality ceases to deliver public transit bus services and requests the Authority to vacate 6300 Hammond Bay Road; the Municipality agrees to reimburse the Authority any and all of the Authority's share of the remaining value of the Authority's capital contribution.
- (12) This Schedule shall survive the termination or expiration of the Master Joint Operating Agreement.

Figure 1  
Phases I, 2, 3 of RDN Transit facility & land.

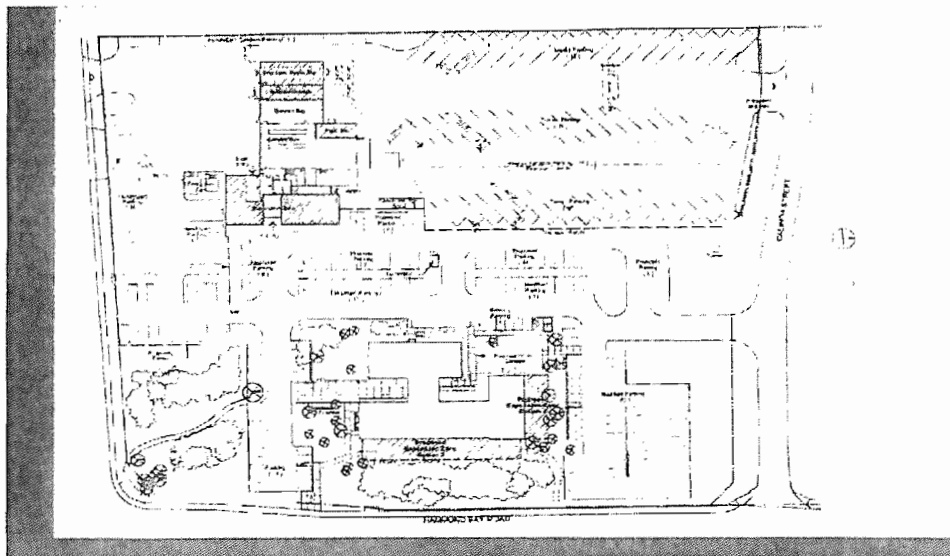
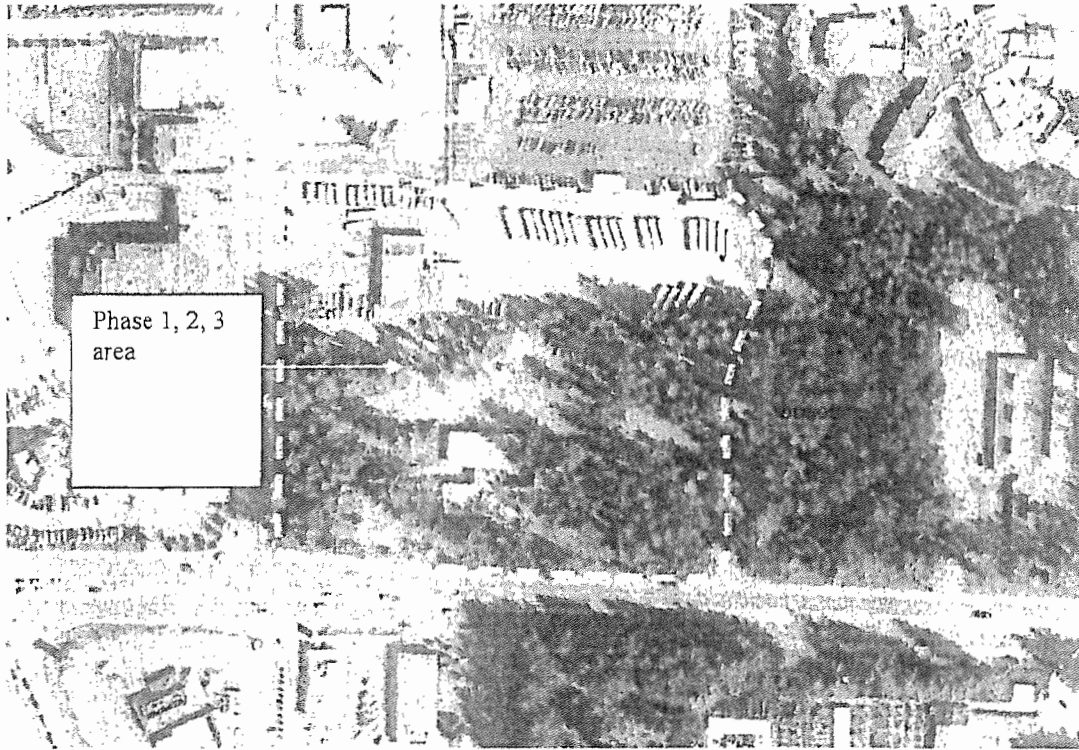
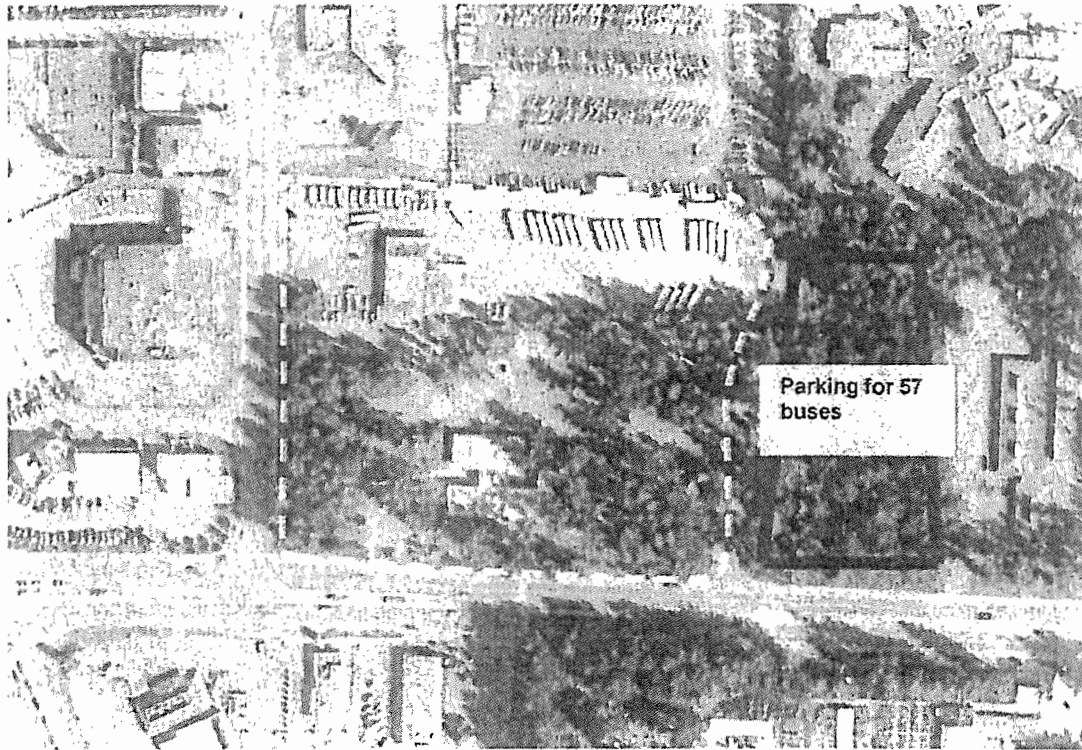


Figure 2

Phase 4 – RDN Parking area identified for master planning.





CAO APPROVAL		LN
EAP		
COW		
RHD		
Special BOARD	✓	Feb 9 '10

# MEMORANDUM

**TO:** Paul Thorkelsson  
General Manager, Development Services

**DATE:** February 5, 2010

**FROM:** Tom Armet, Manager  
Building, Bylaw & Emergency Planning Services

**FILE:** 3900-20-1250.04

**SUBJECT:** Building Permit Fees

## PURPOSE

To introduce a bylaw to amend “Regional District of Nanaimo Building Regulations and Fees Bylaw No. 1250, 2001 to increase building permit fees.

## BACKGROUND

The Regional District of Nanaimo has provided building inspection as a statutory service since 1972 and since 1989 as an extended service. The service has historically been funded through a combination of assessment-based property taxes, permits fees and retained earnings (surpluses). During periods of strong development activity in the RDN, the Board has been able to substantially reduce the tax component of the service area funding and rely primarily on permit fee revenues and retained earnings to cover the variable and fixed costs of the service.

The declining permit fee revenues and low tax requisition rates in the past 5 years have resulted in considerable erosion of retained earnings, creating pressure on the service area budget. In 2009 the department experienced a sharp drop in permit fee revenue and as a result, three staff positions were eliminated and deficit prevention measures were undertaken within the department.

In a September 2009 report, staff provided the Board with an overview of the current building inspection funding model and the serious implications of the current funding imbalance on the service area budget and the 2009 to 2013 RDN financial plan. Staff was directed to examine a combined approach of increased tax requisition, fees and charges to cover the full costs of building inspection. Several funding models, including substantial increases to the tax requisition, were presented at a Board seminar in October 2009.

For the purposes of presenting a balanced budget for the service area, a tax requisition increase and contribution from all electoral areas was included in the 2010 budget. This report provides further details and discussion, for the Board’s consideration, on the implications of increasing permit fees as a means of stabilizing the department budget and minimizing the direct financial impact on the RDN taxpayer.

## DISCUSSION

To date, funding for the Building Inspection Service has been a combination of revenue from permit fees, tax requisition, and surplus funds generated in previous years. In previous presentations staff has outlined the breakdown between the fixed costs of operations and the variable costs directly attributable to construction and permitting activity. The current policy established by the Board (*Policy No. B 2.1 attachment #1 for the Board's reference*) provides a guideline for establishing fees and charges on building permits. Under this policy, fee revenue is to comprise 55% to 70% of the department's total operating budget. This budget has not been aligned with the policy for a number of years. As outlined in previous presentations to the Board, between 1995 and 2006 the tax requisition was continually reduced to a level far below that expected in the Board policy and necessary to maintain a sustainable budget for the service into the future.

More recently the Board has expressed a strong interest in this service operating on a more direct fee-for-service framework. Some discussion has gone so far as to suggest that permit revenues solely fund the service. Staff's analysis of the funding framework and budget has confirmed that 100% funding through revenues is not a realistic possibility. Analysis shows that the breakdown between fixed and variable costs (which would relate to tax requisition and fee revenue respectively) is 35% fixed to 65% variable. This is aligned with the current Board Policy No. B2.1 and is likely the source of the original policy. This framework has been further confirmed through a review of 6 other jurisdictions that revealed similar breakdowns between tax requisition and fee revenue – tax requisition support in those sample jurisdictions ranged from 27% to 79%. The Policy B2.1 appears a laudable, representative, and evidence based goal. It is also, in the current financial climate, unachievable in the near term.

Furthering the Board's direction regarding a combined approach of increased tax requisition and fees and charges the following discussion proposes changes to the current fee structure consistent with the Board's direction to date.

### Proposed Fee Changes

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

The primary component of the overall permit fee is based on value of the construction. To arrive at this value, staff use the *Marshall & Swift* automated valuation system. This technology incorporates the most current and qualified building costs and is recognized as the North American industry standard in the valuation of new residential and commercial construction.

Once a construction value is determined, the permit fee is calculated using a multi-step costing matrix developed in 1994. Staff is proposing to increase the base fee of a building permit to more accurately reflect the actual costs of permit processing and inspections. In addition the proposal simplifies the method of calculating permit fees. The following table illustrates the current fee calculation method:



Construction Value	Current Fee
\$0- \$1,000.00	\$45
\$1,000 to \$150,000	\$45 + \$10/ \$1,000 above \$1,000
\$150,001 to \$500,000	\$45 + \$10/ \$1,000 above \$1,000 to \$150,000 + \$6.50/\$1,000 between \$150,001 and \$500,000
Over \$500,000	\$45 + \$10.00/ \$1,000 above \$1,000 to \$150,000 + \$6.50/\$1,000 between \$150,001 and \$500,000 + \$3.50/\$1,000 over \$500,000

The determination of the applicable permit fee for individual permits is rather complicated under the current fee structure. It is very difficult for individual applicants to determine on their own a quick estimate of the permit fee that applies to their respective project. The following table, in addition to proposing changes to the fee levels, also proposes a change to the fee structure aimed at simplifying and clarifying the calculation process:

Construction Value	Proposed Fee
\$0- \$19,999	\$150
\$20,000 and over	\$250 + 1% of construction value

As an example of the effect of the proposed fee change, the current base cost of a building permit for a single family dwelling with a construction value of \$350,000 is approximately \$2,835 (0.8% of construction value). The cost of that permit would increase by approximately \$965 to \$3,800 (1.1% of construction value). This is relatively consistent with the permit fees charged in the Cowichan Valley, Capital and Fraser Valley Regional Districts. The same permit in the City of Nanaimo or City of Duncan is approximately \$2,900 and in the City of Victoria, the cost is approximately \$4,000.

In addition to the base permit fee increase, staff is recommending increases to most related inspection and administration fees to better align the provision of those services with current costs. These fees, such as water line, sewer line and drainage inspections would increase between \$15 and \$60. Plumbing fees would increase marginally and some fees that are rarely charged would be deleted. These increases would add approximately \$150 to the additional fees currently charged for a typical single family home. Similarly, fees charged for administrative services such as restrictive covenant filings and discharge of notices on title requires adjustment to match and recognize the current cost of meeting our statutory obligations in these areas. While these proposed fee increases are sizable, they are minor sources of revenue and consistent with fees charged by other local government jurisdictions.

A complete overview of the proposed fee changes is attached to this report (*attachment #2*)

### **Regular Updating of Fees**

As outlined above the existing fee levels and structure for the building inspection service has not been reviewed or changed in 16 years. Any observer would note that costs in all aspects of operations have increased during that time yet the fees used to capture the costs of providing the service has not kept pace. This has in part contributed to the financial difficulty this budget has experienced in recent years.

Other jurisdictions have recognized this very same issue and have moved forward to include within their fees and charges bylaw (and/or other bylaw and policy documents) a periodic review and increase to fees aligned with an appropriate price index. Such a bylaw or policy requirement creates the situation where fees change on a gradual basis, in step with other costs and activity in the economy, rather than the larger increases required to “catch up” with costs that are necessary after longer periods of time between reviews.

Staff has reviewed examples from other jurisdictions and recommends that the Board consider adding to the existing *Building Permit Fees Policy No. B2.1*, the requirement to periodically review the Fees and Charges for this service area. If such policy changes are implemented staff would bring before the Board on a regularized basis, an analysis that outlines current fee levels and proposed changes for consideration based on an appropriate price index.

### **Implementation Process**

The proposed increases to fees for building permits are significant. The increases are also necessary to achieve a balanced budget for the service in 2010 (and into the future). In addition, the increases are also required to accommodate the Board’s desire to move towards a more fee-for-service balance in the budget. Typically staff would recommend a process of discussion and consultation with our industry partners as part of a review of fees prior to adoption by the Board. In this case, the options available to the Board in establishing a viable and sustainable funding model for this service area are limited, and the increase to fees as proposed is both warranted and more importantly, more immediately needed.

In light of this situation staff recommend that if the Board elects to adopt the changes to fees as proposed an implementation date of March 1, 2010 be set. Although the delay in implementation reduces the potential financial impact of the fee increases for 2010, the March effective date will give staff sufficient time through the month of February to broadly inform the community of the changes to fees.

## **ALTERNATIVES**

1. Approve increases in building permit fees and consider “Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010” for adoption.
2. To not consider increasing building permit fees and provide staff with alternate direction.

## **FINANCIAL IMPLICATIONS**

### **Alternative #1**

Replacing the current costing matrix with a flat percentage of the construction value would simplify the costing approach, strengthen the funding balance and maintain the required service level for the current year.

The analysis of permit fee revenues (*see attachment 3*) is based on projections that the 2010 building permit activity will be similar in number and value as in 2009. With that assumption, staff projects the proposed fee increases, as shown on the attachment, would add approximately \$163,000 in revenue in 2010. This is a conservative estimate that has been based on partial year implementation and recognizes some flexibility within the budget to respond to changes in a still relatively uncertain market.

### **Alternative #2**

The alternative to increasing permit fees is to increase the tax requisition to cover a larger portion of the full cost of the service. This alternative would have a significant impact on the proposed 2010 budget and the 5-year financial plan for the service area. Significantly higher tax requisition increases than currently included in the proposed 2010 budget and financial plan would be required to adequately fund building inspection.

## **CONCLUSION**

The building inspection function has faced significant financial challenges due to economic factors that heavily influence the rate of development in the Regional District. During periods of strong building activity, the primary sources of direct funding for the department was through user fees and retained earnings (surpluses), with a relatively small tax component. This funding model has proven to be unsustainable and the Board has directed staff to examine and present a funding approach that combines tax requisition and fees and charges to cover the full cost of building inspection.

Staff proposes a new fee calculation framework for the calculation of permit fees. This new methodology greatly simplifies the calculation of permit fees and will permit the general public to estimate on their own applicable fees prior to making an application. This report also outlines increases to fees and charges. It is anticipated that the recommended increases to the existing fees and charges will provide additional revenue to the service area and lessen the impact to the tax payer.

It is important to note that continuing in a funding model that emphasizes fees and charges as the prime source of funding introduces inherent risk and variability in the budget process. Funding is very closely tied to market activity and as such, can change dramatically and have unexpected consequences - including impacts on both service and staffing levels. It is expected that this budget in particular will continue to require close and careful management into the future.

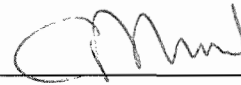
The attached amendment bylaw has been prepared to reflect the proposed fee increases as well as amend the "Areas of Application" to reflect previous inclusions of properties in Electoral Areas 'F' and 'H' into the Building Inspection Service Area.

**RECOMMENDATION**

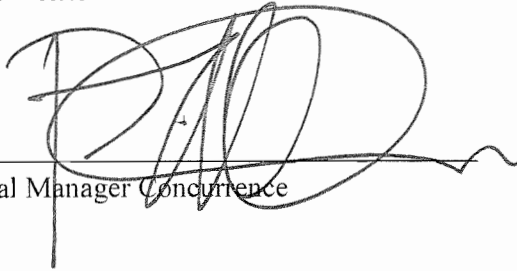
1. That "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010" be introduced and read three times.
2. That "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010" be adopted.
3. That the adopted changes to "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250" have an effective date of March 1, 2010.
4. That the Board direct staff to review *Building Permit Fees Policy No. B2.1* to establish a funding framework for Building Inspection fees and charges and that a biannual review of fees and charges be introduced and included in the policy.



Report Writer



CAO Concurrence



General Manager Concurrence

**Attachment No. 1**

**REGIONAL DISTRICT OF NANAIMO**  
**P O L I C Y**

SUBJECT:	<i>Building Permit Fees</i> <i>(Building Inspection)</i>	POLICY NO:	B2.1
		CROSS REF.:	
EFFECTIVE DATE:	March 8, 1994	APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 1

**PURPOSE**

To develop a guideline for establishing fees and charges on building permits.

**POLICY**

That the Regional District's rates for building permit fees and charges provide for recovery of the direct costs associated with permit processing and generate revenues that comprise a range of 55% up to 70% of the department's total operating budget.

**Attachment No. 2**

**Summary of Proposed Building Permit Fee Changes**

Base Building Permit Fees	Current	Proposed
Construction value \$0-\$19,999	\$45	\$150
Construction \$20,000 and over	\$45	\$250
Demolition	\$45	\$150
Special Inspection Chimney or Fireplace or Solid Fuel Burning Appliances – separate construction	\$50	\$150
Temporary Building	\$125	\$150
Temporary Tent less than 35 square meters	\$15	\$50
<b>Variable Building Permit Fees – value of construction</b>		
Over \$20,000		1% of construction value
\$0- \$1,000.00	\$45	See above
\$1,000 to \$150,000	\$45 + \$10/ \$1,000 above \$1,000	See above
\$150,001 to \$500,000	\$45 + \$10/ \$1,000 above \$1,000 to \$150,000 + \$6.50/\$1,000 between \$150,001 and \$500,000	See above
Over \$500,000	\$45 + \$10.00/ \$1,000 above \$1,000 to \$150,000 + \$6.50/\$1,000 between \$150,001 and \$500,000 + \$3.50/\$1,000 over \$500,000	See above
<b>Inspection and Other Permit Fees</b>		
Confirmation of Title	\$15	\$15
Plumbing Inspections - First Fixture	\$20	Each fixture \$15.00
Plumbing Inspections - Each additional fixture	\$10	
Plumbing fixtures in a factory built building – each fixture	\$7	\$10
Rain Water Leaders – each	\$10	\$10
Water service line	\$65	\$100
Sanitary sewer service line	\$85	\$100
Storm drain service line	\$85	\$100
Foundation drains	\$40	\$100

Other foundation drains \$85.00 plus \$.70 per lineal meter of pipe on site to connection	variable	Delete – not required
Fire Sprinklers - minimum fee of \$40.00 plus \$.40 per each head	Min fee \$40	Min fee \$50
Lawn Sprinklers - inspection for protection of potable water system	\$40	\$50
Recalled inspection – after third failed inspection	\$50	\$100
Applicant extra inspection request	\$50	\$100
Disconnection of services (cap-off) per connection	\$50	delete
Restrictive Covenant Filing	\$80	\$250
Rescind a Stop Work or Do Not Occupy Notice	New	\$150
Discharge of Notice on Title Registration	\$190	\$500
Confirmation of Building Permit and Zoning Information per parcel	\$40	\$40

**Attachment No. 3**

**Base Permit Fee Revenue Analysis**

Permit Value	# of Permits	Current Fee	% of Const Value	Proposed Fee	% of Const Value	Change in Permit Fee	% Change	Projected Current Total Revenues	% of Revenues	Actual Revenues	Projected New Total Revenues	% of Revenues
				1.00%								
under 20,000	116	45	N/A	150	N/A	105	233%	5,220	1%	2,630	17,400	2%
20,000	140	235	1.2%	250	1.3%	15	6%	32,900	5%	16,630	35,000	4%
50,000	80	535	1.1%	800	1.6%	265	50%	42,800	7%	28,285	64,000	7%
100,000	62	1,035	1.0%	1,300	1.3%	265	26%	64,170	10%	43,720	80,600	9%
200,000	48	1,860	0.9%	2,300	1.2%	440	24%	89,280	14%	65,610	110,400	13%
350,000	58	2,835	0.8%	3,800	1.1%	965	34%	164,430	26%	135,460	220,400	25%
400,000	18	3,160	0.8%	4,300	1.1%	1,140	36%	56,880	9%	52,585	77,400	9%
500,000	22	3,810	0.8%	5,300	1.1%	1,490	39%	83,820	13%	74,400	116,600	13%
600,000	12	4,160	0.7%	6,300	1.1%	2,140	51%	49,920	8%	45,895	75,600	9%
700,000	4	4,510	0.6%	7,300	1.0%	2,790	62%	18,040	3%	16,265	29,200	3%
1,000,000	5	5,560	0.6%	10,300	1.0%	4,740	85%	27,800	4%	23,840	51,500	6%
2,000,000	1	9,060	0.5%	20,300	1.0%	11,240	124%	9,060	1%	5,605	20,300	2%
Total/Change	566							639,100		508,295	881,000	
								Variance due to grouping		(130,805)	(130,805)	
								Projected fee revenues 2010			750,195	
								Estimated annual new fees			241,900	
								Estimated actual fees			163,282	



**Attachment No. 4**

**REGIONAL DISTRICT OF NANAIMO  
 FINANCIAL PLAN  
 Tax Requisition at 20% of Overall Costs**

	2009 Budget	2010 Proposed	2010 Revised	2011	2012	2013	2014
<b>Building Inspection Revenues</b>							
Property taxes	22,030	14%	14%	16%	18%	19%	20%
Operating revenues	555,738	98%	70%	78%	80%	81%	80%
Prior year (surplus/deficit)	703,582						
<b>Total Revenues</b>	1,281,350	1,094,756	1,125,795	1,093,160	1,013,362	1,079,936	1,049,409
<b>Expenditures</b>							
<b>Fixed Costs</b>							
Administrational-interdepartmental	49,314	49,807	49,807	50,305	50,808	51,310	51,820
Professional fees	28,000	11,500	11,500	11,500	11,500	11,500	11,500
Building Ops	18,700	17,575	17,575	17,575	17,575	17,575	17,575
Other Operating Costs	155,288	187,598	187,598	187,598	154,398	154,398	154,398
Administrative wages	97,410	100,332	100,332	103,844	107,478	111,241	115,134
Capital	1,450	10,000	10,000	7,500	7,500	8,000	2,500
Contributions to reserve funds	4,000	1,000	1,000	1,000	1,000	1,000	1,000
<b>Total Fixed Costs</b>	352,163	377,812	377,812	378,322	350,280	363,030	363,836
<b>Variable costs</b>							
Administrational-interdepartmental	49,314	49,807	49,807	50,305	50,808	51,310	51,820
Other Operating Costs	38,825	38,825	38,825	38,825	38,825	38,825	38,825
Veih. & Equip Ops	28,740	17,000	17,000	17,000	17,000	17,000	17,000
Administrative wages	87,410	100,332	100,332	103,844	107,478	111,241	115,134
Inspector Wages & Benefits	592,028	511,451	522,352	522,352	529,352	524,352	540,487
<b>Total Variable Costs</b>	775,815	628,783	628,783	650,108	653,931	667,593	681,031
<b>Total Costs</b>	1,127,978	1,006,595	1,006,595	1,028,430	1,004,211	1,030,623	1,044,867
<b>(Surplus)/deficit</b>	223,344	29,161	119,199	23,830	6,151	29,313	24,542
<b>Tax rate calculation</b>							
Tax cost per \$100,000	\$ 1.50	\$ 2.30	\$ 2.20	\$ 2.40	\$ 2.70	\$ 2.60	\$ 3.00
Tax cost per \$200,000	\$ 3.00	\$ 4.60	\$ 4.40	\$ 4.80	\$ 5.40	\$ 5.20	\$ 6.00
Tax cost per \$300,000	\$ 4.50	\$ 6.90	\$ 6.60	\$ 7.20	\$ 8.10	\$ 7.80	\$ 9.00
Tax cost per \$400,000	\$ 6.00	\$ 9.20	\$ 8.80	\$ 9.60	\$ 10.80	\$ 10.40	\$ 12.00
Tax cost per \$500,000	\$ 7.50	\$ 11.50	\$ 11.00	\$ 12.00	\$ 13.50	\$ 13.00	\$ 15.00

## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1250.04

#### A BYLAW TO AMEND “REGIONAL DISTRICT OF NANAIMO BUILDING REGULATIONS AND FEES BYLAW NO. 1250, 2001”

WHEREAS the Board enacted “Regional District of Nanaimo Building Regulations and Fees Bylaw No. 1250, 2001”;

AND WHEREAS the Board wishes to amend the bylaw to include changes in fees ad the applicable areas of the Building Inspection Service;

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

1. Section 7 is amended by adding a new subsection 11 as follows:

Section 7 (11) **Interest on Security** – where security required under this bylaw is provided in the form of cash, certified cheque or money order interest shall be payable at the rate of prime less 2%, where prime is the rate available to the Regional District from its banking institute of record at the time the security is refunded, calculated as simple interest not compounding, from the beginning of the month following the deposit of the security to the beginning of the month prior to the refund date. No interest shall be payable on security provided in the way of a letter of credit.

2. Section 13(12) is hereby deleted and replaced with the following:

13 (12) in cases where the existing building or buildings are demolished, destroyed or otherwise removed from the property and were connected to the sanitary sewage system, a water system or a storm water system, make arrangements for the disconnection to the satisfaction of the Chief Building Inspector. If disconnection is not carried out to the satisfaction of the Chief Building Inspector the Regional District shall cap off the connection(s) and the owner shall be liable for any fees in any other bylaws applicable within the Regional District for disconnection services.

3. Section 18 of Bylaw 1250 is hereby repealed and replaced with the following:

#### 18. **Moved on Buildings**

- (1) No person shall move or cause to be moved any building into the Regional District or from one parcel to another in the Regional District without first obtaining a Building Permit to carry out such move and to site the building on the parcel to which it is to be moved.
- (2) The following information must be provided when applying for a Building Permit for a moved-on building:
  - (a) Certification from a Registered Professional that the structure is safe for its intended use;
  - (b) Detailed plans and specifications of the proposed relocation and rehabilitation of the building;
  - (c) Detailed plans and specifications of the building siting, parcel landscaping, paving, and other site improvements proposed on the parcel;

- (d) A report from an accredited appraiser (A.A.C.I.) showing the appraised value of the moved-on building; and,
  - (e) The building must appraise (as determined by an accredited appraiser (A.A.C.I.) at a value equal to or greater than 100 percent of the average assessed value of the improvements (as determined by the BC Assessment Authority) of the neighbouring developed properties within 100 metres.
  - (f) Security in the form of a standby irrevocable letter of credit without an expiry date or a certified cheque for an amount equal to five percent of the appraised value to a maximum of \$10,000 as identified in Section 18(2) (d).
- (3) If the building or part of it is not completed or an occupancy permit has not been issued within the specified time, the Building Official may send a written notice to the owner stating that the building does not comply with this bylaw or other enactment and direct the owner to remedy the non-compliance within thirty days from the date of service of the notice. If the non-compliance is not remedied within the thirty-day period, the certified cheque or other security shall be forfeited to the Regional District of Nanaimo.
  - (4) Sections 18(2) and (3) above do not apply to a certified factory built house that meets or exceeds the CAN/CSA Z240 MH Series and the CSA A-277- M1990.
4. Schedule 'A' of "Regional District of Nanaimo Building Regulations and Fees Bylaw No. 1250, 2001"; is hereby repealed and replaced with Schedule 'A' attached to and forming part of this bylaw.
  5. Schedule 'B' of "Regional District of Nanaimo Building Regulations and Fees Bylaw No. 1250, 2001"; is hereby repealed and replaced with Schedule 'B' attached to and forming part of this bylaw.
  6. Schedule 'C' of "Regional District of Nanaimo Building Regulations and Fees Bylaw No. 1250, 2001"; is hereby repealed and replaced with Schedule 'C' attached to and forming part of this bylaw.
  7. The effective date for the application of the fees will be March 1, 2010.
  8. This bylaw may be cited as "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010".

Introduced and read three times this 9th day of February, 2010.

Adopted this 9th day of February, 2010.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010"

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Chairperson

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Senior Manager, Corporate Administration

## **SCHEDULE 'A'**

### **DESCRIPTION AND MAPS OF ELECTORAL AREAS REGULATED**

#### **AREAS OF APPLICATION**

This bylaw shall have application to and be in force in Electoral Area 'G' of the Regional District of Nanaimo, as well as those parts of Electoral Areas 'A', 'B', 'C', 'E', 'F' and 'H' of the Regional District of Nanaimo as outlined on Schedules 'A', 'B', 'C', 'D', 'E', and 'F' of "Regional District of Nanaimo Building Inspection Extended Service Establishment Bylaw No. 787, 1989."

\_\_\_\_\_  
Chairperson

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Senior Manager, Corporate Administration

## SCHEDULE 'B'

### FEES

#### 1. Building Permit Fees

The fees payable for a permit for construction, reconstruction, addition, extension, alteration and repair of any building or any other construction requiring a permit and not specifically listed here shall be as follows:

<b>Base Fee on Value of Construction</b>	<b>Fee</b>
Up to \$19,999	\$150
\$20,000 and higher	\$250
Demolition	\$150
Special Inspection Chimney or Fireplace or Solid Fuel Burning Appliances – separate construction	\$150
Temporary Building (plus a bond as required under Section 10(6)(c) (see Section 2 below)	\$150
Temporary Tent less than 35 square meters	\$ 50
Swimming Pool	\$150
<b>Additional Value of Construction Fees</b>	<b>Fee</b>
\$0 to \$19,999	nil
\$20,000 and over	1% times value of construction
<b>Inspection and Other Permit Fees</b>	
Confirmation of Title	\$15
Plumbing Inspections – each fixture	\$15
Plumbing fixtures in a factory built building – each fixture	\$10
Rain Water Leaders – each	\$10
Water service line	\$100
Sanitary sewer service line	\$100

Storm drain service line	\$100
Foundation drains	\$100
Fire Sprinklers - minimum fee plus \$.40 per each head	\$ 50
Lawn Sprinklers - inspection for protection of potable water system	\$ 50
Recalled inspection – after third failed inspection	\$100
	Double the total permit fees to a maximum of \$750
Contravention of ‘Stop Work’	
Applicant extra inspection request	\$100
Restrictive Covenant Filing	\$250
Discharge of Notice of Bylaw Contravention Title Registration	\$500
Rescind a Stop Work or Do Not Occupy Notice	\$150
Confirmation of Building Permit and Zoning Information per parcel	\$ 40

## 2. Temporary Building Bond

Security in the form of a standby irrevocable letter of credit without an expiry date or a certified cheque in the amount of \$1,000 is required for removal of a Temporary Building in accordance with Section 10(6)(c )

## 3. Moved on Buildings

The building permit for a moved on building shall be 50% of the amount calculated for a permit based on the value of construction shown above. Inspection and Other Permit fees shall apply at the rates shown above.

With respect to moved on buildings (not factory built) security in the form of a standby irrevocable letter of credit without an expiry date or a certified cheque for an amount equal to five percent of the appraised value to a maximum of \$10,000 shall be provided as identified in Section 18(2) (d)

## 4. Building Permit Fee Reduction

When a building permit is issued reliant upon the certification of a registered professional engineer or architect, the permit fee will be reduced by 5% of the fees payable, up to a maximum reduction of \$500.00.

## 5. Returned payments

A permit for which a cheque is returned to the Regional District of Nanaimo from the applicant’s bank will be treated as unissued and no inspections will be completed until such time as the cheque is replaced with a certified cheque, cash or a money order and the fee for such NSF cheque as identified in Regional District of Nanaimo Bylaw No. 944 (and subsequent amendments), has been paid by the applicant.

Schedule 'C' to accompany "Regional District of Nanaimo Building Regulations and Fees Amendment Bylaw No. 1250.04, 2010"

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Chairperson

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Senior Manager, Corporate Administration

### **SCHEDULE 'C'**

#### **PERMIT PROCESSING FEES**

1. A permit processing fee, as set out below, shall accompany an application made for a building permit. Permit processing fees are non-refundable and shall be credited to the building permit fee prior to issuance.

#### **PERMIT PROCESSING FEE**

(1) Construction value is less than \$20,000	\$150
(2) Construction value is \$20,000 to \$49,000	\$450
(3) Construction value is \$50,000 to \$100,000	\$500
(4) Construction value is over \$100,000	\$1,000

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

**DATE:** February 2, 2010

**FROM:** W. Idema  
Manager, Financial Reporting

**FILE:**

**SUBJECT: 2010 Parcel Tax Rolls Bylaw No. 1590**

**PURPOSE:**

To introduce for three readings and adoption “2010 Parcel Tax Assessment Roll Bylaw No.1590 , 2010”.

**BACKGROUND:**

Section 806.1(2) of the *Local Government Act* requires that the Board adopt a bylaw to provide for the preparation of rolls for the purpose of levying parcel taxes. The “2010 Parcel Tax Assessment Roll Bylaw No. 1590, 2010” introduced with this report identifies twenty six services for which parcel taxes form a part of the annual revenues.

We expect to levy new parcel taxes for the following services commencing in 2010:

- a) Cedar Sewer Service ( for operating a collection and treatment service)
- b) Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service (to repay borrowing obtained to cover a portion of capital costs for installing a sewer collection system in the Cedar Village center)

When a parcel tax is to be imposed for the first time, a parcel tax review panel must be arranged to consider any concerns respecting the parcel tax roll (i.e. corrections to an owner’s name and address, whether a parcel is correctly included or excluded from the service, or whether an exemption has been properly or improperly allowed). For the most part, corrections involve updating owner’s names and addresses due to recent property sales and these may be done by direct communication with staff. The review panel consists of 3 people, which may be any combination of staff and Board members. A tentative date for the review panel would be Thursday, February 25, 2010 between 4:30 pm and 5:30 pm in the Regional District Committee Room. Section 806.1(2)(b) of the *Local Government Act* requires that the authenticated parcel tax rolls be forwarded to the Surveyor of Taxes before February 28<sup>th</sup>.

The Surveyor of Taxes office controls the time the rolls are received by our offices and therefore the dates outlined in this report may be amended slightly to ensure sufficient notice to property owners and Board appointed panel members.

**ALTERNATIVES:**

There are no alternatives to this process.

**FINANCIAL IMPLICATIONS:**

Advertising and mailing costs are provided in the 2010 budget for this purpose.



**SUMMARY/CONCLUSIONS:**

Pursuant to the *Local Government Act* this report introduces a bylaw which will provide for the preparation of parcel tax rolls for 2010. The parcel tax review panel will meet tentatively on Thursday, February 25, 2010 between 4:30 and 5:30 pm to hear any concerns regarding information contained in the parcel tax rolls.

**RECOMMENDATION:**

1. That the “2010 Parcel Tax Assessment Roll Bylaw No. 1590, 2010”, be introduced and read three times.
2. That the “2010 Parcel Tax Assessment Roll Bylaw No. 1590, 2010” be adopted.
3. That the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2010 parcel tax review panel.



Report Writer



General Manager



C.A.O. Concurrence

**COMMENTS:**

# REGIONAL DISTRICT OF NANAIMO

## BYLAW NO 1590

### A BYLAW TO PROVIDE FOR THE PREPARATION OF PARCEL TAX ROLLS FOR THE YEAR 2010

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to Section 806.1(2)(a) of the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax under Section 806.1(2);

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2010 are to be prepared for the following services:

Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
French Creek Water Local Service Area	Conversion Bylaw No. 874, 1992
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
Regional Parks	Establishing Bylaw No. 1231, 2001
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Cassidy Waterloo Fire Protection Service Area	Establishing Bylaw No. 1388, 2004

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.
4. Parcel taxes for Regional Parks, Cassidy Waterloo Fire Protection, Drinking Water & Watershed Protection and Crime Prevention & Community Justice Support shall be levied on the basis of a single amount for each parcel, which shall be defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only.
5. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as a rate per hectare.
6. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
7. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:  
  
Parcel of land less than or equal to .2 ha = 1  
Parcel of land greater than .2 ha up to 1 ha = 2  
Parcel of land greater than 1 ha up to 3 ha = 3  
Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) and (4) above shall not be levied on folios with the following characteristics:
  - (i) water, including but not limited to foreshore leases.
  - (ii) continuous structures physically identifiable as telephone, hydro or other utility wires, fiber or cables.
9. This bylaw may be cited as “2010 Parcel Tax Assessment Roll Bylaw No. 1590, 2010”.

Introduced and read three times this 9th day of February, 2010

Adopted this 9th day of February, 2010.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION