

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, NOVEMBER 22, 2011**

**CIRCULATED REPORT
FOR AGENDA**

PAGES

**SCHEDULED STANDING, ADVISORY STANDING AND SELECT
COMMITTEE REPORT**

Transit Select Committee.

3-18 Minutes from the meeting of the Transit Select Committee held November 17, 2011.
(for information).

(All Directors – One Vote)

1. *That the Regional District of Nanaimo Board send a letter to Olivia Chow in support of her legislative initiative bill C-615, An Act to Establish a National Public Transit Strategy.*

(Nanaimo, Lantzville, Parksville, Qualicum Beach, EA's 'A', 'C', 'E', 'G' – Weighted Vote)

2. *That the application made by Woodgrove Centre for the Regional District of Nanaimo to provide bus service on January 1, 2012, at 50% Woodgrove Centre cost, be approved.*
3. *That the proposed 5,000 hour transit service expansion to the Conventional system and the 250 hour Custom Transit expansion in Electoral Area H, with their associated costs, be approved.*
4. *That staff proceed to advise BC Transit that the Regional District of Nanaimo supports including the proposed changes in the 2011/2012/2013 Annual Operating Agreements.*

(All Directors – One Vote)

5. *That staff proceed to amend the District 69 Transit establishing bylaw to add Electoral Area H as a participant.*

(Nanaimo, Lantzville, Parksville, Qualicum Beach, EA's 'A', 'C', 'E', 'G' – Weighted Vote)

6. *That the Board approve a \$0.25 fare increase to Conventional and handyDART cash fares and increase all other Convention fare products accordingly as presented in Appendix 1 effective March 4, 2012.*

ADMINISTRATOR'S REPORTS

19-27

San Pareil Water System Service Area (Fire Protection Improvements) Establishing Bylaw No. 1646 and Loan Authorization Bylaw No. 1647. (All Directors – One Vote)

DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, NOVEMBER 17, 2011 AT 12:00 NOON IN THE COMMITTEE ROOM

Present:

Director B. Holdom	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 D. Johnstone	City of Nanaimo
Director M. Unger	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach
Director M. Lefebvre	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
D. Marshall	Superintendent Transit Operations, RDN
Director D. Bartram	Electoral Area 'H'
D. Holmes	Asst. City Mgr./Gen. Mgr., Corp. Srv., City of Nanaimo
F. McFarlane	Recording Secretary, RDN

CALL TO ORDER

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

MINUTES

MOVED Director Holme, SECONDED Director Westbroek that the minutes of the regular Transit Select Committee meeting held September 22, 2011 be adopted. CARRIED

COMMUNICATIONS/CORRESPONDENCE

Correspondence from Olivia Chow, MP, re Creation of a National Transit Strategy.

D. Trudeau noted that this is a strategy to encourage support for safe, efficient and comfortable transit in urban areas of the country. Director Lefebvre requested a copy of the bill be sent to the City of Parksville for their review.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the Regional District of Nanaimo Board send a letter to Olivia Chow in support of her legislative initiative bill C-615, *An Act to Establish a National Public Transit Strategy*. CARRIED

BC TRANSIT UPDATE

Myrna Moore, of BC Transit, provided an update on the transit improvement program. She noted that the RDN could expect a response from BC Transit shortly.

REPORTS

New Year's Day Transit Service Report.

D. Trudeau provided a brief overview of the report. D. Trudeau noted that the service would cover from Cedar to Qualicum Beach. It would involve Conventional transit only and the hours of operation would be from 7am through to 7:30pm. Director Lefebvre suggested that Woodgrove be responsible for the full cost of the service less fare revenue.

MOVED Director Lefebvre, SECONDED Director Bestwick, that the application made by Woodgrove Centre for the Regional District of Nanaimo to provide bus service on January 1, 2012, at 100% Woodgrove Centre cost, less fare revenue, be approved. DEFEATED

MOVED Director Westbrook, SECONDED Director Holme, that the application made by Woodgrove Centre for the Regional District of Nanaimo to provide bus service on January 1, 2012, at 50% Woodgrove Centre cost, be approved. CARRIED

March 2012 Service Expansion Report.

D. Trudeau introduced the report and D. Pearce explained how the expansions would be focused.

MOVED Director Holme, SECONDED Director Westbrook,

1. That the proposed 5,000 hour transit service expansion to the Conventional system and the 250 hour Custom transit expansion in Electoral Area H, with their associated costs, be approved. CARRIED
2. That staff proceed to advise BC Transit that the Regional District of Nanaimo supports including the proposed changes in the 2011/2012/2013 Annual Operating Agreements. CARRIED
3. That staff proceed to amend the District 69 Transit establishing bylaw to add Electoral Area H as a participant. CARRIED

Fare Review Report.

D. Trudeau stated that there has not been an increase in transit fares since 2008. We have had increases in fuel costs, wages, general operating costs, etc. Director Lefebvre suggested that the marketing message should reflect the cost savings in using a bus pass. Director Bestwick questioned the possibility of a blended rate, i.e., one rate regardless of whether the passenger is a child, senior or student. D. Trudeau advised that BC Transit does look at different types of fare models and that currently there is no system within BC Transit that has blended fares. Director Bestwick suggested that fares be reduced at non-peak times. D. Trudeau noted that this is something that could be brought back to the Committee for further consideration in 2012.

MOVED Director Stanhope, SECONDED Director Unger, that the Board approve a \$0.25 fare increase to Conventional and handyDART cash fares and increase all other Conventional fare products accordingly as presented in *Appendix 1* effective March 4, 2012. CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Westbrook, that the meeting be adjourned. CARRIED

TIME: 1:00 PM

NEXT MEETING

The next meeting of the Transit Select Committee is set tentatively for Thursday, January 19, 2012, in the RDN Committee Room.

CHAIRPERSON

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

DATE: November 10, 2011

FROM: Daniel Pearce
Manager, Transit & Planning

FILE: 1810-20

SUBJECT: Fare Review

PURPOSE

To present a report on a proposed fare increase for March 4, 2012.

BACKGROUND

A service expansion of 5,000 hours annually is proposed for March 2012 and an increase in ridership from this service enhancement is expected; however, it will not be fully realized until the next couple of years. Without increasing fare revenue increases in operating costs such as fuel, staff wages, servicing and insurance, as well as the costs associated with the expansion, will result in higher tax requisitions. For example, fuel prices have increased by 11% from 2008.

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 RDN Transit, it has been noted that the cost of senior/youth monthly passes are low compared to other monthly fare products, and in comparison with BC Transit recommended fare structures, potential revenue is being lost. The proposed fare increase would enhance monthly pass revenues and support a user pay system. Staff has prepared an analysis of a \$0.25 increase to cash fares as well as an equivalent increase to all other fare products, presented in *Appendix 1*.

BC Transit staff has reviewed the proposed fare increase with their modeling program that makes ridership adjustments based upon increased fares. BC Transit staff indicated that RDN Transit has had strong ridership performance in the past. Therefore, any potential losses in ridership would be balanced by ridership gains due to expanded and improved service. BC Transit staff support the proposed fare increase.

Staff believe 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 routing, service frequencies and transit infrastructure.

In reviewing Custom Transit (handyDART) fares, staff is recommending an increase of \$0.25 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 RDN's adult cash fare structure is similar to other Tier 1 transit systems in BC; Kamloops currently charges \$2.25, Prince George charges \$2.25, Whistler charges \$2.50 and Victoria charges \$2.50.

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 a \$0.25 increase to the Conventional and Custom cash fares and increase all other fare products as per *Appendix 1*.
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 a \$0.25 fare increase to cash fares and an increase to all other fare products accordingly, effective March 4, 2012. Staff estimate that revenues will increase conservatively by \$225,000 in 2012. It is also estimated that a \$0.25 increase in handyDART tickets will generate an additional \$11,000 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 2012 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 reducing their carbon footprint.

CONCLUSIONS

Staff is recommending a \$0.25 increase to cash fares and an increase to all other fare products accordingly for the Conventional Transit system. These increases are anticipated to increase conventional fares conservatively by \$225,000 in 2012. Staff is also recommending a \$0.25 increase for handyDART fares. It is projected that the additional fares would increase Custom Transit revenues by \$11,000 in 2012.

Fares have not been increased since January 2008 when the cost of monthly passes only was raised by 5%. Due to RDN Transit having strong revenue and ridership performance in 2009/2010 and a possible 5,000 hour expansion, it is anticipated that there would be no loss in ridership and, as a result, BC Transit is supportive of the fare increase.

RECOMMENDATION

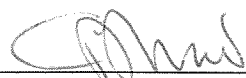
That the Board approve a \$0.25 fare increase to Conventional and handyDART cash fares and increase all other Conventional fare products accordingly as presented in *Appendix 1* effective March 4, 2012.



Report Writer

406


General Manager Concurrence



CAO Concurrence

Appendix 1

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 Increase (March 4, 2012)

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



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
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MEMORANDUM

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

DATE: November 15, 2011

FROM: Daniel Pearce
Manager, Transit & Planning

FILE: 8310-01

SUBJECT: New Year's Day Transit Service

PURPOSE

To consider the Special Event busing request submitted by Woodgrove Centre to provide statutory holiday transit service on January 1, 2012.

BACKGROUND

Regional District of Nanaimo (RDN) staff met with Woodgrove Centre staff in early October to discuss a proposal by Woodgrove Centre to provide transit service on January 1, 2012.

The RDN and Woodgrove Centre would potentially partner to provide regular statutory holiday service on January 1, 2012. All costs associated with the service would be split 50/50 by the RDN and Woodgrove Centre. By providing regular statutory holiday service, riders will already be familiar with schedule and routes.

Woodgrove Centre has requested that they be the sole partner in providing the service as they are the only major mall open on New Year's Day. Providing transit service on New Year's Day will help RDN staff determine if there is enough demand to warrant having New Year's Day included in upcoming Annual Operating Agreements. The service will be regular Sunday service, which will operate throughout the RDN service area.

The request meets the RDN policy on the use of buses for Special Events in that the service is within the transit service area and the event is community oriented.

BC Transit has been advised of the New Year's Day service but will not be contributing to the expanded service.

ALTERNATIVES

1. Approve the application from Woodgrove Centre to provide regular statutory holiday transit service on January 1, 2012.
2. Do not approve the application from Woodgrove Centre to provide regular statutory holiday transit service on January 1, 2012.

FINANCIAL IMPLICATIONS

Staff have confirmed Woodgrove Centre will pay 50% of costs associated with providing statutory transit service on January 1, 2012. The estimated cost for this service is \$17,900, not including any cash fares. The total cost to the RDN would be approximately \$8,900 minus any cash fares. The proposed New Year's Day service was not included in the 2011 budget. Transit revenues for 2011 have performed well and staff expect that the surplus will be adequate to cover this additional expense.

Staff estimate \$2,500 in revenue from cash fares.

SUSTAINABILITY

Given the essential role of public transit in a sustainable region, all efforts of the Transportation Services Department are founded on generating positive implications for the sustainability of the region. In particular, providing residents a meaningful alternative to the private automobile, which in turn reduces greenhouse gas emissions and mitigates the effects of climate change, is one of the primary goals of the Transit Department. Providing transit service on New Year's Day will help mitigate the number of vehicles on the roadway, in part, helping increase transit awareness and lowering greenhouse gas emissions.

CONCLUSIONS

Woodgrove Centre would like to partner with the Regional District of Nanaimo to provide statutory holiday transit service on January 1, 2012.

The RDN and Woodgrove Centre would split all costs 50/50 in providing this service.

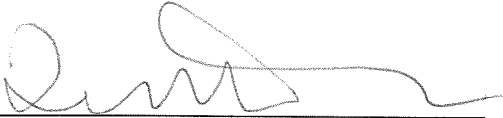
Staff recommend the request since supporting it is a good opportunity to raise Transit's profile, as well as determine if there is enough demand to warrant having New Year's Day included in upcoming Annual Operating Agreements.

RECOMMENDATION

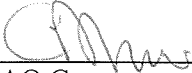
That the application made by Woodgrove Centre for the Regional District of Nanaimo to provide bus service on January 1, 2012, at 50% Woodgrove Centre cost, be approved.



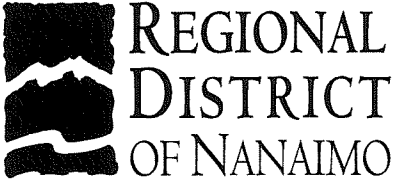
Report Writer



GM Concurrence



CAO Concurrence



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MEMORANDUM

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

DATE: November 10, 2011

FROM: Daniel Pearce
Manager, Transit & Planning

FILE:

SUBJECT: Proposed Service Expansion - March 2012

PURPOSE

To discuss the financial implications of proposed service expansions for the Conventional and Custom transit systems.

BACKGROUND

Following information received in July that BC Transit was in a position to cost share in expansions of transit service in 2012, the Transit Select Committee (TSC) recommended and the Board approved at its meeting held October 4, 2011 the following motion:

That BC Transit be advised that the Regional District of Nanaimo will be undertaking a financial analysis of the proposed expansion and will provide a response to BC Transit on the acceptance of the March 2012 5,000 hour conventional transit service expansion and 250 hour custom transit service hour expansion by November 30, 2011.

Two service expansions are proposed. For the conventional transit system approximately 5,000 hours annualized over 2012/2013 are proposed and an additional 250 hours would be added to the District 69 service to provide one day a week service in Electoral Area H.

Conventional Transit

The proposed new hours would result in improved service on the #1- Downtown/Woodgrove, #2- Hammond Bay, #3- Hospital, #4- VI University (formerly the #44), #5- Fairview, #7- Cinnabar/Cedar, #8- South, #9- North and the #15- VIU Connector. A detailed description of the changes is attached as *Appendix 1*.

Area H Service

The new Area H service consists of a fixed route with additional time in the schedule to make custom trips outside of the fixed route. In order to add 250 hours of new service to Electoral Area H, the District 69 Transit Service bylaw would be amended to bring Electoral Area H into the service as an additional participant. As a participant in the District 69 transit service, Area H will be allocated a share of the overall requisition calculated as 40% based on population and 60% based on the service.

Fare increase

As has been reported previously to the Transit Select Committee the regional transit system would benefit from a fare increase. Given the additional service being added in 2012 staff have reviewed the fare increase topic and recommend a \$0.25 fare increase commencing March 1, 2012.

ALTERNATIVES

1. Approve the proposed expansions of transit service outlined in this report and advise BC Transit accordingly.
2. Do not approve the expansions of transit service outlined in this report and advise BC Transit accordingly.

FINANCIAL IMPLICATIONS

Alternative 1

Under this alternative both service expansions would be approved.

Conventional Service Financial Implications

It is estimated that the 5,000 hour conventional service expansion will increase operating costs by approximately \$600,000. The major cost changes that occur include driver and servicing wages, fuel, vehicle repairs and maintenance and vehicle lease fees. Under the cost sharing formula for conventional transit, BC Transit will contribute approximately \$235,000 (39%) with the remaining \$365,000 funded through fares (estimated at \$60,000) and property taxes.

The financial plan for 2012 forecasts tax requisitions of \$6,665,345 for District 68 and \$791,360 for District 69. Overall the forecast results in an increase of \$651,390 for transit services. The preliminary 2012 budget for transit services includes the two potential expansions, the completion of the Phase 2 transit facility improvements (a portion cost shared with BC Transit) and anticipated higher fuel prices. In District 68 the major impact with respect to the 5,000 hour service expansion will be to the City of Nanaimo at an estimated \$581,030. Electoral Area A will also see a small increase in their tax requisition as they are receiving additional service.

Area H Service Financial Implications

Based on estimates of rides (custom) and hours and kilometres (conventional) expected in Area H, staff estimate the proportion of service among the District 69 participants to be 3.6%. The share of the annual requisition for Area H based on the proposed 2012 requisition in District 69 would be \$48,500. A further \$50,000 is proposed to be assessed solely to Area H to cover a share of recent capital improvements to the transit facilities. It is proposed that this be assessed over a four year period at \$12,500 per year and would be identified as a credit to the District 69 transit budget.

Tables 1 and 2 below summarize the change in requisitions from 2011 based on the expansions being included in the preliminary 2012 budgets.

Table 1 – Southern Community Transit

	2011 Requisition	2012 Requisition with Expansion	Total Change
Nanaimo	\$ 5,849,930	\$ 6,430,960	\$ 581,030
Lantzville	\$ 127,365	\$ 113,600	(\$ 13,765)
Electoral Area A	\$ 75,465	\$ 85,220	\$ 9,755
Electoral Area C	\$ 26,985	\$ 35,565	\$ 8,580
	\$ 6,079,745	\$ 6,665,345	\$ 585,600

Table 2 – District 69 Transit

	2011 Requisition	2012 Requisition without Area H	Change	2012 Requisition with Area H	Revised Change from 2011
Parksville	\$ 311,945	\$ 342,970	\$ 31,025	\$ 321,120	\$ 9,175
Qualicum Beach	\$ 181,895	\$ 188,820	\$ 6,925	\$ 180,610	(\$ 1,285)
Electoral Area E	\$ 103,515	\$ 120,290	\$ 16,775	\$ 112,245	\$ 8,730
Electoral Area G	\$ 128,215	\$ 139,285	\$ 11,070	\$ 128,535	\$ 320
Electoral Area H				\$ 48,850	\$ 48,850
	\$ 725,570	\$ 791,360	\$ 65,790	\$ 791,360	\$ 65,790

SUSTAINABILITY IMPLICATIONS

The Board's Strategic Plan encourages improved public transit both to reduce the impact of traffic congestion in the long term as well as to support development, which clusters residences and businesses within serviceable centers. A common complaint from existing transit users and potential new users is that if they give up their car to use public transit, they give up travel convenience and flexibility. The proposed 2012 service expansions significantly improve the frequency of service on major routes as well as to key destinations such as the BC Ferries terminal at Departure Bay.

SUMMARY CONCLUSIONS

Staff have developed schedules and budget estimates related to two proposed 2012 service expansions. 5,000 additional hours will be added to the transit system, primarily on routes, which are within the City of Nanaimo, but which serve residents (i.e., students) living and working in District 69. A further 250 hours is proposed as an extension of routes in District 69 to provide one day a week service to residents in Electoral Area H. The proposed service changes, if approved, would be implemented on March 4, 2012.

The estimated net impact to property taxes for the new services is \$305,000. The preliminary 2012 budgets also include the completion of the Phase 2 facility improvements and expectations of increasing fuel costs. Overall, requisitions for transit are forecast to increase \$651,390. The changes to each participant are summarized in Tables 1 and 2 above.

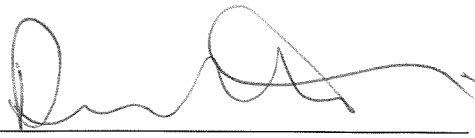
The regional transit system has been significantly improved over the last three years and will have grown, if these expansions are approved, by more than 10,000 hours – about 10% since 2009/2010. Staff consider the schedule changes resulting from this expansion to be critical to attracting new riders and consequently additional fare revenue, which will help reduce tax requisition increases in the future. Staff recommend that the expansions be approved as presented.

RECOMMENDATIONS

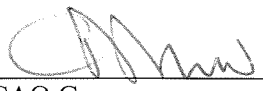
1. That the proposed 5,000 hour transit service expansion to the Conventional system and the 250 hour Custom transit expansion in Electoral Area H, with their associated costs, be approved.
2. That staff proceed to advise BC Transit that the Regional District of Nanaimo supports including the proposed changes in the 2011/2012/2013 Annual Operating Agreements.
3. That staff proceed to amend the District 69 Transit establishing bylaw to add Electoral Area H as a participant.



Report Writer



General Manager Concurrence



CAO Concurrence

APPENDIX 1



MEMORANDUM

TO: Daniel Pearce, Manager of Transit & Planning DATE: November 2, 2011
FROM: Darren Marshall, Superintendent Transit Operations
SUBJECT: Service Expansion March 4, 2012

The 5,000 hour service expansion for March 4, 2012 has been summarized below by each route.

In addition to the changes listed below, there will be consistent 35-minute headway during daytime operations. In the evening it will be a 63 minute headway. These changes will apply to Weekdays, Saturdays, Sundays and Statutory Holidays.

Along with the route changes, the scheduler has prepared driver paddles. The paddles and routes were presented to the Scheduling Committee (CUPE 401) in October. Both the paddles and routes were pre-approved by the Scheduling Committee.

With the approval of the Board of Directors, these changes will be implemented March 4, 2012.

Thanks.

A handwritten signature in black ink, appearing to read "Darren Marshall".

Darren Marshall
Superintendent Transit Operations

Att. (2)

Proposed 5,000 hour service changes for March 4, 2012 are as follows:

Route 1 –

- This route will remain on the east side of Hwy 19A and service all of Uplands Dr to Dover Rd in both directions to/from Woodgrove Centre.
- Routing from the Country Club exchange to Woodgrove Centre will be Norwell, Departure Bay (via Knight, Ross, Collishaw to Uplands) or Departure Bay, Uplands, Dover, Mary Ellen Way to Woodgrove Centre. Routing to the country Club exchange will be reverse routing.
- 35 minutes headway during daytime, increasing to 17-18 minute frequency during am/pm rush hour.
- 34 weekday trips in both directions. One (1) less trip to Woodgrove Centre.
- Timing adjustments have been made.

Route 2 –

- An additional one (1) trip per weekday to Woodgrove Centre.
- 35 minute headway during daytime.
- Timing adjustments have been made.

Route 3 –

- Extend service to Woodgrove Centre. Service hours will be doubled for this route.
- This route will service the west side of Hwy 19A using Labieux, Jingle Pot, Boban, Mostar, Metral to Woodgrove in both directions.
- Additional eight (8) northbound trips per weekday, 24 trips per Saturday and 11 trips on Sundays will be provided to the Woodgrove Centre.
- Additional seven (7) southbound trips per weekday, 24 trips per Saturday and 11 trips on Sundays will be departing the Woodgrove Centre.
- 35 minute headway during daytime, increasing to 17-18 minute frequency during am/pm rush hours.
- Timing adjustments have been made.

Route 4 –

- Additional two (2) northbound trips per weekday.
- Additional ten (10) southbound trips per weekday.
- On selected trips will route directly on Bowen Rd to/from Wakesiah Ave.
- Timing adjustments have been made.

Route 5 –

One (1) additional trip per weekday.

Routing change...

(Outbound) - regular routing to Howard Ave, left on Fourth St to VI University.

(Inbound) - regular routing on Jingle Pot Rd through to Wakesiah Ave. (This route will service the Hawthorne Estates area in both directions.

- Timing adjustments have been made.

Route 6 – Minor timing changes.

Route 7 -

This route will now start/end at the Prideaux St exchange.

One (1) extra trip has been added to this route with two (2) additional trips to the Cedar area.

- Timing adjustments have been made.

Route 8 –

- This route will end at the Prideaux St exchange.
- On selected trips, this route will service the BC Ferries terminal at Departure Bay.
- Will be providing 35 minutes headway during the day.
- Timing adjustments have been made.

Route 9 –

- This route will start at the Prideaux St exchange.
- On selected trips this route will service the BC Ferries terminal at Departure Bay.
- Will be providing 35 minute headway during the day.
- An additional one (1) trip per weekday will be provided.
- Timing adjustments have been made.

Route 10 – Minor timing changes.

Route 12 – Minor timing changes.

Route 15 –

- This route is proposed to operate on Saturdays/Sundays and Statutory Holidays using a 70 minute headway to connect with the #6-Harewood at VI University.
- There will be eleven (11) round trips provided on Saturdays.



RDN REPORT	
CAC APPROVAL <i>(initials)</i>	
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BOARD	

MEMORANDUM

TO: John Finnie, General Manager
Regional and Community Utilities

DATE: November 21, 2011

FROM: Mike Donnelly
Manager of Water Services

FILE: 5500-22-SP-01-UPGRADE

SUBJECT: **San Pareil Water System
Fire Protection Improvements Service Area and Borrowing Bylaw Petition Results**

PURPOSE

To present the petition results and bylaws associated with the development of a fire protection improvements service area in the Shorewood/San Pareil subdivision and obtain Board approval for the associated bylaws.

BACKGROUND

Residents of the San Pareil Water Service Area and the remaining lots in the subdivision that are not in the existing water service area recently participated in a petition process to approve upgrades to the water distribution system for fire protection purposes and to approve the associated bylaws.

This petition (see Appendix 'A') was initiated for needed infrastructure and fire protection improvements for the San Pareil area. At the November 2010 Board meeting the following resolution was passed:

"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."

The final review of costs for full implementation of the proposed capital improvements totaled \$2,452,000. Due to the cost impacts of fully implementing this plan alternatives were developed that would see a reduced program which still addressed key infrastructure weaknesses. These alternatives were presented on May 26, 2011 at a public meeting. At that meeting residents expressed an interest in pursuing a capital improvement plan that did not include all elements of the original proposal but did provide fire flow improvements. Residents attending the meeting also made it clear that improvements to fire protection should be developed so that the 44 lots not currently in the water service area would be included for fire protection purposes.

To accomplish this it was determined that a new fire protection improvements service area could be created over the entire subdivision area, including those properties that are not in the existing San Pareil Water Service Area. All properties within the newly established Fire Protection Service Area would receive the benefits of enhanced fire protection through the improvements to the water system, including the 44 properties not in the existing water service area, who would share in the costs for the improvements, but would not be connected to the community water system.

The capital improvements were redefined to provide sufficient flow in the distribution system for fire protection purposes but not full replacement of the infrastructure. The resulting petition included costs for twinning the existing reservoir, building a new pump station and replacing some water mains with a total cost is estimated at \$1,360,000.

The petition was sent to property owners in early September with a response requested by November 4, 2011. This date had no legislative implications – it was selected by staff as a reasonable target date for petitions to be returned. The petition provided information on the proposed improvements, the costs and the need to proceed with both an establishing bylaw and a borrowing bylaw. The petitions were sent to all properties in the current water service area and to those 44 properties currently outside of that system. The total number of properties both inside and outside of the water service area is 332.

A significant amount of information on the proposed improvements has been available to Shorewood/San Pareil residents as part of this process. There have been three public meetings, two direct mail newsletters, a reminder letter to all property owners in October and a web site specifically developed to ensure all available information was available including copies of presentations made at the public meetings, copies of the newsletters, overviews of the public meetings and answers to frequently asked questions.

In order for a petition to be successful the petition must be signed by the owners of at least 50% of the parcels liable to be charged for the proposed service, and the persons signing must be the owners of parcels that in total represent 50% of the net taxable value of all land and improvements within the proposed service area.

Based on this, the number of valid petitions received must be equal to or greater than 166 with at least 50% of the net taxable value for the petition to be successful. The number of petitions received that have been officially certified total 181. This total represents 55% of the properties in the proposed service area with 56% of the assessed value. Therefore, the bylaws have received the assent of electors and will allow both the service area establishing bylaw and the borrowing bylaw to proceed.

An additional 27 petitions were received that, due to various reasons, were not included in the certified total. With these petitions the total number received was 208 or 63% of the properties within the proposed service area.

ALTERNATIVES

1. That “San Pareil Water System (Fire Protection Improvements) Service Establishing Bylaw No. 1646, 2011”, and “San Pareil Water System (Fire Protection Improvements) Service Loan Authorization Bylaw No. 1647, 2011”, be introduced for first three readings.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

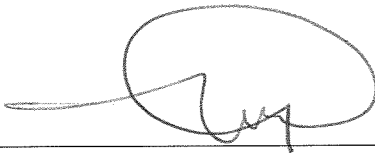
The petition documents detailed the financial implications for these improvements. The total cost for the improvements is \$1,360,000. This cost will be amortized over 20 years resulting in \$480 in the first year and \$370 for each of the following 19 years for each of the 332 properties in the new service area.

CONCLUSIONS

The San Pareil petition to establish the San Pareil Water System (Fire Protection Improvements) service area and borrowing for those improvements has been successful with 181 (55% of the properties) certified petitions returned. Bylaws establishing the new service area and detailing borrowing requirements now require Board approval in order to proceed.

RECOMMENDATIONS

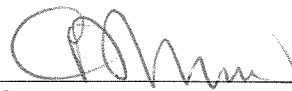
1. That "San Pareil Water System (Fire Protection Improvements) Service Establishing Bylaw No. 1646, 2011", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
2. That "San Pareil Water System (Fire Protection Improvements) Service Loan Authorization Bylaw No. 1647, 2011", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.



Report Writer



General Manager Concurrence



CAO Concurrence

To the Board of Directors

Date: _____

Regional District of Nanaimo

I/we the undersigned owners of property located within the boundaries outlined on the map attached to this petition; do hereby petition the Regional District of Nanaimo to:

1. Adopt the **San Pareil Water System (Fire Protection Improvements) Service Area Establishing Bylaw No. 1646** for the purpose of establishing a service to provide improvements to the water system for fire protection for all of the Shorewood/San Pareil subdivision.
2. Adopt the **San Pareil Water System (Fire Protection Improvements) Service Area Loan Authorization Bylaw No. 1647** for the purpose of borrowing up to \$1,360,000 to reconstruct a pumphouse, reservoir, fire hydrants and water mains for the service area. The amount borrowed would be repaid over a twenty year period. The annual cost to repay the amount borrowed is estimated to be \$480.00 in the first year and \$370.00 in each of the following 19 years.

Establishing Bylaw

A bylaw must be adopted to establish the boundaries of the service and setting out the amounts that may be raised to fund the annual budget, including but not limited to the costs of any capital, debt or reserves. The San Pareil Water System (Fire Protection Improvements) Service Area Establishing Bylaw No. 1646 shall state the following in addition to any other statutory requirements:

The maximum amount which may be raised to cover the annual costs of the service is established as the greater of:

- i. \$160,000 (One hundred and Sixty Thousand) Dollars or:
- ii. The amount obtained by multiplying a rate of \$1.10 per \$1,000 times the net taxable value of land and improvements in the Service area.

(These clauses are required in the bylaw to provide a formula to calculate the maximum amount that can be raised in any year. The clauses are read as the greater of, which allows funds to be raised as operating costs increase over time.)

The annual costs will be recovered within the local service area using one or more of the following:

- i. Property value taxes under Section 803 (1)(a) of the Local Government Act.
- ii. Parcel taxes under Section 803 (1)(b) of the Local Government Act.
- iii. Fees and other charges fixed by separate bylaw for the purpose of recovering these costs as provided under Section 363 of the Local Government Act.
- iv. Revenues raised by other means authorized under this or another Act.
- v. Revenues received by way of agreement, enterprise, gift, grant or otherwise.

(These clauses allow the annual costs to be recovered by any combination of parcel taxes or user fees – and allows the Regional District to apply grants to the budget to reduce costs where possible.)

Loan Authorization Bylaw

It is estimated that within five years an amount of \$1,360,000 will need to be spent on upgrading some of the water system infrastructure. The authority to borrow up to \$1,360,000 would be authorized by you signing this petition. The repayment of that debt would be reflected in annual budgets beginning in 2012.

Other Items

The Regional District of Nanaimo may at its sole option merge the Water System (Fire Protection Improvements) Service Area with any other service area.

Petition Approval

In order for the Regional District to proceed to introduce and adopt bylaws as noted in this petition, at least 50% of the property owners representing 50% of the total taxable values in the proposed service area must validly sign and return this form.

THE SECTION BELOW IS TO BE SIGNED BY THE MAJORITY OF OWNERS ON TITLE TO THE PROPERTY. (i.e. 2 owners, both must sign; 3 owners, 2 must sign) THE INFORMATION BELOW HAS BEEN PROVIDED TO THE BEST OF THE REGIONAL DISTRICT OF NANAIMO'S KNOWLEDGE BUT IT IS THE OWNERS' RESPONSIBILITY TO IDENTIFY ALL OWNERS AND ENSURE THE SIGNATURES OF A MAJORITY OF OWNERS ARE IN PLACE.

Legal Description		Registered Owner	Signature
Street Address			
Lot, Plan			
PID			
Folio			
Assessed Value			

Date of Submission

The deadline for returning the signed petition is Friday, November 4th, 2011 to:

Wayne Moorman
Manager of Engineering Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1646

**A BYLAW TO ESTABLISH SAN PAREIL WATER SYSTEM
(FIRE PROTECTION IMPROVEMENTS) SERVICE**

WHEREAS under section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of designing, constructing and installing water service upgrades to the San Pareil water system for fire protection and suppression purposes in the service area;

AND WHEREAS the Board of the Regional District of Nanaimo received sufficient petitions to establish a fire protection improvements service area;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*;

AND WHEREAS participating area approval in each participating area has been obtained under section 797.4 of the *Local Government Act*.

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

1. **Service**

The service established by this Bylaw is the design, construction, and installation of water service upgrades to the San Pareil water system and other works to provide and enhance the water supply for fire protection and suppression purposes within the service area (the "Service").

2. **Boundaries**

The boundaries of the service area are of that part of Electoral Area G shown in heavy outline on the plan attached as Schedule A.

3. **Participating Area**

The Participating Area for the Service is Electoral Area G.

4. **Cost Recovery**

As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;

- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. Maximum Requisition

In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

- (a) One Hundred Sixty Thousand (160,000) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$1.10 per \$1,000 applied to the net taxable value of land and improvements in the Service Area.

6. Citation

This Bylaw may be cited for all purposes as the "San Pareil Water System (Fire Protection Improvements) Service Establishing Bylaw No. 1646, 2011".

Introduced and read three times this 22nd day of November, 2011.

Approved by the Inspector of Municipalities this _____ day of _____ 2011.

Adopted this _____ day of _____ 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1647

**A BYLAW TO AUTHORIZE THE BORROWING OF
ONE MILLION THREE HUNDRED SIXTY THOUSAND DOLLARS (\$1,360,000)
FOR THE CONSTRUCTION OF WORKS FOR THE PURPOSE OF THE
SAN PAREIL WATER SYSTEM (FIRE PROTECTION IMPROVEMENTS) SERVICE**

WHEREAS:

- A. The Board of the Regional District of Nanaimo (the "Regional District") by Bylaw No. 1646, established the San Pareil Water System (Fire Protection Improvements) Service;
- B. The Board wishes to design, construct, and install water service upgrades to the San Pareil water system and other works (the "Works") to provide and enhance the water supply for fire protection and suppression purposes deemed necessary by the Board within the service area;
- C. The estimated cost of the Works, including expenses incidental thereto, is the sum of One Million Three Hundred Sixty Thousand Dollars (\$1,360,000);
- D. It is proposed that the financing of the said facilities be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Regional District;

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the design, construction, and installation of the Works to provide and enhance water supply for fire protection and suppression purposes and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - (a) to borrow upon the credit of the Regional District a sum not exceeding One Million Three Hundred Sixty Thousand Dollars (\$1,360,000); and
 - (b) to acquire all such real and personal property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the acquisition of the land for the Service authorized under "San Pareil Water System (Fire Protection Improvements) Service Establishing Bylaw No. 1646, 2011".
- 2. The maximum term for which debentures may be issued to secure the debt intended to be created by this Bylaw is 20 years.
- 3. This Bylaw may be cited for all purposes as the "San Pareil Water System (Fire Protection Improvements) Service Loan Authorization Bylaw No. 1647, 2011".

