

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, AUGUST 28, 2012  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
  - 5 **Andrew Twiddy**, re Charter for Compassion Presentation.
  - 6 **Erik and Catherine Anderson**, re request to close off access from Ritchie Road to Rollo Park.
  - 7 **Louise and Mike Renning**, re Construction of Block Wall at 1067 Troy Place, Area 'G'.
- 3. BOARD MINUTES**
  - 8 - 16 Minutes of the regular Board meeting held Tuesday, July 24, 2012.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
- 6. UNFINISHED BUSINESS**
  - BYLAW THIRD READING**
    - 17 - 22 **Bylaw No. 500.378 – Zoning Amendment Application No. PL2012-014** (Electoral Area Directors except EA B – One Vote).
  - BYLAW ADOPTION**
    - 23 - 31 **Bylaw No. 500.376 - Zoning Amendment Application No. PL2012-070** (Electoral Area Directors except EA B – One Vote).

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

**32 - 34 Electoral Area 'F' Parks and Open Spaces Advisory Committee**

Minutes of the Electoral Area 'F' Parks and Open Spaces Advisory Committee meeting held Monday, May 14, 2012 (for information) (All Directors – One Vote).

**35 - 37 Electoral Area 'A' Parks, Recreation and Culture Commission**

Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, June 20, 2012 (for information) (All Directors – One Vote).

**38 - 40 District 69 Recreation Commission**

Minutes of the District 69 Recreation Commission meeting held Thursday, June 21, 2012 (for information) (All Directors – One Vote).

**41 - 42 Arrowsmith Water Service Management Board**

Minutes of the Arrowsmith Water Service Management Board meeting held Monday, July 16, 2012 (for information) (All Directors – One Vote).

1. *That the AWS Joint Venture Agreement Schedule 'C' correction be approved.*
2. *That the Arrowsmith Water Service Financial Statements Year Ended December 31, 2011 be approved.*

**43 - 45 Englishman River Water Service Management Board**

Minutes of the Englishman River Water Service Management Board meeting held Monday, July 16, 2012 (for information) (All Directors – One Vote).

*That the Englishman River Water Service Financial Statements Year Ended December 31, 2011 be approved.*

**Transit Select Committee**

- 46 - 48                    Minutes of the Transit Select Committee meeting held Thursday, July 19, 2012 (for information) (All Directors – One Vote).
- (Nanaimo, Lantzville, Parksville, Qualicum Beach, EA's 'A', 'C', 'E', 'G', 'H' – Weighted Vote)

49 - 54                    ***BC Transit Custom Service Area Proposal***

*That the Board advise BC Transit of their support for the Custom Transit Service Area Proposal with the amendment that Custom transit should also be made available to customers meeting the criteria, within 1.5 kilometres of Rural Village Centres, as identified in the RDN Regional Growth Strategy.*

(All Directors – One Vote)

55 -58                    ***Electoral Area 'B' Taxi Saver Service***

*That staff be directed to develop a service area establishment bylaw for the creation of a Taxi Saver Service for Gabriola Island to be submitted to the electors of Electoral Area 'B' for approval.*

59 - 60                    **Sustainability Select Committee**

Minutes of the Sustainability Select Committee meeting held Wednesday, July 25, 2012 (for information) (All Directors – One Vote).

**8. ADMINISTRATOR'S REPORTS**

- 61 - 62                    **Hall Road Pump Station Upgrade - Tender Award and Engineering Services.**  
(Recommendation 1: All Directors – Weighed Vote)  
(Recommendation 2: All Directors – Weighted Vote)  
(Recommendation 3: Parksville, Qualicum Beach, EA's 'E', 'F', 'G', 'H' – Weighted Vote.)
- 63 - 77                    **Packaging and Printed Paper Policy Stewardship** (All Directors – One Vote).
- 78 - 84                    **BC Transit Independent Review Report** (All Directors – One Vote).
- 85 - 105                    **Operating Results for the Period Ending June 30, 2012** (All Directors – One Vote).
- 106 - 107                    **Approval of Signing Authorities for General Banking and Investments** (All Directors – One Vote).

9. **ADDENDUM**
10. **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**
11. **NEW BUSINESS**
12. **BOARD INFORMATION (Separate enclosure on blue paper)**
13. **ADJOURNMENT**
14. **IN CAMERA**

*That pursuant to Sections 90(1)(c) and (e) of the Community Charter, the Board proceed to an In Camera meeting to consider discussions related to labour and legal issues.*

**O'Halloran, Matt**

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**Subject:** FW: charter for compassion presentation

**From:** Andrew D Twiddy

**To:** Jane Stanhope

**Sent:** Monday, August 20, 2012 11:26 PM

**Subject:** charter for compassion presentation

hi Joe

everything went really well tonight with city council in parksville, and the council voted unanimously to affirm the charter and support the process for the coming year of becoming a Compassionate City. i was grateful and proud of the mayor and councillors for their warmth and support.

i am confirming that tues 28th will be good for me to attend the regional board meeting.

i understand that you will have a laptop or other computer ready for me to show a short video in my presentation

is there an administrator or tech person i should check in with?

thanks

Andrew

## O'Halloran, Matt

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**From:** Tonn, Nancy  
**Sent:** Friday, July 20, 2012 9:45 AM  
**To:** O'Halloran, Matt  
**Subject:** FW: Opportunity to present request at a meeting of the Board

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

*Nancy Tonn  
Senior Secretary  
Regional District of Nanaimo  
Phone: (250) 390-4111 Local 6128  
Fax: (250) 390-4163*

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**From:** erik andersen [<mailto:twolabradors@shaw.ca>]  
**Sent:** Thursday, July 19, 2012 7:00 PM  
**To:** Tonn, Nancy  
**Subject:** Opportunity to present request at a meeting of the Board

From Erik and Catherine Andersen; 635 Rollo Road, Gabriola Island, V0R 1X3; 250247 8438

This is a request for an appointment to address the Board with a request to close off road access from Richie Road to Rollo Park.

At the time Rollo Park was established nearby residents requested no access off Richie Road. The RDN, for reasons not known, preferred to establish this access and gave a solemn commitment that use of this access would be restricted to staff maintenance users only.

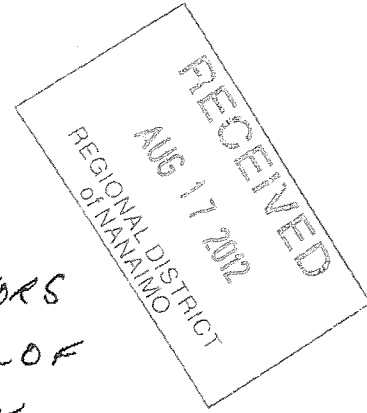
This policy has been broken every year since with no prospect of it every being honored.

Folks from houses on Rollo Road would now like it recognized that the serial failure of this policy demonstrates it was never a good idea from the start. We also wish to have it known that repeated requests have been made for change to successive Island directors to no effect.

Please indicate when we might next have an opportunity to petition the Board for our preferred solution to this intractable matter?

Sincerely

AUG 17 / 12



R.D.N. BOARD OF DIRECTORS  
FAX 250 390-4163

PLEASE BE ADVISED I WISH TO SPEAK TO DIRECTORS AT NEXT BOARD MEETING AUG.28/12 ON THE TOPIC OF CONSTRUCTION OF ILLEGAL, SEVEN FOOT HIGH BLOCK WALL BY OCCUPANT AND OWNER OF 1067 TROY PLACE, DASHWOOD AREA. THIS WALL ACROSS LOT, WHICH IS VACANT, IS FROM LOT AT 1067 TROY PLACE ACROSS BOTTOM OF VACANT LOT AND ON TO OUR LOT AT 1051 TROY PLACE AND UP ON OUR SIDELINE OF OUR PROPERTY ADJOINING THE VACANT LOT. I WOULD ALSO BE ABLE TO ADDRESS ANY QUESTIONS OF BOARD REGARDING DISCUSSION WITH OWNER/OCCUPIER TO HAVE BLOCKS MOVED OFF OUR LAND.

Yours,  
LOUISE AND MIKE RENNING  
1051 TROY PLACE  
OWNERS/RESIDENTS OF SAID ADDRESS.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JULY 24, 2012 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Alternate	
Director C. Pinker	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Alternate	
Director L. Salter	Electoral Area F
Director W. Veenhof	Electoral Area H
Alternate	
Director C. Burger	City of Parksville
Director D. Willie	Town of Qualicum Beach
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Director T. Greves	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo

<b>Regrets:</b>	Director M. Young	Electoral Area C
	Director G. Holme	Electoral Area E
	Director J. Fell	Electoral Area F
	Director M. Lefebvre	City of Parksville
	Director J. Kipp	City of Nanaimo
	Director G. Anderson	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
W. Idema	Director of Finance
P. Thorkelsson	Gen. Mgr., Strategic & Community Development
S. DePol	A/Gen. Mgr., Regional & Community Utilities
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
T. Osborne	Gen. Mgr., Recreation & Parks Services
N. Tonn	Recording Secretary



## **CALL TO ORDER**

The Chairperson welcomed Directors Pinker, Van Eynde, Salter, Burger, McKay and Pattje to the meeting.

## **DELEGATIONS**

**Karen Hunter, Mount Arrowsmith Biosphere Foundation, re Mount Arrowsmith Biosphere Reserve UNESCO Designation.**

Ms. Hunter provided a verbal and visual background presentation on the Mount Arrowsmith Biosphere Foundation and the Reserve's UNESCO designation at this time. She asked that the Regional District of Nanaimo hold future discussions regarding creation of a Mount Arrowsmith Biosphere Reserve Committee to oversee the Reserve.

## **BOARD MINUTES**

MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the regular Board meeting held Tuesday, June 26, 2012 be adopted.

CARRIED

## **COMMUNICATIONS/CORRESPONDENCE**

**Laurie Gourlay, Mid Island Sustainability & Stewardship Initiative, re 'Green Gateway' Proposal.**

MOVED Director McPherson, SECONDED Director Van Eynde, that the correspondence from Laurie Gourlay, regarding the Green Gateway proposal, be received.

CARRIED

**Paul Grinder, Arrowsmith Parks and Land-Use Council, re Clarification on Future Relationship Between Arrowsmith Parks and Land-Use Council and Mount Arrowsmith Biosphere Reserve.**

MOVED Director McPherson, SECONDED Director Van Eynde, that the correspondence from Paul Grinder, Arrowsmith Parks and Land Use Council, regarding the future relationship between Arrowsmith Parks and Land-Use Council and Mount Arrowsmith Biosphere Reserve, be received.

CARRIED

## **UNFINISHED BUSINESS**

## **BYLAW ADOPTION**

**Amendment Bylaw No. 1285.17, 2012 – Zoning Amendment Application No. PL2009-040 – Keith Brown Associates Ltd. – Oceanside Storage Inc. – 1270 & 1274 Alberni Highway, Area 'F'.**

MOVED Director Salter, SECONDED Director McPherson, that "Regional District of Nanaimo Zoning and Subdivision Amendment Bylaw No. 1285.17, 2012" be adopted.

CARRIED

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

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Van Eynde, SECONDED Director Ruttan, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, July 10, 2012 be received for information.

CARRIED

**PLANNING**

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. PL2012-068 – Barwil Builders Ltd. – 822 Mariner Way, Area ‘G’.**

MOVED Director Veenhof, SECONDED Director Salter, that Development Permit Application No. PL2012-068 to permit the construction of a deck to the existing dwelling unit be approved subject to the conditions outlined in Schedules 1 to 4.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2012-064– Fern Road Consulting – 3477 Schooner Road, Area ‘E’.**

MOVED Director Van Eynde, SECONDED Director McPherson, that Development Variance Permit Application No. PL2012-064 to vary the minimum setback from 8.0 metres to 0.0 metres inland from the top of a slope of 30% or greater for a proposed dwelling unit and accessory building; to vary the maximum permitted height from 8.0 metres to 10.7 metres for a proposed dwelling unit; and to vary the maximum permitted height from 6.0 metres to 7.4 metres for a proposed accessory building be approved.

CARRIED

**Development Variance Permit Application No. PL2012-073 – David West – 1340 Tyler Road, Area ‘F’.**

MOVED Director Salter, SECONDED Director McPherson, that Development Variance Permit Application No. PL2012-073 be approved subject to the conditions outlined in Schedules 1 to 2 as amended.

CARRIED

***OTHER***

**Amendment Bylaw No. 500.378, 2012 – Zoning Amendment Application No. PL2012-014 – Carey Development Ltd. – 1244 & 1250 Allgard Road, Electoral Area ‘G’.**

MOVED Director Veenhof, SECONDED Director Salter, that Zoning Amendment Application No. PL2012-014 to rezone a portion of the subject property from Residential 6 (RS6) to Rural 1 (RU1) be approved.

CARRIED

MOVED Director Veenhof, SECONDED Director Salter, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.378, 2012" be introduced and read two times.

CARRIED

MOVED Director Veenhof, SECONDED Director Salter, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.378, 2012", be delegated to Director Stanhope or another Area Director.

CARRIED

**Amendment Bylaw No. 500.376, 2012 – Zoning Amendment Application No. PL2012-070 – Karen Kenyon, Jean-Luc Roy – Collingwood Drive, Electoral Area 'E'.**

MOVED Director Van Eynde, SECONDED Director McPherson, that Zoning Amendment Application No. PL2012-070 to rezone a portion of the subject property from Recreation 1 (RC1) Zone to Residential 1 (RS1) be approved.

CARRIED

MOVED Director Van Eynde, SECONDED Director McPherson, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.376, 2012" be introduced and read two times.

CARRIED

MOVED Director Van Eynde, SECONDED Director McPherson, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.376, 2012" be delegated to Director Holme or another Area Director.

CARRIED

**Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement – Subdivision Application No. PL2012-047 – J.E. Anderson & Associates – 2032 Rocking Horse Place, Electoral Area 'E'.**

MOVED Director Van Eynde, SECONDED Director McPherson, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lot A and remainder parcel in conjunction with a Section 946 subdivision application, be approved.

CARRIED

#### **COMMITTEE OF THE WHOLE STANDING COMMITTEE**

MOVED Director Johnstone, SECONDED Director Ruttan, that the minutes of the Committee of the Whole meeting held July 10, 2012 be received for information.

CARRIED

#### **COMMUNICATIONS/CORRESPONDENCE**

**Paula Young, Nanoose Place Landscaping Project, re Access Application Through Nanoose Place to Canuck Properties.**

MOVED Director Van Eynde, SECONDED Director McPherson, that the correspondence from Paula Young be received for information.

CARRIED

## **UNFINISHED BUSINESS**

### **BYLAW ADOPTION**

**Bylaw 1552.01, 2012 – Southern Community Search and Rescue Contribution Service Amendment Bylaw.**

MOVED Director Brennan, SECONDED Director Burger, that “Southern Community Search and Rescue Contribution Service Amendment Bylaw No. 1552.01, 2012” be adopted.

CARRIED

### ***FINANCE AND INFORMATION SERVICES***

#### **FINANCE**

**Report on Use of Development Cost Charges in 2011.**

MOVED Director Bestwick, SECONDED Director Brennan, that the report on Development Cost Charges provided under Section 937.01 be received for information.

CARRIED

### ***STRATEGIC AND COMMUNITY DEVELOPMENT***

#### **CURRENT PLANNING**

**Agricultural Area Plan Survey Results and Status Update.**

MOVED Director Johnstone, SECONDED Director Brennan, that the status update on the AAP and the “Summary of online survey results for the RDN Draft Agricultural Area Plan” be received.

CARRIED

#### **ENERGY AND SUSTAINABILITY**

**Bylaw No. 1662 – Corporate Carbon Neutral Initiatives Fund Establishment Bylaw.**

MOVED Director Brennan, SECONDED Director Bestwick, that “Corporate Carbon Neutral Initiatives Reserve Fund Establishing Bylaw No. 1662, 2012” be introduced and read three times.

CARRIED

MOVED Director Brennan, SECONDED Director Bestwick, that “Corporate Carbon Neutral Initiatives Reserve Fund Establishing Bylaw No. 1662, 2012” be adopted.

CARRIED

**Release of Corporate Climate Action Reserve Funds – July 2012.**

MOVED Director Brennan, SECONDED Director Bestwick, that the Board approve the release of \$84,500 from the Corporate Climate Action Reserve Fund for investment in electric vehicle procurement; a 500 kVa transformer for the Greater Nanaimo Pollution Control Centre; lighting and boiler upgrades at Ravensong Aquatic Centre and Oceanside Place; and for the regional purchase of the SmartTool.

CARRIED

**REGIONAL AND COMMUNITY UTILITIES**

**WASTEWATER SERVICES**

**Vancouver Island University Woodlot Groundwater Study and Biosolids Management Contract Extension.**

MOVED Director Brennan, SECONDED Director Johnstone, that the Board receive the 2012 Piteau Associates Hydrogeological Assessment of Land Application of Biosolids, Vancouver Island University Forest (WL 020) report for information.

CARRIED

MOVED Director Brennan, SECONDED Director Johnstone, that the Board approve an amendment to the Vancouver Island University biosolids management contract to extend the term of the contract to December 31, 2012, to provide additional time for staff to negotiate and prepare a new longer term partnership agreement for the management of biosolids from both the Greater Nanaimo and French Creek Pollution Control Centres.

CARRIED

**RECREATION AND PARKS SERVICES**

**Nanoose Place Lease Agreement Renewal.**

MOVED Director Van Eynde, SECONDED Director Bestwick, that the Board approve the Lease Agreement between the Nanoose Bay Activities and Recreation Society and the Regional District of Nanaimo for the property legally described as: Lot 2, District Lot 6, Nanoose District, Plan 50996 for a five year term expiring on July 31, 2017.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEES**

**Electoral Area 'G' Parks and Open Spaces Advisory Committee.**

MOVED Director Ruttan, SECONDED Director Brennan, that the minutes of the Electoral Area 'G' Parks and Open Spaces Advisory Committee meeting held Monday, March 19, 2012 be received for information.

CARRIED

**Electoral Area 'H' Parks and Open Spaces Advisory Committee.**

MOVED Director Veenhof, SECONDED Director Burger, that the minutes of the Electoral Area 'H' Parks and Open Spaces Advisory Committee meeting held Wednesday, March 28, 2012 be received for information.

CARRIED

**Agricultural Advisory Committee.**

MOVED Director Johnstone, SECONDED Director Salter, that the minutes of the Agricultural Advisory Committee meeting held Friday, June 22, 2012 be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**1633 Morello Road, Area 'E' – Unsightly Premises.**

MOVED Director Van Eynde, SECONDED Director Salter, that no further action be taken at this time in relation to 1633 Morello Road, as the property is substantially in compliance with "Unsightly Premises Regulatory Bylaw No. 1073, 1996".

CARRIED

**SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEES**

**Electoral Area 'E' Parks and Open Spaces Advisory Committee.**

MOVED Director Van Eynde, SECONDED Director Salter, that the minutes of the Electoral Area 'E' Parks and Open Spaces Advisory Committee meeting held Monday, June 4, 2012 be received for information.

CARRIED

**East Wellington and Pleasant Valley Parks and Open Spaces Advisory Committee.**

MOVED Director Pinker, SECONDED Director Brennan, that the minutes of the East Wellington and Pleasant Valley Parks and Open Spaces Advisory Committee meeting held Monday, June 11, 2012 be received for information.

CARRIED

**Electoral Area 'G' Parks and Open Spaces Advisory Committee.**

MOVED Director Ruttan, SECONDED Director Brennan, that the minutes of the Electoral Area 'G' Parks and Open Spaces Advisory Committee meeting held Monday, June 25, 2012 be received for information.

CARRIED

MOVED Director Brennan, SECONDED Director Burger, that staff prepare a report on the cottonwood trees bordering Boulton Park with removal costs implications, options and future plantings.

CARRIED

**Electoral Area 'H' Parks and Open Spaces Advisory Committee.**

MOVED Director Veenhof, SECONDED Director Burger, that the minutes of the Electoral Area 'H' Parks and Open Spaces Advisory Committee meeting held Wednesday, June 27, 2012 be received for information.

CARRIED

**ADMINISTRATOR'S REPORTS**

**Bylaw No. 1663 – Alberni-Clayoquot Regional District – 2013 Permissive Tax Exemption.**

MOVED Director Dempsey, SECONDED Director Houle, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1663, 2012" be introduced and read three times.

CARRIED

MOVED Director Dempsey, SECONDED Director Houle, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1663, 2012" be adopted.

CARRIED

**Bear Awareness Education.**

MOVED Director Houle, SECONDED Director Willie, that staff be directed to allocate up to \$3,000 in the Curbside Collection Program annual budget starting in 2013 for the purpose of hosting bear awareness information sessions.

CARRIED

**Blue Communities Initiative.**

MOVED Director Veenhof, SECONDED Director Houle, that the Board call on the government of Canada to support the recognition of water as a human right in international law.

CARRIED

MOVED Director Burger, SECONDED Director Willie, that the Board continue their support for publicly owned and funded water and waste water services and recognize the importance of publicly owned and operated systems when considering infrastructure funding and operation options.

CARRIED

MOVED Director Veenhof, SECONDED Director Willie, that the Board support the provision and promotion of public water at recreational facilities.

A recorded vote was requested.

The motion CARRIED with Directors Stanhope, Johnstone, Van Eynde, Ruttan, McPherson, Brennan, McKay, Dempsey, Burger, Veenhof, Houle, Greves, Willie and Pinker voting in the affirmative, and Directors Bestwick, Salter and Pattje voting in the negative.

**ADJOURNMENT**

MOVED Director Johnstone, SECONDED Director Ruttan, that pursuant to Sections 90(1)(k) and 90(2)(b) of the *Community Charter*, the Board proceed to an In Camera meeting to consider discussions respecting a proposed new service, and to consider negotiations with the provincial and federal governments.

CARRIED

TIME: 7:48 PM

**RISE AND REPORT**

**ADMINISTRATOR'S REPORTS**

**Mount Arrowsmith Biosphere Foundation Governance Request.**

MOVED Director Willie, SECONDED Director Houle, that the Board receive the report for information and advise the MABF that it is declining its request to establish a new service for the governance and administration of the MABR due to the incompatibility with the jurisdictional responsibility of local government.

CARRIED

MOVED Director Willie, SECONDED Director Veenhof, that the RDN assist the MABF in developing a revised Terms of Reference to provide a restructured governance model for the MABR.

CARRIED

MOVED Director Brennan, SECONDED Director Willie, that correspondence be sent to UNESCO articulating the achievements accomplished to date within the MABR by the Regional District, Member Municipalities and First Nations and how these accomplishments have met the Statutory Framework for biosphere reserves.

CARRIED

TIME: 9:11 PM

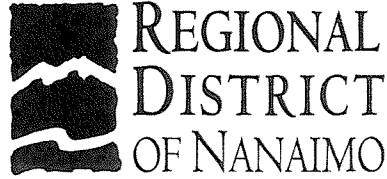
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CHAIRPERSON

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Manager, Administrative Services





RDN REPORT		
CAO APPROVAL		
EAP		
COW		
AUG 16 2012		
RHD		
BOARD	✓	

**MEMORANDUM**

**TO:** Paul Thompson  
Acting Manager, Current Planning

**DATE:** August 16, 2012

**FROM:** Kim Farris  
Planner

**FILE:** PL2012-014

**SUBJECT:** Amendment Bylaw 500.378, 2012  
Zoning Amendment Application No. PL2012-014 – Carey Development Ltd.  
Lot A, District Lot 76, Newcastle District, Plan VIP74503  
1244 & 1250 Allgard Road - Electoral Area 'G'

**PURPOSE**

To receive the report of the public hearing held on August 15, 2012, and to consider Bylaw No. 500.378, 2012, for third reading.

**BACKGROUND**

Bylaw No. 500.378 was introduced and given first and second reading on July 24, 2012. This was followed by a public hearing held on August 15, 2012. The report of the public hearing is attached for the Board's consideration (see Attachment 3).

The proposed Amendment Bylaw will rezone a portion of the subject property from Residential 6 (RS6), Subdivision District 'D' to Rural 1 (RU1), Subdivision District 'D' in order to permit a second dwelling unit on the subject property located at 1244 and 1250 Allgard Road in Electoral Area 'G' (see Attachment 1 for subject property map). The applicant received approval from the Agricultural Land Commission on October 26, 2011 (Resolution # 343/2011) for a second dwelling unit subject to a number of conditions including the requirement that the subject property be rezoned from Residential 6 Zone to Rural 1 Zone in order to accurately reflect the existing use of the property.

**ALTERNATIVES**

1. To receive the report of the public hearing and give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.378, 2012."
2. To receive the report of the public hearing and deny "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.378, 2012."

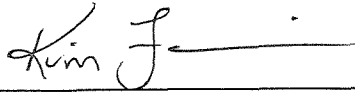
**SUMMARY/CONCLUSIONS**

The purpose of Bylaw No. 500.378, 2012 is to amend a portion of the existing zoning for the subject property located at 1244 & 1250 Allgard Road in Electoral Area 'G' to permit a second dwelling within the subject property. The Amendment Bylaw was introduced and given first and second reading on

July 24, 2012 and it proceeded to public hearing on August 15, 2012. The Bylaw must be approved by the Ministry of Transportation and Infrastructure prior to adoption. Staff recommends that Bylaw No. 500.378, 2012, be considered for third reading.

**RECOMMENDATIONS**

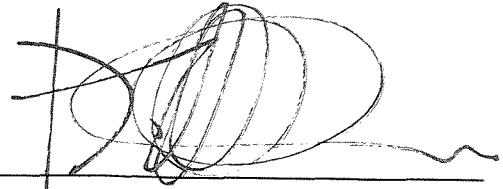
1. That the report of the public hearing held on August 15, 2012 for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.378, 2012" be received.
2. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.378, 2012" be read a third time.



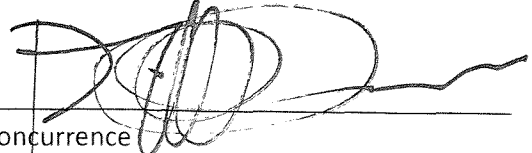
Report Writer



Manager Concurrence

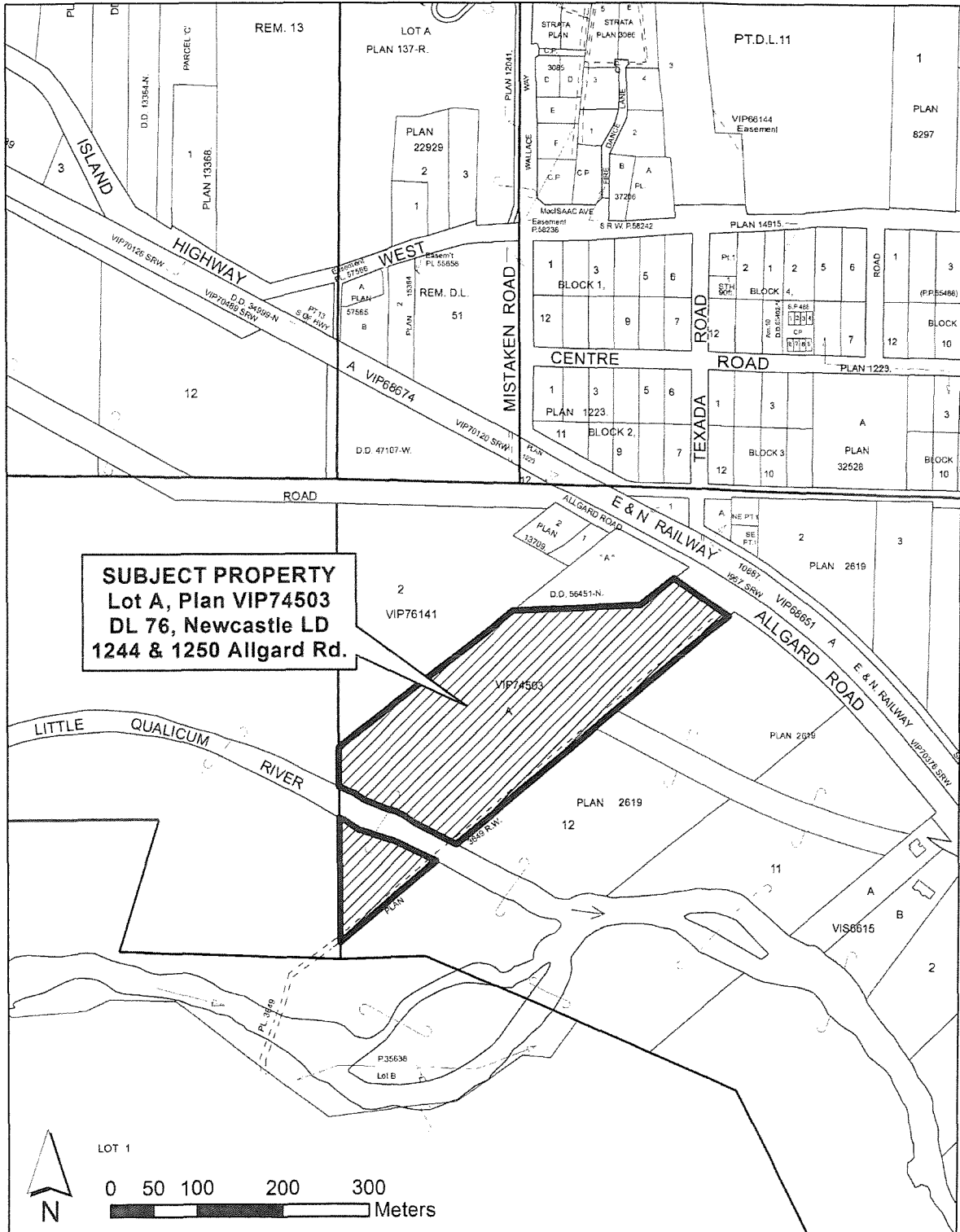


General Manager Concurrence

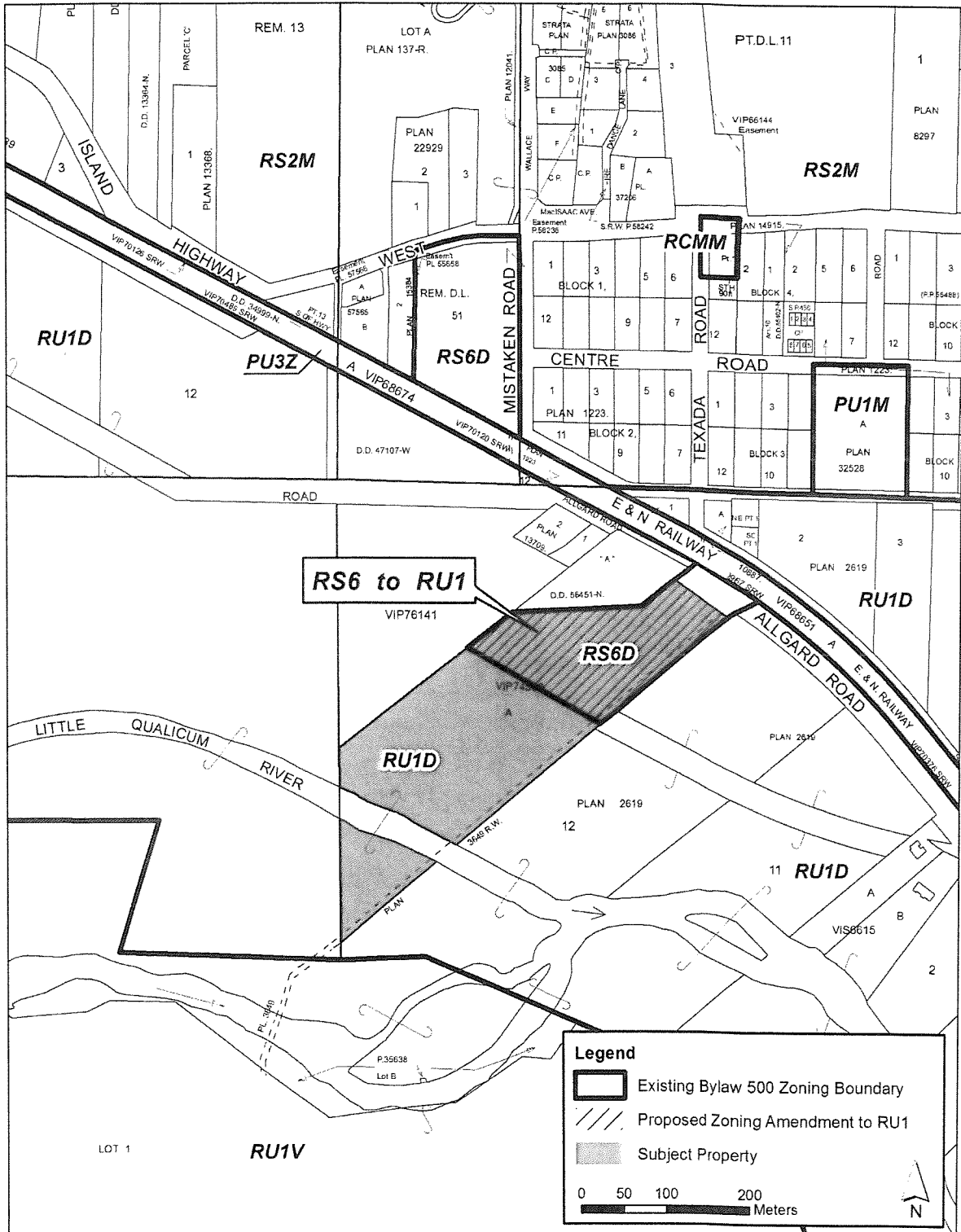


d/ CAO Concurrence

### Attachment 1 Location of Subject Property



### Attachment 2 Zoning Map



**Attachment 3  
Report of the Public Hearing  
Held at the Little Qualicum Hall  
1210 Centre Road, Dashwood  
August 15, 2012 at 7:00 pm  
To Consider Regional District of Nanaimo Land Use and Subdivision  
Amendment Bylaw No. 500.378, 2012**

**Summary of Minutes and Submissions**

*Note: That these minutes are not a verbatim recording of the proceedings, but summarize the comments of those in attendance at the Public Hearing.*

**PRESENT:**

Joe Stanhope, RDN	Chair, Director, Electoral Area 'G'
Kim Farris, RDN	Planner
Tracee Carey	Agent
Linda Budzak	Subject Property Owner

Five members of the public attended the meeting.

The Chair called the hearing to order at 7:00 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the Hearing.

Kim Farris provided an explanation of the proposed Amendment Bylaw and application process.

The Chair called for formal submissions with respect to Bylaw 500.378, 2012.

No written submissions were received at the hearing. The following comments were received.

Susan Mohan, 258 Texada Road, asked where the second dwelling unit would be located.

Tracee Carey explained the second dwelling unit is located to the northwest of the existing dwelling unit.

Jos Nan, 1229 Centre Road & 1260 Allgard Road, expressed concerns with the location of the existing driveway and location of property pin. He believes the applicant's driveway and a portion of the applicant's fence is located on his property located at 1260 Allgard Road.

Tracee Carey explained the property pin is still there and the driveway has not changed.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

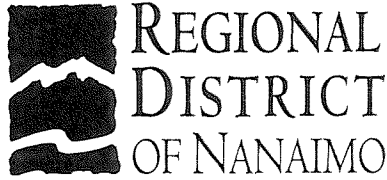
There being no further submissions, the Chair adjourned the hearing at 7:08 pm.

Certified true and accurate this 16<sup>th</sup> day of August, 2012.

A handwritten signature in cursive script, appearing to read "Kim F.", followed by a horizontal line extending to the right.

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Kim Farris  
Recording Secretary



RDN REPORT	
<input checked="" type="checkbox"/> CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	
COW	
AUG 15 2012	
RHD	
BOARD	<input checked="" type="checkbox"/>

**MEMORANDUM**

**TO:** Paul Thompson  
Acting Manager, Current Planning

**DATE:** August 15, 2012

**FROM:** Lainya Rowett  
Senior Planner

**FILE:** PL2012-070

**SUBJECT:** Zoning Amendment Application No. PL2012-070 – Bylaw 500.376  
Karen Kenyon – Jean-Luc Roy  
Lot 9, District Lot 8, Nanoose District, Plan 51142 – Collingwood Drive  
Electoral Area ‘E’

**PURPOSE**

To receive a report of the public hearing held on August 14, 2012 and to consider Amendment Bylaw No. 500.376, 2012, for third reading and adoption.

**BACKGROUND**

Amendment Bylaw No. 500.376 was introduced and given first and second reading on July 24, 2012. This was followed by a public hearing held on August 14, 2012. The report of the public hearing is attached for the Board’s consideration (see Attachment 2).

The purpose of this Amendment Bylaw is to rezone a portion of a split-zoned property located on Collingwood Drive in Electoral Area ‘E’ from Recreation 1 (RC1) Zone, Subdivision District ‘Z’ to Residential 1 (RS1) Zone, Subdivision District ‘P’ (see Schedule 1 for existing zoning) in order to align the zoning boundary with the legal boundary of the property to eliminate the split-zoning and to facilitate the future development of a single residential dwelling (see Attachment 1 for location of subject property and Attachment 2 for Site Survey Plan).

There were no conditions of approval to be met prior to the Board’s consideration of adoption, and the proposed rezoning does not require the approval of the Ministry of Transportation and Infrastructure as the site is located more than 800 metres from a controlled access highway in accordance with section 52 of the *Transportation Act*.

**ALTERNATIVES**

1. To receive the report of the public hearing and give third reading to and adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.376, 2012.”
2. To receive the report of the public hearing and deny third reading and adoption of “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.376, 2012.”

3. To provide alternate direction to staff.

### SUMMARY/CONCLUSIONS

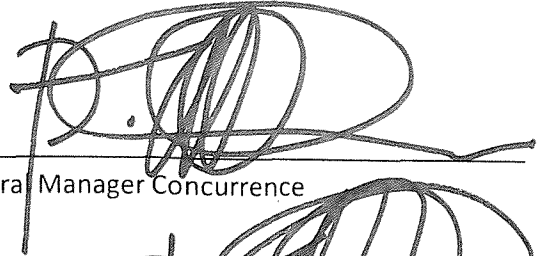
The purpose of Amendment Bylaw is to rezone a portion of the subject property located on Collingwood Drive in Nanoose from Recreation 1 (RC1) Zone, Subdivision District 'Z' to Residential 1 (RS1) Zone, Subdivision District 'P' in order to facilitate the future development of a single residential dwelling. The Bylaw was introduced and given first and second reading on July 24, 2012 and proceeded to public hearing on August 14, 2012. As there are no conditions of approval and the Bylaw does not require approval from the Ministry of Transportation and Infrastructure prior to adoption, staff recommends that Bylaw No. 500.376, 2012, be considered for third reading and adoption.

### RECOMMENDATIONS

1. That the report of the public hearing held on August 14, 2012 on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.376, 2012" be received.
2. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.376, 2012" be read a third time.
3. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.376, 2012" be adopted.



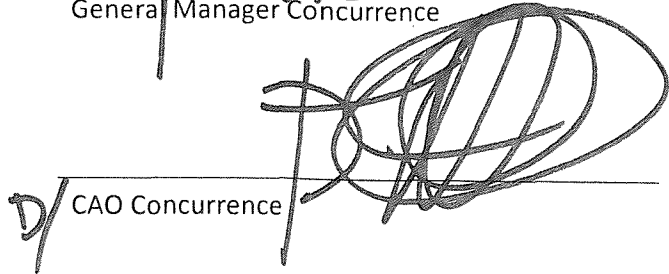
Report Writer



General Manager Concurrence



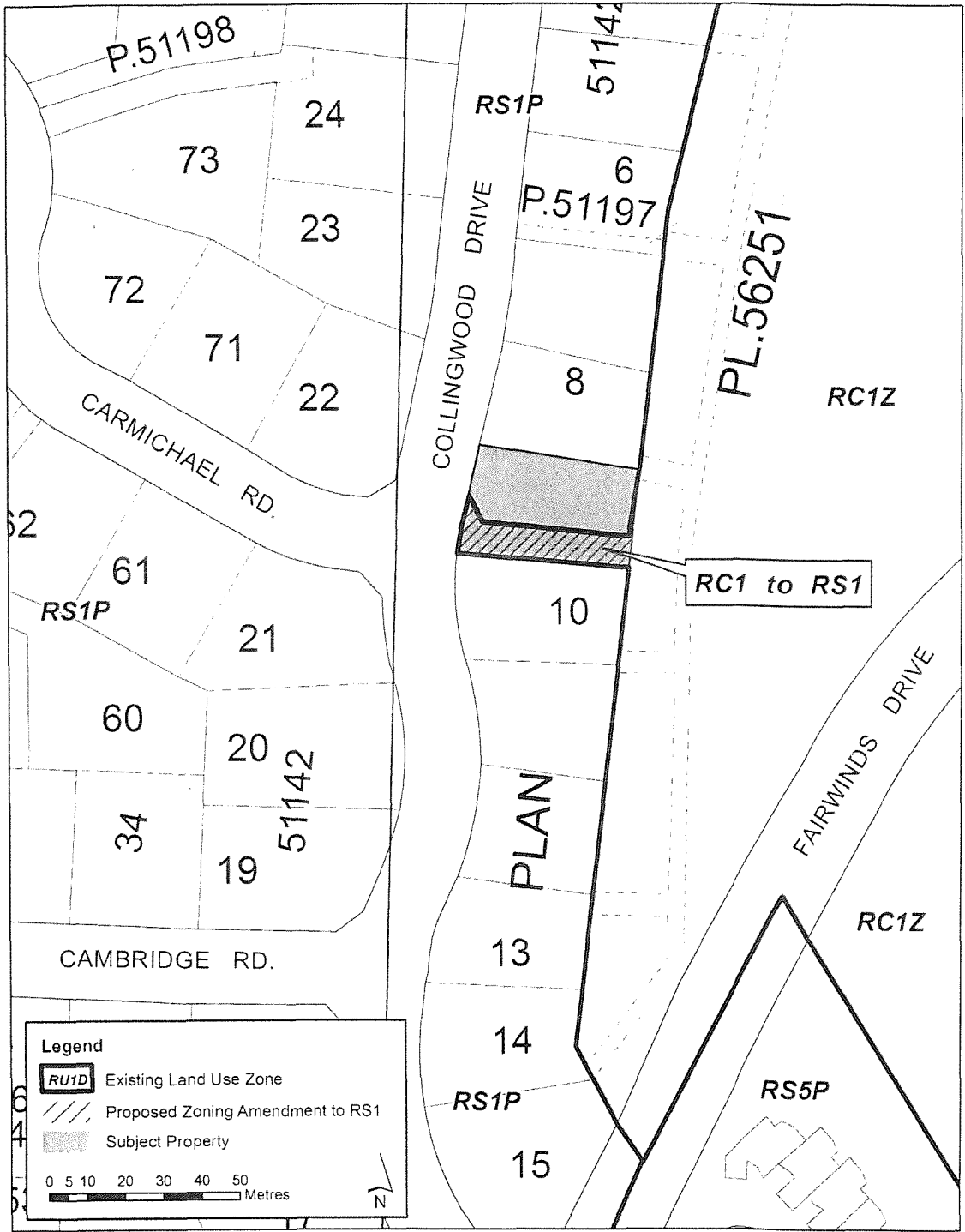
Manager Concurrence



CAO Concurrence

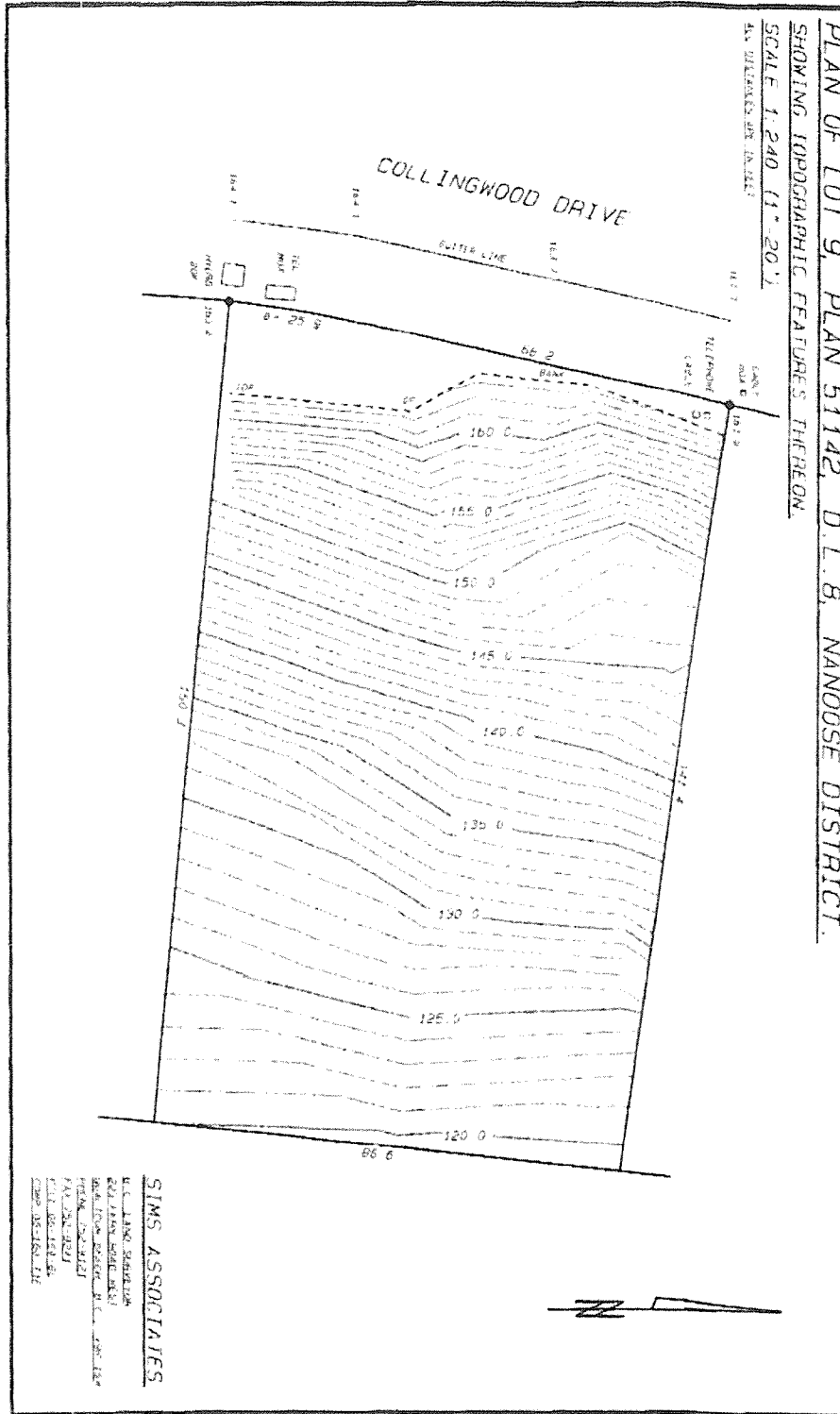


Schedule 1  
 Existing Zoning

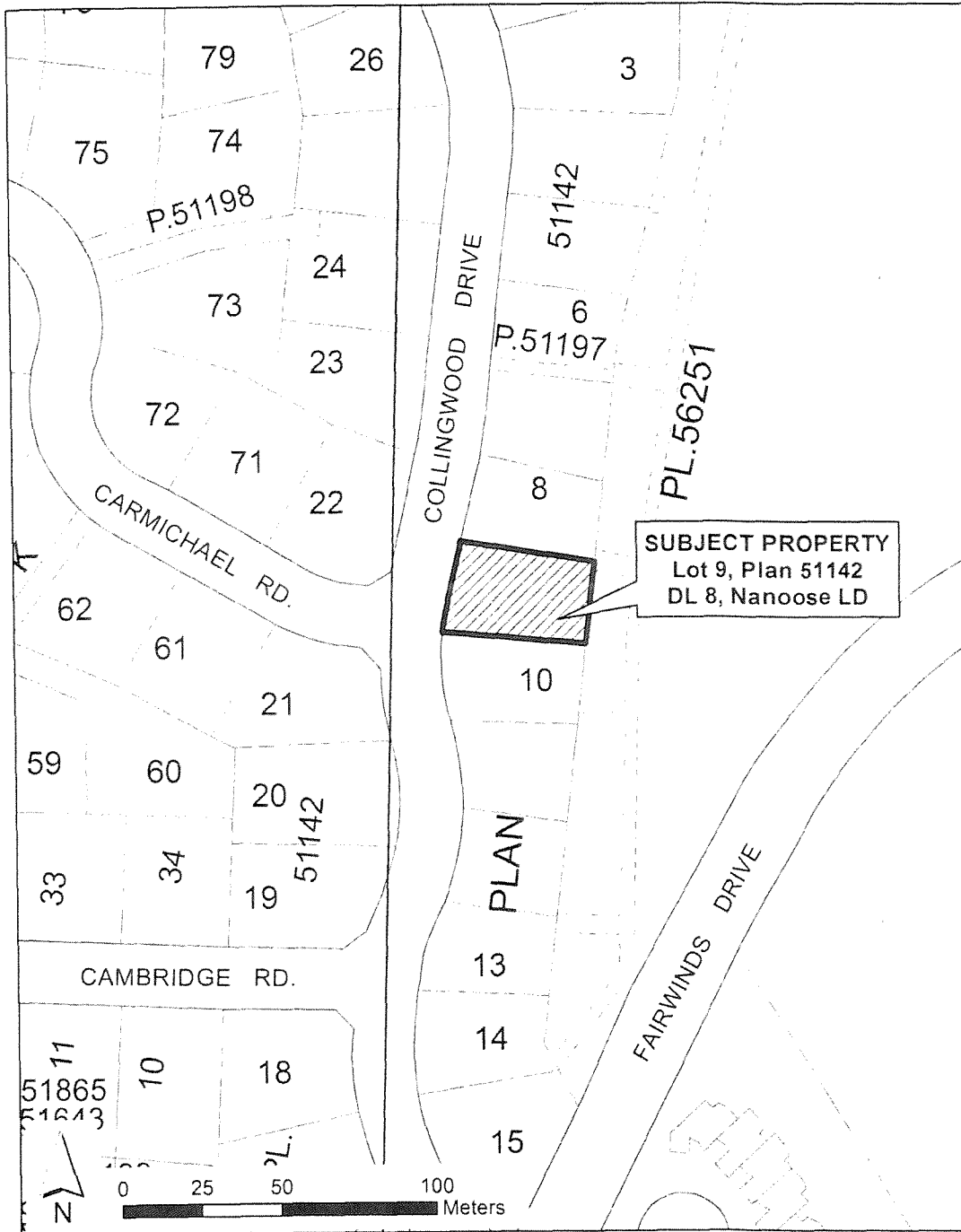


BCGS Map Sheet No 92F.030.3.4

Schedule 2  
Site Survey Plan



Attachment 1  
Location of Subject Property



BCGS Map Sheet No. 92F 030 3.4

**Attachment 2  
Report of the Public Hearing  
Held at the Fairwinds Centre  
3455 Fairwinds Drive, Nanoose  
August 14, 2012 at 7:00 pm  
To Consider Regional District of Nanaimo Zoning and Subdivision  
Amendment Bylaw No. 500.376, 2012**

*Note that this report is not a verbatim recording of the proceedings, but a summary of the comments of those in attendance at the Public Hearing.*

**PRESENT:**

George Holme, RDN	Chair, Director, Electoral Area 'E'
Frank Van Eynde, RDN	Alternate Director, Electoral Area 'E'
Lainya Rowett, RDN	Senior Planner
Kim Farris, RDN	Planner
Karen Kenyon	Applicant's Agent
Jean-Luc Roy	Owner

Four members of the public attended the meeting.

The Chair called the Hearing to order at 7:00 p.m., introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Lainya Rowett provided an explanation of the proposed amendment bylaw.

The Chair called for formal submissions with respect to Bylaw 500.376, 2012.

No written submissions were received at the hearing. The following comments were provided at the meeting.

Bob Popple, 3510 Carmichael Road, asked if the proposed dwelling unit could be used for multiple uses or multiple units.

Lainya Rowett confirmed that the development would be limited to residential use and home based business with only one dwelling unit permitted.

Ross Griffiths, 3501 Carmichael Road, said this land was originally intended for public access to the golf course, and he was concerned about the loss of a potential access through the subject property. He said there is a need for improved mobility in this community to make it more like a golf course community.

Karen Kenyon, Agent, explained that the subject property is already privately owned and has changed ownership four times. She said that there was an oversight when Fairwinds subdivided the land adjacent

to the golf course but didn't amend the zoning boundary to reflect the new lot boundary. This discrepancy was raised when the potential buyer of the property applied for a building permit.

Ross Griffiths, 3501 Carmichael Road, asked if there was potential for public access who would pay for and build the access, and who would have ownership of the access. RDN or Fairwinds?

Jean-Luc Roy, property owner, said that he owns the lot, not Fairwinds, and there is no plan to provide public access through the lot.

Tony Eastham, 3484 Carlisle Place, said the proposed amendment is presented as an oversight but there seems to be a loss of public access to the golf course that is desired.

Jean-Luc Roy, property owner, said there is an existing public access near the subject property about 5 or 6 lots away.

Lainya Rowett added that the portion of the property that is currently zoned Recreation 1 is not publicly accessible; it's private property. The RDN understood that at one time Fairwinds envisioned an access in this location but they never pursued it and instead sold the property. If public access was to be provided it should have been included at the time of developing the golf course when public amenities were identified.

Judy Love-Eastham, 3484 Carlisle Place, said the proposed rezoning makes sense to her.

The Chair called for further submissions for the second time.

The Chairperson called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the hearing at 7:15 pm.

Certified true and accurate this 15<sup>th</sup> day of August, 2012.



Lainya Rowett  
Recording Secretary

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 500.376**

**A Bylaw to Amend "Regional District of Nanaimo Land Use and Subdivision  
Bylaw No. 500, 1987"**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.376, 2012".
- B. "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.376, 2012", is hereby amended as follows:
  - 1. By rezoning the lands shown on the attached Schedule '1' and legally described as:

Lot 9, District Lot 8, Nanoose District, Plan 51142

from Residential 1 (RS1) Zone, Subdivision District 'P' and Recreation 1 (RC1) Zone, Subdivision District 'Z' to Residential 1 (RS1) Zone, Subdivision District 'P'.

Introduced and read two times this 24<sup>th</sup> day of July 2012.

Public Hearing held this 14<sup>th</sup> day of August 2012.

Read a third time this 28<sup>th</sup> day of August 2012.

Adopted this 28<sup>th</sup> day of August 2012.

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Chairperson

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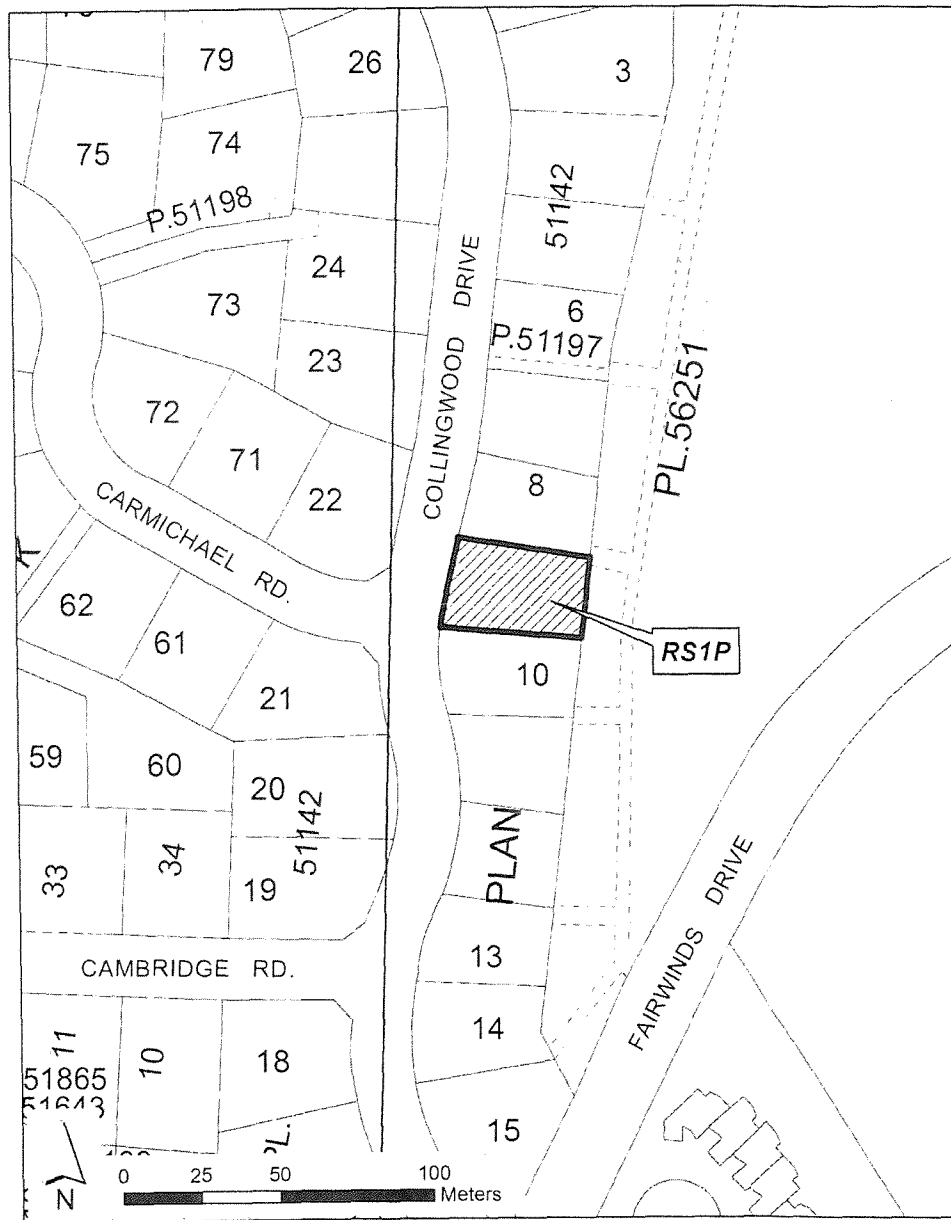
Mgr., Administrative Services

Schedule '1' to accompany "Regional District of Nanaimo  
Land Use and Subdivision Amendment Bylaw No. 500.376,  
2012."

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Mgr., Administrative Services

Schedule '1' Map



BCCS Map Sheet No. 52F 030.3.4

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
MONDAY, May 14, 2012, 7:00PM  
AT ERRINGTON WAR MEMORIAL HALL

Attendance: Julian Fell, Director RDN Board, Chair  
Reg Nosworthy  
Skye Donald  
Alfred Jablonski  
Barbara Smith

Staff: Elaine McCulloch, Parks Planner  
Dave Palidwor, Acting Manager Parks Services

Regrets: Steve Chomolok

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**CALL TO ORDER**

Chair Julian Fell called the meeting to order at 7:05 p.m. The Agenda was approved.

**MINUTES**

**MOVED** A. Jablonski, **SECONDED** R. Nosworthy that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee held February 20, 2012 be approved.

CARRIED

**COMMUNICATION/CORRESPONDENCE**

**MOVED:** A Jablonski, **SECONDED** R. Nosworthy that the following Correspondence be received:

K. Sheaff to the RDN, Re: Resignation from Area F Parks and Open Space Advisory Committee.

G. Brown, Province to the RDN, Re: Approval of the Community Recreation Program Grant application for \$54,500 towards the Meadowood Drive Community park, Phase 1.

CARRIED

**REPORTS**

**Monthly Update of Community Parks and Regional Parks and Trail Projects**

Ms. McCulloch summarized the Community Parks and Regional Parks and Trails Projects report for March. She advised that Coastal Invasive Plant committee randomly assessed some area parks on a pilot project. Thus some areas, e.g. Area F were missed.

Ms. Donald reviewed the history of the Errington Community Park, leased by the Errington Hall Society. The Farmer's Market pays an honorarium to the Hall Society each year in the amount of \$500 plus assists in clean-up and partial payment of the building an maintenance costs.



Ms. McCulloch verbally summarized the events surrounding the Little Qualicum River Regional Park Management Plan/Meadowood Community Part Master Plan Update – workshop and the Errington School Trail Opening all held on April 28, 2012. All 5 current POSAC members had attended these events. Ms. McCulloch advised that the grant funds for Meadowood Park were not required to be spent in 2012, but by the summer of 2013.

**Electoral Area F 2012 Budget Review:**

There has been considerable confusion in the past around Parks and Trails budgeting, budgeting procedures and expenditures. The committee obtained summary budgets, detailed budgets and future projections from the RDN.

Mr. Palidwor reviewed the May 14, 2012 Community Parks EA – F highlights (handout.)

It stated:

Surplus from 2011: \$54,055 - \$20,350 committed to Kopernick Trail remaining costs.

Project: Meadowood Community Park development \$100,000 in 2012 (\$54,500 from grant, \$45,500 from operating budget/reserve fund) and additional \$20,000 in 2013.

Maintenance: Allowance of \$14,000 for general maintenance and operations

Development Costs: Allowance of \$10,000 for trail development and \$2,000 for signage.

Mr. Palidwor advised that the final cost for the Kopernick trail was \$34,500. This was considerably more than the targeted budget of \$20,000. He stated that the reason it was so over budget was because the scope of the project was enlarged, a high priority was placed on finishing before the school year and a lot of swampy ground was encountered. Most of the trail funding was spent on contractor's tasks. Ms. McCulloch informed the POSAC that Joan Michel handled the large scale planning and Ms. McCulloch the design details, cost estimation and tendering. Both were very pressed for time (by deadline) and restricted by assigned hours. The Errington School Trail was a new venture and learning experience. Trail production would be handled more methodically in future. The Area F POSAC is now much better informed of the budgeting and planning processes. Ms. McCulloch advised that there is verbal approval from the Ministry of Transport for the right of way trails.

The Committee was told there will be a 1% increase in taxes in 2013.

**Arrowsmith Community Trails: Next Steps**

Ms. McCulloch informed the Committee that she has exhausted her assigned (Area F) hours and could not work further on Malcolm Park access in 2012, (and where there are still outstanding legal and logistical matters to settle). There remains approximately \$7,500 for trail work in 2012. As surveying does not require staff hours it was decided that these remaining trail funds would be assigned to survey work which is best done in the fall after the leaves have dropped, and when surveyors are more available. 2012 would be a "planning year" and 2013 would be a "doing year". The Corruthers trail has been surveyed. The next priority is to be the Price Rd right of way, and the Cranswick Road connection between Grafton and Matterson.

MOVED B. Smith, SECONDED A. Jablonski, that the next step for ACT Trails is the Price Road right of way.

CARRIED

MOVED B. Smith, and SECONDED by R. Nosworthy that all of the Reports be received.

CARRIED

#### **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATION**

MOVED A. Jablonski, SECONDED R. Nosworthy, that K. Sheaff's letter of resignation be accepted.

CARRIED

The Committee asked that Ms. McCulloch write a letter to K. Sheaff thanking him for the years served on this Committee. Also to enquire whether there would be anyone else from the Mountain Bike Community who would like to put forward their name to replace Mr. Sheaff on Area F POSAC.

The POSAC reviewed the Steve Cross trail naming process for Malcolm Community park. The committee proposed affixing a temporary sign, along with a group photo, at the trail head. A deadline of May 31/12 was agreed upon to complete the trail head sign.

#### **NEW BUSINESS**

Chair Fell pointed out that there would have to be some money in the future trails and Parks budget for maintenance. This could be as much as 10% of the original cost. Mr. Nosworthy noted that the maintenance budget for 2012 for Area F trails and parks is \$14,000.

A. Jablonski advised that the annual barbecue will be held at the Meadowood Park on May 26 and requested RDN staff attend to give information, or provide handouts or a display on the project so far. Mr. Palidwor thought that a display could be arranged.

#### **ADJOURNMENT**

MOVED S. Donald that the meeting be adjourned at 8:40 p.m.

CARRIED

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Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A'  
PARKS, RECREATION AND CULTURE COMMISSION  
REGULAR MEETING HELD WEDNESDAY, JUNE 20, 2012  
AT CEDAR HERITAGE CENTRE, 7:00PM

**Attendance:** Alec McPherson, RDN Director, Chair  
Eike Jordan  
Angela Vincent-Lewis  
Jim Fiddick  
Chris Pagan  
Kerri-Lynne Wilson

**Staff:** Tom Osborne, General Manager of Recreation and Park Services  
Dean Banman, Manager of Recreation Services  
Sandra Pearson, Superintendent of Recreation Program Services  
Elaine McCulloch, Parks Planner  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Carolyn Mead  
Bernard White  
Shannon Wilson

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:07.

**MINUTES**

MOVED Commissioner Vincent-Lewis, SECONDED Commissioner Pagen, that the minutes from the May 1, 2012 meeting be approved.

CARRIED

**REPORTS**

**Monthly Update of Community and Regional Parks and Trails Projects – April 2012**

**Monthly Update of Community and Regional Parks and Trails Projects – May 2012**

Ms. McCulloch gave a brief summary of the April and May Community and Regional Parks and Trails Project Reports.

**2012 Budget Highlights – Community Parks Electoral Area 'A'**

Ms. McCulloch reviewed the 2012 project budget.

It was noted that the previously proposed tipple kiosk project has now been changed to an interpretive sign kiosk at the trail head in Cedar.

Commissioner Fiddick asked about status of the steps and railing at the Nelson Road boat ramp. Mr. Osborne stated that staff have been to the site and it has been deemed the railing safe but will follow up on the erosion issue at the site.

### **Quennell Lake Boat Launch Update**

Ms. McCulloch reported that the next steps for the Quennell Lake Boat Launch is to meet with the Ministry of Environment (MoE) to confirm the final design and to identify projects the community can help out with. The next step will be to make an application for Section 9 with MoE and Ministry of Transportation and Infrastructure (MoTI). She stated that once in-kind donations are identified, preparation for the final working drawings and cost estimates will be done, and then a Tender/Request for Quotes will be placed. Ms. McCulloch sees construction starting in late August/September.

MOVED Commissioner K. Wilson, SECONDED Commissioner Jordan, that the update reports be received.

CARRIED

## **NEW BUSINESS**

### **Recreation and Parks Planning Session**

Mr. Banman explained to the Commission that traditionally the Commission has met in the fall to review the Electoral Area A Recreation and Cultural Services Master Plan (2007) and plan ahead the priorities for the coming year. It was suggested that the Commission also discuss park initiatives at the same time and could tour the community parks system. Ms. McCulloch said this would also be an opportunity to discuss what the commission would like to focus on and budget for the next year.

The Committee agreed scheduling a date for a planning session in the fall would be appropriate.

### **Multi-Use Indoor Facility Feasibility Study**

The Commission discussed advancing discussions on the planning of a future Multi-Use Indoor Facility in the area and what level of study could be taken to proceed to the next steps. A tour of other communities for some insight was suggested. Staff were asked to provide some background information as part of the fall planning session on examples from other communities of facilities or facility amenities that may be worth considering in Electoral Area 'A'.

MOVED Commissioner K. Wilson, SECONDED Commissioner Jordan that the verbal project and planning reports be received.

CARRIED

## **COMMISSION ROUND TABLE**

Commissioner Jordan told the Commission about her positive experience at the BCRPA Symposium.

Commissioner Vincent-Lewis mentioned the field conditions at North Cedar Intermediate School where her soccer program is held are somewhat hazardous and lacking upkeep with knee high grass. She mentioned it to the school coordinator but thought she would bring it to the Commission's attention.

Commissioner Pagen stated he finds it unfortunate that there are no tennis courts available in Area A.

## QUESTION AND ANSWER

A local resident asked what steps the Commission will be taking with Area A Recreation Services since the dismantling of the RDN Recreation Programmer position and how the community can be involved in the planning and improvement of future recreation programming.

Through discussion, Chair McPherson said at this point services have returned to the volunteers offering services. He gave the community member a few suggestions as to how to become involved and to contact existing service providers in the area. Another community member referred the resident to the Community School Coordinators and programs run through Cedar Secondary School.

## ADJOURNMENT

MOVED Commissioner Pagen, that the meeting be adjourned at 8:34pm

CARRIED

## IN CAMERA

MOVED Commissioner Pagen, SECONDED Commissioner Fiddick, that pursuant to Section (90) (1) (e) of the Community Charter the Commission (Commission) proceed to an In Camera meeting to consider land issues.

CARRIED

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Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR  
MEETING HELD ON THURSDAY, JUNE 21, 2012  
AT OCEANSIDE PLACE

**Attendance:** Reg Nosworthy, Chair, Electoral Area 'F'  
Scott Tanner, Deputy Chair, Councillor, Town of Qualicum Beach  
Ross Milligan, District #69 School Board  
Bill Veenhof, Director, RDN Board, Electoral Area 'H'  
Peter Morrison, Councillor, City of Parksville  
Gordon Wiebe, Electoral Area 'E'  
Richard Leontowich, Electoral Area 'H'

**Staff:** Tom Osborne, General Manager of Recreation and Parks  
Dean Banman, Manager of Recreation Services  
Sandra Pearson, Superintendent of Recreation Program Services  
Chrissie Finnie, Area H Recreation Programmer  
Kelly Valade, Youth Recreation Programmer  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Joe Stanhope, Director, RDN Board, Electoral Area 'G'

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**CALL TO ORDER**

Chair Nosworthy called the meeting to order at 2:02pm.

**PRESENTATION**

**Electoral Area H Recreation Services**

Ms. Finnie gave an overview of the recreation services that have been provided since 2007, reporting successes as well as the challenges in the area.

**Youth Recreation Services Plan 2011 Implementation May 2012**

Ms. Valade gave an overview to the commission about the Youth Strategic Plan and its goals and accomplishments since its implementation in 2010.

**MINUTES**

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the Minutes of the regular District 69 Recreation Commission meeting held May 17, 2012 be approved.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof that following correspondence be received:

**C. Baird, Errington Therapeutic Riding Association to the Regional District of Nanaimo, Re:**  
Thank you for funding support.

CARRIED

## **UNFINISHED BUSINESS**

### **Sports Complex**

MOVED Commissioner Tanner, SECONDED Commissioner Veenhof, that the Commission asks staff to report back to the District 69 Recreation Commission on the next steps on the funding, development and construction of an outdoor track and field Sportplex within District 69.

CARRIED

### **BC Senior Games Bid**

Mr. Banman reported that he has a meeting with the City of Parksville on June 28 and will prepare a report for the September District 69 Commission meeting.

### **Aquatic Survey Assessment**

The draft of the aquatic survey was discussed. Through discussion the commission made some editorial changes and Mr. Banman said the survey would be distributed electronically and manually before the end of June.

## **FUNCTION REPORTS**

### **Monthly Update – Oceanside Place – May 2012**

Mr. Banman gave a brief summary of the May Oceanside Place Report.

### **Monthly Update – Ravensong Aquatic Centre – May 2012**

Mr. Banman gave a brief summary of the May Ravensong Aquatic Centre Report.

### **Monthly Update – Northern Recreation Program Services – May 2012**

Ms. Pearson gave a brief summary of the May Northern Recreation Services Report.

### **Monthly Update of Community and Regional Parks and Trails Projects – April 2012**

### **Monthly Update of Community and Regional Parks and Trails Projects – May 2012**

Mr. Osborne gave a brief summary of the April and May Community and Regional Parks and Trails Projects.

MOVED Commissioner Veenhof, SECONDED Commissioner Tanner, that the Function Reports be received.

CARRIED

## **NEW BUSINESS**

### **Bylaw 1512**

Mr. Banman advised the Commission that the handout they received at the start of the meeting was the correct Bylaw to be placed in their Commission Binder for reference.

### **Blue Communities**

Mr. Banman reported to the Commission that the RDN board had been approached to endorse a "Blue Community" strategy which would involve things such as a ban of selling bottled water in facilities, new water fountains and promoting water. Staff will be submitting a report to the board in July.

## **COMMISSIONER ROUNDTABLE**

Commissioner Milligan asked about the possibility of receiving the agenda packages to the commission via email. Mr. Osborne told the commission that discussions are taking place to determine the best way to distribute agenda packages amongst all the committee and that should be determined in the near future.

Commissioner Morrison said he would be sending an email to the commission members about his experience at the BCRPA Symposium.

## **ADJOURNMENT**

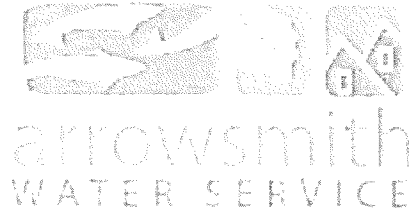
MOVED Commissioner Morrison, that the meeting be adjourned at 4:15pm.

CARRIED

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Reg Nosworhty, Chair





**MINUTES OF THE REGULAR MEETING OF THE  
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD  
HELD ON MONDAY, JULY 16, 2012 AT 2:30 PM  
IN THE PARKSVILLE FORUM**

**Present:**

Director M. LeFebvre, Chair	City of Parksville
Director J. Stanhope	Regional District of Nanaimo
Director F. Van Eynde	Regional District of Nanaimo (alternate)
Director D. Willie	Town of Qualicum Beach (alternate)

**Also in Attendance:**

C. Mason	Regional District of Nanaimo
W. Idema	Regional District of Nanaimo
W. Moorman	Regional District of Nanaimo
M. Donnelly	Regional District of Nanaimo
J. Finnie	Regional District of Nanaimo
F. Manson	City of Parksville
M. Squire	City of Parksville
L. Butterworth	City of Parksville
B. Weir	Town of Qualicum Beach
M. Brouillette	Town of Qualicum Beach
B. Farkas	Recording Secretary

**Regrets:**

C. Burger	City of Parksville
M. Brown	Town of Qualicum Beach
J. Marsh	Town of Qualicum Beach
G. Holme	Regional District of Nanaimo

**CALL TO ORDER**

The meeting was called to order at 2:33 pm.

**ELECTION OF CHAIR**

C. Mason called for nominations for the position of Chairperson for the Arrowsmith Water Service Management Board.

Director Stanhope nominated M. Lefebvre, **SECONDED** by D. Willie.

There being no further nominations, C. Mason declared M. Lefebvre Chairperson for the year 2012.

**MINUTES**

MOVED Director Stanhope, SECONDED Director Willie, that the minutes of the regular meeting of the Arrowsmith Water Service Management Board held October 20, 2011 be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**A. Magnan, DFO**, re: request for response from AWS on the status of project and on the status of the studies requested by DFO should the intake location be moved upstream and M. Squire's response.

MOVED Director Stanhope, SECONDED Director Willie, that the correspondence be received.

CARRIED

**REPORTS**

**AWS Joint Venture Agreement Schedule 'C' Correction**

MOVED Director Stanhope, SECONDED Director Van Eynde that the AWS Joint Venture Agreement Schedule 'C' Correction be approved.

CARRIED

**ADDENDUM**

MOVED Director Willie, SECONDED Director Van Eynde, that the Arrowsmith Water Service Financial Statements Year Ended December 31, 2011 be approved.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**OTHER**

The Chair opened the floor to questions from the public. No questions were presented.

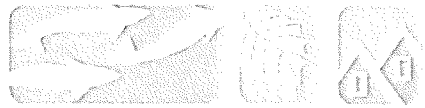
**NEXT MEETING** to be announced.

**ADJOURNMENT**

**TIME:** 2:41 PM

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M. Lefebvre, CHAIRPERSON



englishman river  
WATER SERVICE

**MINUTES OF THE REGULAR MEETING OF THE  
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD  
HELD ON MONDAY, JULY 16 2012  
*Immediately following the AWS Management Board Meeting*  
IN THE PARKSVILLE FORUM**

**Present:**

Director J. Stanhope, Chair	Regional District of Nanaimo
Director F. Van Eynde	Regional District of Nanaimo
Councillor M. Lefebvre	City of Parksville

**Also in Attendance:**

C. Mason	Regional District of Nanaimo
J. Finnie	Regional District of Nanaimo
W. Moorman	Regional District of Nanaimo
M. Donnelly	Regional District of Nanaimo
W. Idema	Regional District of Nanaimo
F. Manson	City of Parksville
M. Squire	City of Parksville
L. Butterworth	City of Parksville
D. Willie	Town of Qualicum Beach
M. Brouillette	Town of Qualicum Beach
B. Farkas	Recording Secretary

**Regrets:**

C. Burger	City of Parksville
G. Holme	Regional District of Nanaimo
J. Marsh	Town of Qualicum Beach

**CALL TO ORDER**

Chair Stanhope called the meeting to order at 2:46 PM.

**DELEGATIONS**

**MINUTES**

MOVED Director Lefebvre, SECONDED Director Van Eynde, that the minutes from the regular meeting of the Englishman River Water Services Management Board held February 22, 2012, be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**M. Squire**, reply to Duane Round re Concerns about the Proposed Englishman River Water Intake

**Ministry of Forests, Lands & Natural Resource Operations**, re Water License Amendment

**J. Craig**, re Englishman River Storage Feasibility Shelton Lake Option Report

**Pat Bourgeois**, email re ERWS Plans for ASR and Treatment Plant

**J. Stanhope, Chair** reply letter to Trevor Wicks re ASR Reports in Newspapers

MOVED, Director LeFebvre, SECONDED Director Van Eynde, that the correspondence be received.

CARRIED

**REPORTS**

**Stakeholder Meetings: VIHA, MOE, MFLNR (M. Squire)** verbal

M. Squire gave an overview of the stakeholder meetings held to date. (attached)

**ERWS Projects Update Report (Treatment, ASR Study) (M. Squire)** verbal

M. Squire provided a powerpoint presentation on ERWS projects. (attached). A delay in ASR well testing due to site access challenges could impact the ASR budget, however the 2<sup>nd</sup> option (Top Bridge) is currently being reviewed for feasibility.

**Gas Tax Funds Application for Water Intake & Treatment Facility (M. Squire)** verbal

M. Squire noted that an application has been submitted for the next phase of works that includes Preliminary Design and Value Engineering for a budget amount of \$ 1.55 million.

MOVED Director LeFebvre, SECONDED Director Van Eynde, the reports be received.

CARRIED

**ADDENDUM**

MOVED Director Lefebvre, SECONDED Director Van Eynde, that the Englishman River Water Service Financial Statements Year Ended December 31, 2011 be approved.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

## **OTHER**

The Chair opened the floor to questions from the public.

### **Pat Bourgeois**

P. Bourgeois asked about upcoming meetings with residents of the City of Parksville. M. Squire responded that open houses for residents will be offered.

P. Bourgeois asked if the Independent Peer Review has begun. M. Squire answered that they have begun and are giving valuable input. In addition M. Squire added that the consultants are the leaders in the field of ASR in the Pacific Northwest. The Independent Peer Review group will give input on feasibility and make recommendations on whether or not the project should go forward. Site specific studies will be done by the main consultant.

### **Trevor Wicks**

T. Wicks enquired if all options for other conventional systems of water supply have been explored. M. Squire responded that the initial regional water supply studies started back in the 1970's, looking at three sources of surface water supply (Cameron Lake, Englishman River and the Nanaimo Lakes) and local groundwater supply. Prior to the AWS and water license, the Province wanted the three local governments (Town of Qualicum Beach, City of Parksville and the Regional District of Nanaimo) to cooperate as a joint venture partnership and look towards the Englishman River as a central source of surface water supply for a 'win - win' solution for both future domestic water supply and fisheries enhancements.

T. Wicks questioned who will own the water if ASR is successful. M. Squire responded that the licensees for surface water extraction will own the water (the water extracted through the ASR system is Englishman River water extracted from the river under licence and temporarily stored in the aquifer for subsequent recovery). Modifications to the Water Act will regulate groundwater extraction as no such regulations are presently in place.

## **IN CAMERA**

*That pursuant to Section 90(1)(g) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to legal issues.*

**NEXT MEETING** to be announced.

## **ADJOURNMENT**

The meeting was adjourned at 3:18 pm.

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J. Stanhope, CHAIRPERSON

**DISTRICT OF NANAIMO**

**MINUTES OF THE TRANSIT SELECT COMMITTEE  
MEETING HELD ON THURSDAY, JULY 19, 2012 AT 12:00 NOON  
IN THE COMMITTEE ROOM**

**Present:**

Director D. Brennan	Chairperson
Director A. McPherson Alternate	Electoral Area 'A'
Director F. Van Eynde	Electoral Area 'E'
Director B. Veenhof	Electoral Area 'H'
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach
Director B. Dempsey	District of Lantzville
Director T. Greves	City of Nanaimo

**Also in Attendance:**

C. Mason	CAO, RDN
D. Trudeau	Gen. Mgr, Transportation & Solid Waste Services, RDN
D. Pearce	Manager, Transit Operations, RDN
Director H. Houle	Electoral Area 'B'
B. Clemens	City of Nanaimo
M. Moore	BC Transit
J. Wadsworth	BC Transit
T. Wegwitz	BC Transit
F. McFarlane	Recording Secretary, RDN

**CALL TO ORDER**

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

**MINUTES**

MOVED Director Lefebvre, SECONDED Director Greves that the minutes of the regular Transit Select Committee meeting held May 17, 2012 be adopted. CARRIED

**CORRESPONDENCE**

**Tom Lee, of Tom Lee Management Consultants, re presentation of concerns regarding the RDN partnership with BC Transit.**

Director Lefebvre thanked staff for the well-written letter to Tom Lee, which covered their collective concerns.

**Anonymous correspondence, re locating a bus shelter between Brickyard and Turner.**

D. Trudeau noted this correspondence will be directed to the City of Nanaimo for their consideration.

MOVED Director Greves, SECONDED Director Lefebvre, that the above correspondence be received.

CARRIED

**BC TRANSIT UPDATE**

Director Brennan introduced Myrna Moore, Regional Transit Manager; James Wadsworth, Senior Transit Planner and Tania Wegwitz, Business Development Manager, all of BC Transit. J. Wadsworth provided a detailed presentation on the *Regional District of Nanaimo Future Transit Plan*. D. Trudeau noted that this presentation will be followed by a report by staff to the Transit Select Committee. A major concern among the Directors present is the aging population and the growing dependence on public transportation in several areas of the RDN. Since many of the urban areas within the RDN tend to be spread out, bus service improvements will have to be carefully planned. J. Wadsworth advised that BC Transit and the RDN will be inviting neighbourhood groups and individuals to participate in the stakeholder process. The process will look at the scope of the work, the timeline and the costs involved. Alternative ways to make transit more user-friendly, i.e., inter-regional service, more flexible routing and the use of smaller buses, will be explored. D. Trudeau noted that the existing transit plan will be used as a basis for the *Regional District of Nanaimo Future Transit Plan*.

MOVED Director Greves, SECONDED Director Lefebvre, that the presentation on the RDN Transit Future Plan be received for information.

CARRIED

**REPORTS**

**RDN Transit Business Plan Update.**

D. Pearce noted the focus of this update is on community engagement and involvement. A BC Transit media bus will visit communities providing them with the opportunity to offer input. J. Wadsworth advised that the public portion is scheduled to begin in October 2012 and noted that this will be well advertised in local media and on-line. In order to make members of the community aware of this process, D. Trudeau stated that he would discuss this with our Communications Department and develop a media release outlining the process.

MOVED Director Lefebvre, SECONDED Director Veenhof, that the Terms of Reference for the RDN Transit Future Plan be received for information.

CARRIED

**BC Transit Custom Service Area Proposal.**

D. Pearce spoke on the negative impact of providing handyDART service to remote areas and the proposal by BC Transit to create a Custom Transit Service Area Policy in the form of a 1.5 kilometre buffer around the existing fixed route conventional system. D. Trudeau noted that such a policy would help Transit contain costs and maximize efficiency. There was concern raised that this draft policy would limit access specifically in Electoral Areas.

Staff indicated that they are recommending an amendment to the BC Transit policy, which would expand the service area to include areas within 1.5 kilometres of a Rural Village Centre. This would be in line with the RDN Regional Growth Strategy Plan and still help contain costs and increase efficiency. Director Willie stated that it is important to provide people with the knowledge of how the RDN sees the system and to make them aware of the increasing costs. The public need to know what direction the RDN is moving so that they can make their decisions based on fact.

MOVED Director Greves, SECONDED Director Lefebvre, that the Board advise BC Transit of their support for the Custom Transit Service Area Proposal with the amendment that Custom transit should also be made available to customers meeting the criteria, within 1.5 kilometres of Rural Village Centres, as identified in the RDN Regional Growth Strategy. CARRIED

#### **Electoral Area 'B' Taxi Saver Report.**

Director Houle thanked D. Trudeau for the report on the Electoral Area 'B' Taxi Saver Service and the opportunity to discuss the feasibility of having a Taxi Saver Program for low-income seniors, in addition to those riders with disabilities.

In discussion, M. Moore noted that the Taxi Saver Program was initiated to complement handyDART services; it was not established as a stand-alone program for low income seniors and is based on mobility, not age.

MOVED Director Greves, SECONDED Director Veenhof, that staff be directed to develop a service area establishment bylaw for the creation of a Taxi Saver Service for Gabriola Island to be submitted to the electors of Electoral Area 'B' for approval. CARRIED

#### **BUSINESS ARISING FROM CORRESPONDENCE**

Director Greves requested clarification on the Fare Box Program as referenced in D. Trudeau's correspondence to Tom Lee, of the BC Transit Independent Review Panel. D. Trudeau noted that the basic fare boxes had been removed and replaced with an electronic system that is able to provide more information.

#### **ADJOURNMENT**

MOVED Director Veenhof, SECONDED Director Van Eynde, that the meeting be adjourned.

CARRIED

TIME: 1:33 PM

#### **NEXT MEETING**

The next meeting of the Transit Select Committee is set tentatively for Thursday, September 20, 2012, in the RDN Committee Room.

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CHAIRPERSON



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

**DATE:** June 18, 2012

**FROM:** Daniel Pearce  
Manager, Transit Operations

**FILE:** 0550-20-TSC

**SUBJECT:** BC Transit Custom Service Area Proposal

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#### PURPOSE

To present a report on the BC Transit Custom Transit Service Area Proposal.

#### BACKGROUND

Following information received in January from BC Transit requesting feedback from the Regional District of Nanaimo (RDN) for a Custom Transit Service Area Proposal, the Transit Select Committee (TSC) recommended and the Board approved, at its meeting held March 17, 2012, the following motion:

*MOVED Director Lefebvre, SECONDED Director Greves, that staff prepare a report that analyzes the service and financial impacts of the Custom Service Area Proposal from BC Transit.*

The purpose of the Custom Transit Service Area Proposal is to address the negative impact of providing handyDART service to remote areas. BC Transit is proposing a Custom Transit Service Area Policy in the form of a 1.5 kilometre buffer around the existing fixed route conventional system.

The RDN map in *Appendix 1* shows what the proposed service area would look like in the RDN. The key features of the map are:

- The blue shaded areas represent the proposed Custom Transit Service Area.
- The yellow circles represent the residential addresses of handyDART clients inside the proposed service area.
- The red circles represent the residential addresses of handyDART clients that are outside the proposed service area.
- Please note, the red circles north of Qualicum Beach would be included due to the new 99- Deep Bay transit route.

handyDART clients who currently live outside the proposed service area (2% of current clients) would be 'grandfathered' in and would continue to be provided handyDART service. Only new handyDART clients would be required to live within a 1.5 kilometre radius of an existing fixed transit route to be eligible to receive handyDART service.

The main principle of the Custom Transit Service Area Proposal is to preserve the current levels of handyDART service and allow the maximum number of individuals, who are eligible for the handyDART system, to be able to ride the system. The Custom system would expand only when the Conventional fixed route system expands.

Currently the RDN transit service areas are determined by the Transit Select Committee (TSC). BC Transit's Custom Service Area Proposal would require BC Transit to authorize any RDN handyDART clients, eliminating the decision-making on a local level concerning the provision of handyDART service. While BC Transit has identified that the adoption of this policy will be consistent with the *American Disabilities Act*, staff believe the proposal is not in alignment with the *American Disabilities Act*, which focuses on inclusion rather than exclusion. The BC Transit proposal would exclude any service 1.5 kilometres from an established conventional route.

## ALTERNATIVES

1. That the Board respond to BC Transit advising that it does not support the Custom Transit Service Area Proposal and direct staff to respond to BC Transit to not include the proposal in future Custom Annual Operating Agreements.
2. That the Board approve the Custom Transit Service Area Proposal and direct staff to respond to BC Transit giving approval to include the proposal in future Custom Annual Operating Agreements.
3. That the Board advise BC Transit of their support for the Custom Transit Service Area Proposal with the amendment that the Custom Transit Service Area Proposal should be expanded to provide service within 1.5 kilometres of Rural Village Centres as identified in the RDN Regional Growth Strategy.

## FINANCIAL IMPLICATIONS

If the Board supports alternative one, the cost to provide Custom transit service would be subject to increases since service would continue to be provided over a larger area.

If the Board supports alternative two, the long term financial implications of the Custom Service Area Proposal are difficult to determine because it is difficult to know where future clients will be living but staff recognize that it would assist in containing costs since service will be provided over a smaller area. It should be noted that the handyDART system is funded across entire electoral areas and therefore, under the current policy, all residents have access to the custom service subject to availability and meeting the criteria. With the implementation of the Custom Service Area Proposal a larger area of the population will no longer have access to custom transit service and consequently residents will be paying for a service that they have no opportunity to receive.

If the Board supports alternative three, costs would still be contained but service would be expanded beyond the 1.5 kilometre from conventional routes to include the areas around the Rural Village Centres.

## 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. Providing handyDART service to individuals who are unable to use the Conventional Transit system due to a cognitive or physical disability is an important service within the RDN for both social and environmental purposes.

## CONCLUSIONS

BC Transit has developed a Custom Transit Service Area Proposal to examine and address the negative impact of providing handyDART service to remote areas.

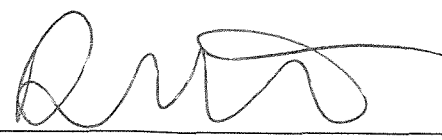
The proposal establishes a Custom Transit service area, i.e., a 1.5 kilometre buffer around the existing fixed route Conventional system. handyDART clients, who currently live outside the proposed service area, would be 'grandfathered' in and would continue to be provided handyDART service.

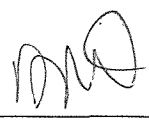
RDN staff support the Custom Transit Service Area Proposal because it assists in maintaining the sustainability of the service but suggest that the service area be expanded to include areas within 1.5 kilometres of Rural Village Centres as identified in the RDN Regional Growth Strategy.

## RECOMMENDATION

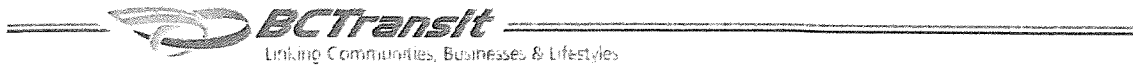
That the Board advise BC Transit of their support for the Custom Transit Service Area Proposal with the amendment that Custom transit should also be made available to customers meeting the criteria, within 1.5 kilometres of Rural Village Centres, as identified in the RDN Regional Growth Strategy.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
GM Concurrence

  
\_\_\_\_\_  
For  
CAO Concurrence

## APPENDIX 1



January 17, 2012

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

Dear Mr. Trudeau;

### RE: Custom Transit Service Area Proposal

In August, 2011, a letter was sent to all local government contacts from Danielle Harriott, Custom Transit Project Manager, regarding the need to examine the issue of an increasing number of handyDART trips to remote areas and the negative impact it was having on service delivery for some systems. To address this issue, BC Transit is proposing a formalized custom transit service area in the form of a 1.5 kilometre buffer around the existing fixed route transit system. This policy draws directly from the Americans with Disabilities Act and makes the link between door-to-door service and the conventional routes of public transit, while continuing to accommodate the unique needs of those who require customized transportation.

Attached is a map of how the proposed service area will look for the handyDART service in your community. The blue/green shaded area represents the proposed service area based on the existing fixed routes, which are displayed in orange. The yellow circles represent the residential addresses of handyDART registrants that are within the proposed service area. The red circles represent residential pick-up addresses that are outside of the proposed service area. There is no intention to discontinue service to existing riders. Riders who currently live outside the service area would be 'grandfathered' and their service would continue.

This proposal is to provide a clear definition to the area served by the custom transit portion of the transit system in order to preserve current service levels, provide service to the maximum number of individuals who are physically or cognitively unable to use conventional transit independently, and solidify the parallel relationship between fixed-route and door-to-door service areas. In future, the custom transit service area would expand along with conventional transit routes as funding allowed.

BC Transit would like to receive your perspective and feedback regarding this proposal. If you are in agreement, we would propose to include the new service area definition as an amendment to schedule "A" of the 2012/13 Annual Operating Agreement for the purposes of custom transit service only. If key locations or areas have not been



included, we will be pleased to work with you to define a service area that will meet the needs of your community and provide cost effective and efficient service.

Please review the attached service area map and provide your feedback to me regarding this proposal prior to January 27, 2012.

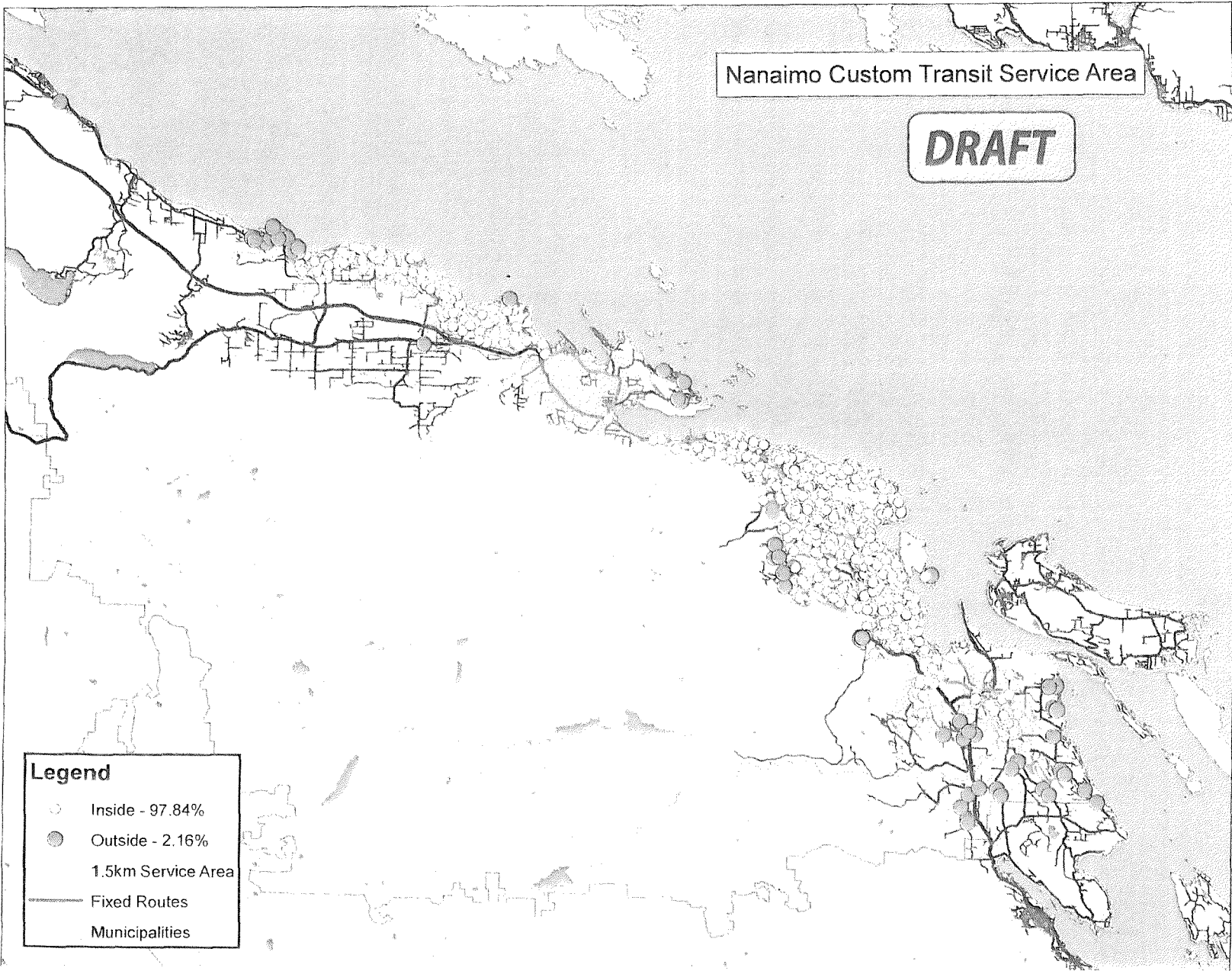
Sincerely,

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

Myrna Moore  
Senior Regional Transit Manager,  
Vancouver Island Coastal  
Municipal Systems  
Phone: (250) 995-5612  
[Myrna\\_Moore@bctransit.com](mailto:Myrna_Moore@bctransit.com)

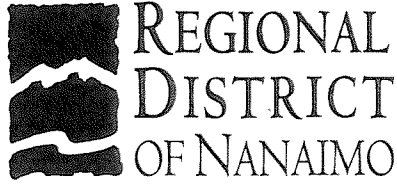
Nanaimo Custom Transit Service Area

**DRAFT**



**Legend**

- Inside - 97.84%
- Outside - 2.16%
- 1.5km Service Area
- Fixed Routes
- - - Municipalities



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
CCW	
JUL 17 2012	
RHD	
BOARD	
TSC	

**MEMORANDUM**

**TO:** Carol Mason  
Chief Administrative Officer

**DATE:** July 9, 2012

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

**FILE:** 8600-06

**SUBJECT:** Electoral Area 'B' Taxi Saver Service

**PURPOSE**

To present a report on the feasibility of bringing in a Taxi Saver Program into Electoral Area 'B'.

**BACKGROUND**

At the May 22, 2012 Board meeting the following resolution was approved:

*"...that staff be directed to prepare a report for the Transportation Select Committee on the feasibility of bringing in a Taxi Saver program into Electoral Area 'B' for 2013."*

Staff understand that the motion was to include reviewing the feasibility of having a Taxi Saver Program for low-income seniors, in addition to those riders with disabilities.

The current Regional District of Nanaimo (RDN) Taxi Saver Program provides registered handyDART customers with Taxi Saver coupons that allow greater convenience for spontaneous travel when handyDART cannot accommodate their travel needs. The service is provided to those areas that are participants in the RDN Transit function. Currently the City of Nanaimo, City of Parksville, Town of Qualicum Beach, District of Lantzville, Electoral Areas 'A', 'C', 'G', 'E' and 'H' are participants in the service.

*How it Works*

Taxi Saver provides a 50% subsidy towards the cost of taxi rides. Eligible individuals can purchase a \$60 package of Taxi Saver coupons at a cost of \$30. This package can be purchased once every three months. The coupons come in denominations of \$1, \$2 and \$3. The handyDART client uses the coupons to pay the dollar meter rate of taxi fare. For example, if a taxi fare is \$5.80, the passenger pays \$5.00 in coupons and 80 cents in change.

*Eligibility*

BC Transit provides cost-sharing for this program with the RDN. The Taxi Saver costs are cost-shared with BC Transit at a current rate of 66.7%. BC Transit has policies to determine who is eligible for the

Taxi Saver Program that is part of the Annual Operating Agreement. Eligibility is based on the type of disability a person has and how their disability prevents them from using conventional transit. In order to retain their eligibility, customers must use the handyDART service at least once in the ninety (90) days prior to purchasing Taxi Saver coupons.

BC Transit has indicated that, in order to have a Taxi Saver Program, an area must be part of the handyDART service. Electoral Area 'B' has never had any transit service provided to their area.

Staff has discussed with BC Transit whether there was any flexibility on expanding the Taxi Saver Program to include low income seniors. BC Transit has indicated that, in terms of eligibility, people who wanted access to Taxi Savers would need to be eligible for handyDART and would need to be registered with the system.

While a Taxi Saver Program could be implemented in Electoral Area 'B' it would have to be a part of an expansion of the current RDN handyDART service. Even if the current RDN handyDART service was expanded to include Electoral Area 'B', it would not be able to accommodate low income seniors, which was the original intent of the Board motion.

Staff has been requested to also review options for an Electoral Area funded Taxi Saver Program modeled after the Parks and Recreation Program. The original amount of Taxi Savers discussed for this program has been in the \$5,000 to \$10,000 range.

In order for an Electoral Area funded Taxi Saver Program to be established bylaws would have to be developed. Since this is a new service, voter assent by the voters of the proposed service area would be required. This could be accomplished by referendum or by using the alternate approval process.

The Gabriola Parks and Recreation Program uses a Commission to deliver their program. A Taxi Saver Program could utilize a similar model. A commission or non-profit society could be the body that handles the distribution of the Taxi Saver coupons. Staff time would be necessary to work with existing organizations or advertise for new groups to assist in providing the service. In addition, terms of reference would have to be established for any organization working with this new program to ensure only those eligible would be able to access it.

## **ALTERNATIVES**

1. That staff be directed to develop a service area establishment bylaw for the creation of a Taxi Saver Service for Gabriola Island to be submitted to the electors of Electoral Area 'B' for approval.
2. That staff be directed to receive the report on the Taxi Saver Program and take no further action.

## **FINANCIAL IMPLICATIONS**

If the legal advice suggest that a service could be established and contracted out to a non-profit society, staff would then prepare terms of reference and establish bylaws to bring forward to the Board for consideration. The cost for the establishment of a service area establishment bylaw for the creation of a Taxi Saver Program on Gabriola Island would be dependent upon what method was used to obtain voter assent. If it was by referendum the costs would be approximately \$15,000; however, if the alternate



approval process was used, costs would be reduced to \$5,000. Costs would include rentals, advertising costs and election officials. In addition, there would be staff time needed to administer all the requirements necessary to create a new bylaw. There would also be a significant amount of time involved in researching and preparing the bylaw and obtaining voter assent. This initiative is not included in the current work plan; therefore staff recommends that the research be undertaken but that the service not be submitted for voter assent until 2013. If the service is not supported by the Electoral Area, the costs incurred would be recovered from the taxpayers in Electoral Area 'B' in 2013.

Once the new service is established it will also require staff time to administer the ongoing distribution of funds and coupons to the appropriate bodies necessary to carry out the service. The tax requisition for the new service would have to recognize the administrative costs for maintaining the function.

## **CONCLUSION**

At the direction of the Board, staff has explored the feasibility of bringing a Taxi Saver Service into Electoral Area 'B' that would serve low income seniors in addition to those riders with disabilities.

Staff has discussed with BC Transit whether there was any flexibility on expanding the Taxi Saver Service to include low income seniors. BC Transit has indicated that, in terms of eligibility, people who wanted to access taxi savers would need to be eligible for handyDART and would need to be registered with the system.

While a Taxi Saver Program could be implemented in Electoral Area 'B' it would have to be a part of an expansion of the current RDN handyDART service. Even if the current RDN handyDART service was expanded to include Electoral Area 'B', it would not be able to accommodate low income seniors, which was the original intent of the Board motion.

Staff have also reviewed alternatives for an Electoral Area funded Taxi Saver service modeled after the Parks and Recreation Program. The Gabriola Parks and Recreation Program uses a Commission to deliver their program. A Taxi Saver Program could use a similar model. A commission or non-profit society could be the body that handles the distribution of the Taxi Saver coupons. Staff would have to ensure that the proposed service was in accordance with the CUPE contract with regards to contracting out.

In order for an Electoral Area funded Taxi Saver service to be established, bylaws would have to be developed. Since this is a new service, voter assent by the voters of the proposed service area would be required. This could be accomplished by referendum or by using the alternate approval process.

The cost to develop a service area establishment bylaw for the creation of a Taxi Saver service for Gabriola Island would cost between \$5,000 and \$15,000 depending upon the method for obtaining voter assent.

This initiative is not included in the current work plan; therefore staff recommends that the research be undertaken but that the service not be submitted for voter assent until 2013. If the service is not supported by the Electoral Area, the costs incurred would be recovered from the taxpayers in Electoral Area 'B' in 2013.

While the costs and staff time for setting up a stand-alone Taxi Saver service are significant compared to the level of service Electoral Area 'B' would initially receive, especially when it is recognizing that there would be no cost-sharing from BC Transit, staff is recommending the development of necessary bylaws to initiate a Taxi Saver function on Gabriola Island as it will address a unmet need in the community for residents that have limited access to transit.

**RECOMMENDATION**

1. That staff be directed to develop a service area establishment bylaw for the creation of a Taxi Saver Service for Gabriola Island to be submitted to the electors of Electoral Area 'B' for approval.



General Manager Concurrence



CAO Concurrence

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE  
MEETING HELD ON WEDNESDAY, JULY 25, 2012 AT 2:05 PM  
IN THE RDN COMMITTEE ROOM**

**Present:**

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director D. Brennan	City of Nanaimo
Director M. Lefebvre	City of Parksville

**Also in Attendance:**

Director J. Fell	Electoral Area F
C. Mason	Chief Administrative Officer
P. Thorkelsson	General Manager of Development Services
C. Midgley	Manager, Energy & Sustainability
J. Frumento	Sustainability Coordinator
N. Hewitt	Recording Secretary

**Regrets:**

Director M. Young	Electoral Area C
Director B. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director D. Willie	Town of Qualicum Beach
Director J. Kipp	City of Nanaimo
M. Donnelly	Manager, Water Services

**CALL TO ORDER**

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

**MINUTES**

MOVED Director Lefebvre, SECONDED Director Brennan, that the minutes of the Sustainability Select Committee meeting held on Wednesday, June 13, 2012 be adopted.

CARRIED

**REPORTS**

**2012 Green Building Series.**

MOVED Director Lefebvre, SECONDED Director Brennan, that the verbal/visual report on the 2012 Green Building Series be received for information.

CARRIED

**Rainwater Harvesting Best Practices Guidebook.**

MOVED Director Lefebvre, SECONDED Director Brennan, that the verbal/visual report on the Rainwater Harvesting Best Practices Guidebook be received for information.

CARRIED

**ADJOURNMENT**

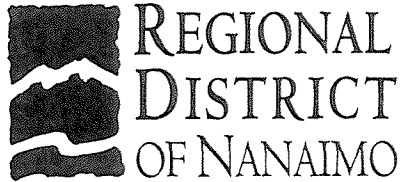
MOVED Director Houle, SECONDED Director Lefebvre, that this meeting be adjourned.

CARRIED

Time: 2:34 pm

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CHAIRPERSON



RDN REPORT	
CAO APPROVAL (13W)	
EAP	
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# MEMORANDUM

**TO:** Sean DePol  
Manager, Wastewater Services

**FROM:** Wayne Moorman, Project Engineer

**SUBJECT:** Hall Road Pump Station Upgrade – Tender Award and Engineering Services

**DATE:** August 16, 2012

**FILE:** 5330-20-FCPC-HALL

**PURPOSE**

To consider awarding the construction contract and engineering services during construction for the upgrading of the Hall Road pumping station.

**BACKGROUND**

The aging Hall Road pump station is in need of modernization and increased pumping capacity and is included in the 2012 budget. The design and tendering of the project recently closed and there were four bids received (12% HST is included in all prices):

IWC Excavation Ltd.	565,289.84
Palladian Developments Inc.	576,414.20
Ridgeline Mechanical	801,125.92
Stone Pacific Contracting Ltd.	822,494.40

The 2012 budget includes an allowance of \$900,000 for this project and this cost includes all engineering, permits, supply of an emergency generator and upgrading/construction of the station. The budget for the construction alone was set at \$700,000, the engineering services during construction at \$75,000 and other costs during construction (environmental and archeological services, geotechnical services and permits) at \$12,500; the total budget for the remaining work is therefore \$787,500.

Koers and Associates have been our engineer on this project during design, tendering and tender review/recommendation and it is reasonable to continue with their services during construction. Their estimated cost for this service is \$78,300.

**ALTERNATIVES**

1. Award the construction component of this project to IWC Excavation Ltd. for the tendered price of \$565,289.84 and the engineering services to Koers & Associates for the price of \$78,300.
2. Do not award the contract.

**FINANCIAL IMPLICATIONS**

Alternative 1 – The projected costs for completing this project are as follows:

Engineering Services during construction	78,300
Environmental and Archeological Services	7,500
Geotechnical Services	5,000
Permits	5,000
Construction Services	565,290
Contingency	<u>95,000</u>
<b>TOTAL PROJECTED COST</b>	<b>\$756,090</b>

The 2012 budget for this work is \$787,500 and is funded through DCC reserves (85%) and Operating Reserves (15%). The total projected cost is less than the 2012 budget amount.

Alternative 2 – there would be no financial implications other than the delay of the work until a later date.

**SUSTAINABILITY IMPLICATIONS**

Upgrading the Hall Road pump station would add capacity to the infrastructure and make the overall system more reliable and modern and would reduce the environmental impact of a station malfunction and accidental sewage spill on the beach.

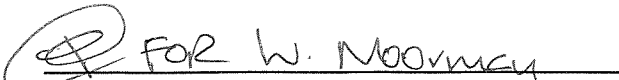
**SUMMARY/CONCLUSIONS**


Upgrading of the Hall Road pump station is required in 2012 and is included in the 2012 budget. The design and tendering of the project has been completed and tenders closed recently. There were four tenders submitted, the lowest of which was submitted by IWC Excavating Ltd. of Nanaimo at \$565,289.84. Engineering services during construction would be undertaken by Koers & Associates as a continuation of their current work on this project, their estimate for this service is \$78,300.


The upgrading of the Hall Road pump station would replace and modernize crucial equipment, increase system capacity and would lessen the likelihood of a pump station failure and contamination of the beach because of a sewage spill.

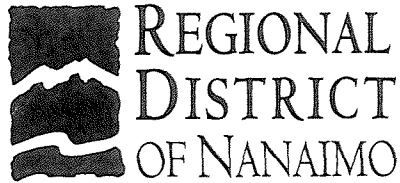
**RECOMMENDATIONS**

1. That the Board award the construction of the Hall Road pump station to IWC Excavating Ltd. for the tendered price of \$565,289.84.
2. That the Board award the engineering services during construction of the Hall Road pump station to Koers & Associates for the price of \$78,300.
3. That funds from the Northern Community Development Cost Charge Reserve Fund and the French Creek Operations Reserve Fund be used for this project.

  
Report Writer

  
General Manager Concurrence

  
CAO Concurrence



RDN REPORT	
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BOARD	<input checked="" type="checkbox"/>

**MEMORANDUM**

**TO:** Carey McIver  
Manager of Solid Waste Services

**DATE:** August 21, 2012

**FROM:** Jeff Ainge  
Zero Waste Coordinator

**FILE:** 5380-20-STEW

**SUBJECT:** Packaging and Printed Paper Product Stewardship

**PURPOSE**

To report on the design and implementation of a provincial stewardship program for packaging and printed paper and to seek the Board’s endorsement of recommendations contained in the attached UBCM Packaging and Printed Paper Working Group policy paper.

**BACKGROUND**

In May 2011, the BC Government amended the Recycling Regulation to include packaging and printed paper. The amendment shifts financial and administrative responsibility for managing these materials from local governments to the producers of packaging and printed paper (PPP). This transfer of responsibility is intended to incent producers of PPP to incorporate environmental considerations into the design of their products.

Some local governments have expressed concerns that these particular materials are already collected as part of their residential curbside recycling collection programs and that changes to the Recycling Regulation may adversely impact their programs. Consequently, a policy paper with a number of recommendations has been prepared by the UBCM Packaging and Printed Paper Working Group. The staff analysis of the recommendations is incorporated into the body of this report.

**Product Stewardship/Extended Producer Responsibility**

Product stewardship (also known as Extended Producer Responsibility or EPR) is intended to provide waste management systems whereby producers and consumers assume the cost and lifecycle responsibility for the products they produce and use. Product stewardship by definition is user-pay waste management instead of government operated and taxpayer-financed waste management.

In British Columbia, the Ministry of Environment employs the Recycling Regulation under the Environmental Management Act to regulate, approve product stewardship plans, and monitor a steward’s performance.

Currently, the products covered by stewardship programs in BC includes beverage containers, automotive tires & batteries, waste paint, used oil, filters & antifreeze, solvents, fuels, pesticides, pharmaceuticals, household electronics, small appliances, power tools, communication devices, household lamps & bulbs, smoke alarms, cell phones and household batteries. These products are typically not collected in residential curbside programs. In the RDN, the products collected under these stewardship programs represented roughly 6% of the material diverted from landfill in 2011.

### **Packaging and Printed Paper (PPP)**

The BC Government's addition of packaging, and to a lesser extent printed paper, within the Recycling Regulation is partly in response to local government requests. In particular, the UBCM membership has consistently endorsed resolutions calling for the development of strategies to reduce unnecessary product packaging, as well as the creation of product stewardship programs for packaging.

The announcement of the amendment to include the PPP category applies to the residential sector at this time. It does not apply to the industrial, commercial and institutional (ICI) sectors. The Province expects the new stewardship program to be implemented by May 2014.

In a typical home, packaging and printed paper would include food and beverage containers, cereal boxes, plastic wrap, Styrofoam packaging, cosmetic and hygiene product containers, plastic containers, cardboard, newspapers, magazines and flyers etc. As noted above, much of this material is already collected under existing residential curbside collection programs.

### **Multi-Material British Columbia**

With the amendment to the Recycling Regulation, producers of PPP became obligated to submit a stewardship program plan for the Ministry's approval. To meet these requirements, the key industry players have formed a not-for-profit agency, Multi-Material British Columbia (MMBC), to design and implement the new stewardship program by the provincial 2014 deadline.

To date, MMBC have undertaken a review of the current systems in place for managing PPP in BC. Such systems include curbside recycling collection programs, depot collections, and retailer take-back programs. In February 2012 MMBC released a document detailing a number of stewardship program design options for the collection and processing of PPP materials. Consultation has included information sessions, a webinar, and meetings with local government staff.

Following those consultations, the collection and processing options were reduced to two: (a) contracting directly with collectors, or (b) providing incentives for processors. Multi-Material British Columbia is currently consulting with the various producers and sellers of PPP, and preparing a stewardship plan to be submitted to the Ministry in November 2012.

### **UBCM Working Group**

With the amendment to the Recycling Regulation several local governments raised concerns over what service levels and targets will be included in the program. These concerns included: how to ensure there is not a decline in existing service levels; how collection systems under union contracts will be managed; how collected materials will be managed; local capacity to manage any increase in collected materials; how the program will incent more recyclable packaging; and how local governments could be compensated for investments that have been made in the existing collection infrastructure.

In response to local government concerns and issues, the UBCM Executive approved the creation of a UBCM Packaging and Printed Paper Working Group (the Working Group). The Working Group is designed to support a smooth transition in the responsibility of managing packaging and printed paper to producers. The Working Group has prepared a policy paper for consideration by the UBCM membership at the September 2012 UBCM Convention, in advance of industry's deadline of creating a product stewardship plan by November 2012. This document is included with this staff report as Attachment 1.



## **UBCM Working Group Recommendations**

The policy paper prepared by the UBCM Working Group captures the concerns expressed by local governments with respect to the scope, design, funding, environment impacts, service provision, and the role of local government in the proposed new program. Many of these concerns are shared by RDN and City of Nanaimo staff responsible for managing and delivering the current recycling collection services.

Four key recommendations articulated by the Working Group are shown here. The attached policy paper includes discussion and additional recommendations for consideration at the UBCM convention.

### Recommendation 1

*That producers are responsible for, and have an obligation to, manage one hundred percent (100%) of the packaging and printed paper waste in British Columbia. This obligation includes an extension of the PPP program to the industrial, commercial and institutional (ICI) sector within three (3) years, as well as local government compensation for the management of PPP materials that end up in local government waste streams.*

#### *Discussion*

Staff fully endorses this recommendation. Given that the ICI sector typically generates more waste than the residential sector, it stands to reason that this sector should be included in the PPP stewardship program. Although provincial staff have recommended that local governments follow the RDN example and increase PPP diversion from this sector by implementing disposal bans, this approach may not work for all local governments. Staff also supports being compensated for stewardship materials that are not captured under the program but are disposed in the landfill.

### Recommendation 2

*That the packaging and printed paper product stewardship program provides an equitable level of service between urban and rural areas, and that existing levels of service be maintained or exceeded for those local governments that have established PPP programs in place.*

#### *Discussion*

A recent report funded by MMBC indicated that 79% of single-family households throughout the Province receive curbside collection service; these tend to be concentrated in southern BC. Many rural communities rely on depots or drop-off locations for whatever recycling is offered. The advent of the PPP stewardship program will assist communities currently under-served by recycling collection programs.

On the other hand, the RDN has a well-established, efficient and successful program collecting and diverting the majority of PPP materials included in the amended Regulation. Consequently, staff endorses this recommendation in advocating for no reduction to the existing service levels for RDN program customers, such as replacing curbside collection with depots. Indeed, staff expects that the new stewardship program would improve service levels by adding more materials to the current program.

### Recommendation 3

*That local governments be given the right of first refusal for providing packaging and printed paper product stewardship services under the new PPP program. This option would minimize and/or prevent any disruption to existing services, employment contracts, and community expectations.*

### *Discussion*

Staff strongly supports this recommendation. The current RDN residential curbside collection program utilizes split packer trucks to collect food waste weekly, with garbage and recyclables collected on alternating weeks. If PPP materials were collected by a separate MMBC contractor using separate trucks, the RDN collection system would have excess capacity every other week. This would not be the case for the City of Nanaimo collection program, since garbage and food waste is collected by City crews while recycling is contracted-out. Nevertheless, both the RDN and the City of Nanaimo would want the right of first refusal to ensure that existing or new programs remain cost effective.

### Recommendation 4

*That the design and implementation of the PPP program seek to minimize the program's environmental impact by eliminating the need for landfilling and/or incineration of program materials.*

### *Discussion*

This recommendation re-states one of the overarching tenets of product stewardship; providing incentives to producers to take environmental considerations into the design of the product. Naturally staff endorses this recommendation.

### **ALTERNATIVES**

1. To endorse the recommendations set out in the attached UBCM policy paper.
2. To endorse the recommendations set out in the attached UBCM policy paper and to include additional comments as per Board resolution.
3. To not endorse the recommendations set out in the attached UBCM policy paper and provide staff with alternate direction.

### **FINANCIAL IMPLICATIONS**

The curbside collection programs operated by the RDN and the City of Nanaimo are funded through annual utility fees, not through taxes. By supporting the UBCM Working Group Recommendation # 3, and retaining the right of first refusal to provide the services, both the RDN and the City of Nanaimo have the option to negotiate separate contracts with MMBC to collect PPP materials. If the RDN chooses to continue to provide PPP collection, the RDN will be paid for this service by MMBC. This money can be used to offset the cost of collection, thereby reducing the residential user fee by roughly \$30 annually.

However, this does not mean that consumers are not paying for the cost to recycle the products that they purchase. Under the PPP stewardship program, recycling fees will be included in the cost of products. Although these will be invisible fees, unlike the visible fees charged for a new computer or television, they will still be designed to reflect the full cost of collection and processing. Consequently, curbside customers who consume more products (and associated packaging) will pay more for collection and processing at the time of purchase, than those who consume less of these products, which is truly a user pay system.

### **PUBLIC RELATIONS IMPLICATIONS**

The introduction of a new PPP stewardship program would likely see a modest increase in recycling rates and a decrease in garbage disposal. Although additional sorting and separating may be required, the residential customer should see a reduction in collection user fees with no reduction in service levels.

**SUSTAINABILITY IMPLICATIONS**

British Columbia’s industry-led product stewardship programs are recognized internationally as innovative and effective approaches to waste management. The Regional Board has long been a supporter of product stewardship and the benefits it can provide at a regional and local level. From a long-term sustainability perspective, the potential to influence product design is one of the most important aspects of product stewardship programs.

**SUMMARY/CONCLUSIONS**

In May 2011, the BC Government amended the Recycling Regulation to include packaging and printed paper generated by the residential sector. The amendment shifts financial and administrative responsibility for managing these materials from local governments to the producers of packaging and printed paper (PPP).


To meet the requirements under the amended Regulation, the key industry players have formed a not-for-profit agency (Multi-Material British Columbia (MMBC)) to assume the role of a stewardship agency and to prepare stewardship plans, conduct consultation, and move toward having a new stewardship program in place by the Ministry’s target date of May 2014.

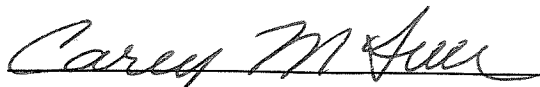
The implementation of a new stewardship program targeting PPP is of concern to local governments, such as the RDN and City of Nanaimo with well established, efficient and successful residential collection programs which already include materials listed under the amended Regulation.

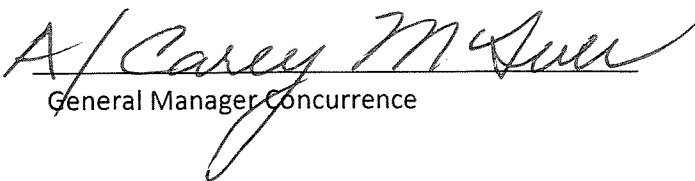
In advance of the Union of British Columbia Municipalities (UBCM) 2012 convention, the Working Group appointed by UBCM has prepared a policy paper capturing the concerns and proposing a number of recommendations for consideration by local governments throughout the province. Staff has reviewed the policy paper and recommends that the Board endorse the recommendations contained therein.

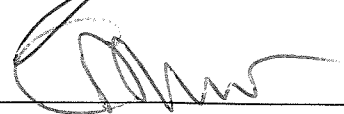
**RECOMMENDATION**

That the Board endorse the recommendations contained in the UBCM Packaging and Printed Paper Working Group policy paper.

  
Report Writer

  
Manager Concurrence

  
General Manager Concurrence

  
CAO Concurrence

**TO: UBCM Members**

**FROM: ENVIRONMENT COMMITTEE**  
 Director Rhona Martin, Chair  
 Mayor Sharon Gaetz  
 Chair Al Richmond  
 Chair Joe Stanhope  
 Councillor Lorrie Williams

***POLICY  
 PAPER(#1)***

2012 UBCM Convention

**RE: PACKAGING AND PRINTED PAPER  
 PRODUCT STEWARDSHIP**

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**1. DECISION REQUEST**

That the paper be endorsed by the UBCM membership.

**2. PURPOSE**

The purpose of the policy paper is to:

- identify key local government issues and concerns with the proposed product stewardship program for packaging and printed paper;
- propose recommendations for resolving potential local government issues with the implementation of the packaging and printed paper product stewardship program;
- build local government knowledge and capacity around packaging and printed paper product stewardship to assist in negotiations with producers; and
- support a smooth transition in the responsibility of managing packaging and printed paper (PPP) to producers.

**3. EXECUTIVE SUMMARY**

The paper contains the following key recommendations for designing and implementing a packaging and printed paper (PPP) product stewardship program:

*That producers are responsible for, and have an obligation to, manage one hundred percent (100%) of the packaging and printed paper waste in British Columbia. This obligation includes an extension of the PPP program to the industrial, commercial and institutional (ICI) sector within three (3) years, as well as local government compensation for the management of PPP materials that end up in local government waste streams.*

*That the packaging and printed paper product stewardship program provides an equitable level of service between urban and rural areas, and that existing levels of service be maintained or exceeded for those local governments that have established PPP programs in place.*

*That local governments be given the right of first refusal for providing packaging and printed paper product stewardship services under the new PPP program. This option would minimize and/or prevent any disruption to existing services, employment contracts, and community expectations.*

*That the design and implementation of the PPP program seek to minimize the program's environmental impact by eliminating the need for landfilling and/or incineration of program materials.*

#### 4. BACKGROUND

In May 2011, the Recycling Regulation was amended to include packaging and printed paper. The amendment shifts financial and administrative responsibility for managing these materials from local governments to the producers of packaging and printed paper (PPP). This transfer of responsibility is intended to incent producers of PPP to incorporate environmental considerations in the design of their products.

The addition of packaging, and to a lesser extent printed paper, is partly in response to local government requests. In particular, the UBCM membership has consistently endorsed resolutions calling for the development of strategies to reduce unnecessary product packaging, as well as the creation of product stewardship programs for packaging (1987-B69; 1990-A14; 1991-B18; 1995-B38; 1997-B11; 1999-B14; 2000-B20; 2004-B13; 2005-B115; 2006-B29; 2008-B31). Most recently, Resolution 2009-B39 called for all packaging to be placed under the BC product stewardship legislation. When considering packaging, the membership has similarly called for the addition of milk containers to the Recycling Regulation and the deposit refund system (2011- B38, 2010-B27).

The product stewardship program will be developed by five (5) key producers, which include: the Canada Food and Restaurant Services Association, Retail Council of Canada, Canada Newspaper Association, Food and Consumer Producers of Canada, and the Canadian Federation of Independent Grocers. The producers are represented by Multi Material British Columbia (MMBC), which is a not-for-profit agency established under the British Columbia *Society Act* formed in anticipation of the requirement to develop, submit and implement a stewardship plan for packaging and printed paper. MMBC's intention is to assume the role of a stewardship agency in order to discharge the obligations of PPP producers under Schedule 5 of the Recycling Regulation. However, some producers may choose to pursue their product stewardship obligations independently, which may impact collection and recycling efforts on multiple levels.

Since the amendment to the Regulation, several local governments have raised concerns over what service levels and targets will be included in the program. These concerns include, but are not limited to: how the program will work with local governments to ensure there is not a decline in service levels; how the interface with collection systems under union contracts will be managed; how collected materials will be managed; local capacity to manage any increase in collected materials; how the program will incent

more recyclable packaging; and how local governments could be compensated for the capital investments that have been made in the existing collection infrastructure.

In response to local government concerns and issues, the UBCM Executive approved the creation of a UBCM Packaging and Printed Paper Working Group, issued a call for nominations for representatives, and convened the first meeting in February 2012. The UBCM Packaging and Printed Paper Working Group is designed to provide a voice for local government on their expectations of an industry product stewardship program for PPP; provide information to build capacity in local government understanding of product stewardship as it applies to packaging and printed paper; and build local government capacity to effectively negotiate community interests with the producers.

In addition, the Working Group will: act as a forum for discussing local government issues, both individual and collective, with the producers; identify relevant issues pertinent to the materials/products and scope in the May 2011 amendment that may require negotiating with industry; and identify and propose recommendations to the producers for resolving potential local government issues with the PPP program implementation. The Working Group is comprised of six appointed local government staff representatives from all regions on the province, a UBCM staff representative, a representative from the BC Product Stewardship Council, and a Ministry of Environment staff member that sits as a subject matter expert on provincial policy and regulation.

Throughout the Winter and Spring of 2012, the Working Group met to finalize a terms of reference, identify local government concerns, and develop an issues compendium that would form the foundation of a policy paper. Delegations were also received from interested stakeholders, and communication materials about the efforts of the Working Group were distributed to local government area associations. The Working Group has sought to create recommendations that would advocate local government interests and positions, with the intent of having a policy paper considered by the membership prior to the producers' submission of a product stewardship plan in November 2012.

## **5. DISCUSSION**

According to the 2007 Environment Action Plan, the provincial framework for any new or expanded product stewardship program must contain the following measures:

- be fully funded by the industry, in which the industry is responsible for all costs such as collection, transportation, and marketing of materials;
- maximizes the recovery rate of products from local landfills, with a recovery rate of 85% or higher;
- ensures the broadest choice of options for consumers, including the use of deposit refund systems and eco fees;
- ensures the operation of a mixed collection system, including return to retailer, curbside and depots; and
- links product stewardship programs to local solid waste management planning decisions of municipalities and regional districts.

The above position on product stewardship was endorsed by the full UBCM membership at the 2007 UBCM Convention, and acts as the foundation for discussion with the Province on all product stewardship programs, including packaging and printed paper.

Upon review of the amended Recycling Regulation, and as a result of Ministry of Environment information sessions, local governments have identified several key concerns and issues with respect to the new extended producer responsibility programs on packaging and printed paper. These concerns pertain to the scope of the program, program design, environmental impact, financial and service provision issues, as well as the role of local government.

### **Program Scope**

While recognizing the functionality of focusing on residential collection, several local governments have identified concerns over the product stewardship program's focus on residential collection prior to industrial, commercial and institutional (ICI) collection. Local governments have invested heavily in the infrastructure, marketing and outreach of their existing collection and recycling programs, and some are concerned that producers may get to capitalize on the costly foundations they have laid. As such, local governments wish to see an expansion of the product stewardship program to the ICI sector as soon as possible, following the successful implementation of the program in the residential sector.

Local governments have also identified concerns over the seventy-five percent (75%) recovery rate identified within the amended Recycling Regulation. To maximize recovery rates, the rate should focus on specific material categories as opposed to overall packaging composite, and the rate should be applied to each local government to ensure equivalency between rural and urban areas. There is also the recognition that in spite of the target recovery rate, producers have an obligation to manage one hundred percent (100%) of the packaging and printed paper waste. This is consistent with the product stewardship model within BC where producers are responsible for the entire life cycle of products. In addition, the program should cover all areas that local governments are currently servicing.

### **Program Design**

Local governments have identified the need to move beyond simply diverting PPP materials from local landfills and incinerators to actively putting in place incentives and measures to re-design and re-use packaging and printed paper materials. There is a recognition that in order to move up the pollution prevention hierarchy, the producers need to develop market based incentives and/or design requirements for their products. Such measures would diminish the potential for difficult to recycle or non-recyclable materials to be incinerated and/or landfilled, and would simultaneously reduce the carbon footprint of the product by minimizing production, storage, collection and transportation costs.

Built-in consultation mechanisms also need to be established with the product stewardship program. Local governments require meaningful consultation, both in

terms of time and opportunities, in the design of the PPP stewardship program as well as ongoing consultation and feedback mechanisms during the implementation of the program. Based on past experiences with product stewardship programs, local governments desire the opportunity to provide input on the program design if product stewards are not meeting their stated or expected service delivery levels. In particular, local governments require an enhanced dispute resolution process, whereby they have the right to receive compensation for impacted costs if producers are not providing adequate service levels that result in materials being sent to local landfills and/or incinerators.

More importantly, the product stewardship program should incorporate flexible options that local governments can select to best meet the needs and interests of their respective communities. Many local governments throughout BC have established collection systems for packaging and printed paper, each with a set of community expectations around service levels, as well as associated infrastructure and employment contracts. Some local governments have identified the potential for the product stewardship program to impact existing employment contracts, particularly if the producers decide to contract out collection services or rely on depots instead of using existing local government staff and curbside programs. Implementing a “one size fits all” approach will not yield the greatest results. To improve the effectiveness of the product stewardship program, local governments should have the choice of either continuing to deliver services with fair compensation or selecting the producer’s contracted services for their communities. In effect, local governments should be given the right of first refusal for the provision of services. Similarly, the product stewardship program needs to be integrated with other waste management programs to create efficiencies, facilitate maximum recovery rates, and ensure high customer service.

### **Environmental Impacts**

As stewards of their community, local governments are continuously implementing measures to protect the environment and address the impacts of climate change. Local governments believe that the product stewardship program should focus on clear environmental protection as opposed to simply the cost impacts on producers. The program should include measures and incentives for redesigning packaging, to ensure that the program moves up the pollution prevention hierarchy by eliminating the landfilling and/or incineration of collected program materials. Wherever possible, local governments maintain that producers should be seeking efficiencies within the collection, transportation and processing of materials to minimize the carbon footprint within affected communities.

### **Funding**

Local governments have identified a wide range of costs associated with both their existing curbside collection programs for packaging as well as costs for the successful implementation of product stewardship programs. While British Columbia has a fully industry funded model for product stewardship, local governments have acknowledged that they have frequently incurred some management costs for existing product stewardship programs when materials end up in local waste streams. In light of this experience, local governments require reimbursement for the management of



any packaging and printed paper materials that end up in local government waste streams, which include garbage, public disposal facilities and illegal dumps. Compensation could be determined through standardized and industry funded waste audits that determine the amount of materials local governments handle. In addition, in accordance with the provincial product stewardship model, the producers must be responsible for all “hard” and “soft” program costs including collection, transportation, processing, and public outreach and education.

Recognizing that the producers may utilize either contracted services or existing local government infrastructure and collection programs, local governments have identified the need for fair compensation for their assistance in any packaging and printed paper product stewardship program. To date, it is unclear as to whether the producers will be providing compensation on a per household or service level basis, and on the level of compensation should local governments choose to participate in collection in the future. However, local governments maintain that compensation for participating in, or assisting with, the product stewardship program should be based on a local government’s true operating costs (capital, operation, maintenance, contract administration, education and outreach, advertising and disposal costs).

### **Service Provision**

The level of service to be provided under the proposed packaging and printed paper product stewardship program emerges as one of the biggest concerns and issues for local governments. Local governments continue to identify service provision challenges within existing provincial product stewardship programs, particularly within more rural and remote areas. The new PPP extended producer responsibility program should ensure that rural and remote areas receive an equitable level of service as their urban counterparts so that the additional costs of managing PPP materials are not incurred by local governments.

For those local governments that have established PPP programs in place, there is a concern that existing service levels and quality of service must be maintained or exceeded. Such local governments have invested significantly in the infrastructure of, and public education for, their PPP programs and have established community expectations around what constitutes quality service levels. As such, local governments require a seamless transition with the implementation of the new PPP program to prevent any disruptions to existing service levels, community expectations, and employment contracts. The latter is particularly important to several local governments, as there is concern that the new program could potentially impact existing employment contracts, both in terms timing with contract renewal, and with the failure to utilize existing union staff in providing the service. Moreover, there is a need for the producers to clarify how the PPP program will fit within existing solid waste management plans.

### **Local Government Role**

All local governments will be directly impacted by the implementation of a new packaging and printed paper product stewardship program. However, to date, local governments are unclear as to role that local governments will play in managing PPP

materials, as well as the level of local government consultation in the design and implementation of the program. This lack of clarity extends to whether there will be potential partnerships with the producers as well as who has ownership over collected packaging and printed materials. In order to be successfully implemented, the new product stewardship program must provide options and opportunities for local governments to play an active role in managing PPP. This structural flexibility is required given local government's current administration of recycling and waste diversion programs, existing local government infrastructure, the linkage to solid waste management plans, and current community expectations around service levels.

## 6. RECOMMENDATIONS

That the following recommendations pertaining to the design and implementation of the packaging and printed paper product stewardship program be adopted by the UBCM membership.

*That producers are responsible for, and have an obligation to, manage one hundred percent (100%) of the packaging and printed paper waste in British Columbia. This obligation includes an extension of the PPP program to the industrial, commercial and institutional (ICI) sector within three (3) years, as well as local government compensation for the management of PPP materials that end up in local government waste streams.*

*That the packaging and printed paper product stewardship program provides an equitable level of service between urban and rural areas, and that existing levels of service be maintained or exceeded for those local governments that have established PPP programs in place.*

*That local governments be given the right of first refusal for providing packaging and printed paper product stewardship services under the new PPP program. This option would minimize and/or prevent any disruption to existing services, employment contracts, and community expectations.*

*That the design and implementation of the PPP program seek to minimize the program's environmental impact by eliminating the need for landfilling and/or incineration of program materials.*

That the supplementary recommendations contained within Appendix 1 be adopted as a tool for building local government knowledge and capacity to assist in local government discussions and negotiations with producers.

## APPENDIX 1: RECOMMENDATIONS

### *Program Scope*

That the PPP program be expanded within three years to cover the industrial, commercial and institutional (ICI) sector following the successful implementation of the program within the residential sector.

That the seventy-five percent (75%) target recovery rate identified in the Recycling Regulation apply to specific material categories as opposed to overall packaging composite.

That the seventy-five percent (75%) target recovery rate identified in the Recycling Regulation apply to each local government to ensure equivalent service levels between urban and rural areas.

That the PPP program seeks a recovery rate of eighty-five (85%) or higher, consistent with the principles adopted by the UBCM membership in the 2007 Environment Action Plan.

That the PPP program include the addition of milk containers to the deposit refund system.

That the PPP program apply to all areas that local governments are currently servicing.

### *Program Design*

That producers develop market based incentives and/or design requirements to stimulate product redesign and re-use to diminish the potential for materials to be incinerated or landfilled.

That material specific targets and performance measures be developed by the producers and enforced by the Province.

That local governments be given meaningful consultation opportunities in the design of the program as well as ongoing consultative mechanisms during the implementation of the program.

That an enhanced dispute resolution process be incorporated into the program, whereby local governments have the right to receive compensation for impacted costs if producers are not providing adequate service levels that result in materials being sent to local landfills and/or incinerators.

That the product stewardship program incorporates flexible and scalable options for local government participation in the management of PPP materials.

That local governments be given the right of first refusal for providing packaging and printed paper product stewardship services under the new PPP product stewardship program.

### *Environmental Impact*

That the design and implementation of the PPP program focus on seeking efficiencies within the collection, transportation and processing of materials to minimize the carbon footprint of the program.

That the product stewardship program include measures and incentives for redesigning packaging, which ensures that the program moves up the pollution prevention hierarchy by minimizing the landfilling and/or incineration of collected program materials.

### *Funding*

That local government compensation for their assistance in, or management of, the product stewardship program be based on a local government's true operating costs.

That local government be compensated for the management of PPP materials that end up in local government waste streams, and that standardized and industry funded waste audits be conducted to help determine appropriate levels of compensation for such management.

That the product stewardship program be fully funded by industry, in which producers are responsible for all costs associated with the management of PPP materials including, but not limited to collection, transportation, processing, public outreach and education.

That local governments receive compensation for continued education and outreach activities following the implementation of the product stewardship program.

### *Service Provision*

That rural and remote areas receive an equitable level of service as their urban counterparts under the PPP product stewardship program.

That existing service levels and quality of service be maintained or exceeded for those local governments that have established PPP programs in place.

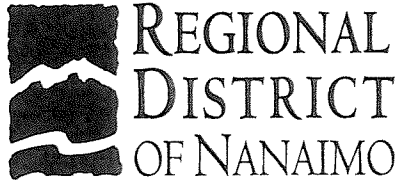
That the implementation of the program seeks to provide a seamless transition for those local governments with established PPP programs, in order to minimize and/or prevent any disruptions to existing services, employment contracts, and community expectations.

### *Role of Local Government*

That local governments be provided the option and opportunity to play an active role in the management of packaging and printed paper under the product stewardship program.

That the PPP program incorporate meaningful consultation opportunities in the design of the program as well as ongoing consultative mechanisms during the implementation of the program.

That local governments explore the creation of a local government product stewardship agency that would facilitate active engagement, and negotiation with, all product stewards on existing and new product stewardship programs.



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## MEMORANDUM

**TO:** Carey McIver  
A/General Manager, Transportation & Solid Waste Services

**DATE:** August 17, 2012

**FROM:** Daniel Pearce  
Manager, Transit Operations

**FILE:** 0640-20-BCTR

**SUBJECT:** BC Transit Independent Review Report

### PURPOSE

To update the Board on the BC Transit independent review report.

### BACKGROUND

On November 2, 2011 the Honourable Blair Lekstrom, Minister of Transportation and Infrastructure, announced an independent review of BC Transit. The review was undertaken by a three person panel that included, Chair Chris Trumpy, Catherine Holt and John King. The scope of the review included transit system operations and performance, governance, funding and local government consultation and communication processes.

The Regional District of Nanaimo (RDN) and a number of local governments had expressed concerns in relation to the BC Transit partnership which included:

- communications between BC Transit and local governments;
- budget information and Annual Operating Agreements;
- allocation of service hours and vehicles;
- governance and funding;
- increase in BC Transit management fees; increase in capital costs; and,
- increase in maintenance costs.

A further breakdown of the RDN's major concerns were:

- local governments should be recognized as a full partner in dealings with BC Transit;
- local governments recommend flexibility that allows more local control for systems that want it (one size does not fit all);
- more innovative opportunities at the local level should be allowed by BC Transit such as maintenance, operation and capital purchases;
- the Province should allow more effective representation on the BC Transit Board;
- there should be more effective communication employed at all levels of the partnership;
- BC Transit should have timely and accurate budget information;

- local governments should be consulted on capital purchases; and,
- capital and maintenance costs and asset distribution should be reviewed to ensure local governments are treated equably.

The report from the BC Transit Independent Review Panel, *Modernizing the Partnership*, concluded that:

*“The delivery of public transit in British Columbia is a partnership, and that BC Transit should be accountable to both of its funding partners. However, the Panel found that the structure of the partnership leaves BC Transit primarily accountable to only one of the funding partners, the provincial government. The Partnership between BC Transit and local government needs to be redefined.”*

The report further discusses how BC Transit receives direction from the provincial government by an annual Government Letter of Expectations. The Panel reviewed the 2012-2013 Letter of Expectation and highlighted that the Letter identifies BC Transit’s accountability to the provincial government; however, the Letter does not provide accountabilities to local government.

The report contains eighteen recommendations (see *Appendix 1*) that have been submitted to the Honourable Blair Lekstrom for his review and final decision. The recommendations fall into three categories:

- Governance** - Fundamental changes are required to ensure that local government is recognized as a real partner;
- Decision making** - Parties that are impacted by the decision of the other partner must have a role in the decision making process; and,
- Accountability** - Accountabilities in the partnership need to be strengthened, including improved reporting on performance.

Eight of the eighteen (18) recommendations require legislative change; however, the panel provided suggestions, where appropriate, to assist the recommendation in advance of legislative change.

The recommendations together address the major RDN concerns. The recommendations include making the changes required to ensure local governments are recognized as a full partner and include options for more effective representation on the BC Transit Board. Further, the recommendations state decision making should rest with the partner that bears the consequences or benefits of any decision and BC Transit needs to commit to provide financial information to local governments based on the calendar year.

The recommendations also include that BC Transit work with local governments to establish appropriate service standards and BC Transit, in partnership with local government staff, establishing performance reporting models.

To ensure a partnership, the report also recommends that local government should involve BC Transit in key planning issues, including Official Community Planning processes.

Overall the report and the review process was completed in depth and managed to address a wide range of concerns. The report emphasizes the importance of a partnership and, through eighteen (18) recommendations, has developed a framework for partnership to succeed. Staff believe that if the recommendations are implemented, transit in BC would be improved.

## **ALTERNATIVES**

1. That the report *Modernizing the Partnership- Report of the BC Transit Independent Review Panel* be received for information purposes.
2. That the report not be received.

## **FINANCIAL IMPLICATIONS**

There are no initial financial implications for *Modernizing the Partnership*, however, if all recommendations are implemented there may be long-term cost savings through increased decision making authority.

## **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. The BC Transit Independent Review report, if accepted by the Minister of Transportation and Infrastructure, should assist in keeping transit economically sustainable, enabling transit expansions and new environmental technologies to be implemented.

## **CONCLUSIONS**

In November 2011 the Honourable Blair Lekstrom, Minister of Transportation and Infrastructure, announced an independent review of BC Transit. The review was undertaken by a three person panel and was publicised on August 13, 2012. The scope of the review included transit system operations and performance, governance, funding and local government consultation and communication processes.

The final report, *Modernizing the Partnership*, has eighteen (18) recommendations under three categories including governance, decision making and accountability. The Honourable Blair Lekstrom is now deciding which, or if all, recommendations will be implemented and will announce the recommendations to be implemented at the 2012 UBCM Convention.

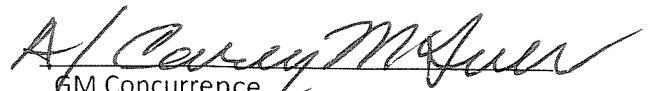
The report and the review process were completed in depth and managed to address a wide range of local government concerns. Staff believe that if the recommendations are implemented, transit in BC would be improved.




**RECOMMENDATION**

That the report *Modernizing the Partnership - Report of the BC Transit Independent Review Panel* be received for information purposes.

  
Report Writer

  
GM Concurrency

  
CAO Concurrency

APPENDIX 1

1. The Minister of Transportation and Infrastructure should work with local government with public transit services to develop the Government Letter of Expectations to BC Transit. The Letter of Expectations should clearly establish the roles, responsibilities and accountabilities of the provincial government, local governments and BC Transit.
2. The provincial government should increase the membership of the Board of Directors from seven to nine. While this recommendation requires legislative change, the following recommendation (Recommendation 3) can be implemented with either a seven or nine person Board.
3. Recognize the partnership for the delivery of public transit at the BC Transit Board, specifically:
  - i) The Board of BC Transit should provide local governments with a Board skills matrix to guide the selection of nominees to the Board.
  - ii) The provincial government should revise the appointment process for the Board of Directors to allow local government to directly appoint representatives to the Board. Prior to legislative change Cabinet should accept nominations from local governments for appointment to the Board. A revised appointment process that would be consistent with existing legislation (current Board size) and an expanded Board under Recommendation 2 is outlined in the following table:

	Under Existing Legislation	With recommended legislative changes
Provincial Government	Appoints three members including Chair.	Appoints four members including Chair.
Local Government	Nominates two members from the Victoria Regional Transit Commission and two other elected local government representatives.	Appoints two members from the Victoria Regional Transit Commission and three other local government appointees.

- iii) It is common practice that elected officials do not sit on the Boards of Crown agencies since their responsibilities as a Director may conflict with their accountabilities as an elected official. The Panel considered two options for the appointment of the local government representatives and did not reach a conclusion on a preferred approach.
  - iv) Provincial government and local government Board appointments should be made on the basis of staggered terms to allow for Board continuity.
  - v) The provincial government and local government should negotiate appointment guidelines to be consistent with standard Board practices regarding appointments and terms. In order to implement these recommendations local governments would need to determine the appropriate body to coordinate the appointment process.
4. The provincial government should amend the *BC Transit Act* to allow local governments to appoint all members of a transit commission and allow the transit commission to hire its own clerical and technical staff. In the interim, Cabinet should accept nominations from local governments for appointment to transit commissions and BC Transit will continue to provide clerical and technical staff to transit commissions.

5. Local government and BC Transit decision making authority should rest with the partner that bears the consequences or benefits of any decision. Where a decision of one partner will have an impact on the other partner, consultation should occur.
  - i) The BC Transit Board should ensure that BC Transit decision making explicitly considers the impact on local governments and should ideally include a mechanism for local government sign-off. For example, the BC Transit Board told the Panel that all decisions of the BC Transit Board that have capital cost implications for an individual transit system must have local government approval. BC Transit should ensure that all local governments are aware of this policy.
  - ii) The BC Transit Board should ensure that any system-wide capital spending decision made by the BC Transit Board has input from an advisory panel consisting of local government representatives.
  - iii) Local Governments should provide sufficient notice to BC Transit on service adjustments so that the financial consequences of that decision are appropriately shared between the partners.
  - iv) The Province should consult with local governments on provincial public transit policy.
  - v) BC Transit should ensure that it engages with and considers the input of local governments and transit operating companies in route planning and scheduling activities.

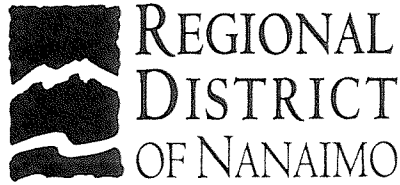
To be clear, no changes in decision making authority are proposed by improvements in process are required.

6. Local government should involve BC Transit in key planning issues and invite BC Transit to participate in Official Community Planning processes. Local governments should provide BC Transit with information regarding decisions that may impact public transit including:
  - Long term municipal transit budgets;
  - Land use planning; and,
  - Transportation planning and zoning decisions that will result in developments that will require transit services, or impact the ability to deliver public transit.

The requirements should be outlined in operating agreements between BC Transit and local governments.

7. BC Transit should develop a strategic communications plan that includes provincial government, BC Transit and local government strategic goals for transit and share the plan with local governments. The plan should outline key dates and timelines for provincial government, BC Transit and local government decision making process.
8. The Ministry of Transportation and Infrastructure should provide BC Transit with clear direction on its role in implementing the Provincial Transit Plan.
9. BC Transit and local governments should enhance accountability in operating agreements. While some roles and responsibilities are contained in existing Master Operating Agreements and Annual Operating Agreements, accountabilities could be strengthened by:

- Establishing information sharing requirements appropriate for all partners in operating agreements, including timelines and dates, performance measures (see recommendation 13) and local government planning (see recommendation 6);
  - Establishing local government financial accountability for service decisions that result in costs that must be covered by BC Transit (see recommendation 5);
  - Improving transparency by including the provincial share of debt servicing costs; and,
  - Committing BC Transit to provide financial information to local governments based on the calendar year.
10. The provincial government should amend the *BC Transit Act and Regulation* to enable multi-year operating agreements.
  11. The provincial government should amend the *BC Transit Act and Regulation* to require only one agreement between local governments and BC Transit and one operating agreement between BC Transit and a transit operating company for each transit service area.
  12. BC Transit should work with local governments to set appropriate service standards for each transit system and provide annual data on system and route performance.
  13. BC Transit should provide reports to Councils and Regional District Boards at least twice a year on: system ridership; cost per capita; passengers per capita; service hours per capita; cost per hour; cost per rider; and, revenue cost ratio. BC Transit should also provide each local Council and Board comparisons with peers and performance over time for each of these measures.
  14. BC Transit should develop, in partnership with local government staff, performance reporting templates that meet local government staff needs. Sample templates are provided for discussion in Appendix D.
  15. BC Transit should report in detail annually to local government on its administration costs, its fleet management activities and the benefits it provides from centralized purchasing in comparison to other transit systems across Canada.
  16. The provincial government should provide the Board of BC Transit with the authority to authorize commercial revenue activities within and established framework.
  17. The provincial government should provide BC Transit its capital funding through the established service plan process with output targets.
  18. The provincial government should develop a policy framework for intercity routes among multiple jurisdictions and if required amend the *BC Transit Act and Regulation* to provide for a stable mechanism to implement these routes.



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**MEMORANDUM**

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** August 17, 2012

**FROM:** W. Idema  
Director of Finance

**FILE:**

**SUBJECT:** **Operating Results for the Period Ending June 30, 2012**

**PURPOSE:**

To present a summary of the operating results for the period ending June 30, 2012.

**BACKGROUND:**

The Regional Board reviews quarterly financial progress statements in order to identify both positive and negative budget trends as they occur. This report provides information on the operating results for the period January 1<sup>st</sup> to June 30<sup>th</sup>, 2012.

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

Assuming an even distribution of revenues and expenses throughout the year, the current financial performance benchmark would be approximately 50% versus budget. Where significant variances have been observed, staff have provided comments in the individual sections below.

Attached as appendices to this report are the following:

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

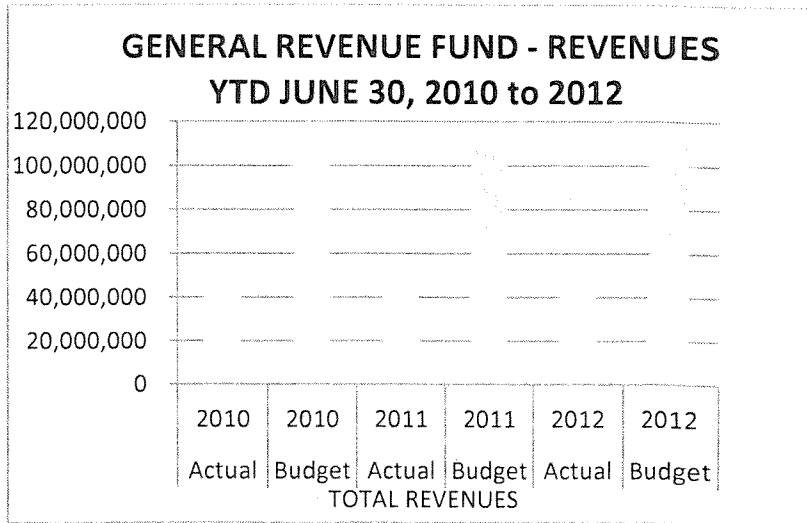
**Overall Summary by Division (Appendix 1)**

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

*Revenues*

Total Revenues are at 50% of budget with property tax revenues at the expected 50%. Grant Revenues are at 47%, due mainly to grant timing on several Recreation and Parks (7%) and Development Services (37%) projects. Other Revenues at 30% (includes transfers from reserves for capital projects), reflect the drawdown accounting approach applied to capital projects, especially in the wastewater (26%) and water

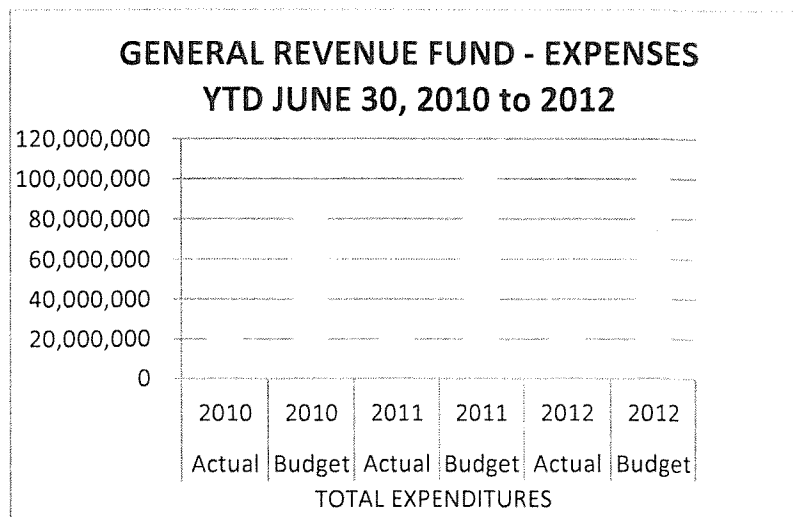
supply (15%) functions, whereby revenues are recorded as project expenses are incurred. Most capital projects begin after the spring budget approval during the summer and fall. This pattern of revenues is consistent with previous years as shown in the chart below comparing year to date actuals to annual budgets.



*Expenditures*

Overall expenditures are at 36% of budget. Expenditure budget items noticeably under budget include Professional Fees (19%), Other Operating Costs (36%), Program Costs (21%), which relate mainly to Recreation (20%) and Emergency Planning (21%) program spending and Capital Expenditures (27%). Wages & Benefits at 48% are just under the 50% benchmark. Further details on this spending will be provided under departmental details below.

As well expenditures for Transfers to Reserve Funds (13%), Debt Financing (38% to 39%) and Transfers to Other Governments (39%) are all lower than budget at this time because of the timing of payments. The bulk of Transfers to Other Governments and to Reserves occur in August after receipt of taxation revenues and many of the debt payments are incurred in the fall. This pattern of expenditures is also consistent with previous years as shown in the chart below.



### **Summary of Operating Results by Department (Appendix 2)**

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

### **Departmental Details (Appendices 3 – 7)**

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

#### **Appendix 3 - Corporate Services**

*Year to Date Total Revenues for this division are just below the benchmark at 47%.*

Other Revenues for Corporate Services are at 40% mainly because transfers from reserves and debt funding for the purchase of fire department vehicles and the construction or improvement of buildings, especially the Nanoose Bay Fire Department, have yet to be needed.

*Year to Date Total Expenditures for this division are below the benchmark at 39%.*

Capital Expenditures are at 30%, reflecting the future timing for fire department vehicle purchases and building construction projects as noted above. Other Operating Costs are at 5% of budget, primarily because firefighting practice and response remuneration for some fire departments are paid out in December. Professional fees (24% of budget) represent budget allocations for newsletter and web page development as well as information technology projects, legal services and audit fees which are utilized as needed or carried forward to future periods.

#### **Appendix 4 - Development Services**

*Year to Date Total Revenues for this division are above the benchmark at 55%.*

Grant Revenues at 37% are below the half year benchmark. The variance is largely related to Community Works funded initiatives – a number of which are in progress but invoicing has not yet been received. Community Works funded projects being managed in Development Services during 2012 include the following:

- Electoral Area 'A' Village Plan
- Emissions Reduction Targets for Electoral Areas
- Sustainable Rural Development Review
- Rural Village Study
- Land Inventory and Water Balance Model
- Alternative Solutions for Green Building – residential best practices guides
- Rural Areas Carbon Reserve
- Renewable Fuel Distribution/Electric Vehicle Pilot Project
- Assessment of Renewable Energy Capacity

There are also Community Works funded projects being managed in the Parks and Recreation department for an Electoral Areas Greenways Strategy, the Cedar Heritage Centre upgrades and a Bioengineered Bank Upgrade for Miller Road Community Park.

*Year to Date Total Expenditures for this division are below the benchmark at 32%.*

Professional Fees in the Development Services area at (27%), includes contracts for animal control, the Agricultural Plan, the Airport Planning Process, the Industrial/Commercial Needs study, allowances for legal services which are utilized as needed and the previously mentioned Community Works projects which will record costs in the fall and winter as projects are completed.

Capital Expenditures at (3%) reflect the upcoming spending for Community Works projects noted above and planned spending by the Emergency Planning group in collaboration with Nanaimo Search and Rescue for their new mobile EOC. The purchase was to be made through the RDN to facilitate a grant application; however, the grant funding has not been approved and the purchase will not proceed.

#### Building Inspection Services

Building permit fee revenues collected up to June 30<sup>th</sup>, 2012 are \$506,332 which at 55% is above the year to date benchmark and is 3% lower than June 2011's value of \$520,758. Additionally 313 permits have been issued, which exceeds the 2011 number of 277 permits.

#### Appendix 5 - Recreation and Parks Services

*Year to Date Total Revenues for this division are just below benchmark at 47%.*

Operating Revenues are below the benchmark at 40%. This largely relates to the \$500,000 budget for the contribution from Nature's Trust BC for the Moorecroft Regional Park which has not yet been received. Northern Community Recreation and Ravensong Aquatic Centre Revenues are above the benchmark at 62% each; Oceanside Place is just below at 48%. Grant Revenues (7%) and Other Revenue (2%) both reflect the timing of the work for Community Parks projects that are funded by both grants and reserve transfers such as Henry Morgan Park, Meadowood Way Park and the Cedar Skatepark.

*Year to Date Expenditures for this division are well below benchmark at 32%.*

This 32% figure is a result of Transfers to Other Governments/Agencies expenditures (10% of budget) which take place in August; as well as Capital spending (6% of budget) which relates to the above noted grant and reserve funded projects for Community Parks as well as projects still in planning at Regional Parks. Professional Fees at 7%, Other Operating Costs at 16% and Recreation Program spending at 20% will incur many of their expenditures over the summer and fall as programs and projects are completed in the Community Parks and Recreation service areas.

#### Appendix 6 – Regional & Community Utilities

*Year to Date Total Revenues for this division are just below benchmark at 45%.*

Other Revenues for Regional and Community Utilities are below the budget benchmark at 25% due to the timing of transferring approximately \$15 million from Development Cost Charge reserves (DCC's) and general reserves as offsets to capital project expenditures in Wastewater Services (26% of budget). Several very large projects are underway that are partially funded by DCC's or reserves as follows. The Southern Community Departure Bay Pump Station Forcemain upgrade (\$1.8 million – DCC's and reserves), the Southern Community Third Digester project (\$8.5 million – DCC's), the Southern Community Sedimentation



Tank expansion (\$2.0 million – DCC's), the Northern Community Hall Road Pump Station (\$900,000 – DCC's and reserves), the Northern Community Outfall Diffuser (\$600,000 – reserves) and the Northern Community Forcemain at Seacrest Place project (\$168,000 – DCC's). As well preliminary planning for expansions at the Southern Community Wastewater Treatment plant will be continued this year (\$800,000 – DCC's and reserves).

Water Supply Other Revenue is at 15% of budget for similar reasons. The Nanoose and French Creek Bulk Water budgets include transfers to the Englishman River Joint Venture capital work for \$550,000 funded by DCC's and reserves which have not occurred yet, and the new San Pareil Fire Service includes \$695,000 budgeted as loan proceeds which will not be borrowed until the work is complete. Sewer Operating Revenues are at 109% of budget following the May billing for annual sewer utility fees.

*Year to Date Expenditures for this division are below the benchmark at 30%.*

The comments above with respect to project timing are similar with respect to Professional Fees (17%) and Capital Expenditures (26%) in this division where costs will be incurred as projects are completed. Other Operating Costs (31%) are largely a result of maintenance and treatment costs in the Wastewater (36%) and Water Supply (31%) areas where additional costs are incurred in the summer and fall.

#### Appendix 7 - Transportation and Solid Waste Services

*Year to Date Total Revenues for this division are above benchmark at 57%.*

Transit Operating Revenues are on budget at 50%, Solid Waste Disposal Operating Revenues are at 46% of budget and Solid Waste Collection & Recycling Fees which are billed annually to most customers in May of each year are at 89% of budget.

The one revenue area well below budget is Other Revenue (33%) again largely driven by capital projects where revenue is recorded as the work is completed. The Cedar Road Cell 1 Nature Park Design & Construction (\$650,000 reserve funded) is in the planning and consultation phase this fall and most of the capital work will happen in 2013.

*Year to Date Expenditures for this division are below the benchmark at 44%.*

Transportation Services Capital Expenditures are above the benchmark at 77% because Phase 2 of the Transit Building upgrade project is largely complete, and Solid Waste Services as noted above has the Cell 1 Nature Park work just underway resulting in capital expenditures at 3%. Project timing impacts the Professional Fees budget (15%) for Solid Waste Services as well. In addition to the Cell 1 work, Solid Waste Services' Professional fees for the year include required environmental monitoring contracts, a waste composition study and beginning the provincially mandated update to the Solid Waste Plan.

Operating Expenditures are at 29% for Solid Waste Disposal due in part to lags in the timing of billings from suppliers for recycling and hauling costs for various materials where the costs will be accrued at year end.


#### **SUMMARY:**

The attached appendices reflect the operating activities of the Regional District recorded up to June 30, 2012. Appendix 1 summarizes the overall results across the organization. To date 50% of budgeted revenues and 36% of budgeted expenditures have been recorded. Grants (47%) and other revenues (30%) are below the benchmark, for seasonal and other timing reasons noted above.

Expenditures across all services are lower overall (36%) due to the timing of transfers to reserves (13%) and summer time commencement for many capital projects (27%) which also impacts professional fees (19%). Across all services, wages and benefits are at 48% of budget for the year, which is in line with expectations.

**RECOMMENDATION:**

That the summary report of financial results from operations to June 30, 2012 be received for information.



Report Writer



FOR C. MASON.

C.A.O. Concurrence



# REGIONAL DISTRICT OF NANAIMO

## GENERAL REVENUE FUND June 30, 2012

	CORPORATE SERVICES			DEVELOPMENT SERVICES			REGIONAL & COMMUNITY UTILITIES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>																		
TAX REQUISITION	\$3,209,058	\$6,418,113	50%	\$1,171,892	\$2,343,783	50%	\$6,264,776	\$12,529,328	50%	\$4,555,181	\$9,110,094	50%	\$3,908,408	\$7,816,815	50%	\$19,109,315	\$38,218,133	50%
GRANTS	105,132	90,625	116%	520,818	1,412,301	37%	170,345	310,700	55%	54,588	746,635	7%	2,911,954	5,510,005	53%	3,762,837	8,070,266	47%
OPERATING REVENUE	150,314	186,975	80%	599,891	1,152,378	52%	1,013,450	1,759,750	58%	775,542	1,926,470	40%	9,041,074	15,968,199	57%	11,580,271	20,993,772	55%
OTHER REVENUE	5,110,328	12,880,440	40%	113,190	332,415	34%	4,523,220	17,980,565	25%	18,946	1,060,295	2%	570,515	1,736,555	33%	10,336,199	33,990,270	30%
PRIOR YEAR'S SURPLUS (DEFICIT)	1,083,017	1,083,000	100%	1,100,486	1,157,520	95%	4,531,944	4,472,162	101%	1,271,159	1,262,890	101%	2,884,395	2,884,435	100%	10,871,001	10,860,007	100%
<b>TOTAL REVENUES</b>	<b>9,657,849</b>	<b>20,659,153</b>	<b>47%</b>	<b>3,506,277</b>	<b>6,398,397</b>	<b>55%</b>	<b>16,503,735</b>	<b>37,052,505</b>	<b>45%</b>	<b>6,675,416</b>	<b>14,106,384</b>	<b>47%</b>	<b>19,316,346</b>	<b>33,916,009</b>	<b>57%</b>	<b>55,659,623</b>	<b>112,132,448</b>	<b>50%</b>
<b>EXPENSES</b>																		
OFFICE OPERATING	555,270	1,256,575	44%	374,964	863,089	43%	485,804	1,071,089	45%	354,986	762,383	47%	1,949,251	3,951,800	49%	3,720,275	7,904,936	47%
COMMUNITY GRANTS	21,400	44,603	48%	16,950	35,000	48%	0	0		26,718	109,085	24%	0	0		65,068	188,688	34%
LEGISLATIVE	162,688	318,495	51%	0	0		0	0		0	0		0	0		162,688	318,495	51%
PROFESSIONAL FEES	99,517	420,789	24%	244,711	919,575	27%	163,529	953,545	17%	16,494	252,000	7%	116,056	771,667	15%	640,307	3,317,576	19%
BUILDING - OPER & MAINT	122,613	254,614	48%	32,717	78,063	42%	127,601	315,834	40%	378,123	921,506	41%	228,511	445,390	51%	889,565	2,015,407	44%
VEH & EQUIP - OPER & MAINT	107,466	296,150	36%	23,247	43,615	53%	364,840	881,581	41%	84,988	195,994	43%	2,044,152	5,026,405	41%	2,624,693	6,443,745	41%
OTHER OPERATING COSTS	17,329	321,000	5%	71,690	174,460	41%	1,537,347	4,132,243	37%	84,852	515,135	16%	2,503,766	6,623,129	38%	4,214,984	11,765,967	36%
WAGES & BENEFITS	1,634,839	3,387,591	48%	1,031,645	2,313,089	45%	1,879,739	4,092,821	46%	1,949,635	4,019,444	49%	6,022,417	12,425,322	48%	12,518,275	26,238,267	48%
PROGRAM COSTS	0	0		19,975	94,020	21%	0	0		30,907	151,850	20%	0	0		50,882	245,870	21%
CAPITAL EXPENDITURES	1,383,748	4,605,215	30%	11,877	456,740	3%	5,061,074	19,231,617	26%	124,107	2,094,640	6%	1,483,322	3,172,565	47%	8,064,128	29,560,777	27%
DEBT FINANCING - INTEREST	926,286	2,741,150	34%	0	0		191,277	411,427	46%	336,988	690,605	49%	0	0		1,454,551	3,843,182	38%
DEBT FINANCING - PRINCIPAL	651,155	2,093,175	31%	0	0		173,015	348,895	50%	855,795	1,845,642	46%	0	0		1,679,965	4,287,712	39%
CONTINGENCY	0	0		0	0		0	0		0	10,000		0	301,665		0	311,665	
TRSF TO RESERVE FUND	40,302	558,255	7%	4,107	137,020	3%	670,930	3,851,449	17%	360	652,980	0%	2,172	216,332	1%	717,871	5,416,036	13%
TRSF TO OTHER GOVT/AGENCIES	2,164,640	3,847,765	56%	21,998	619,930	4%	0	6,000		153,492	1,534,812	10%	0	0		2,340,130	6,008,507	39%
<b>TOTAL EXPENDITURES</b>	<b>7,887,253</b>	<b>20,145,377</b>	<b>39%</b>	<b>1,853,881</b>	<b>5,734,601</b>	<b>32%</b>	<b>10,655,156</b>	<b>35,296,501</b>	<b>30%</b>	<b>4,397,445</b>	<b>13,756,076</b>	<b>32%</b>	<b>14,349,647</b>	<b>32,934,275</b>	<b>44%</b>	<b>39,143,382</b>	<b>107,866,830</b>	<b>36%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$1,770,596</b>	<b>\$513,776</b>		<b>\$1,652,396</b>	<b>\$663,796</b>		<b>\$5,848,579</b>	<b>\$1,756,004</b>		<b>\$2,277,971</b>	<b>\$350,308</b>		<b>\$4,966,699</b>	<b>\$981,734</b>		<b>\$16,516,241</b>	<b>\$4,265,618</b>	

REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
June 30, 2012

	Revenues			Expenditures			Surplus	
	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget
<b><u>CORPORATE SERVICES</u></b>								
General Administration	\$3,014,811	\$5,524,813	55%	\$2,283,991	\$5,352,292	43%	\$730,820	\$172,521
Electoral Areas Administration	442,438	685,255	65%	294,466	657,445	45%	147,972	27,810
Public Safety								
D68 E911	55,028	113,150	49%	45,478	113,150	40%	9,550	0
D69 E911	300,606	568,190	53%	518,349	521,160	99%	(217,743)	47,030
Community Justice	44,906	89,580	50%	79,580	89,580	89%	(34,674)	0
Fire Protection - Volunteer								
Coombs-Hilliers	211,221	726,090	29%	234,342	726,090	32%	(23,121)	0
Errington	134,185	468,200	29%	152,295	468,200	33%	(18,110)	0
Nanoose	1,697,337	3,829,550	44%	1,342,594	3,660,945	37%	354,743	168,605
Dashwood	198,392	484,190	41%	248,083	484,190	51%	(49,691)	0
Meadowood	87,462	139,360	63%	69,679	139,360	50%	17,783	0
Extension	97,616	167,095	58%	19,692	167,095	12%	77,924	0
Nanaimo River	8,898	17,795	50%	4,037	17,795	23%	4,861	0
Bow Horn Bay	129,020	654,920	20%	163,052	654,920	25%	(34,032)	0
Fire Protection - Service Contracts								
French Creek (Area G)	278,628	477,955	58%	63	436,775	0%	278,565	41,180
Parksville Local (Area G)	99,159	151,265	66%	63	105,135	0%	99,096	46,130
Cassidy/Waterloo (Area A & C)	123,648	216,370	57%	108,309	216,370	50%	15,339	0
Wellington (Area C)	38,222	68,220	56%	1,076	57,720	2%	37,146	10,500
Regional Library	897,915	2,052,775	44%	1,026,384	2,052,775	50%	(128,469)	0
Feasibility Studies								
Electoral Area E	(2,164)	0		0	0		(2,164)	0
Electoral Area G	0	0		0	0		0	0
Electoral Area H	0	0		0	0		0	0
Municipal Debt Transfers	1,789,771	4,202,880	43%	1,284,970	4,202,880	31%	504,801	0
House Numbering	10,750	21,500	50%	10,750	21,500	50%	0	0
	<b>\$9,657,849</b>	<b>\$20,659,153</b>	<b>47%</b>	<b>\$7,887,253</b>	<b>\$20,145,377</b>	<b>39%</b>	<b>\$1,770,596</b>	<b>\$513,776</b>
<b><u>DEVELOPMENT SERVICES</u></b>								
EA Community Planning	\$1,111,759	\$1,875,285	59%	\$709,839	\$1,665,056	43%	\$401,920	\$210,229
VIHA Homeless Grants	\$470,000	\$470,000	100%	\$0	\$470,000		\$470,000	
Economic Development South	\$59,446	\$125,000	48%	\$368	\$125,000	0%	\$59,078	
Economic Development North	\$19,953	\$49,999	40%	\$32,361	\$50,000	65%	(\$12,408)	
Community Works Fund - Dev Svcs	73,298	792,410	9%	73,298	792,410	9%	\$0	0
Regional Growth Management	508,724	703,875	72%	201,725	506,095	40%	306,999	197,780
Emergency Planning	103,190	495,028	21%	104,608	487,515	21%	(1,418)	7,513
Search & Rescue	14,109	27,590	51%	8,000	27,430	29%	6,109	160
Building Inspection	826,600	1,302,640	63%	476,944	1,079,749	44%	349,656	222,891
Bylaw Enforcement								
Animal Control F	25,709	41,235	62%	8,111	33,895	24%	17,598	7,340
Animal Control A, B, C & Lantzville	44,843	75,120	60%	27,973	67,290	42%	16,870	7,830
Animal Control E, G & H	56,162	98,285	57%	37,514	98,285	38%	18,648	0
Nuisance Premises	47,591	21,250	224%	40,202	15,410	261%	7,389	5,840
Hazardous Properties	4,471	12,965	34%	3,227	12,055	27%	1,244	910
Noise Control								
Electoral Area A	7,342	9,850	75%	3,234	6,785	48%	4,108	3,065
Electoral Area B	3,463	8,710	40%	3,332	8,710	38%	131	0
Electoral Area C	5,560	9,055	61%	3,214	9,055	35%	2,346	0
Electoral Area E	4,111	7,275	57%	3,230	7,035	46%	881	240
Electoral Area G	6,570	10,695	61%	3,299	10,695	31%	3,271	0
General Enforcement	113,379	262,130	43%	113,400	262,131	43%	(21)	(1)
	<b>\$3,506,280</b>	<b>\$6,398,397</b>	<b>55%</b>	<b>\$1,853,879</b>	<b>\$5,734,601</b>	<b>32%</b>	<b>\$1,652,401</b>	<b>\$663,797</b>

**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
June 30, 2012**

	Revenues			Expenditures			Surplus	
	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget
<b>REGIONAL &amp; COMMUNITY UTILITIES</b>								
Regional & Community Utilities Administration	\$158,486	\$337,190	47%	\$158,487	\$337,189	47%	(\$1)	\$1
Community Works Fund - Eng Serv	0	0		0	0		0	0
Wastewater Management								
Wastewater Management Plan	264,650	369,715	72%	77,205	251,956	31%	187,445	117,759
Southern Community Wastewater	7,314,038	19,739,277	37%	5,500,896	18,927,842	29%	1,813,142	811,435
Northern Community Wastewater	3,473,911	7,146,753	49%	1,773,855	7,077,201	25%	1,700,056	69,552
Duke Point Wastewater	204,795	303,805	67%	77,017	235,568	33%	127,778	68,237
Water Supply								
San Pareil fire	41,311	693,600	6%	41,311	693,600	6%	0	0
Whiskey Creek	69,948	185,035	38%	34,481	176,164	20%	35,467	8,871
French Creek	107,843	198,399	54%	72,300	171,830	42%	35,543	26,569
Surfside	32,205	42,453	76%	12,680	28,938	44%	19,525	13,515
Decourcey	7,205	11,429	63%	2,250	7,987	28%	4,955	3,442
San Pareil	115,189	209,680	55%	74,989	203,162	37%	40,200	6,518
Driftwood	3,931	7,850	50%	3,923	7,850	50%	8	0
Englishman River	163,541	220,550	74%	32,339	180,383	18%	131,202	40,167
Melrose Terrace	17,338	30,043	58%	12,453	29,602	42%	4,885	441
Nanoose Bay Peninsula	1,068,752	1,889,178	57%	670,370	1,774,872	38%	398,382	114,306
Drinking Water/Watershed Protection	571,122	964,948	59%	196,429	857,658	23%	374,693	107,290
Nanoose Bay Bulk	1,004,771	1,814,370	55%	1,010,580	1,763,811	57%	(5,809)	50,559
French Creek Bulk	203,381	509,625	40%	34,470	463,775	7%	168,911	45,850
Sewer Collection								
French Creek	571,783	764,972	75%	382,658	758,291	50%	189,125	6,681
Nanoose (Fairwinds)	604,326	832,284	73%	203,530	696,775	29%	400,796	135,509
Pacific Shores	56,908	84,853	67%	25,133	54,192	46%	31,775	30,661
Surfside	29,689	38,189	78%	9,270	36,406	25%	20,419	1,783
Cedar	96,778	161,632	60%	64,898	134,814	48%	31,880	26,818
Englishman River Stormwater	16,488	18,738	88%	740	8,480	9%	15,748	10,258
Cedar Estates Stormwater	8,800	11,050	80%	613	7,500	8%	8,187	3,550
Barclay Crescent	144,023	202,539	71%	85,581	185,326	46%	58,442	17,213
Pump & Haul	2,050	2,400	85%	1,230	2,400	51%	820	0
Streetlighting	83,830	121,809	69%	28,830	82,790	35%	55,000	39,019
Engineering Services	66,643	140,140	48%	66,643	140,140	48%	0	0
	<b>\$16,503,735</b>	<b>\$37,052,506</b>	<b>45%</b>	<b>\$10,655,161</b>	<b>\$35,296,502</b>	<b>30%</b>	<b>\$5,848,574</b>	<b>\$1,756,004</b>

**REGIONAL DISTRICT OF NANAIMO  
SUMMARY OF OPERATING RESULTS  
June 30, 2012**

	Revenues			Expenditures			Surplus	
	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget	Variance	2012 Actual	2012 Budget
<b><u>RECREATION &amp; PARKS SERVICES</u></b>								
Regional Parks	\$1,302,461	\$3,171,872	41%	\$535,562	\$3,111,221	17%	\$766,899	\$60,651
Community Parks								
Electoral Area A	86,372	906,850	10%	46,276	906,832	5%	40,096	18
Electoral Area B	150,068	304,615	49%	65,832	269,635	24%	84,236	34,980
Electoral Area C	52,721	85,265	62%	19,502	79,960	24%	33,219	5,305
Electoral Area D	57,011	90,985	63%	21,086	90,985	23%	35,925	0
Electoral Area E	59,240	131,280	45%	40,007	128,001	31%	19,233	3,279
Electoral Area F	109,934	224,720	49%	72,656	206,086	35%	37,278	18,634
Electoral Area G	77,763	187,390	41%	42,586	187,370	23%	35,177	20
Electoral Area H	121,222	331,710	37%	43,028	331,710	13%	78,194	0
Area A Recreation & Culture	143,991	226,690	64%	56,802	226,690	25%	87,189	0
Northern Community Recreation	818,308	1,475,800	55%	500,296	1,455,433	34%	318,012	20,367
Oceanside Place Arena	1,213,878	2,366,820	51%	1,090,802	2,290,560	48%	123,076	76,260
Ravensong Aquatic Center	1,849,555	3,348,495	55%	1,767,614	3,217,826	55%	81,941	130,669
Gabriola Island Recreation	49,479	94,630	52%	78,771	94,630	83%	(29,292)	0
Southern Community Recreation	543,717	1,080,235	50%	16,625	1,080,235	2%	527,092	0
Hotel Room Tax	0	0		0	0		0	0
Port Theater Contribution	39,696	79,027	50%	0	78,902		39,696	125
	<b>\$6,675,416</b>	<b>\$14,106,384</b>	<b>47%</b>	<b>\$4,397,445</b>	<b>\$13,756,076</b>	<b>32%</b>	<b>\$2,277,971</b>	<b>\$350,308</b>
<b><u>TRANSPORTATION AND SOLID WASTE SERVICES</u></b>								
Gabriola Island Emergency Wharf	\$4,823	\$7,610	63%	\$257	\$6,150	4%	\$4,566	\$1,460
Southern Community Transit	10,692,272	18,842,180	57%	8,856,951	18,122,769	49%	1,835,321	719,411
Northern Community Transit	846,420	1,626,105	52%	678,751	1,449,883	47%	167,669	176,222
Solid Waste Disposal	4,316,536	9,619,755	45%	3,134,815	9,579,822	33%	1,181,721	39,933
Solid Waste Collection & Recycling	3,456,295	3,820,359	90%	1,678,873	3,775,651	44%	1,777,422	44,708
	<b>\$19,316,346</b>	<b>\$33,916,009</b>	<b>57%</b>	<b>\$14,349,647</b>	<b>\$32,934,275</b>	<b>44%</b>	<b>\$4,966,699</b>	<b>\$981,734</b>
<b>TOTAL ALL SERVICES</b>	<b>\$55,659,626</b>	<b>\$112,132,449</b>	<b>50%</b>	<b>\$39,143,385</b>	<b>\$107,866,831</b>	<b>36%</b>	<b>\$16,516,241</b>	<b>\$4,265,619</b>

**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
June 30, 2012**

	Administration			Electoral Area Administration			Public Safety			Fire Protection			Regional Library		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>															
TAX REQUISITION	\$426,179	\$852,358	50%	\$162,260	\$324,520	50%	\$366,961	\$733,920	50%	\$1,417,843	\$2,835,685	50%	\$825,065	\$1,650,130	50%
GRANTS	51,185	46,425	110%	40,836	38,000	107%	74	0		13,037	6,200	210%	0	0	
OPERATING REVENUE	88,974	150,000	59%	11,589	15,985	72%	0	0		51,915	20,990	247%	0	0	
OTHER REVENUE	1,926,302	3,953,855	49%	79,000	158,000	50%	0	3,500		1,242,405	4,159,560	30%	72,850	402,645	18%
PRIOR YEAR'S SURPLUS (DEFICIT)	522,171	522,175	100%	148,753	148,750	100%	33,505	33,500	100%	378,588	378,575	100%	0	0	
<b>TOTAL REVENUES</b>	<b>3,014,811</b>	<b>5,524,813</b>	<b>55%</b>	<b>442,438</b>	<b>685,255</b>	<b>65%</b>	<b>400,540</b>	<b>770,920</b>	<b>52%</b>	<b>3,103,788</b>	<b>7,401,010</b>	<b>42%</b>	<b>897,915</b>	<b>2,052,775</b>	<b>44%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	341,318	723,390	47%	146,667	308,300	48%	7,493	14,665	51%	49,042	188,720	26%	0	0	
COMMUNITY GRANTS	21,400	44,603	48%	0	0		0	0		0	0		0	0	
LEGISLATIVE	130,306	267,265	49%	32,382	51,230	63%	0	0		0	0		0	0	
PROFESSIONAL FEES	90,236	407,539	22%	3,870	12,150	32%	256	0		5,155	1,100	469%	0	0	
BUILDING - OPER & MAINT	89,636	170,024	53%	2,381	6,525	36%	82	310	26%	30,514	77,755	39%	0	0	
VEH & EQUIP - OPER & MAINT	7,428	36,255	20%	1,656	4,300	39%	4,202	4,295	98%	94,180	251,300	37%	0	0	
OTHER OPERATING COSTS	4,244	39,000	11%	8,425	20,000	42%	0	0		4,660	262,000	2%	0	0	
WAGES & BENEFITS	1,534,534	3,151,356	49%	98,488	227,495	43%	0	0		1,817	8,740	21%	0	0	
CAPITAL EXPENDITURES	63,184	333,000	19%	0	26,250		0	3,500		1,320,564	4,242,465	31%	0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		51,333	149,160	34%	130,000	260,000	50%
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		39,818	79,640	50%	71,320	142,645	50%
CONTINGENCY	0	0		0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	1,705	154,390	1%	597	1,195	50%	0	5		38,000	402,665	9%	0	0	
TRSF TO OTHER GOVT/AGENCIES	0	25,470		0	0		631,374	701,115	90%	708,202	1,471,050	48%	825,064	1,650,130	50%
<b>TOTAL EXPENDITURES</b>	<b>2,283,991</b>	<b>5,352,292</b>	<b>43%</b>	<b>294,466</b>	<b>657,445</b>	<b>45%</b>	<b>643,407</b>	<b>723,890</b>	<b>89%</b>	<b>2,343,285</b>	<b>7,134,595</b>	<b>33%</b>	<b>1,026,384</b>	<b>2,052,775</b>	<b>50%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$730,820</b>	<b>\$172,521</b>		<b>\$147,972</b>	<b>\$27,810</b>		<b>(\$242,867)</b>	<b>\$47,030</b>		<b>\$760,503</b>	<b>\$266,415</b>		<b>(\$128,469)</b>	<b>\$0</b>	

**REGIONAL DISTRICT OF NANAIMO  
CORPORATE SERVICES  
June 30, 2012**

	Feasibility Studies			Municipal Debt Transfers			House Numbering			Total Corporate Services		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>												
TAX REQUISITION	\$0	\$0		\$0	\$0		\$10,750	\$21,500	50%	\$3,209,058	\$6,418,113	50%
GRANTS	0	0		0	0		0	0		105,132	90,625	116%
OPERATING REVENUE	(2,164)	0		0	0		0	0		150,314	186,975	80%
OTHER REVENUE	0	0		1,789,771	4,202,880	43%	0	0		5,110,328	12,880,440	40%
PRIOR YEAR'S SURPLUS (DEFICIT)	0	0		0	0		0	0		1,083,017	1,083,000	100%
<b>TOTAL REVENUES</b>	<b>(2,164)</b>	<b>0</b>		<b>1,789,771</b>	<b>4,202,880</b>	<b>43%</b>	<b>10,750</b>	<b>21,500</b>	<b>50%</b>	<b>9,657,849</b>	<b>20,659,153</b>	<b>47%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	0	0		0	0		10,750	21,500	50%	555,270	1,256,575	44%
COMMUNITY GRANTS	0	0		0	0		0	0		21,400	44,603	48%
LEGISLATIVE	0	0		0	0		0	0		162,688	318,495	51%
PROFESSIONAL FEES	0	0		0	0		0	0		99,517	420,789	24%
BUILDING - OPER & MAINT	0	0		0	0		0	0		122,613	254,614	48%
VEH & EQUIP - OPER & MAINT	0	0		0	0		0	0		107,466	296,150	36%
OTHER OPERATING COSTS	0	0		0	0		0	0		17,329	321,000	5%
WAGES & BENEFITS	0	0		0	0		0	0		1,634,839	3,387,591	48%
CAPITAL EXPENDITURES	0	0		0	0		0	0		1,383,748	4,605,215	30%
DEBT FINANCING - INTEREST	0	0		744,953	2,331,990	32%	0	0		926,286	2,741,150	34%
DEBT FINANCING - PRINCIPAL	0	0		540,017	1,870,890	29%	0	0		651,155	2,093,175	31%
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		0	0		0	0		40,302	558,255	7%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		2,164,640	3,847,765	56%
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>		<b>1,284,970</b>	<b>4,202,880</b>	<b>31%</b>	<b>10,750</b>	<b>21,500</b>	<b>50%</b>	<b>7,887,253</b>	<b>20,145,377</b>	<b>39%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$2,164)</b>	<b>\$0</b>		<b>\$504,801</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$1,770,596</b>	<b>\$513,776</b>	



**REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
June 30, 2012**

	EA Community Planning			VIHA Homeless Grants			Economic Dev Southern			Economic Dev Northern		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>												
TAX REQUISITION	\$660,243	\$1,320,485	50%	\$0	\$0		\$59,446	\$118,892	50%	\$19,953	\$39,906	50%
GRANTS	4,559	50,000	9%	470,000	470,000	100%	0	6,108		0	10,093	
OPERATING REVENUE	35,487	84,500	42%	0	0		0	0		0	0	
OTHER REVENUE	3,168	12,000	26%	0	0		0	0		0	0	
PRIOR YEAR'S SURPLUS (DEFICIT)	408,302	408,300	100%	0	0		0	0		0	0	
<b>TOTAL REVENUES</b>	<b>1,111,759</b>	<b>1,875,285</b>	<b>59%</b>	<b>470,000</b>	<b>470,000</b>	<b>100%</b>	<b>59,446</b>	<b>125,000</b>	<b>48%</b>	<b>19,953</b>	<b>49,999</b>	<b>40%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	179,412	413,173	43%	0	0		0	0		106	0	
PROFESSIONAL FEES	70,182	140,000	50%	0	0		368	0		0	0	
BUILDING - OPER & MAINT	19,373	42,563	46%	0	0		0	0		0	0	
VEH & EQUIP - OPER & MAINT	3,898	7,815	50%	0	0		0	0		0	0	
OTHER OPERATING COSTS	39,551	88,315	45%	0	0		0	0		0	0	
WAGES & BENEFITS	396,581	931,915	43%	0	0		0	0		305	0	
COMMUNITY GRANTS	0	0		0	0		0	0		16,950	35,000	48%
PROGRAM COSTS	0	0		0	0		0	0		0	0	
CAPITAL EXPENDITURES	279	7,150	4%	0	0		0	0		0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	563	34,125	2%	0	0		0	0		0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	470,000		0	125,000		15,000	15,000	100%
<b>TOTAL EXPENDITURES</b>	<b>709,839</b>	<b>1,665,056</b>	<b>43%</b>	<b>0</b>	<b>470,000</b>		<b>368</b>	<b>125,000</b>	<b>0%</b>	<b>32,361</b>	<b>50,000</b>	<b>65%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$401,920</b>	<b>\$210,229</b>		<b>\$470,000</b>	<b>\$0</b>		<b>\$59,078</b>	<b>\$0</b>		<b>(\$12,408)</b>	<b>(\$1)</b>	

**REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
June 30, 2012**

	<b>Comm Works Fund Projects</b>			<b>Regional Growth Management</b>			<b>Emergency Planning</b>			<b>Search &amp; Rescue</b>		
	<b>Actual 2012</b>	<b>Budget 2012</b>	<b>% Var</b>	<b>Actual 2012</b>	<b>Budget 2012</b>	<b>% Var</b>	<b>Actual 2012</b>	<b>Budget 2012</b>	<b>% Var</b>	<b>Actual 2012</b>	<b>Budget 2012</b>	<b>% Var</b>
<b>REVENUES</b>												
TAX REQUISITION	\$0	\$0		\$196,500	\$393,000	50%	\$114,303	\$228,605	50%	\$13,500	\$27,000	50%
GRANTS	73,298	769,410	10%	1,346	0		(28,570)	106,555	-27%	150	135	111%
OPERATING REVENUE	0	0		0	0		9,789	110,198	9%	5	0	
OTHER REVENUE	0	23,000		0	0		0	42,000		0	0	
PRIOR YEAR'S SURPLUS (DEFICIT)	0	0		310,878	310,875	100%	7,668	7,670	100%	454	455	100%
<b>TOTAL REVENUES</b>	<b>73,298</b>	<b>792,410</b>	<b>9%</b>	<b>508,724</b>	<b>703,875</b>	<b>72%</b>	<b>103,190</b>	<b>495,028</b>	<b>21%</b>	<b>14,109</b>	<b>27,590</b>	<b>51%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	0	20,000		52,134	126,210	41%	17,261	55,236	31%	0	0	
PROFESSIONAL FEES	63,115	527,000	12%	7,495	72,500	10%	10,866	26,750	41%	0	0	
BUILDING - OPER & MAINT	300	2,000	15%	248	4,900	5%	3,157	1,600	197%	8,000	24,000	33%
VEH & EQUIP - OPER & MAINT	0	0		175	350	50%	2,921	11,000	27%	0	0	
OTHER OPERATING COSTS	0	0		1,137	12,500	9%	476	6,900	7%	0	0	
WAGES & BENEFITS	0	30,000		140,161	288,885	49%	58,480	115,814	50%	0	0	
COMMUNITY GRANTS	0	0		0	0		0	0		0	0	
PROGRAM COSTS	0	0		0	0		2,565	74,020	3%	0	0	
CAPITAL EXPENDITURES	9,883	213,410	5%	0	0		1,714	176,930	1%	0	0	
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		375	750	50%	170	12,765	1%	0	0	
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		6,998	6,500	108%	0	3,430	
<b>TOTAL EXPENDITURES</b>	<b>73,298</b>	<b>792,410</b>	<b>9%</b>	<b>201,725</b>	<b>506,095</b>	<b>40%</b>	<b>104,608</b>	<b>487,515</b>	<b>21%</b>	<b>8,000</b>	<b>27,430</b>	<b>29%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>\$0</b>		<b>\$306,999</b>	<b>\$197,780</b>		<b>(\$1,418)</b>	<b>\$7,513</b>		<b>\$6,109</b>	<b>\$160</b>	

**REGIONAL DISTRICT OF NANAIMO  
DEVELOPMENT SERVICES  
June 30, 2012**

	Building Inspection			Bylaw Enforcement			Total Development Services		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>									
TAX REQUISITION	\$0	\$0		\$107,948	\$215,895	50%	\$1,171,892	\$2,343,783	50%
GRANTS	0	0		35	0		520,818	1,412,301	37%
OPERATING REVENUE	506,332	926,560	55%	48,278	31,120	155%	599,891	1,152,378	52%
OTHER REVENUE	0	0		110,022	255,415	43%	113,190	332,415	34%
PRIOR YEAR'S SURPLUS (DEFICIT)	320,268	376,080	85%	52,918	54,140	98%	1,100,486	1,157,520	95%
<b>TOTAL REVENUES</b>	<b>826,600</b>	<b>1,302,640</b>	<b>63%</b>	<b>319,201</b>	<b>556,570</b>	<b>57%</b>	<b>3,506,277</b>	<b>6,398,397</b>	<b>55%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	106,676	212,435	50%	19,375	36,035	54%	374,964	863,089	43%
PROFESSIONAL FEES	607	2,000	30%	92,077	151,325	61%	244,711	919,575	27%
BUILDING - OPER & MAINT	140	0		1,500	3,000	50%	32,717	78,063	42%
VEH & EQUIP - OPER & MAINT	11,395	17,600	65%	4,859	6,850	71%	23,247	43,615	53%
OTHER OPERATING COSTS	790	3,895	20%	29,735	62,850	47%	71,690	174,460	41%
WAGES & BENEFITS	339,926	747,169	45%	96,191	199,305	48%	1,031,645	2,313,089	45%
COMMUNITY GRANTS	0	0		0	0		16,950	35,000	48%
PROGRAM COSTS	17,410	20,000	87%	0	0		19,975	94,020	21%
CAPITAL EXPENDITURES	0	26,250		0	33,000		11,877	456,740	3%
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	50,400		3,000	38,980	8%	4,107	137,020	3%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		21,998	619,930	4%
<b>TOTAL EXPENDITURES</b>	<b>476,944</b>	<b>1,079,749</b>	<b>44%</b>	<b>246,737</b>	<b>531,345</b>	<b>46%</b>	<b>1,853,881</b>	<b>5,734,601</b>	<b>32%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$349,656</b>	<b>\$222,891</b>		<b>\$72,464</b>	<b>\$25,225</b>		<b>\$1,652,396</b>	<b>\$663,796</b>	

**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
June 30, 2012**

	Regional Parks			Community Parks			Area A Recreation & Culture			Northern Community Recreation			Oceanside Place Arena		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>															
TAX REQUISITION	\$881,913	\$1,763,562	50%	\$411,097	\$822,190	50%	\$62,695	\$125,390	50%	\$579,470	\$1,158,940	50%	\$820,838	\$1,641,675	50%
GRANTS	42,310	149,705	28%	10,594	588,910	2%	0	0		1,000	7,500	13%	0	0	
OPERATING REVENUE	1,128	506,500	0%	1,486	42,000	4%	1,419	1,420	100%	132,294	212,235	62%	293,195	610,025	48%
OTHER REVENUE	0	375,000		2,668	521,240	1%	0	20,000		1,000	1,000	100%	15,278	30,555	50%
PRIOR YEAR'S SURPLUS (DEFICIT)	377,110	377,105	100%	288,486	288,475	100%	79,877	79,880	100%	104,544	96,125	109%	84,567	84,565	100%
<b>TOTAL REVENUES</b>	<b>1,302,461</b>	<b>3,171,872</b>	<b>41%</b>	<b>714,331</b>	<b>2,262,815</b>	<b>32%</b>	<b>143,991</b>	<b>226,690</b>	<b>64%</b>	<b>818,308</b>	<b>1,475,800</b>	<b>55%</b>	<b>1,213,878</b>	<b>2,366,820</b>	<b>51%</b>
<b>EXPENSES</b>															
OFFICE OPERATING	56,870	120,425	47%	42,016	87,768	48%	8,680	17,055	51%	62,306	142,415	44%	84,994	183,090	46%
PROFESSIONAL FEES	6,279	197,000	3%	2,610	35,000	7%	0	1,000		321	3,500	9%	5,224	10,500	50%
BUILDING - OPER & MAINT	46,595	186,555	25%	11,404	27,846	41%	1,495	16,465	9%	12,033	26,520	45%	152,249	321,200	47%
VEH & EQUIP - OPER & MAINT	10,993	36,049	30%	11,328	28,100	40%	0	0		2,884	16,545	17%	53,149	90,295	59%
OTHER OPERATING COSTS	31,186	251,100	12%	19,812	178,640	11%	1,896	1,920	99%	12,558	32,800	38%	6,975	18,700	37%
WAGES & BENEFITS	227,377	453,055	50%	207,548	406,380	51%	43,188	42,885	101%	338,055	782,943	43%	491,133	997,980	49%
COMMUNITY GRANTS	0	0		0	0		0	25,245		14,726	66,740	22%	696	1,100	63%
RECREATION PROGRAMS	0	1,500		181	600	30%	1,543	925	167%	12,355	93,495	13%	3,500	10,600	33%
CAPITAL EXPENDITURES	109,446	610,945	18%	14,661	1,227,610	1%	0	20,000		0	1,500		0	61,085	
DEBT FINANCING - INTEREST	20,135	56,900	35%	11,983	23,965	50%	0	0		0	0		156,266	312,530	50%
DEBT FINANCING - PRINCIPAL	5,532	788,447	1%	8,430	16,860	50%	0	0		0	0		136,526	273,050	50%
CONTINGENCY	0	0		0	0		0	10,000		0	0		0	0	
TRSF TO RESERVE FUND	90	378,185	0%	0	145,810		0	91,195		90	350	26%	90	10,430	1%
TRSF TO OTHER GOVT/AGENCIES	21,059	31,060	68%	21,000	22,000	95%	0	0		44,968	288,625	16%	0	0	
<b>TOTAL EXPENDITURES</b>	<b>535,562</b>	<b>3,111,221</b>	<b>17%</b>	<b>350,973</b>	<b>2,200,579</b>	<b>16%</b>	<b>56,802</b>	<b>226,690</b>	<b>25%</b>	<b>500,296</b>	<b>1,455,433</b>	<b>34%</b>	<b>1,090,802</b>	<b>2,290,560</b>	<b>48%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$766,899</b>	<b>\$60,651</b>		<b>\$363,358</b>	<b>\$62,236</b>		<b>\$87,189</b>	<b>\$0</b>		<b>\$318,012</b>	<b>\$20,367</b>		<b>\$123,076</b>	<b>\$76,260</b>	

**REGIONAL DISTRICT OF NANAIMO  
RECREATION & PARKS SERVICES  
June 30, 2012**

	Ravensong Aquatic Center			Gabriola Island Recreation			Southern Community Recreation & Culture			Total Recreation & Parks		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>												
TAX REQUISITION	\$1,178,000	\$2,356,000	50%	\$45,200	\$90,400	50%	\$575,968	\$1,151,937	50%	\$4,555,181	\$9,110,094	50%
GRANTS	0	0		565	520	109%	119	0		54,588	746,635	7%
OPERATING REVENUE	346,020	554,290	62%	0	0		0	0		775,542	1,926,470	40%
OTHER REVENUE	0	112,500		0	0		0	0		18,946	1,060,295	2%
PRIOR YEAR'S SURPLUS (DEFICIT)	325,535	325,705	100%	3,714	3,710	100%	7,326	7,325	100%	1,271,159	1,262,890	101%
<b>TOTAL REVENUES</b>	<b>1,849,555</b>	<b>3,348,495</b>	<b>55%</b>	<b>49,479</b>	<b>94,630</b>	<b>52%</b>	<b>583,413</b>	<b>1,159,262</b>	<b>50%</b>	<b>6,675,416</b>	<b>14,106,384</b>	<b>47%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	99,004	207,705	48%	1,116	3,925	28%	0	0		354,986	762,383	47%
PROFESSIONAL FEES	432	5,000	9%	1,628	0		0	0		16,494	252,000	7%
BUILDING - OPER & MAINT	137,722	310,525	44%	0	0		16,625	32,395	51%	378,123	921,506	41%
VEH & EQUIP - OPER & MAINT	6,634	24,855	27%	0	150		0	0		84,988	195,994	43%
OTHER OPERATING COSTS	12,367	31,600	39%	58	300	19%	0	75		84,852	515,135	16%
WAGES & BENEFITS	632,830	1,318,481	48%	9,504	17,720	54%	0	0		1,949,635	4,019,444	49%
COMMUNITY GRANTS	11,296	16,000	71%	0	0		0	0		26,718	109,085	24%
RECREATION PROGRAMS	13,328	44,730	30%	0	0		0	0		30,907	151,850	20%
CAPITAL EXPENDITURES	0	173,500		0	0		0	0		124,107	2,094,640	6%
DEBT FINANCING - INTEREST	148,604	297,210	50%	0	0		0	0		336,988	690,605	49%
DEBT FINANCING - PRINCIPAL	705,307	767,285	92%	0	0		0	0		855,795	1,845,642	46%
CONTINGENCY	0	0		0	0		0	0		0	10,000	
TRSF TO RESERVE FUND	90	20,935	0%	0	6,070		0	5		360	652,980	0%
TRSF TO OTHER GOVT/AGENCIES	0	0		66,465	66,465	100%	0	1,126,662		153,492	1,534,812	10%
<b>TOTAL EXPENDITURES</b>	<b>1,767,614</b>	<b>3,217,826</b>	<b>55%</b>	<b>78,771</b>	<b>94,630</b>	<b>83%</b>	<b>16,625</b>	<b>1,159,137</b>	<b>1%</b>	<b>4,397,445</b>	<b>13,756,076</b>	<b>32%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$81,941</b>	<b>\$130,669</b>		<b>(\$29,292)</b>	<b>\$0</b>		<b>\$566,788</b>	<b>\$125</b>		<b>\$2,277,971</b>	<b>\$350,308</b>	

**REGIONAL DISTRICT OF NANAIMO  
REGIONAL & COMMUNITY UTILITIES  
June 30, 2012**

	Administration			Wastewater Management			Water Supply		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>									
TAX REQUISITION	\$0	\$0		\$4,452,058	\$8,904,114	50%	\$1,152,069	\$2,303,915	50%
GRANTS	0	0		57,137	88,470	65%	111,939	221,715	50%
OPERATING REVENUE	0	0		225,611	373,180	60%	314,362	956,741	33%
OTHER REVENUE	158,486	337,190	47%	4,051,290	15,722,290	26%	261,052	1,787,655	15%
PRIOR YEAR'S SURPLUS (DEFICIT)	0	0		2,471,298	2,471,495	100%	1,567,115	1,507,134	104%
<b>TOTAL REVENUES</b>	158,486	337,190	47%	11,257,394	27,559,549	41%	3,406,537	6,777,160	50%
<b>EXPENSES</b>									
OFFICE OPERATING	5,620	6,300	89%	336,841	671,524	50%	106,816	308,535	35%
PROFESSIONAL FEES	0	0		94,330	519,965	18%	69,019	414,850	17%
BUILDING - OPER & MAINT	796	0		71,024	174,840	41%	39,219	97,762	40%
VEH & EQUIP - OPER & MAINT	1,952	3,825	51%	293,251	697,200	42%	48,314	96,780	50%
WAGES & BENEFITS	147,476	309,104	48%	999,758	2,251,489	44%	521,938	1,093,323	48%
OTHER OPERATING COSTS	2,643	8,960	29%	826,575	2,296,767	36%	242,945	790,188	31%
CAPITAL EXPENDITURES	0	9,000		4,013,248	16,348,628	25%	1,018,679	2,767,434	37%
DEBT FINANCING - INTEREST	0	0		59,181	118,365	50%	81,245	191,345	42%
DEBT FINANCING - PRINCIPAL	0	0		64,532	129,065	50%	69,812	142,485	49%
CONTINGENCY	0	0		0	0		0	0	
TRSF TO RESERVE FUND	0	0		670,228	3,284,724	20%	588	450,930	0%
TRSF TO OTHER GOV'T/AGENCIES	0	0		0	0		0	6,000	
<b>TOTAL EXPENDITURES</b>	158,487	337,189	47%	7,428,968	26,492,567	28%	2,198,575	6,359,632	35%
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$1)</b>	<b>\$1</b>		<b>\$3,828,426</b>	<b>\$1,066,982</b>		<b>\$1,207,962</b>	<b>\$417,528</b>	

**REGIONAL DISTRICT OF NANAIMO  
REGIONAL & COMMUNITY UTILITIES  
June 30, 2012**

	Sewer Collection			Street Lighting			Engineering			Total Regional & Community Utilities		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>												
TAX REQUISITION	\$623,057	\$1,246,114	50%	\$37,592	\$75,185	50%	\$0	\$0		\$6,264,776	\$12,529,328	50%
GRANTS	1,139	0		130	515	25%	0	0		170,345	310,700	55%
OPERATING REVENUE	459,226	422,329	109%	0	0		14,251	7,500	190%	1,013,450	1,759,750	58%
OTHER REVENUE	0	790		0	0		52,392	132,640	39%	4,523,220	17,980,565	25%
PRIOR YEAR'S SURPLUS (DEFICIT)	447,423	447,424	100%	46,108	46,109	100%	0	0		4,531,944	4,472,162	101%
<b>TOTAL REVENUES</b>	<b>1,530,845</b>	<b>2,116,657</b>	<b>72%</b>	<b>83,830</b>	<b>121,809</b>	<b>69%</b>	<b>66,643</b>	<b>140,140</b>	<b>48%</b>	<b>16,503,735</b>	<b>37,052,505</b>	<b>45%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	35,503	79,480	45%	504	1,000	50%	520	4,250	12%	485,804	1,071,089	45%
PROFESSIONAL FEES	180	12,730	1%	0	0		0	6,000		163,529	953,545	17%
BUILDING - OPER & MAINT	12,196	26,432	46%	4,366	16,800	26%	0	0		127,601	315,834	40%
VEH & EQUIP - OPER & MAINT	21,323	83,776	25%	0	0		0	0		364,840	881,581	41%
WAGES & BENEFITS	144,081	309,395	47%	920	920	100%	65,566	128,590	51%	1,879,739	4,092,821	46%
OTHER OPERATING COSTS	441,587	980,108	45%	23,040	54,920	42%	557	1,300	43%	1,537,347	4,132,243	37%
CAPITAL EXPENDITURES	29,147	106,555	27%	0	0		0	0		5,061,074	19,231,617	26%
DEBT FINANCING - INTEREST	50,851	101,717	50%	0	0		0	0		191,277	411,427	46%
DEBT FINANCING - PRINCIPAL	38,671	77,345	50%	0	0		0	0		173,015	348,895	50%
CONTINGENCY	0	0		0	0		0	0		0	0	
TRSF TO RESERVE FUND	114	106,645	0%	0	9,150		0	0		670,930	3,851,449	17%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	6,000	
<b>TOTAL EXPENDITURES</b>	<b>773,653</b>	<b>1,884,183</b>	<b>41%</b>	<b>28,830</b>	<b>82,790</b>	<b>35%</b>	<b>66,643</b>	<b>140,140</b>	<b>48%</b>	<b>10,655,156</b>	<b>35,296,501</b>	<b>30%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$757,192</b>	<b>\$232,474</b>		<b>\$55,000</b>	<b>\$39,019</b>		<b>\$0</b>	<b>\$0</b>		<b>\$5,848,579</b>	<b>\$1,756,004</b>	

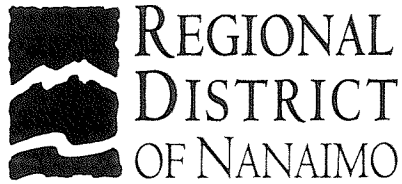
**REGIONAL DISTRICT OF NANAIMO  
TRANSPORTATION & SOLID WASTE SERVICES  
June 30, 2012**

	<b>Gabriola Island Emergency Wharf</b>			<b>Southern Community Transportation</b>			<b>Northern Community Transportation</b>			<b>Total Transportation Services</b>		
	<b>Actual 2012</b>	<b>Budget 2012</b>	<b>% Var</b>	<b>Actual 2012</b>	<b>Budget 2012</b>	<b>% Var</b>	<b>Actual 2012</b>	<b>Budget 2012</b>	<b>% Var</b>	<b>Actual 2012</b>	<b>Budget 2012</b>	<b>% Var</b>
<b>REVENUES</b>												
TAX REQUISITION	\$2,787	\$5,575	50%	\$3,332,673	\$6,665,345	50%	\$401,930	\$803,860	50%	\$3,737,390	\$7,474,780	50%
GRANTS	0	0		2,688,704	5,063,205	53%	222,083	440,000	50%	2,910,787	5,503,205	53%
OPERATING REVENUE	0	0		1,999,107	3,921,165	51%	107,657	268,005	40%	2,106,764	4,189,170	50%
OTHER REVENUE	0	0		565,876	1,086,555	52%	506	0		566,382	1,086,555	52%
PRIOR YEAR'S SURPLUS (DEFICIT)	2,036	2,035	100%	2,105,912	2,105,910	100%	114,244	114,240	100%	2,222,192	2,222,185	100%
<b>TOTAL REVENUES</b>	<b>4,823</b>	<b>7,610</b>	<b>63%</b>	<b>10,692,272</b>	<b>18,842,180</b>	<b>57%</b>	<b>846,420</b>	<b>1,626,105</b>	<b>52%</b>	<b>11,543,515</b>	<b>20,475,895</b>	<b>56%</b>
<b>EXPENSES</b>												
OFFICE OPERATING	200	150	133%	1,078,379	2,237,805	48%	383,598	767,195	50%	1,462,177	3,005,150	49%
PROFESSIONAL FEES	0	2,000		102	11,000	1%	0	0		102	13,000	1%
BUILDING - OPER & MAINT	57	2,000	3%	158,965	289,949	55%	0	0		159,022	291,949	54%
VEH & EQUIP - OPER & MAINT	0	0		1,781,245	4,318,545	41%	0	0		1,781,245	4,318,545	41%
OTHER OPERATING COSTS	0	0		168,572	340,325	50%	0	0		168,572	340,325	50%
WAGES & BENEFITS	0	0		4,227,312	8,568,810	49%	295,153	682,688	43%	4,522,465	9,251,498	49%
CAPITAL EXPENDITURES	0	0		1,441,353	1,873,915	77%	0	0		1,441,353	1,873,915	77%
DEBT FINANCING - INTEREST	0	0		0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0		0	0	
CONTINGENCY	0	0		0	301,665		0	0		0	301,665	
TRSF TO RESERVE FUND	0	2,000		1,023	180,755	1%	0	0		1,023	182,755	1%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>257</b>	<b>6,150</b>	<b>4%</b>	<b>8,856,951</b>	<b>18,122,769</b>	<b>49%</b>	<b>678,751</b>	<b>1,449,883</b>	<b>47%</b>	<b>9,535,959</b>	<b>19,578,802</b>	<b>49%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$4,566</b>	<b>\$1,460</b>		<b>\$1,835,321</b>	<b>\$719,411</b>		<b>\$167,669</b>	<b>\$176,222</b>		<b>\$2,007,556</b>	<b>\$897,093</b>	



**REGIONAL DISTRICT OF NANAIMO  
TRANSPORTATION & SOLID WASTE SERVICES  
June 30, 2012**

	Total Solid Waste Disposal			Solid Waste Collection & Recycling			Total Transportation and Solid Waste Services		
	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var	Actual 2012	Budget 2012	% Var
<b>REVENUES</b>									
TAX REQUISITION	\$171,018	\$342,035	50%	\$0	\$0		\$3,908,408	\$7,816,815	50%
GRANTS	1,167	6,800	17%	0	0		2,911,954	5,510,005	53%
OPERATING REVENUE	3,831,957	8,312,610	46%	3,102,353	3,466,419	89%	9,041,074	15,968,199	57%
OTHER REVENUE	4,133	650,000	1%	0	0		570,515	1,736,555	33%
PRIOR YEAR'S SURPLUS (DEFICIT)	308,261	308,310	100%	353,942	353,940	100%	2,884,395	2,884,435	100%
<b>TOTAL REVENUES</b>	<b>4,316,536</b>	<b>9,619,755</b>	<b>45%</b>	<b>3,456,295</b>	<b>3,820,359</b>	<b>90%</b>	<b>19,316,346</b>	<b>33,916,009</b>	<b>57%</b>
<b>EXPENSES</b>									
OFFICE OPERATING	347,735	649,100	54%	139,339	297,550	47%	1,949,251	3,951,800	49%
PROFESSIONAL FEES	115,445	754,167	15%	509	4,500	11%	116,056	771,667	15%
BUILDING - OPER & MAINT	68,148	150,760	45%	1,341	2,681	50%	228,511	445,390	51%
VEH & EQUIP - OPER & MAINT	262,472	706,475	37%	435	1,385	31%	2,044,152	5,026,405	41%
OTHER OPERATING COSTS	853,979	2,947,874	29%	1,481,215	3,334,930	44%	2,503,766	6,623,129	38%
WAGES & BENEFITS	1,444,020	3,040,374	47%	55,932	133,450	42%	6,022,417	12,425,322	48%
CAPITAL EXPENDITURES	41,969	1,297,700	3%	0	950		1,483,322	3,172,565	47%
DEBT FINANCING - INTEREST	0	0		0	0		0	0	
DEBT FINANCING - PRINCIPAL	0	0		0	0		0	0	
CONTINGENCY	0	0		0	0		0	301,665	
TRSF TO RESERVE FUND	1,047	33,372	3%	102	205	50%	2,172	216,332	1%
TRSF TO OTHER GOVT/AGENCIES	0	0		0	0		0	0	
<b>TOTAL EXPENDITURES</b>	<b>3,134,815</b>	<b>9,579,822</b>	<b>33%</b>	<b>1,678,873</b>	<b>3,775,651</b>	<b>44%</b>	<b>14,349,647</b>	<b>32,934,275</b>	<b>44%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$1,181,721</b>	<b>\$39,933</b>		<b>\$1,777,422</b>	<b>\$44,708</b>		<b>\$4,966,699</b>	<b>\$981,734</b>	



KUN REPORT		
CAO APPROVAL		(Signature)
EAP		
COW		
AUG 20 2012		
RHD		
BOARD	✓	

**MEMORANDUM**

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** August 17, 2012

**FROM:** Wendy Idema  
Director of Finance

**FILE:**

**SUBJECT:** Approval of Signing Authorities for General Banking and Investments

**PURPOSE**

To update the signing authorities for general banking and investment purposes.

**BACKGROUND**

As part of the changes occurring with respect to a senior manager leaving the Regional District of Nanaimo and new staffing in the Finance Department, it is necessary to update the designated signing authorities for financial instruments for the Regional District of Nanaimo and the Nanaimo Regional Hospital District. The amendments reflect the addition of the Interim Chief Administrative Officer and the recently filled Senior Accountant position, therefore a new resolution is required.

The signing authority changes will affect accounts currently held with:

- TD Canada Trust
- Municipal Finance Authority
- Canaccord Capital
- BMO Nesbitt Burns

Should the Regional District or Regional Hospital District open new financial instrument accounts the designated signing authorities as outlined in this report would also apply.

The updated signing authorities would be as follows:

- |                                        |                  |
|----------------------------------------|------------------|
| Chairperson                            | Joe Stanhope     |
| Deputy Chairperson                     | Diane Brennan    |
| Chief Administrative Officer (Interim) | Paul Thorkelsson |
| Director of Finance                    | Wendy Idema      |
| Manager, Accounting Services           | Tiffany Moore    |
| Senior Accountant                      | Manvir Manhas    |

The practical application of the signing authorities involves for the most part issuing cheques for goods and services and investing sums with the Municipal Finance Authority. These transactions require two

signatures to be valid. At present cheques less than \$1,000 have one signature printed and are reviewed and signed manually for the second signature by the Manager, Accounting Services. Cheques with a value of more the \$250,000 have no pre-printed signatures and must be signed individually by two officers, typically the Director of Finance and the Manager, Accounting Services.

**ALTERNATIVES:**

1. Approve the signing authorities as presented to be applicable to the Regional District of Nanaimo and the Nanaimo Regional Hospital District.
2. Recommend an alternative list of signing authorities.

**FINANCIAL IMPLICATIONS:**

There are no financial implications to these measures. The number of designated authorities is sufficient to ensure that where two signatures are required they can be obtained in an efficient manner.

**SUMMARY/CONCLUSIONS:**

As part of the changes occurring with respect to a senior manager leaving the Regional District of Nanaimo and changed staffing in the Finance Department, it is necessary to update the designated signing authorities for financial instruments for the Regional District of Nanaimo and the Nanaimo Regional Hospital District. The amendments reflect the addition of the Interim Chief Administrative Officer and the recently filled Senior Accountant position, therefore a new resolution is required.


**RECOMMENDATION:**

1. That the signing authorities for general banking services and financial instruments reflect the following officer position:

Chairperson	Joe Stanhope
Deputy Chairperson	Diane Brennan
Chief Administrative Officer (Interim)	Paul Thorkelsson
Director of Finance	Wendy Idema
Manager, Accounting Services	Tiffany Moore
Senior Accountant	Manvir Manhas

2. That the foregoing authorizations extend to accounts in the name of the Regional District of Nanaimo and the Nanaimo Regional Hospital District.

  
Report Writer

  
CAO Concurrence