

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE**

**TUESDAY, JUNE 11, 2013**

(Immediately following the Nanaimo Regional Hospital District Board meeting)

***(RDN Board Chambers)***

**A D D E N D U M**

**PAGES**

**LATE DELEGATIONS (Requires Motion)**

- 4                    **Mike Gray**, re Correspondence from M.J. Gray re: Nanoose Bay Fire Protection Service.
- 5                    **Ian MacDonnell**, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’.

**COMMUNICATIONS/CORRESPONDENCE**

- 6-8                **Dianne Eddy**, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’.
- 9-11               **Lavonne Garnett**, re OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’.

**TRANSPORTATION AND SOLID WASTE**

**SOLID WASTE SERVICES**

- 12-18             Metro Vancouver Waste-To-Energy Site Identification.

**COMMISSION, ADVISORY & SELECT COMMITTEE MINUTES AND RECOMMENDATIONS**

**District 69 Recreation Commission**

- 19-23             Minutes of the District 69 Recreation Commission meeting held Thursday, May 16, 2013.

**District 69 Recreation Youth and Community Grants**

*That that the following District 69 Recreation Youth Grants be approved:*

<b>Arrowsmith Community Enhancement Society</b>	\$1,220
-youth drop in facility rental	
<b>Bard to Broadway Theatre Society</b>	1,500
-Performing Arts Series; facility rental	
<b>Bard to Broadway Theatre Society</b>	1,000
-Summer Youth Theatre; facility rental	
<b>Bow Horne Bay Community Club</b>	2,500
-Lighthouse Country Fall Fair; physical activity for youth	

*That the following District 69 Recreation Community Grants be approved:*

<b>Arrowsmith Agricultural Association</b>	\$465
-storage for non-profit groups	
<b>Bowser Elementary School</b>	\$700
-outdoor education /subsidy for financial hardship applicants	
<b>Corcan Meadowood Residents Association</b>	1,500
-Halloween event	
<b>Family Resource Association</b>	2,000
-music program	
<b>Jugmentals Community Jug Band</b>	1,424
-facility rental; copying supplies	
<b>Parksville and District 69 Team</b>	1,300
-transportation	
<b>Special Olympics BC Oceanside</b>	2,000
-pool rental; bowling costs	
<b>Vancouver Island Opera</b>	1,500
-facility rental; sound and lighting costs	
<b>Winchelsea Elementary School PAC</b>	10,094
-playground	

24-44

**District 69 Recreation Service Fees & Charges – September 1, 2013 – August 31, 2014**

1. *That the 2013-2014 Northern Community Recreation Services Program Fees be approved as provided in Appendix A.*
2. *That the 2013-2014 program, admission and rental fees for Oceanside Place be approved as provided in Appendix B.*
3. *That the 2013-2014 program, admission and rental fees for Ravensong Aquatic Centre be approved as provided in Appendix C.*

**Membership Program**

*That staff report on the implications in offering a membership discount program on facility admissions at the Ravensong Aquatic Centre and Oceanside Place or extending the existing membership program to businesses and organizations at the two facilities.*

## O'Halloran, Matt

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**Subject:** your letter of May 7

**From:** Mike Gray [<mailto:mcanaus@shaw.ca>]

**Sent:** Friday, June 07, 2013 4:29 PM

**To:** O'Halloran, Matt

**Subject:** RE: your letter of May 7

Hi Matt

Thanks for confirming my 5 minutes of glory.

No I will not require anything but will have two handouts.

Thanks

Mike

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**From:** O'Halloran, Matt [<mailto:MOhalloran@rdn.bc.ca>]

**Sent:** June-07-13 1:09 PM

**To:** [mcanaus@shaw.ca](mailto:mcanaus@shaw.ca)

**Cc:** Idema, Wendy

**Subject:** RE: your letter of May 7

Hi Mike,

I can confirm your delegation for 5 minutes at the Committee of the Whole meeting, next Tuesday, June 11, 7:00pm.

Please let me know as soon as possible if you will require a laptop/projector for any digital files associated with your presentation.

Regards

Matt O'Halloran

Legislative Coordinator

Regional District of Nanaimo

250-390-6569

[www.rdn.bc.ca](http://www.rdn.bc.ca)

## O'Halloran, Matt

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**From:** Ian MacDonell <bowsermac@shaw.ca>  
**Sent:** Sunday, June 09, 2013 5:47 PM  
**To:** O'Halloran, Matt  
**Cc:** Dianne Eddy; Bill Veenhof; Bowser Bonkers  
**Subject:** EAPC June 11th 2013, 6:30 PM, and COW June 11, 2013, 7:10 PM

Hi Matt

I would like to register as a delegation for both these meetings which should give me a 5 min. Time slot at each meeting if late delegations are approved by the committees.

Please confirm, and could you please arrange to have the map of Deep Bay I used previously available to put up on the screen for both meetings.

For the last board meeting I requested a word document be put on the screen as well. You declined as you were unable to accommodate unverified emails and rightly so. The information you have included as correspondence for the COW meeting for me this week has attached the verification of these emails.

If these verifications are satisfactory for your requirements could you, for both meetings, please have page 87 and 88 of the COW agenda attachments available to put on the screen starting with Comments and observations about 2/3 rds of the way down on page 87 to the end of page 88.

Please advise.

Thank you for your assistance

Regards

Ian MacDonell

Sent from my iPad

## O'Halloran, Matt

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**Subject:** FW: June 11 COW and June 25 Board Agenda  
**Attachments:** June 11 2013 IS THERE AS MUCH WATER AS EVERYONE SAYS.pptx; June 11 2013 IS THERE AS MUCH WATER AS EVERYONE SAYS notes.pdf

**From:** Dianne Eddy [<mailto:d-eddy@shaw.ca>]  
**Sent:** Tuesday, June 11, 2013 12:49 PM  
**To:** O'Halloran, Matt  
**Subject:** RE: June 11 COW and June 25 Board Agenda

Matt,

Attached are two files. The first is the Power Point presentation for tonight. Could you see to it that it is loaded onto the computer for me? Thanks.

The second file is in pdf format. Would you please add this to the addendum for all directors for tonight. This corresponds to the Power Point presentation.

I believe I am within the timeline specified earlier. Please confirm.

Thanks.

Dianne Eddy

Mapleguard Ratepayers' Association

## #1. IS THERE AS MUCH WATER AS EVERYONE SAYS... ? JUNE 11, 2013

### #2. Where is Deep Bay?

- It's about 35 kms from Qualicum Beach and about the same distance from Courtenay
- There are a few small communities with the largest being Bowser

### #3. KALA Hydrological Report for BSI

- The BSI hydrological report estimated demands for this development to be 3 times the demand currently used. At full development this would be 4 times what is used today.
- **How many small aquifers in the RDN could support this increase in demand?**

### #4. Why was Mud Bay selected for precipitation records for the BSI hydrological report?

1. Old Mud Bay precipitation rates were used to boost the calculated water supply available.
2. It is well known that Mud Bay precipitation rates rank with Port Hardy rates due to an anomaly caused by very high mountains above Rosewall Cr. It exceeds local stations by more than 500mm/year.

*The Kensington Development in Union Bay used Mud Bay precipitation rates in its initial hydrological report – that report was not supported. Subsequently Kensington was forced to use Langley Lake for the water supply requiring a higher dam be built rather than the local Union Bay aquifer.*

### #5. RDN's Aquifer Water Budget/Stress Report given in December

- Does not include water losses from streams and creeks
- This report states that the water level is going UP. There is no information on how this conclusion was arrived at.

### #6. Aquifer Levels and Precipitation Rates Are Down

This table is a composite of both precipitation rates (Comox A) and the yearly low levels of Observation Well 310 in Deep Bay for the past 22 years. Yearly lows of Well 310 are usually in November. November well readings and the precipitation for the year ending in November were overlaid. Correlation of precipitation and the well depth highlights the dependency of this aquifer on rainfall.

Linear trend lines were added to precipitation rates and well levels. Both trend lines indicate a drop in precipitation as well as a drop in the aquifer during the 22 years reported.

So how did the company Waterline, currently doing the RDN Watershed report, come up with the idea that the aquifer is going up? The RDN has all the records from the Deep Bay Improvement District.

**This is a simple calculation of real world measurements, not desktop calculations.**

**When precipitation rates for the year are less than 1100mm the aquifer is not fully recharged.**

### #7. Watershed Areas Around Aquifer 416

1. Lateral water-flow into the aquifer would likely be limited due to the streams around the border of the aquifer.
  - a. Sandy Creek, Whitman Creek, Thames Creek
2. This would result in essentially a catch-basin aquifer limited to rainfall over the area of the aquifer. There are other indicators supporting this.

## #8. Bowser and Deep Bay Area Aquifer 416 Boundaries

This is a small, shallow aquifer. Two streams, Thames and Sandy, drain the aquifer from the two sides. Two other streams, Domey (Tremayne) and Whitman drain from the middle area.

Deep Bay well fields and the Bowser well fields are shown with red circular areas. Deep Bay has 7 production wells and Bowser has 4. These two improvement districts currently provide water to approximately 2000 residents.

## #9. Deep Bay Improvement District (DBID)

- This map indicates the service area of DBID. BSI lands are shown in the purple area.
- Lots in the district are generally  $\frac{3}{4}$  of an acre to more than 5 acres in size

## #10. BSI is Dumping Sewage Where?

The brown area indicates the proposed sewage dumping ground. Is this really going to happen with the RDN's approval or **is BSI trying to get the land out of ALR for additional development?**

## #11. Aquifer Contamination

- In four years there was a notable increase in nitrates in well 7. The detected nitrate suggests agricultural or sewage effluent.
- Was it due to one squatter living on Crown Land over the aquifer more than 300M away? Imagine what the waste from 1,440 additional people would do to this shallow, highly permeable aquifer?

## #12. Precipitation—Departure from Average -240mm

Nov 1, 2012—June 5, 2013 on Agricultural Lands

Climate is having a detrimental effect on growing food, and fresh water supplies are decreasing.

**FINAL:** Review of the data

1. I believe the RDN's purpose is to serve its people, not development.
2. I find it disturbing that the Regional District of Nanaimo is so intent upon increasing development in our rural areas, not looking at available requirements to support development, but asking us what kind of development we want.
3. Questionable reports are being accepted by the RDN without proper review. Using Mud Bay weather station is an example.
4. Producing the RDN's Aquifer Water Budget without providing details and justification of how these conclusions were made is unacceptable. All details and calculations must be available as public information to achieve credibility to ratepayers of this district. Otherwise it is only a political toy.

Questionable Reports = Over Development

*Will Deep Bay be the next Lantzville looking for water?*



## O'Halloran, Matt

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**Subject:** RE: We need your help! RE: The BSI development proposal  
**Attachments:** RDN Unsustainable Growth 2013.pdf

**From:** Lavonne Garnett [<mailto:lavgarn@yahoo.ca>]

**Sent:** Tuesday, June 11, 2013 9:40 AM

**To:** O'Halloran, Matt

**Subject:** Fw: RE: We need your help! RE: The BSI development proposal

As suggested by Dianne, I am sending you the attachment with the survey and my added comments.  
Lavonne Garnett

*"Man did not weave the web of life; he is merely a strand in it. Whatever he does to the web, he does to himself."*  
Chief Sealth

<http://www.dudinksgarden.com>

I, Lavonne Garnett, live at 2219 Gomerich Road, Nanaimo, BC, V9X 1R8

**I am opposed** to the intensive urban development of rural residential lands as proposed by the RDN RGS and OCP Amendment Application PL2011-060 for Baynes Sound Investments (BSI).

**I am opposed** to Deep Bay being a Rural Village Centre or within a Growth Containment Boundary that would allow intensive residential development.

Mapleguard Ratepayers' Association

**I would not support** the costly development of a community wastewater treatment system.

**I am in favour of** restricting Deep Bay to rural residential development as it conforms to the form and character of this area.

**I support Bowser** as our only Rural Village Centre serving the residential Deep Bay area

I find it disturbing that our Regional District of Nanaimo is so intent upon increasing development in our rural areas, not asking us if we want development, but, asking us what kind of development we want. The RDN tells us development is inevitable, but it is inevitable only if the RDN makes it so. It was undemocratic for the RDN to tell people in RDN Area "A" that they could not have a say in an "Accord" that the RDN devised with the Nanaimo Airport Commission (NAC), and to try to insert it into the people's Official Community Plan. The RDN even tried to put a portion of the Nanaimo Airport into the RDN Area "A" Cassidy Urban Containment Boundary in the Official Community Plan without bringing it to the attention of the people. The RDN, the City of Nanaimo and Island Timberlands have been working behind the scenes for several years to create a "hub" at the Nanaimo Airport that could include a large light industrial development, and shops at the Airport, over a highly vulnerable aquifer in a high risk earthquake zone. Plans to build a sewage treatment plant over the aquifer have been entertained. Studies from about 1957, 1979 and a 2000 U.S. draft report on airports were used in the Nanaimo Airport runway application and were accepted by the Agricultural Land Commission, while more recent studies from Vancouver Island University (2008, I believe) and a Madrona Report that advised against expanding the runway, where expansion has taken place, were ignored.

The South Wellington area of the RDN was “consulted” about creating a village node, which would likely set us up for development. After many of us said we did not want this, another “consultation” process took place about a year later, with about 12 residents, who showed up. This certainly was not representative of our population, yet an electronic voting scheme was used, for the “consultation”.

It is difficult enough now to find a medical doctor, and the RDN must consider that we do not have the infrastructure to support growing populations, the federal government is downloading responsibility to provinces and municipalities, climate change is having a detrimental affect on growing food, and fresh water supplies are decreasing. The days for unbridled growth must be arrested. Perhaps I was taught wrong about municipal governments, but I think the RDN’s purpose is to serve its people, not development. Growth and development are not sustainable. If we do not learn to live sustainably, we and our children will have to face the challenging consequences.

Signature: Lavonne Garnett



RDN REPORT	
CAO APPROVAL <i>[Signature]</i>	
EAP	
COW	✓
JUN 07 2013	
RHD	
BOARD	

# MEMORANDUM

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** June 6, 2013

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

**FILE:** 5365-22

**SUBJECT:** Metro Vancouver Waste-To-Energy Site Identification

## PURPOSE

To present a response to Metro Vancouver’s proposed criteria to evaluate and shortlist potential sites for a waste-to-energy facility.

## BACKGROUND

Metro Vancouver has sent a letter dated May 15, 2013, (received May 27, 2013) (*Appendix A*) to the Regional District of Nanaimo (RDN) Chair and members of the Board regarding Phase 2: Potential Site Identification of their Waste-to-Energy (WTE) Capacity Procurement Process.

Like the RDN, Metro Vancouver is responsible for regional solid waste management and planning, and has many programs to facilitate the diversion and reduction of solid waste generated in their region. They have an ambitious diversion goal of 80% by 2020, which will leave an estimated 700,000 tonnes of residual waste to be managed at that time.

Metro Vancouver and its member municipalities have determined that additional WTE capacity (beyond the existing facility operating in Burnaby) is the recommended solution to manage the region’s residual waste and is supported in the region’s Integrated Solid Waste and Resource Management Plan. The Minister of Environment has indicated to Metro Vancouver that they are to consider ‘*the full range of possible options both in and out of region in an equal and fair manner*’ when they develop additional WTE capacity.

Metro Vancouver has published the following timeline for the project to develop additional WTE capacity:

- Phase 1:** Request for qualifications (RFQ) focused on technology, Oct. 2012 – June 2013
- Phase 2:** Potential Site Identification Process, Feb. – Nov. 2013
- Phase 3:** RFQ 2 - Technology and Sites (process to evaluate each qualified proponent’s combination of technology and site) Sept. 2013 – May 2014
- Phase 4:** Request for proposals (RFP): Short-listed Proponents and Sites, May 2014 – Jan 2015
- Phase 5 to Phase 8 will be dependent on the outcome of Phase 4.*
- Phase 5:** Regulatory and Environmental Assessment Processes, Apr. 2014 – Oct 2016
- Phase 6:** Detailed Design/Construction, Apr 2015 – 2018
- Phase 7:** Commissioning and Operation, 2018
- Phase 8:** Monitoring, 2018 and ongoing

Metro Vancouver is nearing completion of Phase 1 and the next step is the potential site identification phase of the new waste-to-energy capacity procurement process. Presently, Metro Vancouver has

developed high level evaluation criteria, which they have sent out for review and comment. Their comment period ends on June 14, 2013.

Phase 2 will identify potential sites for new WTE capacity both inside and outside the region. At this stage Metro Vancouver has developed the following high-level potential site evaluation criteria:

- site size;
- air quality implications;
- allowed and neighbouring land uses;
- transportation logistics and impacts;
- suitability for district energy; and,
- cost/option cost (the cost to Metro Vancouver to option a potential site to ensure its availability).

The evaluation criteria are explained in further detail in the letter dated May 15, 2013 from Metro Vancouver (*Appendix A*). In staff's opinion the potential site evaluation criteria are reasonable for sites on the mainland. If the potential sites on Vancouver Island are considered, staff does have concerns how this may impact the various Vancouver Island regions and recognize that the Board would likely have a much higher level of interest on the possible beneficial and/or negative impacts to the RDN.

The RDN has also been developing options on how to manage the region's solid waste residuals. In 2004 the Board approved the RDN Solid Waste Management Plan (SWMP). The SWMP addresses both waste diversion and residual management and serves to guide solid waste management related activities and policy development within the RDN. The Ministry of Environment approved the SWMP in 2005.

While recycling and diversion remain the priority for the RDN, one of the projects identified in the SWMP is a review of new and emerging residual waste management technologies that could further reduce the RDN's reliance on landfilling. A number of studies have reviewed new and emerging technologies that may be applicable to Vancouver Island regional districts.

Initial studies have been done in consultation and partnership with the Cowichan Valley Regional District. One such study, received by the Board in April 2009, found that the economics at that time favoured the conventional approach to residual management by landfilling or out-of-district hauling (and disposal). The study indicated that at least a doubling of the volume of residual waste available from the Cowichan Valley Regional District and the RDN would be required to achieve an economies of scale in which thermal treatment would be cost-competitive with current practices.

In 2009 the Capital Regional District (CRD) expressed interest in partnering in a study to determine if the solid waste from the CRD, Cowichan Valley Regional District and the RDN would be sufficient to make the economics viable for a WTE facility located on southern Vancouver Island. The three regional districts partnered in a study, entitled *Tri-Regional District Solid Waste Study*. The tri-regional study builds on the previous work with the inclusion of solid waste from the CRD. In this expanded study technologies were again reviewed in light of the doubled volume of feedstock (from 100,000 to 200,000 tonnes per year), including the potential to accept dried biosolids as additional fuel.

The study determined that at least three times more waste, or 600,000 tonnes per year would be required to make a mass burn WTE facility cost-effective on Vancouver Island when compared to current disposal methods. The costs would be much closer if a new landfill had to be sited or if waste had to be sent out of the region for disposal.

The study noted that there were possible island-based WTE facilities under consideration to address possible WTE options for Metro Vancouver. In particular, one such facility is proposed to be located in Gold River, which could be cost competitive with current landfill practices in the RDN due to its large capacity.

In addition to meeting the needs of Metro Vancouver, the proposed Gold River WTE facility would be a significant project that could offer attractive options for solid waste management to Vancouver Island communities.

Staff has advised the RDN Board that once a decision is made on whether Metro Vancouver intends to site a WTE facility on Vancouver Island that staff would prepare an analysis of this option to the Board.

Due to common interests in how Vancouver Island regional districts manage solid waste, staff have held periodic meetings with the CRD, the Cowichan Valley Regional District and the Comox Valley Regional District. As a result of the May 15, 2013 Metro Vancouver letter, a conference call involving senior staff from the above mentioned participants was held on June 6, 2013.

The regional district staff recognized that the criteria are reasonable but agreed that more detailed scrutiny of any proposal involving Vancouver Island would be necessary. For that reason regional district staff supported comments being submitted to Metro Vancouver that, if evaluations were going to involve Vancouver Island sites, additional consultation would be required. It was also recommended that a request be made to Metro Vancouver that their staff meet with the CRD, Cowichan Valley Regional District, Comox Valley Regional District and the RDN to provide additional detail on their proposed process to increase their WTE capacity.

## **ALTERNATIVES**

1. That the Board report on Metro Vancouver's potential WTE site identification be received and that staff submit comments to Metro Vancouver indicating the RDN requires a detailed consultation process if there is a proposal that involves siting a WTE facility on Vancouver Island, and that Metro Vancouver staff be requested to meet with the CRD, Cowichan Valley Regional District, Comox Valley Regional District and the RDN to provide additional detail on their proposed process to increase their WTE capacity.
2. That the report on Metro Vancouver's potential WTE site identification be received and alternate direction be given to staff.

## **FINANCIAL IMPLICATIONS**

Aside from staff time there are no financial implications to submitting comments to Metro Vancouver or receiving the report.

## **SUSTAINABILITY IMPLICATIONS**

While diversion is the most important and effective tool in managing municipal solid waste in the RDN, residual waste that cannot be recycled or otherwise diverted will always remain. To move closer to the ultimate goal of zero-waste, and to further prolong the life of the existing landfill, thermal treatment technologies that convert waste to energy present an attractive option for further exploration. Generating electricity on Southern Vancouver Island and replacing imported fossil fuels with alternatives manufactured from a local waste product represents a strong step toward energy self-sufficiency for Vancouver Island and demonstrates clear action on climate change. While these emerging technologies are comparatively expensive today, their evolution should be monitored closely and the commitment to inter-regional collaboration maintained. This will ensure that the RDN and neighbouring regions assess the full range of options for solid waste management in the future, emphasizing social and environmental considerations as heavily as economics.

## SUMMARY/CONCLUSIONS

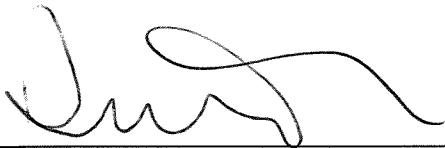
Metro Vancouver has sent a letter dated May 15, 2013, (received May 27, 2013) (*Appendix A*) to the Regional District of Nanaimo (RDN) Chair and members of the Board regarding Phase 2: Potential Site Identification of their Waste-to-Energy (WTE) Capacity Procurement Process.

Due to common interests in how Vancouver Island regional districts manage solid waste, staff have held periodic meetings with the CRD, the Cowichan Valley Regional District and the Comox Valley Regional District. As a result of the May 15, 2013 Metro Vancouver letter, a conference call involving senior staff from the above mentioned participants was held on June 6, 2013.

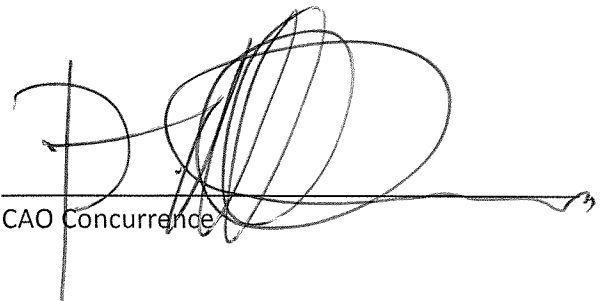
The regional district staff recognized that the criteria are reasonable but agreed that more detailed scrutiny of any proposal involving Vancouver Island would be necessary. For that reason regional district staff supported comments being submitted to Metro Vancouver that, if evaluations were going to involve Vancouver Island sites, additional consultation would be required. It was also recommended that a request be made to Metro Vancouver that their staff meet with the CRD, Cowichan Valley Regional District, Comox Valley Regional District and the RDN to provide additional detail on their proposed process to increase their WTE capacity.

## RECOMMENDATION

That the Board report on Metro Vancouver's potential WTE site identification be received and that staff submit comments to Metro Vancouver indicating the RDN requires a detailed consultation process if there is a proposal that involves siting a WTE facility on Vancouver Island, and that Metro Vancouver staff be requested to meet with the CRD, Cowichan Valley Regional District, Comox Valley Regional District and the RDN to provide additional detail on their proposed process to increase their WTE capacity.



Report Writer



CAO Concurrance

APPENDIX 1



metro vancouver

4330 Kingsway, Burnaby, BC, Canada V5H 4G8 604-432-6200 www.metrovancouver.org

Executive Offices  
 Tel. 604-432-6215 Fax 604-451-6614

May 15, 2013

File: CP-16-02-032

Chair Joe Stanhope and Members of the Board  
 Nanaimo Regional District  
 6300 Hammond Bay Road  
 Nanaimo, BC V9T 6N2

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	<input checked="" type="checkbox"/>
GMS&CD	<input checked="" type="checkbox"/>	GM T&SW	<input checked="" type="checkbox"/>
GM R&CU		DF	
MAY 27 2013			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>		

Dear Chair Stanhope and Members of the Board:

**Re: New Waste-to-Energy Capacity for Metro Vancouver – Potential Site Identification**

Metro Vancouver is preparing to enter the potential site identification phase of the new waste-to-energy (WTE) capacity procurement process and has developed draft high-level site evaluation criteria which are now available for review and comment. Metro Vancouver is also seeking suggestions and input on additional site identification criteria.

Metro Vancouver and its municipalities manage garbage in a way that aims to avoid waste in the first instance, facilitates recycling and reuse where practical, recovers materials and energy where possible, and uses the most environmentally and economically responsible means of dealing with what remains.

Even after achieving an ambitious waste diversion goal of 70% in 2015 and striving for 80% by 2020, approximately 700,000 tonnes of waste will still remain and need to be managed each year.

To more effectively manage the region's residual waste remaining after diversion, Metro Vancouver and its municipalities have determined that additional waste-to-energy capacity is the best solution – a decision that was supported by provincial approval of the region's Integrated Solid Waste and Resource Management Plan. As a condition of this approval, the Minister of Environment requires Metro Vancouver, in developing new WTE capacity, to consider "the full range of possible options both in and out of region in an equal and fair manner."

In March 2012, the Metro Vancouver Board directed staff "to recommend a procurement process for new WTE capacity that ultimately:

- (a) considers all WTE technology options within one procurement process;
- (b) allows proposals that include a site or sites along with proposed technology solution; and
- (c) allows owners of potential sites to self-identify."

In October 2012, Metro Vancouver outlined a multi-phase process to develop new WTE capacity. Phase 1 of the process is nearing completion with evaluation of responses to the first request for qualifications (RFQ1), focused on technology only, underway.



Chair Stanhope, Nanaimo Regional District  
New Waste-to-Energy Capacity for Metro Vancouver - Potential Site Identification  
Page 2 of 2

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Phase 2, the potential site identification (PSI) process, will identify potential sites for new WTE capacity both inside and outside the region, either brought forward by site owners and made available to all proponents, or brought forward by proponents available exclusively to them.

For more information on the potential site identification process and the new WTE capacity development process, visit [www.metrovancouver.org](http://www.metrovancouver.org) and search for "Developing New-Waste-to-Energy Capacity."

As part of the PSI process, Metro Vancouver is inviting comments from stakeholders regarding the draft high-level criteria that will be used to evaluate and develop a shortlist of possible sites, during a comment period extending to June 14, 2013. Refer to the attachment for a list of the draft high-level criteria.

Considering all input received, a recommended list of high-level evaluation criteria will be reported to Metro Vancouver's Zero Waste Committee and Board. Following Board approval, the final criteria will be used to evaluate and shortlist proposed sites. Additional detailed criteria will be developed to evaluate project proposals at subsequent phases of the new WTE capacity procurement process.

Additional consultation activities, including public events in the jurisdictions of the potential sites identified, and in both Metro Vancouver and the Fraser Valley Regional District, will take place after the potential sites are shortlisted.

If you have any comments on these initial high-level evaluation criteria, suggestions for additional criteria, or any questions or comments regarding the new WTE capacity development process, please contact Paul Henderson, General Manager, Solid Waste Services:

Email: [paul.henderson@metrovancouver.org](mailto:paul.henderson@metrovancouver.org)  
Please note in subject line: New Waste-to-Energy

Mail: Paul Henderson, General Manager  
Solid Waste Services  
Metro Vancouver  
4330 Kingsway  
Burnaby, BC V5H 4G8

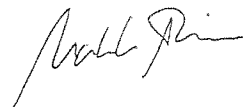
We look forward to hearing from you regarding the high-level potential site evaluation criteria for the development of new WTE capacity for Metro Vancouver.

Yours truly,



Greg Moore  
Chair, Metro Vancouver Board

GM/MB/PH/ts



Malcolm Brodie  
Chair, Zero Waste Committee

cc: Paul Thorkelsson, CAO - Nanaimo Regional District

Attachment: Draft - High-level potential site evaluation criteria for new Waste-to-Energy capacity for Metro Vancouver (7302248)

7260884

Attachment:

**DRAFT**

**High-level potential site evaluation criteria for new Waste-to-Energy capacity for Metro Vancouver**

The following initial high level criteria were identified in Metro Vancouver's Integrated Solid Waste and Resource Management Plan and in the October 2012 Zero Waste Committee report on the new WTE capacity procurement process:

1. Site size

- Required site size for a WTE facility depends on a number of variables including: technology, waste quantity processed, number and type of vehicles received at the facility, residual processing requirements, and, buffer areas.
- The existing WTE facility in Burnaby processes approximately 285,000 tonnes per year of waste delivered by garbage trucks (no small vehicles) on an approximately 2 hectare site. This site is considered small based on the amount of waste processed with limited buffer area and space for upgrades and ancillary activities.

2. Air quality implications

- A screening-level air quality analysis will be conducted of the proposed sites for their suitability to host a WTE facility up to the maximum size considered in the procurement process (370,000 tonnes/year). The analysis will include consideration of any direct emissions from the facility, as well as emissions associated with transportation of materials to and from the facility.

3. Allowed and neighbouring land uses

- In North America, WTE facilities are typically located in heavy industrial areas. In Europe and Asia, WTE facilities are often located adjacent to commercial and residential areas to minimize transportation requirements and maximize opportunities for heat use.

4. Transportation logistics and impacts

- Waste is typically delivered to WTE facilities by truck, but could be delivered by rail or barge. For transportation purposes, if WTE facilities are located close to waste generators, the waste may be delivered directly from source to facilities without requiring transfer facilities. Sites will be evaluated for transportation logistics as well as community impacts of transportation systems.

5. Suitability for district energy

- Depending on the technology, locating a WTE facility near potential heat customers may provide the opportunity to develop a district energy system. A district energy system could provide economic opportunities for the host community, and reduce the overall environmental impact of the WTE facility and district energy system by displacing natural gas normally combusted for heat by those customers.

6. Cost/option cost (the cost to Metro Vancouver to option a potential site to ensure its availability)

- Landowners will have the opportunity through a public process to offer sites for potential use for new WTE capacity. Offers will be based on options to purchase by Metro Vancouver. The cost/option cost of the potential sites will be included in the evaluation criteria to determine which sites to shortlist for subsequent procurement stages.

7302248

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE  
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING  
HELD ON THURSDAY, MAY 16, 2013 AT 2:00pm  
AT OCEANSIDE PLACE – MULTI-PURPOSE ROOM

Attendance: Scott Tanner, Councillor, Town of Qualicum Beach  
Bill Veenhof, Director, RDN Board Appointee  
Gordon Wiebe, Electoral Area 'E'  
David Edgeley, Electoral Area 'F'  
Joe Stanhope, Director, RDN Board, Electoral Area 'G'  
Richard Leontowich, Electoral Area 'H'  
Ross Milligan, Trustee, District #69 School Board

Staff: Tom Osborne, General Manager of Recreation and Parks  
Dean Banman, Manager of Recreation Services  
Ann-Marie Harvey, Recording Secretary

Regrets: Peter Morrison, Councillor, City of Parksville

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**CALL TO ORDER**

Mr. Banman called the meeting to order at 2:07pm.

Introduction of new Commission member David Edgeley representing Electoral Area F.

**ELECTION OF CHAIR**

Mr. Banman explained that due to the resignation of Chair Nosworthy, an election to fill the Chair position is required.

Mr. Banman called for nominations for the position of Chair.

MOVED Commissioner Stanhope, SECONDED Commissioner Wiebe, that Commissioner Tanner be nominated for the position of Chair.

CARRIED

As no other nominations were received, Commission Scott Tanner was declared Chair by acclamation.

Mr. Banman called for nominations for the position of Deputy Chair.

MOVED Commissioner Stanhope, that Commissioner Veenhof be nominated for the position of Deputy Chair.

CARRIED

As no other nominations were received Commissioner Veenhof was declared Deputy Chair by acclamation.

Mr. Banman turned the meeting over to Chair Tanner.

**MINUTES**

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope that the Minutes of the Regular District 69 Recreation Commission meeting April 18, 2013 be received as amended.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Milligan that the Minutes of the District 69 Recreation Grant Sub-Committee be received.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

MOVED Commissioner Veenhof, SECONDNED Commissioner Milligan that the following District 69 Recreation Youth Grants be approved:

<b>Community Group</b>	<b>2013 Recommended</b>
<b>Arrowsmith Community Enhancement Society-</b> youth drop in facility rental	1,220
<b>Bard to Broadway Theatre Society-</b> Performing Arts Series; facility rental	1,500
<b>Bard to Broadway Theatre Society-</b> Summer Youth Theatre; facility rental	1,000
<b>Bow Horne Bay Community Club-</b> Lighthouse Country Fall Fair; physical activity for youth	2,500

CARRIED

MOVED Commissioner Veenhof, SECONDNED Commissioner Milligan that the Commission that the following District 69 Recreation Community Grants be approved:

<b>Community Group</b>	<b>2013 Recommended</b>
<b>Arrowsmith Agricultural Association-</b> storage for non-profit groups	465
<b>Bowser Elementary School-</b> outdoor education /subsidy for financial hardship applicants	700
<b>Corcan Meadowood Residents Association-</b> Halloween event	1,500
<b>Family Resource Association-</b> music program	2,000
<b>Jugmentals Community Jug Band-</b> facility rental; copying supplies	1,424
<b>Parksville and District 69 Team-</b> transportation	1,300
<b>Special Olympics BC Oceanside-</b> pool rental; bowling costs	2,000
<b>Vancouver Island Opera-</b> facility rental; sound and lighting costs	1,500
<b>Winchelsea Elementary School PAC-</b> playground	10,094

CARRIED

## COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Wiebe, SECONDED Commissioner Veenhof that the following late Correspondence be received.

**D. Kohse, Qualicum Beach Fire Department RE: Pool Passes**

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the following correspondence be received:

**J. Knapp,893 Beaufort SSC to District 69 Recreation Commission, RE: Thank you for Grant.**

**Errington Therapeutic Riding Association - Certificate of Appreciation**

**S. Campbell, North Island Wildlife Recovery Association to RDN, RE: Thank you for Grant.**

CARRIED

## REPORTS

### **Monthly Update – Oceanside Place – April 2013**

Mr. Banman updated the Commission with a summary of the Oceanside Place reports.

### **Monthly Update – Ravensong Aquatic Centre – April 2013**

Mr. Banman updated the Commission with a summary of the Ravensong reports.

### **Monthly Update – Northern Recreation Program Services – April 2013**

Mr. Banman updated the Commission with a summary of the Northern Recreation Program Services reports.

### **Monthly Update of Community and Regional Parks and Trails Projects April 2013.**

Mr. Osborne updated the Commission with a summary of the Community and Regional Parks and Trails Projects in District 69.

MOVED Commissioner Veenhof, SECONDED Commissioner Edgeley that the functions reports be received.

CARRIED

### **Ravensong Aquatic Centre Needs Assessment –Implementation Report**

MOVED Commissioner Wiebe, SECONDED Commissioner Milligan to add an additional Deep Water Aquafit classes on Tuesday and Thursday mornings from 9:30am-10:30am at the Ravensong Aquatic Centre.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe to increase Adult Only Noon Length swim duration by ½ hour Monday through Friday at the Ravensong Aquatic Centre.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Edgeley to extend access to Steam and Sauna by ½ hour from current 1:00pm closure, to 1:30pm closure, Monday through Friday September to June at the Ravensong Aquatic Centre.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Leontowich to add a Zumba water fit class on Sundays at the Ravensong Aquatic Centre.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope to add an Everyone Welcome Swim Tuesdays and Thursdays from 1:30pm -2:30pm from September to December at the Ravensong Aquatic Centre.

CARRIED

#### **District 69 Recreation Fees & Charges**

MOVED Commissioner Wiebe, SECONDED Commissioner Stanhope that the 2013-2014 Northern Community Recreation Services Program Fees be approved as provided in Appendix A.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope that the 2013-2014 program, admission and rental fees for Oceanside Place be approved as provided in Appendix B.

CARRIED

MOVED Commissioner Leontowich, SECONDED Commissioner Edgeley that the 2013-2014 program, admission and rental fees for Ravensong Aquatic Centre be approved as provided in Appendix B.  
(Restricted Vote)

CARRIED

#### **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

MOVED Commissioner Stanhope, SECONDED Commissioner Veenhof that staff report on the implications in offering a membership discount program on facility admissions at the Ravensong Aquatic Centre and Oceanside Place or extending the existing membership program to businesses and organizations at the two facilities.

CARRIED

#### **COMMISSIONER ROUNDTABLE**

Commissioner Milligan – Enjoyed the BCRPA Symposium, excellent information. Received and tool for Financial Impact of Capital Expenditures with expected rate of return. Can provide a spreadsheet to others.

Commissioner Tanner – A reminder of Family Day in Qualicum May 26<sup>th</sup> at the Community Park.

**ADJOURNMENT**

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope to adjourn the meeting at 3:40pm.

CARRIED

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Chair



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
MAY 07 2013	
RHD	
BOARD	
D69 Rec Comm.	

**MEMORANDUM**

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** May 1, 2013

**FROM:** Dean Banman  
Acting General Manager, Recreation and Parks

**FILE:**

**SUBJECT:** District 69 Recreation Services Fees and Charges – September 1, 2013-August 31, 2014

**PURPOSE**

To seek Regional Board approval for setting the 2013/2014 fees and charges for Northern Community Recreation Services, Oceanside Place and Ravensong Aquatic Centre.

**BACKGROUND**

As per Policy **C2.1 - Recreation Fees and Charges** (Appendix C) recreation services fees and charges in District 69 are reviewed annually by the Recreation Fees and Charges Sub Committee of the District 69 Recreation Commission. Recommendations are then reviewed by the District 69 Recreation Commission before being considered by the Board. The recreation service fees and charges reviewed include; program fees for Northern Community Recreation Services, attached as Appendix A, and admission and rental fees for the Ravensong Aquatic Centre and Oceanside Place, attached as Appendix B.

Recreation fees and charges encompass a detailed amount of information related to admission rates/categories, hourly rental rates of facilities, subsidization levels of programs and definitions of categories or classifications related to user groups. Due to the sheer volume and level of detail required to review each area of fees and charges, the main categories or components of the fees and charges policy are broken down into more manageable sections during the annual review. Each section then becomes the focus of the respected year of review.

The annual review (2013 – 2014) provided in this report evaluates the proposed percentage increases across a number of fees and charges.

As per RDN Policy C2.1 a review of the fees and charges of similar facilities in the mid-Vancouver Island region is required to be taken into consideration when establishing prices for both Oceanside Place and Ravensong Aquatic Centre. The policy does not give specific direction for a direct correlation between RDN facilities and other like facilities, but it is implied that local fees and charges will be within an acceptable range with other communities in the area. As the City of Nanaimo is within the boundaries of the RDN staff monitor Nanaimo rates for comparative purposes. In 2003 the Regional Board also approved recommendations to maintain at minimum, the mid island averages. Relevant points regarding the mid-island averages are further outlined later in the report.



The schedule of admissions fees and rental rates as outlined in Appendix B has been reviewed by the District 69 Recreation Fees and Charges Sub-committee and staff. The recommendations within this report are a result of these reviews.

Key issues and proposed changes regarding the fees and charges for the 2013-14 season are highlighted as follows:

**I. NORTHERN COMMUNITY RECREATION SERVICES**

The Northern Community Recreation Services function pertains to the delivery of non-facility based program services throughout District 69. The Fees and Charges Policy outlines the guidelines and processes regarding program service delivery with respect to fees and charges with details of recovery rates, revenue sharing percentages and other related information attached as Appendix A. Table 1 provides information in determining the magnitude changes in registration fees may have. Using the information from Table 1 would show that a 4% increase in fees likely would project to a \$7,600 increase in revenue.

**Table 1 – Total Revenue for 2012 Northern Community Recreation Services Registered Programs**

<b>Northern Community Recreation Services</b>	
<b>Category</b>	<b>Total (\$)</b>
Adult	45,846
Preschool	11,280
Child	5,285
Youth	4,143
Summer	123,280
<b>Total</b>	<b>189,834</b>

***Program Fees***

**Recommendation:**

1. That the 4% increase be applied through the 2013-14 season for ongoing seasonal programs.

Each year an annual percentage increase is reviewed and applied to ongoing seasonal programs, although staff have the ability to apply higher percentages to specific programs if the recovery of program costs warrants such increases.

***Recovery Rates***

**Recommendation:**

2. That the District 69 Recreation Program Recovery Rates be maintained as shown in Appendix A.

Recovery rates as indicated in Appendix A and below in Table 2 are only applied to programs whereby Term Instructors are paid an hourly rate or flat fee.

Table 2- RDN District 69 Recreation Program Recovery Rates

Category:	Recovery Rates (%)
Pre-School Programs (5 yrs and under)	100
Children’s Programs (Kindergarten-Grade 5)	100
Youth Programs (Grade 6-12)	75
Adult Programs (19 yrs and above)	125
Summer and Holiday Camps	75
Contract Camps	100
Family Programs	75
Leadership Development	75

**Administration Fee**

**Recommendation:**

3. That the administration fee remain at 15% and the fee be waived for all programs that are operated out of School District 69 facilities for the 2013-14 season.

The 15% administration fee was established to help offset indirect program costs associated with the administration and operations of the service. These include such items as photocopying, advertising and promotion, interdepartmental administration fee, etc. The administration fee only applies to programs whereby Term Instructors are paid an hourly or flat fee.

In February 2011, the School District increased their rental rates substantially and granted an extension to the RDN for a delayed implementation to September 2011. As expected the rental rates now in place have had an adverse effect as program fees have increased in order to offset the substantially higher rental rates. Adding a further 15% administration fee would make many registration fees unaffordable and result in many cancelled programs. It was recommended and approved by Commission for the 2011-12 and 2012-2013 seasons that the administration fee be waived on programs that are operated out of School District 69 facilities. RDN staff anticipate working with School District 69 in 2013 and 2014 in an attempt to leverage more school facility usage. These efforts likely will affect the future application of the administration fee for school based use. For this reason staff recommend a continuation of waving the fee as it applies in this situation.

**II. OCEANSIDE PLACE AND RAVENSONG AQUATIC CENTRE**

**ADMISSION RATES**

**Recommendation:**

4. That a 4% increase for the 2013-14 season be applied to all admission rates with the exception of the “Special Rate” admissions.

5. That the “Special Rate” admissions be maintained at \$3.00 for Adult/Senior and \$1.50 for Child/Student.

### Admission Fees

Each year an annual percentage increase is reviewed and applied if warranted to facility admissions and rental rates. As part of this year's review process, as in past years, a summary of admission rates from other mid-island recreation departments was completed and are summarized in Table 3.

Table 3 compares both the current mid-island averages for admission fees as of March 2013 and proposed rates for 2013-14. After some discussion during the last review at the sub-committee and commission level it was decided to minimize the affect extreme low or high fees and charges from mid - island communities influence the averages used in the review. As a result the highest and lowest rates from the mid-island communities are not included in the calculation of the averages. Upon review of the information provided by the mid-island communities, a majority of them are planning to increase fees and charges on a number of their categories. An average increase of 4% for comparative purposes has been used in Table 3.

Table 3 shows that with a 4% increase four out of the five RDN admission categories will be below the 2013/2014 projected mid-island average. Table 3 also shows the comparison between the proposed increase of 4% against historical admission rates.

**Table 3- 2013 Mid - Vancouver Island Facility Admission Rates**

All figures include GST	Child	Student	Adult	Senior	Family
RDN Admissions: current	2.87	3.82	5.46	4.27	11.09
Mid Island Average: current	2.96	4.05	5.00	4.35	12.26
Mid Island Average: + 4%	3.08	4.21	5.20	4.52	12.75
<b>RDN Admissions : proposed 2013 -2014</b>	<b>2.98</b>	<b>3.98</b>	<b>5.68</b>	<b>4.44</b>	<b>11.53</b>
City of Nanaimo: current	3.50	5.00	6.50	5.00	13.00
City of Nanaimo :2013-14	3.50	5.00	6.75	5.00	13.50

Category	2012/13	2012/13	2012/13	2013/14	2013/14
	Base Rate	Total inc. 12% HST	Total inc. 5% GST Effective April 1/13	Base Rate	Total inc. 5% GST
Tot (0-3)	Free	Free	Free	Free	Free
Child (4-12)	2.73	3.06	2.87	2.84	2.98
Student (13-18 or Valid Student Card)	3.64	4.08	3.82	3.79	3.98
Adult (19-59)	5.20	5.82	5.46	5.41	5.68
Senior (60-79)	4.07	4.56	4.27	4.23	4.44
Golden (80+)	Free	Free	Free	Free	Free
Family	10.56	11.83	11.09	10.98	11.53
Special Rate (Child/Youth)	1.34	1.50	1.50	1.34	1.50
Special Rate (Adult/Senior)	2.68	3.00	3.00	2.68	3.00

**“Special Rate” Admissions**

The ‘Special Rate’ Admissions of \$1.50 for children and youth rate categories and \$3.00 for the adult and senior rate categories are designed to meet the needs of patrons with limited or fixed incomes and to utilize facilities during non-peak times. The Department provides a number of opportunities for these reduced rates to attract individuals and families who may otherwise not be able to participate in these recreational pursuits. The rate increased in 2009 from \$1.00 and \$2.00 respectively, at the time coined as “Loonie” and “Twoonie” Swims or Skates. An all inclusive rate that includes GST and is rounded off to a simple amount is attractive to both users and staff as processing admissions is more efficient as customers tend to bring the exact admission amount making transactions simple. Although these rates are mostly applied to non-peak facility times or within facility schedules where time constraints do not allow for a session of full length, costs associated with these facility times are still apparent and increases to ‘Special Rate’ admissions will likely be necessary in the future.

In order to maintain the characteristics of these two admission rates increases consistent with other categories is not possible. In fact this category saw an increase of 10% in 2011 when rates increased from \$1.25 and \$2.50 respectively. Up to April 1, 2013 these special rates included the HST rate of 12%. Since the removal of the HST these special rate admission could in theory be reduced by the now extinct HST percentage of 7%. Staff do not recommend this as even with no reduction to adjust for the removal of the HST these rates are still heavily discounted to the regular admission rates. If still not affordable or inconvenient alternatives for heavy discounts are still available through Active Living Membership cards or financial assistance programs.

Similar to the information provided in Table 1 above under **“NORTHERN COMMUNITY RECREATION SERVICES”** Table 4 provides information in determining the possible changes in admission revenue for public sessions at both Oceanside Place and Ravensong Aquatic Centre.

**Table 4- 2012 Total Public Session Admissions – Oceanside Place / Ravensong Aquatic Centre**

Oceanside Place		Ravensong Aquatic Centre	
Category	Total	Category	Total
Tot	435	Tot	2,810
Child	4,407	Child	5,656
Student	1,127	Student	4,102
Adult	3,661	Adult	25,356
Senior	5,748	Senior	34,421
Family	5,664	Family	11,823
Golden	265	Golden	5,545
Totals	21,307	Totals	89,713

**III. FACILITY RENTAL RATES**

**ARENA RENTAL RATES**

**Recommendation:**

- 6. That the arena rental fees and charges be applied as outlined in Appendix B which includes Winter Rates and Dry Floor Rates increasing by 5%.

The category applied to user groups determines the hourly rental rate. Category rates range as much as Commercial Prime of \$255.00 per hour to as low as youth non-prime off season dry floor of \$48.75 per hour. Factors affecting the rate applied to rentals are; time of year, time of day, main age group of participant utilizing the facility, frequency of use and whether use is for profit or non-profit purposes. Tables 5 and 6 provide a barometer of comparison between arena facility rates compared to mid-island averages. Youth and Adult classifications can be considered typical and make up the majority of usage at community arenas. A complete breakdown of proposed rentals rates for all classifications can be found in Appendix B. Of special note is the use of a senior rental rate in relation to ice and dry floor rentals. Of the communities surveyed, no other has a senior category. Groups falling within this age category in these communities are charged the existing adult rate.

User group categories and definitions applied in District 69 facilities are quite universal and common across all like facilities. Some variations occur on the length on season such as “Winter” and “Shoulder” and depend on local demand and availability. Determining or validating the category to be applied can be challenging at times. Defining user groups into hockey / skating schools, tournament usage or commercial rates become more open to interpretation when applied in instances where a user group is a blend of one or more categories. Determining the appropriate rate (minor rate, commercial or hockey school rate) to be applied when a local parent contracts to a hockey coach to teach private hockey skills needs to be applied with transparency and consistently. The characteristics of facility use that determines when the tournament rate applies vs. minor or adult rate is another example when facility use is a blend of more than one rate category.

Table 5 below provides a summary of the hours used at Oceanside Place in the main booking categories and can provide relevance to the impact any increase or reduction in ice rental fees may have. For example the information within the table shows that a change to the Senior Tournament rate category has less of an impact than a change to Minor Prime Winter.

**Table 5- 2012 Oceanside Place Hours of Use and Rental Fees**

Category	2012 Total Hours	2012 Total Fees
Minor Prime Shoulder Season	7,702	31,810
Minor Prime Winter	2,106	155,800
Minor Non-Prime Winter	524	34,180
Adult Prime Winter	528	6,900
Minor tournament	396	26,360
Minor Prime Dry Floor	141	6,600
Adult Tournament	132	14,255
Minor Non-Prime Shoulder Season	125	6,850
Adult Prime Shoulder Season	100	12,000
Senior Non-Prime Winter	63	6,900
Senior Tournament	56	5,585

**Oceanside Place Winter Rates**

Table 6 compares the existing and projected ice rentals rates for mid –Vancouver Island that make up the majority of rental use and illustrates the impact of a 5% rate increase. Table 6 and 7 also show the comparison between the proposed increase of 5% against historical rental rates.

**Table 6- 2013 Mid - Vancouver Island Facility Rental Rates - Ice**

All figures include GST	Minor Non-Prime	Minor Prime	Adult Prime	Adult Non-Prime
RDN Rental Rate, Ice: current	71.28	80.80	154.32	124.29
Mid Island Average: current	68.91	87.67	160.62	127.98
<b>Mid Island Average: + 4%</b>	<b>71.67</b>	<b>91.18</b>	<b>167.04</b>	<b>130.50</b>
<b>RDN Rental Rate, Ice: 5% proposed 2012-13</b>	<b>74.84</b>	<b>84.84</b>	<b>162.04</b>	<b>130.50</b>
City of Nanaimo: current	79.80	79.80	166.88	133.28
City of Nanaimo: 2013-14	82.19	82.19	165.47	133.02

Winter Rates (September 1 - March 31)	2012/13	2012/13	2012/13	2013/14	2013/14
	Base Rate	Total inc. 12% HST	Total inc. 5% GST	Base Rate	Total inc. 5% GST
Minor Prime	<b>76.95</b>	<b>86.18</b>	<b>80.80</b>	80.80	84.84
Minor Non Prime	<b>67.89</b>	<b>76.04</b>	<b>71.28</b>	71.28	74.84
Adult Prime	<b>146.97</b>	<b>164.61</b>	<b>154.32</b>	154.32	162.04
Adult Non Prime	<b>118.37</b>	<b>132.57</b>	<b>124.29</b>	124.29	130.50

Table 7 compares dry floor rental rates and shows that the proposed rates for 2013 / 2014 are within the projected range of the 2013 / 2014 Mid island average.

**Table 7- 2013 Mid - Vancouver Island Facility Rental Rates – Dry Floor**

All figures include GST	Youth Prime	Adult Prime
RDN Rental Rate: current	48.75	67.03
Mid Island Average: current	48.83	60.64
<b>Mid Island Average: + 4%</b>	<b>50.78</b>	<b>63.07</b>
<b>RDN Rental Rates: +5% proposed 2012-13</b>	<b>51.19</b>	<b>70.38</b>
City of Nanaimo: current	45.15	91.35
City of Nanaimo: 2012-13	46.50	94.09

Category	2012/13	2012/13	2012/13	2013/14	2013/14
<b>Dry Floor</b>	Base Rate	Total inc. 12% HST	Total inc. 5% GST	Base Rate	Total inc. 5% GST
Minor prime	<b>46.43</b>	<b>52.00</b>	<b>48.75</b>	48.75	51.19
Adult Prime	<b>63.84</b>	<b>71.50</b>	<b>67.03</b>	67.03	70.38

**AT COST RATES**

**Recommendation:**

**7. That additional services as required are charged at cost.**

User groups are charged “at cost” for additional services and supplies that may be required for their event. Removal and reinstall of arena glass, arena floor, and electrical connection/disconnection charges are a few examples of at cost charges. A complete list of charges at cost are included in Appendix B.

**AQUATIC RENTAL RATES**

**Recommendation:**

**8. That the aquatic rental fees and charges be applied as outlined in Appendix B which includes rental rates for Minor Community Group, Adult Community Group and Commercial use be increased by 5% and no increase for Per Lane use.**

Two broad categories (Table 8) make up the majority of hourly rental use at Ravensong Aquatic Centre. Table 9 provides a comparison between aquatic main pool facility rates compared to mid-island averages. A complete breakdown of proposed rentals rates for all classifications can be found in Appendix B. Comparisons between aquatic facilities is challenging as pool amenities (slides, water features, steam, sauna) vary. In the 2012 / 2013 Fees and Charges review none of the Ravensong Aquatic Centre categories were increased due to a consistently higher RDN rate(s) than the mid island average(s).

**Table 8- 2013 Ravensong Aquatic Centre Hours of Use and Rental Fees**

Category	2012 Total Hours	2012 Total Fees
Minor Community Group	1,674	\$25,400
Adult Community Group	150	\$7,631

Table 9 compares main aquatic rental rates and the impact an increase, or no increase would have. Table 9 also shows the comparison between the proposed increase of 5% against historical rental rates.

**Table 9- 2013 Mid - Vancouver Island Facility Rental Rates – Aquatic**

All figures include HST	Minor Community Group	Adult Community Group	Lane	Commercial
RDN Rental Rate: current	121.30	180.80	13.72	323.4
Mid Island Average: current	148.64	243.75	10.81	154.3
<b>Mid Island Average: + 4%</b>	<b>154.59</b>	<b>253.50</b>	<b>11.24</b>	<b>160.5</b>
<b>RDN Admissions: proposed (5%) 2013-14</b>	<b>127.37</b>	<b>189.84</b>	<b>13.72 (0%increase)</b>	<b>339.57</b>
City of Nanaimo (Beban): current	196.90	372.08	10.24	413.4
City of Nanaimo (Beban): 2013-14	200.84	379.52	10.44	421.7

RAVENSONG AQUATIC CENTRE RENTALS	2012/13	2012/13	2012/13	2013/14	2013/14
Category	Base Rate	Total inc. 12% HST	Total inc. 5% GST	Base Rate	Total inc. 5% GST
<b>Minor Community Groups (0-18 yrs)</b>					
Per Lane 2013/14 0% increase	13.07	14.64	13.72	13.07	13.72
Pool All	115.52	129.38	121.30	121.30	127.37
<b>Adult Community Groups</b>					
Per Lane 2013/14 0% increase	19.24	21.55	20.20	19.24	20.20
Pool All	172.19	192.85	180.80	180.80	189.84

## ALTERNATIVES

1. To approve the Northern Community Recreation Services Fees and Charges as per Appendix A and, the admission and rental fees and charges for Oceanside Place and Ravensong Aquatic Centre as per Appendix B.
2. To not approve the fees, charges and policy revisions as outlined and provide alternative direction.

## FINANCIAL IMPLICATIONS:

Operational costs continue to increase and include volatile utilities such as natural gas, water and electricity that will be joined by future environmental sustainability initiatives (carbon offsets). Not only are these expenses seen within RDN recreation facilities but also in the rental rates charged by third parties when RDN recreation programs use other community facilities such as schools and community halls. Although some future cost savings of operating expenses at RDN venues are anticipated in areas such as energy conservation, replacement of inefficient equipment and the implementation of time saving practices, operational expenses are still expected to increase

The proposed increases to the program, admission and rental fees outlined in Appendices A and B are intended to contribute to not only annual operating expenses but also increase the sustainability of reserve funds for the three recreation service functions. Currently the reserve fund balances for the three areas are; Oceanside Place - \$31,831, Ravensong Aquatic Centre - \$71,886 and D69 Recreation – \$146,035. Percentage increases of 4% and 5% are forecasted to contribute an additional \$20,000 across the three service areas to reserve fund balances over the 2013 and 2014 budget cycles. Adequate reserve fund balances especially for capital intense facilities such as arenas and aquatic centres are critical for long term sustainability.

Funding from increases in tax requisition and fees and charges have not been the only two methods considered in the operations of the three recreation services. In 2013 the Board directed and approved a net reduction in costs of \$12,250 in the current and future operating budgets of Oceanside Place and Northern Community Recreation Services.

If the fees and charges are not increased consideration needs to be given to the direction provided in the five year financial plan. Presently the plan has projected revenues from program registration fees, facility admissions and rental fees to increase annually at 3%. If a reduction or “freeze” in fees and charges is approved or an increase of less than 3% and the volume of rentals and admissions does not increase



proportionally, an increase in tax requisitions on future budgets or reductions in capital or operating expenditures would be required.

## **SUSTAINABILITY / CITIZEN IMPLICATIONS**

Providing affordable access to programs and facilities is paramount for residents to enjoy an active lifestyle. However this affordability is in contrast to the expenses in operating facilities and offering recreation programs. Most local governments commit to subsidizing fees and charges of recreation programs/facilities and have consistently applied a broad based universal amount in the percentages that these subsidies will be. This subsidization is done with the understanding that programs and services provided improve the quality of life to residents, improve the vitality of a community, and ensures healthy and active residents both socially and physically. It also recognizes that direct users of the facilities received more individual benefits from use and should contribute directly to the operation and capital expenses of these facilities.

Microeconomics of local communities are always considered or at least discussed when rates are being reviewed. However since there are very few quantifiable ways to apply local conditions, changes to fees and charges can be somewhat subjective. As long as the perceived value is deemed beneficial, residents will continue to participate; however, there will be a threshold by which they measure their involvement. If fees surpass ability to pay, curtailment of use will result.

If the proposed increase to fees and charges create a financial barrier to some residents, additional support can be provided through the Financial Access Program provided through the Recreation and Parks Department, and for children and youth through the Society of Organized Services. The membership concept implemented in 2009 provides another option for patrons providing savings on admission fees while maintaining an active lifestyle.

Of note is the impact the change back to GST taxation from the HST has had on user groups and individuals in relation to fees and charges. Up to March 31, 2013 both were paying a 12% tax on all fees and as of April 1, 2013 now pay 5% GST. While recognizing that many user groups are non-profit organizations and individuals have additional expenses over and above RDN facility fees, Tables 3, 6, 7, 9 and Appendix B show that when the recommended increases and GST are compared with fees/charges and HST being paid up to April 1, 2013, a reduction of 2% in fees and charges can be seen.

## **CONCLUSION**

The annual fees and charges for the three District 69 recreation functions are required to be set for the upcoming 2013-2014 season. In setting the fees a variety of factors have been considered, including mid-island averages from other local governments that provide public recreation services, financial pressures on facility users, increasing operational costs, and projected revenue targets in the Five Year Financial Plan. Over the years the District 69 Recreation Commission and RDN Board have efforted to keep fees and charges in-line with mid-island communities. Relevant information is collected annually and used in determining rate changes in District 69. A summary of specific recommendations within each sub-category of the fees and charges is;

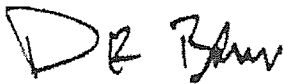
1. That the 4% increase be applied through the 2013-14 season for ongoing seasonal programs.
2. That the District 69 Recreation Program Recovery Rates be maintained as shown in Appendix A.
3. That the administration fee remain at 15% and the fee be waived for all programs that are operated out of School District 69 facilities for the 2013-14 season.

4. That a 4% increase for the 2013-14 season be applied to all admission rates with the exception of the "Special Rate" admissions.
5. That the "Special Rate" admissions be maintained at \$3.00 for Adult/Senior and \$1.50 for Child/Student.
6. That the arena rental fees and charges be applied as outlined in Appendix B which includes Winter Rates and Dry Floor Rates increasing by 5%.
7. That additional services as required are charged at cost.
8. That the aquatic rental fees and charges be applied as outlined in Appendix B which includes rental rates for Minor Community Group, Adult Community Group and Commercial use be increased by 5% and no increase for Per Lane use.

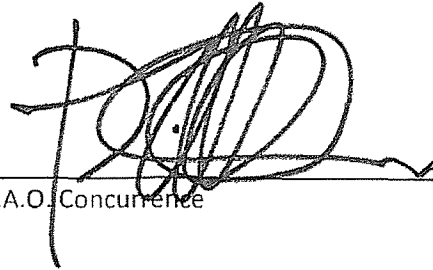
Given the information provided in the report it is recommended the 2013-2014 program, admission and rental fees for the Northern Community Recreation Services, Oceanside Place, and Ravensong Aquatic Centre functions be approved as outlined in Appendices A and B.

#### RECOMMENDATIONS

1. That the 2013-2014 Northern Community Recreation Services Program Fees be approved as provided in Appendix A.
2. That the 2013-2014 program, admission and rental fees for Oceanside Place be approved as provided in Appendix B.
3. That the 2013-2014 program, admission and rental fees for Ravensong Aquatic Centre be approved as provided in Appendix B.



\_\_\_\_\_  
A/General Manager Concurrence



\_\_\_\_\_  
C.A.O. Concurrence

## APPENDIX A

### Northern Community Recreation Services Fees

1. A minimum 4% increase to all on-going program fees effective September 1, 2013 to August 31, 2014. A higher percentage may be applied if the recovery of program costs warrants such an increase in fees.
2. For Programs with Term Instructors paid an hourly or flat fee:
  - a. Recovery rate categories for Northern Recreation Services function shall be as follows:

Category:	Recovery Rates (%):
Pre-School Programs (5 yrs and under)	100
Children's Programs (Kindergarten-Grade 5)	100
Youth Programs (Grade 6-12)	75
Adult Programs (19 yrs and above)	125
Summer and Holiday Camps	75
Contract Camps	100
Family Programs	75
Leadership Development	75

- b. The administration fee applicable to programs whereby Term Instructors are paid on an hourly or flat fee shall remain at 15%; however, the administration fee will be waived during the 2013-14 season for Regional District programs that are operated out of School District 69 facilities.
3. The guideline for the revenue-sharing percentage ratio for Term Instructors (Companies) and the Regional District of Nanaimo agreements shall remain at 70% / 30% respectively.

## APPENDIX B

<b>FEES &amp; CHARGES SCHEDULE - 2013/14</b>					
<b>OCEANSIDE PLACE / RAVENSONG AQUATIC CTR</b>					
<b>ADMISSIONS</b>					
<b>Category</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>
<small>Calculation Admissions &amp; Rentals: Take base rate from previous year and add rate increase, then multiply new base rate by 1.05 for total inc. tax.</small>	<b>Base Rate</b>	<b>Total inc. 12% HST</b>	<b>Total inc. 5% GST Effective April 1/13</b>	<b>Base Rate</b>	<b>Total inc. 5% GST</b>
Tot (0-3)	Free	Free	Free	Free	Free
Child (4-12)	2.73	3.06	2.87	2.84	2.98
Student (13-18 or Valid Student Card)	3.64	4.08	3.82	3.79	3.98
Adult (19-59)	5.20	5.82	5.46	5.41	5.68
Senior (60-79)	4.07	4.56	4.27	4.23	4.44
Golden (80+)	Free	Free	Free	Free	Free
Family	10.56	11.83	11.09	10.98	11.53
Special Rate (Child/Youth)	1.34	1.50	1.50	1.34	1.50
Special Rate (Adult/Senior)	2.68	3.00	3.00	2.68	3.00
<i>Oceanside Place Additional Admission categories:</i>					
Family w/ Skate Rental	14.15	15.85	14.86	14.72	15.46
Child / Youth Skate Rental	1.31	1.47	1.38	1.36	1.43
Adult / Senior Skate Rental	2.60	2.91	2.73	2.70	2.84
Skate Sharpening (price incl. PST)	4.79	5.36	5.37	4.98	5.58
Membership Card Replacement Fee	5.00	5.60	5.25	5.20	5.46

## APPENDIX B cont'd

ACTIVE LIVING CARDS (OP and RAC)					
Category	2012/13	2012/13	2012/13	2013/14	2013/14
	Base Rate	Total inc. 12% HST	Total inc. 5% GST	Base Rate	Total inc. 5% GST
<b>3 Month -Regular admission x twice wkly x 13 wks</b>					
Child (4-12)	70.98	79.50	74.53	73.84	77.53
Student (13-18 or Valid Student Card)	94.64	106.00	99.37	98.54	103.47
Adult (19-59)	135.20	151.42	141.96	140.66	147.69
Senior (60-79)	105.82	118.52	111.11	109.98	115.48
Family	274.56	307.51	288.29	285.48	299.75
<b>6 Month - Three month fee x 1.8</b>					
Child (4-12)	127.77	143.10	134.16	132.91	139.56
Student (13-18 or Valid Student Card)	170.35	190.79	178.87	177.37	186.24
Adult (19-59)	243.36	272.56	255.53	253.19	265.85
Senior (60-79)	190.48	213.34	200.00	197.96	207.86
Family	494.21	553.52	518.92	513.86	539.55
<b>12 Month - Six month fee x 1.5</b>					
Child (4-12)	191.64	214.64	201.22	199.37	209.34
Student (13-18 or Valid Student Card)	255.53	286.19	268.30	266.06	279.36
Adult (19-59)	365.04	408.84	383.29	379.79	398.78
Senior (60-79)	285.72	320.01	300.01	296.94	311.79
Family	741.32	830.28	778.39	770.79	809.33
<b>10X Active Passes (OP &amp; RAC) Regular admission (x 9 -10) x10 for base rate. Note: We enter the regular admission x9 -10 into Class.</b>					
Child (4-12)	24.60	27.55	25.83	25.30	26.57
Student (13-18 or Valid Student Card)	32.80	36.74	34.44	33.80	35.49
Adult (19-59)	46.80	52.42	49.14	48.20	50.61
Senior (60-79)	36.60	40.99	38.43	37.70	39.59
Family	95.00	106.40	99.75	97.90	102.80
Child (4-12) w/skate rentals	36.40	40.77	38.22	37.50	39.38
Student (13-18) w/skate rentals	44.60	49.95	46.83	46.00	48.30
Adult (19-59) w/skate rentals	70.20	78.62	73.71	72.30	75.92
Senior (60-79) w/skate rentals	60.00	67.20	63.00	61.80	64.89
Family w/skate rentals	127.40	142.69	133.77	131.10	137.66
Child/Student skate rentals	11.80	13.22	12.39	12.20	12.81
Adult/Senior skate rentals	23.40	26.21	24.57	24.10	25.31
Skate Sharpening (price incl. PST)	43.10	48.27	48.28	44.40	49.73

## APPENDIX B cont'd

<b>OCEANSIDE PLACE RENTALS</b>						
<b>Category</b>	<b>2008/09</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>
<small>Note: Commercial Events Daily Rate = hourly rate x 10 or 15% of gross revenue. Portable floor cost = staff cost for install, cleaning and removal. Non Profit events will be charged applicable hourly rate as defined by demographic of group and time of day.</small>	<b>Total inc. 5% GST</b>	<b>Base Rate</b>	<b>Total inc. 12% HST</b>	<b>Total inc. 5% GST</b>	<b>Base Rate</b>	<b>Total inc. 5% GST</b>
<b>Tournament Rates</b>						
Minor Tournament		66.61	74.60	69.94	69.94	73.44
Adult Tournament		111.65	125.05	117.23	117.23	123.09
Senior Tournament		108.74	121.79	114.18	114.18	119.89
Commercial Events Prime - No Maximum		153.70	172.14	161.39	161.39	169.46
Commercial Events Non Prime - No Maximum		130.95	146.66	137.50	137.50	144.38
<b>Winter Rates (September 1 - March 31)</b>						
Minor Prime		76.95	86.18	80.80	80.80	84.84
Minor Non Prime - increase of 1.04 for 3 years 2011,12,13		67.89	76.04	71.28	71.28	74.84
Adult Prime - increase of 1.045 for 1 year 2011 & 1.04 for 2012, 2013		146.97	164.61	154.32	154.32	162.04
Adult Non Prime - increase of 1.04 for 2012		118.37	132.57	124.29	124.29	130.50
Senior Prime - increase of 1.04 for 2012		140.64	157.52	147.67	147.67	155.05
Senior Non Prime - increase of 1.04 for 2012		109.79	122.96	115.28	115.28	121.04
Hockey / Skating Schools - increase of 1.04 for 2012		144.86	162.24	152.10	152.10	159.71
Commercial Events Prime - increase of 1.04 for 2012 - Maximum of 10 hrs		229.36	256.88	240.83	240.83	252.87
Commercial Events Non Prime - increase of 1.04 for 2012 - Maximum of 10 hrs		181.06	202.79	190.11	190.11	199.62
Set Up / Tear Down - increase of 1.04 for 3 years 2011,12,13		67.89	76.04	71.28	71.28	74.84
<b>Shoulder Season Rates (April 1 - August 31)</b>						
Minor Prime		66.06	73.99	69.36	69.36	72.83
Minor Non Prime		56.59	63.38	59.42	59.42	62.39
Adult Prime		121.94	136.57	128.04	128.04	134.44
Adult Non Prime		99.64	111.60	104.62	104.62	109.85
Senior Prime		118.38	132.59	124.30	124.30	130.52
Senior Non Prime		95.95	107.46	100.75	100.75	105.79
Hockey / Skating Schools		105.52	118.18	110.80	110.80	116.34
Commercial Events Prime - Maximum of 10 hrs		209.23	234.34	219.69	219.69	230.67
Commercial Events Non Prime - Maximum of 10 hrs		119.55	133.90	125.53	125.53	131.81
Set Up / Tear Down		56.59	63.38	59.42	59.42	62.39

## APPENDIX B cont'd

<b>OCEANSIDE PLACE RENTALS</b>					
<b>Category</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>
	<b>Base Rate</b>	<b>Total inc. 12% HST</b>	<b>Total inc. 5% GST</b>	<b>Base Rate</b>	<b>Total inc. 5% GST</b>
<b>Dry Floor</b>					
Minor prime	46.43	52.00	48.75	48.75	51.19
Minor Non Prime	40.62	45.49	42.65	42.65	44.78
Adult Prime	63.84	71.50	67.03	67.03	70.38
Adult Non Prime	52.23	58.50	54.84	54.84	57.58
Senior Prime	63.84	71.50	67.03	67.03	70.38
Senior Non Prime	47.82	53.56	50.21	50.21	52.72
Hockey / Skating Schools	71.71	80.32	75.30	75.30	79.07
Commercial Events Prime - Maximum of 10 hours	209.23	234.34	219.69	219.69	230.67
Commercial Events Non Prime - Maximum of 10 hours	119.55	133.90	125.53	125.53	131.81
Set Up / Tear Down	41.84	46.86	43.93	43.93	46.13
<b>Other Amenities</b>					
<b>The Pond (Leisure Ice)</b>					
Ice In Prime	45.44	50.89	47.71	47.71	50.10
Ice In Non Prime	38.95	43.62	40.90	40.90	42.95
Ice In in conjunction with full sheet	19.46	21.80	20.43	20.43	21.45
Ice Out Prime	32.45	36.34	34.07	34.07	35.77
Ice Out Non Prime	25.95	29.06	27.25	27.25	28.61
Ice Out In Conjunction with full sheet	19.46	21.80	20.43	20.43	21.45
<b>Multipurpose Room</b>					
Full Room	35.88	40.19	37.67	37.67	39.55
Half Room	17.93	20.08	18.83	18.83	19.77
Commercial Full Room	41.84	46.86	43.93	43.93	46.13
Commercial Half Room	23.90	26.77	25.10	25.10	26.36
Full Room w/ Ice/Floor Rental	23.90	26.77	25.10	25.10	26.36
Half Room w/ Ice/Floor Rental	11.96	13.40	12.56	12.56	13.19
Day Rate (Full Room)	210.98	236.30	221.53	221.53	232.61
Day Rate (Half Room)	105.48	118.14	110.75	110.75	116.29
<b>Meeting Room</b>					
Meeting Room	5.70	6.38	5.99	5.99	6.29
Meeting Room w/ Ice / Floor rental	5.70	6.38	5.99	5.99	6.29

## APPENDIX B cont'd

OCEANSIDE PLACE RENTALS	Total inc. 5% GST					
Category	2008/09	2012/13	2012/13	2012/13	2013/14	2013/14
		Base Rate	Total inc. 12% HST	Total inc. 5% GST	Base Rate	Total inc. 5% GST
<b>Facility Rental Packages</b>						
<b>Winter Wonderland Ice Rentals</b>						
Under 50 people - 1 hour		164.45	184.18	172.67	172.67	181.30
50 -100 people - 1 hour		213.19	238.77	223.85	223.85	235.04
100-200 people - 1 hour		261.93	293.36	275.03	275.03	288.78
Under 50 people - 1.5 hours		202.56	226.87	212.69	212.69	223.32
50 -100 people - 1.5 hours		251.30	281.46	263.87	263.87	277.06
100-200 people - 1.5 hours		300.04	336.04	315.04	315.04	330.79
Under 50 people - 2 hours		260.44	291.69	273.46	273.46	287.13
50 -100 people - 2 hours		309.18	346.28	324.64	324.64	340.87
100-200 people - 2 hours		357.91	400.86	375.81	375.81	394.60
<b>Private Ice Rentals - The Pond</b>						
Up to 30 people - 1 hour		84.94	95.13	89.19	89.19	93.65
Up to 30 people - 1.5 hours		107.65	120.57	113.03	113.03	118.68
Up to 30 people - 2 hours		150.13	168.15	157.64	157.64	165.52
<b>Private Ice Rentals - HMA / VKA - Winter</b>						
Under 75 people - 1 hour		115.70	129.58	121.49	121.49	127.56
Under 75 people - 1.5 hours		153.83	172.29	161.52	161.52	169.60
Under 75 people - 2 hours		211.68	237.08	222.26	222.26	233.37
75-200 people - 1 hour		155.19	173.81	162.95	162.95	171.10
75-200 people - 1.5 hours		193.30	216.50	202.97	202.97	213.12
75-200 people - 2 hours		270.93	303.44	284.48	284.48	298.70
<b>Private Ice Rentals - HMA / VKA - Shoulder</b>						
Under 75 people - 1 hour		105.54	118.20	110.82	110.82	116.36
Under 75 people - 1.5 hours		138.58	155.21	145.51	145.51	152.79
Under 75 people - 2 hours		191.37	214.33	200.94	200.94	210.99
75-200 people - 1 hour		145.04	162.44	152.29	152.29	159.90
75-200 people - 1.5 hours		178.06	199.43	186.96	186.96	196.31
75-200 people - 2 hours		250.62	280.69	263.15	263.15	276.31



## APPENDIX B cont'd

RAVENSONG AQUATIC CENTRE RENTALS					
Category	2012/13	2012/13	2012/13	2013/14	2013/14
	Base Rate	Total inc. 12% HST	Total inc. 5% GST	Base Rate	Total inc. 5% GST
<b>Minor Community Groups (0-18 yrs)</b>					
Main Pool	76.99	86.23	80.84	80.84	84.88
Whirl-Leisure Pool	38.52	43.14	40.45	40.45	42.47
Per Lane <small>2013/14 0% increase</small>	13.07	14.64	13.72	13.07	13.72
Pool All	115.52	129.38	121.30	121.30	127.37
<b>Special Olympics Swim Club - From 2012 on, use Minor or Adult rate depending on average age of swimmers.</b>					
Main Pool	From 2012 on, use Minor or Adult rate depending on average age of swimmers.				
Whirl-Leisure Pool					
Per Lane					
Pool All					
<b>Adult Community Groups</b>					
Main Pool	114.79	128.56	120.53	120.53	126.56
Whirl-Leisure Pool	57.38	64.27	60.25	60.25	63.26
Per Lane <small>2013/14 0% increase</small>	19.24	21.55	20.20	19.24	20.20
Pool All	172.19	192.85	180.80	180.80	189.84
<b>Commercial</b>					
Main Pool	191.89	214.92	201.48	201.48	211.55
Whirl-Leisure Pool	95.95	107.46	100.75	100.75	105.79
Per Lane <small>2013/14 0% increase</small>	31.98	35.82	33.58	31.98	33.58
Pool All	308.00	344.96	323.40	323.40	339.57
<b>Guards</b>					
Additional Guard per 1 hour session	36.35	40.71	38.17	38.17	40.08
<b>Private Swim Instruction</b>					
<b>Individual</b>					
Up to 4 lessons @ 30 minutes each	24.40	27.33	25.62	25.62	26.90
5 or more Lessons @ 30 minutes each	22.28	24.95	23.39	23.39	24.56
<b>Group (up to max. 4 people)</b>					
Up to 4 lessons @ 30 minutes each - 2 person charge	35.38	39.63	37.15	37.15	39.01
additional person charge	12.36	13.84	12.98	12.98	13.63
<b>Physiotherapy Rates per client</b>					
Private Plan (BC MSP or direct payment)	8.04	9.00	8.44	8.44	8.86
Group Plan (ICBC, WCB, RCMP, etc.)	10.27	11.50	10.78	10.78	11.32

## APPENDIX C

# REGIONAL DISTRICT OF NANAIMO

## POLICY

<b>SUBJECT:</b>	<i>Recreation Fees and Charges</i> <i>(Recreation &amp; Parks)</i>	<b>POLICY NO:</b>	C2.1
		<b>CROSS REF.:</b>	
<b>EFFECTIVE DATE:</b>	June 13, 1995	<b>APPROVED BY:</b>	Board
<b>REVISION DATE:</b>	July 31, 2011	<b>PAGE:</b>	1 of 3

### PURPOSE

To establish criteria and rate schedules to be applied to recreation facilities and programs.

### POLICY

This policy pertains to three functions of the Recreation and Parks Department that are supported within District 69 only including Northern Community Recreation Services, Oceanside Place and Ravensong Aquatic Centre. The policy does not include the Electoral Area 'A' Recreation and Culture Services function, Electoral Area 'B' Recreation Services function or the Regional and Community Parks function.

### *Program/Rental Fees and Charges*

Fees and charges for recreation programs and facility admissions and rentals in District 69 shall be established based upon the following criteria:

1. All recreation program fees will be based upon a recovery of direct program costs.
2. Admission fees and rental rates for Oceanside Place and Ravensong Aquatic Centre shall be calculated based upon a percentage recovery of operating costs.
3. Philosophically, facility fees and rentals will reflect the ability of various user groups to pay for services; therefore, children, youth and seniors pay less than adults, and with respect to facility rentals, recreational users will be charged less than commercial users.
4. Some programs may also be targeted to reflect the ability of the user group to pay, for example, adult programs may have a higher cost recovery to offset other preschool, children and youth programs, or some programs may have lower cost recovery targets such as leadership and family oriented programs.
5. Special fees, to be called Seed Programs, may exist for new programs to support first time participation and/or start up costs.

*Administration of Program / Rental Fees and Charges*

1. The General Manager of Recreation and Parks, or designate, will call an annual meeting to involve the District 69 Recreation Commission's Fees and Charges Committee to review the following information and make recommendations for consideration by the District 69 Recreation Commission to be forwarded to the Regional Board for approval for the coming calendar year.
2. *Northern Community Recreation Services function (as outlined in Appendix I):*
  - a) Program fees
  - b) Recovery rate categories for programs
  - c) List of direct program costs
  - d) Annual administration fee
  - e) Revenue Sharing Percentage Ratio for Term Instructors (Individuals or Companies)

*Oceanside Place and Ravensong Aquatic Centre functions:*

- a) facility admission fees and rental rates *(as outlined in the Annual Fees and Charges Schedules*
  - b) review rates from similar facilities in the mid Island region
3. The General Manager of Recreation and Parks, or designate, may, from time-to-time, establish one-time only fees or make a short-term relaxation of program or rental fees.

## Appendix I

1. Recovery rate categories for Northern Community Recreation Coordinating function shall be presented as follows:

Category:	Recovery Rates (%):
Pre-School Programs (5 yrs and under)	<b>100</b>
Children's Programs (Kindergarten-Grade 5)	<b>100</b>
Youth Programs (Grade 6-12)	<b>75</b>
Adult Programs (19 yrs and above)	<b>125</b>
Summer and Holiday Camps	<b>75</b>
Contract Camps	<b>100</b>
Family Programs	<b>75</b>
Leadership Development	<b>75</b>

2. Direct program costs shall include the following:
  - a) employment of Term Instructor(s), program leaders including preparation time
  - b) program equipment, supplies and materials
  - c) facility rental
  - d) transportation and/or mileage (as per the RDN vehicle mileage rate)
  - e) administration fee (includes RDN administration fee, photocopying, promotions, registration); applied only to programs whereby Term Instructors are paid an hourly rate or flat fee This fee is not directly applied to programs whereby Term Instructors are paid by a revenue sharing percentage ratio. In these situations the RDN revenue sharing covers the cost of the administration fee.
  
3. Program staff may use the following three methods to establish program fees:
  - a) Where the program is operated solely by the Recreation and Parks Department, the Programmers will calculate fees based upon a percentage recovery of direct program costs as outlined in Section 2.
  - b) When a company hired as a Term Instructor by the Department operates the program and program registrations are not expected to exceed \$5,000 in the calendar year, the Programmer may negotiate a revenue-sharing arrangement based on a percentage ratio guideline of revenue generated. Some direct program costs (e.g. rental fees) will be deducted from the gross revenue prior to a revenue split.
  - c) When the program is operated by a business, and hired as a Term Instructor by the Department and the program registrations are expected to exceed \$5,000 in the calendar year, the Programmer will either obtain a minimum of three quotations or tender a proposal for the program to obtain the best package available for the Department and the community.

***NOTE:** As the Regional District will recover all direct program costs through the method of costing a program as outlined in (b) and (c) above, the Programmer and Company will be free to develop program fees through the quotation/tender process that are in keeping with both the Commission's service objectives and the Company's business and cost recovery objectives.*