

**REGIONAL DISTRICT OF NANAIMO**

**INAUGURAL BOARD MEETING  
TUESDAY, DECEMBER 10, 2013  
7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**

The Chief Administrative Officer will call the meeting to order.
- 5-7      Notifications from member municipalities regarding Council appointments to the Board for the year 2014.

**ELECTION OF BOARD CHAIRPERSON**

**ELECTION OF DEPUTY CHAIRPERSON**
- 2. DELEGATIONS**

8              **Sasha Angus, Nanaimo Economic Development Corporation,** re NEDC 2013 Operations and Future Plans.

9              **Fay Weller, Island Futures Society,** re Gabriola Community Bus.
- 3. BOARD MINUTES**

10-25      Minutes of the Regular Board meeting held Tuesday, November 26, 2013 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**

26-34      **Rosemary Bonanno, Vancouver Island Regional Library,** re Appointment to the Vancouver Island Regional Library Board (All Directors – One Vote).
- 6. UNFINISHED BUSINESS**

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

**7.4 COMMISSIONS**

**Electoral Area 'A' Parks, Recreation, and Culture Commission** (All Directors – One Vote).

35-38 Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 20, 2013 (for information).

(All Directors – One Vote)

**BUSINESS ARISING FROM THE MINUTES**

*That staff investigate the cost including signage and installation of security cameras at Cedar Skateboard Park.*

**Grants-In-Aid Approvals** (All Directors – Weighted Vote).

- 1. That the Electoral Area 'A' Grant-In-Aid application for Cedar School & Community Enhancement Society, be approved for a total of \$1,227.00 to purchase lightweight tables.*
- 2. That the Electoral Area 'A' Grant-In-Aid application for Cedar School & Community Enhancement Society, be approved for a total of \$889.00 to purchase art supplies.*

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

39-41 Minutes of the District 69 Recreation Commission meeting held Thursday, November 28, 2013 (for information).

42-106 **Ravensong Aquatic Centre 2013 Update on Expansion Costs Report**

(All Directors – One Vote)

*That the Ravensong Aquatic Centre 2013 Update on Expansion Costs staff report and HCMA 2013 Cost Estimate Update be received for information.*

(Parksville, Qualicum Beach, EAs 'F', 'G', 'H' – Weighted Vote)

*That the Five Year Financial Plan for the Ravensong Aquatic Centre be amended to include the potential expansion of the facility in 2018.*

107-109

**2015 National Women's U18 Ice Hockey Championship Hosting Request**  
(Parksville, Qualicum Beach, EAs 'E', 'F', 'G', 'H' – Weighted Vote)

1. *That the Regional District of Nanaimo support the bid to host the 2015 National Women's U18 Hockey Championship with a \$5,000 grant, and if required, an additional grant of \$3,000 (\$8,000 total) on the condition that two tournament games be held at Oceanside Place and the Parksville / Qualicum Beach area be utilized as a main accommodation area for the staging of the tournament.*
2. *That in the event that not all six VISTC communities are able to participate in the bid, the Regional District of Nanaimo will commit up to an additional two games with the related financial support of \$2,500 and \$1,500 (\$4,000 total) per game.*
3. *That the \$2,500 per game funding to support the Regional District of Nanaimo's application for 2015 National Women's U18 Hockey Championship be allocated to the 2014 Oceanside Place operating budget and Northern Economic Development Program be approached to contribute if required \$1,500 per game to a maximum of \$6,000.*

**7.5 SCHEDULED ADVISORY AND SELECT COMMITTEES**

**Regional Solid Waste Advisory Committee** (All Directors – One Vote).

110-113 Minutes of the Regional Solid Waste Advisory Committee meeting held Thursday, September 12, 2013 (for information).

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

114-121 Minutes of the Transit Select Committee meeting held Thursday, November 28, 2013 (for information).

122-131 **Snaw-Naw-As (Nanoose First Nation) Custom Transit Agreement** (All Directors – Weighted Vote).

*That the Board approve the Community Transit Partnership Agreement between the RDN and the Nanoose First Nation.*

132-134 **Compressed Natural Gas Transit Facility Upgrade – Shop Mechanical Bays** (All Directors – Weighted Vote).

*That the Board direct staff to enter into a contract with Clean Energy Fuels to upgrade the RDN Transit Shop maintenance facilities to make them CNG compliant.*

**8. ADMINISTRATOR’S REPORTS**

- 135-138            **Recommendations for the 2013 Use of Community Works Program Funds** (All Directors – Weighted Vote).
- 139-141           **2014 Board and Standing Committee Regular Meeting Schedule** (All Directors – One Vote).
- 142-158           **2013 Departmental Activities and Accomplishments** (All Directors – One Vote).

**9. ADDENDUM**

**10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**11. NEW BUSINESS**

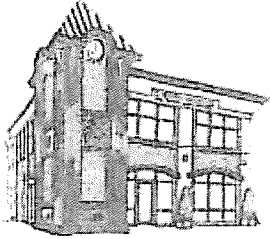
**12. BOARD INFORMATION**

**13. IN CAMERA**

*That pursuant to Section 90 (1) (e) of the Community Charter the Board proceed to an In Camera meeting for discussions related to acquisition of land and improvements.*

**14. ADJOURNMENT**





# District of Lantzville

Incorporated 1991

November 28, 2013

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

**Attention: Jacquie Hill, Manager, Administrative Services**

Dear Ms. Hill

**Re: Appointment of Municipal Director & Alternate Municipal Director**

Please be advised that Council, at its Regular Meeting held Monday, November 25, 2013, appointed Mayor Jack de Jong as Municipal Director and Councillor Andrew Mostad as Alternate Municipal Director to the Regional District of Nanaimo Board for the term January 1, 2014 to November 30, 2014.

We trust this is the information you require.

Yours truly

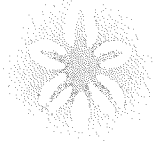
**Tamie Nohr**

**Deputy Director of Corporate Administration  
District of Lantzville**

File: 0470-20-RDN

G: Corr/13/rdn.hill.boardappointments.14

C: T. Graff, Chief Administrative Officer



December 3, 2013

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

Dear Sir/Madam:

**2014 Council Appointments to Board of Directors  
File No: 0400-60**

At the regular meeting of Council held December 2, 2013, Councillor Marc Lefebvre was appointed as Council's voting representative to the Regional District of Nanaimo Board of Directors for the year 2014. Mayor Chris Burger was appointed as Council's alternate representative.

**Councillor Marc Lefebvre**  
11 - 450 Bay Avenue  
Parksville, BC V9P 2K2

250 248-2292 (home)  
E-mail: [janetmarc@shaw.ca](mailto:janetmarc@shaw.ca)

**Mayor Chris Burger**  
1549 Galvin Place  
Dashwood, BC V9K 2V3

250 954-4661 (office)  
250 240-8255 (cell)  
E-mail: [cburger@parksville.ca](mailto:cburger@parksville.ca)

Sincerely,

AMANDA WEEKS  
Deputy Corporate Officer

cc: Councillor Lefebvre  
Mayor Burger

**From:** Heather Svensen [mailto:HSvensen@qualicumbeach.com]  
**Sent:** Tuesday, December 03, 2013 3:42 PM  
**To:** Hill, Jacquie  
**Cc:** Trudy Coates  
**Subject:** RE: Qualicum Beach Council Appointments to RDN Board  
**Importance:** High

Hi Jacquie

Thanks for your email.

Regarding the appointments to the RDN, there was no new motion/appointment at the November 18, 2013 meeting when other appointments were considered.

Therefore the motion from the December 5, 2011 Inaugural meeting remains in effect:

        THAT Council appoints Councillor Dave Willie as the Municipal Director on the Regional District of Nanaimo Board; AND FURTHER THAT, Council appoints Councillor Tanner as alternate.

Thank you.

*Heather Svensen*

Deputy Corporate Administrator  
Town of Qualicum Beach  
Direct Line: 250.738.2207  
Office Line: 250.752.6921  
Cell: 250.927.5010  
E-mail: [hsvensen@qualicumbeach.com](mailto:hsvensen@qualicumbeach.com)

**Re: NEDC 2013 Operations and Future Plans**

**From:** Sasha Angus

**Sent:** Wednesday, November 20, 2013 2:00 PM

**Subject:** Re: re update to RDN Board

Thanks for your email, we have just had our annual planning retreat with the NEDC board and will be confirming the priorities with them for the coming year tomorrow. I would be delighted to provide an update to the RDN board at the earliest opportunity.

Best regards.

Sasha Angus

Chief Executive Officer

Nanaimo Economic Development Corporation (NEDC)

104 Front Street, Nanaimo BC V9R 5H7

D: 250-824-0152 | F: 250-591-2554

E: [sasha.angus@investnanaimo.com](mailto:sasha.angus@investnanaimo.com) | W: [www.investnanaimo.com](http://www.investnanaimo.com)

Twitter: [@investnanaimo](https://twitter.com/investnanaimo) | [@tourismnanaimo](https://twitter.com/tourismnanaimo)

**Re: Gabriola Community Bus**

We would like to present to the RDN board at their December 10th board meeting. The reason for the delegation is to present our request for \$27,000 from AREA B's Community Works Fund for GERTIE, Gabriola's Community Bus.

Fay Weller  
Island Futures Society

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, NOVEMBER 26, 2013 AT 7:03 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Alternate	
Director L. Salter	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director J. Fell	Electoral Area F
Director G. Anderson	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
R. Alexander	Gen. Mgr. Regional & Community Services
D. Pearce	A/Mgr. Solid Waste
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

**CALL TO ORDER**

The Chairperson called the meeting to order.

**DELEGATIONS**

**Mike Hooper, Nanaimo Airport, re Nanaimo Airport Planning Process.**

Mr. Hooper provided a visual presentation along with an update on the Nanaimo Airport Planning Process.

**LATE DELEGATIONS**

MOVED Director Holme, SECONDED Director Bestwick, that late delegations be permitted to address the Board.

CARRIED

**Dave Hammond, International Composting Corporation, re International Composting Corporation Reorganization.**

Mr. Hammond provided a progress report on the International Composting Corporation and asked the Board to support the agreement in principle to their proposal.

**Gerry Thompson, Fairwinds Community Association, re Proposed Revisions to Amendment Bylaw No. 500.385, 2013.**

Mr. Thompson thanked the Board and staff for the progress to date and asked that the Board give 1st and 2nd readings to the bylaw so the required public hearing can be held in early December with 3rd reading to be considered before Christmas.

**BOARD MINUTES**

**Minutes of the Regular Board meeting held Tuesday, October 22, 2013.**

13-753 MOVED Director Holme, SECONDED Director Johnstone, that the minutes of the Regular Board meeting held on Tuesday, October 22, 2013, be adopted.

CARRIED

**Minutes of the Special Board Meeting held Tuesday, November 12, 2013.**

13-754 MOVED Director Holme, SECONDED Director Johnstone, that the minutes of the Special Board meeting held Tuesday, November 12, 2013, be adopted.

CARRIED

**COMMUNICATION/CORRESPONDENCE**

**Wendy Carmichael, re Development Variance Permit Application No. PL2013-108.**

13-755 MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Wendy Carmichael, regarding Development Variance Permit Application No. PL2013-108, be received.

CARRIED

**Nettie and William Kokura, re Fairwinds Schooner Cove Development.**

13-756 MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Nettie and William Kokura, regarding Fairwinds Schooner Cove Development, be received.

CARRIED

**Brian and Delores Dailly, re Development Variance Permit Application No. PL2013-108.**

13-757 MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Brian and Delores Dailly, regarding Development Variance Permit Application No. PL2013-108, be received.

CARRIED

**Carol Bell, re Development Variance Permit Application No. PL2013-108.**

13-758 MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Carol Bell, regarding Development Variance Permit Application No. PL2013-108, be received.

CARRIED

**Rob and Mary Lou Henry, re Development Variance Permit Application No. PL2013-108.**

13-759 MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Rob and Mary Lou Henry, regarding Development Variance Permit Application No. PL2013-108, be received.

CARRIED

**Donna Newall, re Development Variance Permit Application No. PL2013-108.**

13-760 MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Donna Newall, regarding Development Variance Permit Application No. PL2013-108, be received.

CARRIED

**Melanie Van Der Stock, re Development Variance Permit Application No. PL2013-108.**

13-761 MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Melanie Van Der Stock, regarding Development Variance Permit Application No. PL2013-108, be received.

CARRIED

**Rob Wesson, re Development Variance Permit Application No. PL2013-108.**

13-762 MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Rob Wesson, regarding Development Variance Permit Application No. PL2013-108, be received.

CARRIED

**Laurie Gourlay, Vancouver Island & Coast Conservation Society, re Nanaimo Airport Planning Process.**

13-763 MOVED Director Holme, SECONDED Director Bestwick, that the correspondence received from Laurie Gourlay, Vancouver Island & Coast Conservation Society, regarding Nanaimo Airport Planning Process, be received.

CARRIED



## UNFINISHED BUSINESS

### BYLAW ADOPTION

**Zoning Amendment Application No. PL2013-038 – Bylaw No. 500.386 – Magnolia Enterprises Ltd. – 6996 Island Highway West, Electoral Area ‘H’.**

- 13-764 MOVED Director Veenhof, SECONDED Director Young, that the "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.386, 2013", be adopted.

CARRIED

**Ravensong Aquatic Centre and Oceanside Place Apportionment Formula Bylaw Amendments – Bylaws 899.01 and 1358.01.**

- 13-765 MOVED Director Willie, SECONDED Director Lefebvre, that "Regional District of Nanaimo District 69 Swimming Pool Service Amendment Bylaw No. 899.01, 2013", be adopted.

CARRIED

- 13-766 MOVED Director Willie, SECONDED Director Lefebvre, that "Regional District of Nanaimo District 69 Ice Arena Amendment Bylaw No. 1358.01, 2013", be adopted.

CARRIED

## STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

### ELECTORAL AREA PLANNING COMMITTEE

**Minutes of the Electoral Area Planning Committee meeting held Tuesday, November 12, 2013.**

- 13-767 MOVED Director Holme, SECONDED Director Veenhof, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, November 12, 2013, be received for information.

CARRIED

**Development Permit with Variance Application No. PL2013-110 – Manhas – 5469 Island Highway West, Electoral Area ‘H’ – Amended Recommendation.**

- 13-768 MOVED Director Veenhof, SECONDED Director Young, that Development Permit with Variance Application No. PL2013-110 to reduce the minimum required setback from the western lot line from 5.0 metres to 1.06 metres to legalize the siting of a garage, and to permit the construction of a deck and fire escape be approved subject to the conditions outlined in Attachments 2-4.

CARRIED

### DEVELOPMENT PERMIT APPLICATIONS

**Development Permit and Site Specific Exemption Application No. PL2013-099 – Jim Hamm – 6161 Island Highway West, Electoral Area ‘H’.**

- 13-769 MOVED Director Veenhof, SECONDED Director Salter, that Development Permit and Site Specific Exemption Application No. PL2013-099 to allow the construction of a studio on the subject property be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variance & Site Specific Exemption Application No. PL2013-106 – Fern Road Consulting Ltd. – 168 Cochrane Road, Electoral Area 'H'.**

- 13-770 MOVED Director Veenhof, SECONDED Director Holme, that Development Permit with Variance and Site Specific Exemption to the Floodplain Management Bylaw Application No. PL2013-106 to reduce the required setback to a watercourse for construction of a dwelling unit be approved subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

**Development Permit with Variance Application No. PL2013-103 – Whittall – 960 Woodpecker Place, Electoral Area 'G'.**

- 13-771 MOVED Director Holme, SECONDED Director Young, that Development Permit with Variance Application No. PL2013-103 to permit the construction of an accessory building on the subject property be approved subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2013-108 – Sydney Lee – 1266 Marina Way, Electoral Area 'E'.**

Susan Watkins spoke in opposition  
Richard Stewart spoke in opposition  
Ashley Henry spoke in opposition  
Andy Lankester spoke in opposition  
Syd Lee spoke in favor  
Anthony Taylor spoke in favor  
George Rhodes spoke in favor  
Carol Bell spoke in opposition  
Sharon Lee spoke in favor

- 13-772 MOVED Director Holme, SECONDED Director Veenhof, that Development Variance Permit Application No. PL2013-108 to reduce the minimum required setback to the sea and increase the maximum permitted accessory structure height to legalize the siting of a residential scale wind turbine on the subject property be approved subject to the terms and conditions outlined in Attachment 2.

CARRIED

**Development Variance Permit Application No. PL2013-072 – Ashton – 1965 Stewart Road, Electoral Area 'E'.**

- 13-773 MOVED Director Holme, SECONDED Director Veenhof, that Development Variance Permit Application No. PL2013-072 to reduce the setback from the interior lot line from 8.0 metres to 0.3 metres to legalize the siting of a shop be approved.

CARRIED

**Development Variance Permit Application No. PL2013-111 – Rakowski – 1716 Vowels Road, Electoral Area 'A'.**

- 13-774 MOVED Director McPherson, SECONDED Director Veenhof, that Development Variance Permit Application No. PL2013-111 to reduce the interior lot line setback from 8.0 metres to 7.0 metres to permit the construction of a dwelling unit be approved.

CARRIED

**OTHER**

**Regulatory Amendments to Address Marihuana for Medical Purposes Regulations.**

- 13-775 MOVED Director Holme, SECONDED Director Veenhof, that the Board direct staff to prepare land use regulation amendments to address the Marihuana for Medical Purposes Regulations in order to limit the location of medical marihuana production facilities to parcels in the Agricultural Land Reserve (ALR) for Bylaw 500.

CARRIED

- 13-776 MOVED Director Holme, SECONDED Director Veenhof, that the Board direct staff to prepare land use regulation amendments to address the Marihuana for Medical Purposes Regulations in order to limit the location of medical marihuana production facilities to parcels within the A-1 and I-2 zones for Bylaw 1285.

CARRIED

- 13-777 MOVED Director Holme, SECONDED Director McPherson, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.387, 2013", be introduced and read two times.

CARRIED

- 13-778 MOVED Director Holme, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.387, 2013", be chaired by Chairperson Stanhope or his alternate.

CARRIED

- 13-779 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285.18, 2013", be introduced and read two times.

CARRIED

- 13-780 MOVED Director Holme, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285.18, 2013", be chaired by Director Fell or his alternate.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

**Minutes of the Committee of the Whole meeting held Tuesday, November 12, 2013.**

- 13-781 MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the Committee of the Whole meeting held Tuesday, November 12, 2013, be received for information.

CARRIED

**COMMUNICATION/CORRESPONDENCE**

**Coralee Oakes, Minister of Community Sport and Cultural Development, re Funding request for a restructure study.**

- 13-782 MOVED Director Lefebvre, SECONDED Director Veenhof, that the correspondence received from Coralee Oakes, Minister of Community Sport and Cultural Development, regarding the funding request for a restructure study, be received.

CARRIED

**Douglas White, Snuneymuxw First Nation, re RDN Liquid Waste Management Plan Amendment.**

- 13-783 MOVED Director Lefebvre, SECONDED Director Veenhof, that the correspondence received from Douglas White, Snuneymuxw First Nation, regarding Regional District of Nanaimo Liquid Waste Management Plan Amendment, be received.

CARRIED

**Blain Sepos, Parksville Qualicum Beach Tourism Association, re Tax amounts collected by accommodation providers.**

- 13-784 MOVED Director Lefebvre, SECONDED Director Veenhof, that correspondence received from Blain Sepos, Parksville Qualicum Beach Tourism Association, regarding tax amounts collected by accommodation providers, be received.

CARRIED

**Claude Dauphin, Federation of Canadian Municipalities, re Achievements in the Partners for Climate Protection Program.**

- 13-785 MOVED Director Lefebvre, SECONDED Director Veenhof, that correspondence received from Claude Dauphin, Federation of Canadian Municipalities, regarding achievements in the Partners for Climate Protection Program, be received.

CARRIED

**BC Food Systems Network, re Core Review of the Agricultural Land Reserve and Agricultural Land Commission.**

- 13-786 MOVED Director Lefebvre, SECONDED Director Veenhof, that correspondence received from BC Food Systems Network, regarding the Core Review of the Agricultural Land Reserve and Agricultural Land Commission, be received.

CARRIED

**Tamie Nohr, District of Lantzville, re Trail Establishment along E&N Rail Corridor.**

- 13-787 MOVED Director Lefebvre, SECONDED Director Veenhof, that correspondence received from Tamie Nohr, District of Lantzville, regarding trail establishment along E&N Rail Corridor, be received.

CARRIED

**CORPORATE SERVICES**

**ADMINISTRATIVE SERVICES**

**Mail Ballot Voting.**

- 13-788 MOVED Director Veenhof, SECONDED Director Houle, that the Board direct staff to prepare a new Election Bylaw for consideration by the Board, to include mail ballot voting and to permit elector registration in conjunction with mail ballot voting for the 2014 Regional District of Nanaimo local government elections.

CARRIED

**2014 AVICC Resolutions Notice and Call for Nominations.**

- 13-789 MOVED Director Veenhof, SECONDED Director Houle, that the Board receive the 2014 Association of Vancouver Island Coastal Communities Resolutions Notice and identify topics for which the Board wishes staff to draft resolutions.

CARRIED

- 13-790 MOVED Director Veenhof, SECONDED Director Houle, that the Board direct staff to present the resolutions to the Board for consideration of adoption and submission to the Association of Vancouver Island Coastal Communities Annual General Meeting.

CARRIED

**FINANCIAL SERVICES**

**Bylaw No. 1691 – Cedar Sewer Service Reserve Fund Establishment Bylaw.**

- 13-791 MOVED Director McPherson, SECONDED Director Young, that the "Cedar Sewer Service Reserve Fund Establishment Bylaw No. 1691, 2013" be introduced and read three times.

CARRIED

- 13-792 MOVED Director McPherson, SECONDED Director Young, that the "Cedar Sewer Service Reserve Fund Establishment Bylaw No. 1691, 2013" be adopted.

CARRIED

**2014-2018 Financial Plan, Implications of Limiting Tax Increases to Inflation.**

- 13-793 MOVED Director Veenhof, SECONDED Director Lefebvre, that the report be received for information, and that staff be directed to proceed with preparation of the 2014 Budget following the process and practices as established in the Regional District of Nanaimo.

CARRIED

- 13-794 MOVED Director Veenhof, SECONDED Director Kipp, that staff be directed to continue to use the Consumer Price Index as a guide in relation to tax requisition increases for existing service levels.

CARRIED

**REGIONAL AND COMMUNITY UTILITIES**

**WATER & UTILITY**

**Bylaws No. 889.66 and 1124.11 - Inclusion of 962 Surfside Drive into Sewer Service Areas, Electoral Area 'G'.**

13-795 MOVED Director Holme, SECONDED Director Bestwick, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.66 2013", be introduced and read three times.

CARRIED

13-796 MOVED Director Holme, SECONDED Director Bestwick, that the "Surfside Sewer Local Service Boundary Amendment Bylaw No. 1124.11, 2013", be introduced and read three times.

CARRIED

**Nanoose Bay Peninsula Water Service Area and Nanoose Bay Bulk Water Development Cost Charge Process.**

13-797 MOVED Director Holme, SECONDED Director Ruttan, that the Board receive the report for information.

CARRIED

13-798 MOVED Director Holme, SECONDED Director Ruttan, that the Board direct staff to develop a combined Development Cost Charge bylaw for both the Nanoose Bay Peninsula Water Service Area and the Nanoose Bay Bulk Water service.

CARRIED

13-799 MOVED Director Holme SECONDED Director Ruttan, that the Board approve the development of a Development Cost Charge program and the development of a Development Cost Charge bylaw based on the Development Cost Charges Best Practices Guide.

CARRIED

**STRATEGIC AND COMMUNITY DEVELOPMENT**

**BUILDING, BYLAW, AND EMERGENCY PLANNING**

**1554 Hill Ave - Electoral Area 'A' — Unsightly Premises.**

A representative of the home owner provided an update on the cleanup progress.

13-800 MOVED Director McPherson, SECONDED Director Ruttan, that the Board, pursuant to Regional District of Nanaimo Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owners of Lot A (DDE34422), Block 13, Section 9, Range 7, Plan 2055, Cranberry District, Plan 2055, (1554 Hill Ave) to remove the accumulation of derelict vehicles, RV's and motorcycles, tires, scrap wood, plastic, glass, tarps and machinery from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the Owners' cost.

CARRIED

**Canadian Red Cross Society – Agreement for Disaster Recovery Services.**

- 13-801 MOVED Director Brennan, SECONDED Director Johnstone, that the Board approve the agreement between the Regional District of Nanaimo and the Canadian Red Cross Society for the provision of disaster support and recovery services for a term commencing December 1, 2013, and ending December 31, 2018.

CARRIED

***LONG RANGE PLANNING***

**Nanaimo Airport Planning Process.**

- 13-802 MOVED Director McPherson, SECONDED Director Bestwick, that the Terms of Reference for the Nanaimo Airport Planning Process Advisory Committee be approved.

CARRIED

- 13-803 MOVED Director McPherson, SECONDED Director Bestwick, that the Regional District of Nanaimo proceed with Phase 2 of the Nanaimo Airport planning process.

CARRIED

**Proposed Agricultural Area Plan 2014 - 2016 Action Plan.**

- 13-804 MOVED Director Johnstone, SECONDED Director Brennan, that the Board receive and endorse the proposed Agricultural Area Plan 2014-2016 Action Plan as attached.

CARRIED

***TRANSPORTATION AND SOLID WASTE***

***SOLID WASTE***

**Solid Waste Management Regulation Bylaw No. 1531.05 – 2014 Tipping Fees.**

- 13-805 MOVED Director Holme, SECONDED Director Ruttan, that "Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.05, 2013", be introduced and read three times.

CARRIED

- 13-806 MOVED Director Holme, SECONDED Director Ruttan, that "Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.05, 2013", be adopted.

CARRIED

***COMMISSIONS, ADVISORY & SELECT COMMITTEES***

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

- 13-807 MOVED Director McPherson, SECONDED Director Holme, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, September 11, 2013, be received for information.

CARRIED

**Agricultural Advisory Committee.**

**Minutes of the Agricultural Advisory Committee meeting held Friday, September 27, 2013.**

- 13-808 MOVED Director Johnstone, SECONDED Director Ruttan, that the minutes of the Agricultural Advisory Committee meeting held Friday, September 27, 2013, be received for information. CARRIED

**Grants-in-Aid Advisory Committee.**

**Minutes of the Grants-in-Aid meeting held Monday, October 21, 2013.**

- 13-809 MOVED Director Young, SECONDED Director Houle, that the minutes of the Grants-in-Aid Advisory Committee meeting held Monday, October 21, 2013, be received for information. CARRIED
- 13-810 MOVED Director Young, SECONDED Director Houle, that the Gabriola Arts Council be awarded \$2,000.00 to be used for materials for the ART ARC workshops for teens and ART ARC Jr. workshops for children. CARRIED
- 13-811 MOVED Director Young, SECONDED Director Houle, that the Gabriola Players Theatre Society be awarded \$2,304.75 to be used for the purchase of a portable stage. CARRIED
- 13-812 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Oceanside Building Learning Together Society be awarded \$1,000.00 for the purchase of books for the Books for Babes Program. CARRIED
- 13-813 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Oceanside Minor Lacrosse Association be awarded \$3,400.00 for arena costs and keepsake t-shirts for the 2014 Tyke Tournament. CARRIED
- 13-814 MOVED Director Veenhof, SECONDED Director Lefebvre, that the remaining District 69 funds in the amount of \$5,336.00 be carried forward to the 2014 Grants-in-Aid budget. CARRIED

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

**Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee held, Monday, October 28, 2013.**

- 13-815 MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee held, Monday, October 28, 2013, be received for information. CARRIED



**District 69 Community Justice Select Committee.**

**Minutes of the District 69 Community Justice Select Committee meeting held Monday, November 4, 2013.**

13-816 MOVED Director Lefebvre, SECONDED Director Veenhof, that the minutes of the District 69 Community Justice Select Committee meeting held Monday, November 4, 2013, be received for information.

CARRIED

13-817 MOVED Director Veenhof, SECONDED Director Lefebvre, that the 2014 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs be approved at \$77,500.

CARRIED

13-818 MOVED Director Veenhof, SECONDED Director Lefebvre, that a 2014 grant in the amount of \$3,232 for the Citizens on Patrol Society, District 69, be approved.

CARRIED

**Funding Request for Crime Prevention Programs in Oceanside.**

13-819 MOVED Director Willie, SECONDED Director Lefebvre, that the report on the Additional Funding Request for Crime Prevention Programs in Oceanside be received for information and be forwarded to the 2014-2018 Financial Plan discussion for consideration with other funding requirements of the Regional District of Nanaimo.

CARRIED

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

**Coralee Oakes, Minister of Community Sport and Cultural Development, re Funding request for a restructure study.**

13-820 MOVED Director McPherson, SECONDED Director Young, that Director McPherson and Director Fell meet with staff to discuss the funding request for a restructure study and derive a plan of action from those discussions.

CARRIED

**Blain Sepos, Parksville Qualicum Beach Tourism Association, re Tax Amounts Collected by Accommodation Providers.**

13-821 MOVED Director Willie, SECONDED Director Lefebvre, that the Regional District of Nanaimo Board supports Parksville Qualicum Beach Tourism Association's (formerly the Oceanside Tourism Association) renewal of the 2% Municipal Regional District Tax in Electoral Areas E, F, G & H; and further that the Regional District of Nanaimo Board supports Municipal Regional District Tax amounts collected by accommodation providers in Electoral Areas E, F, G & H to be provided directly to Parksville Qualicum Beach Tourism Association by the Province.

CARRIED

**NEW BUSINESS**

**Removing Electoral Area 'B' from the Regional Growth Management Service.**

- 13-822 MOVED Director Houle, SECONDED Director Veenhof, that the Board direct staff to prepare a report on options to remove Electoral Area 'B' from the Regional Growth Management Service.

CARRIED

**SCHEDULED ADVISORY AND SELECT COMMITTEES**

**Electoral Area 'B' Parks and Open Space Advisory Committee.**

**Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, November 5, 2013.**

- 13-823 MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, November 5, 2013, be received for information.

CARRIED

**Mudge Island Water Access.**

- 13-824 MOVED Director Houle, SECONDED Director Young, that improving parking, shore access and installing signage at the existing Davidson Bay (MI-15) boat launch on Mudge Island be listed as a first priority for development.

CARRIED

- 13-825 MOVED Director Houle, SECONDED Director Young, that RDN staff review the feasibility of constructing and operating a public barge & boat landing on the Ministry of Transportation and Infrastructure Lands at Flat Fish Road on Mudge Island.

CARRIED

**Gabriola Island Parks Rezoning Referral – Islands Trust Draft Bylaws.**

- 13-826 MOVED Director Houle, SECONDED Director Veenhof, that Gabriola Island draft Bylaws 271 and 272 be supported with the following amendments:

- a. To allow a maximum sign area of 2 sq. m. per park entrance rather than the current restriction of a maximum sign area of 4 sq. m. per park to include a new permitted use; and
- b. To specifically allow special events in all park zones under permit by the Regional District of Nanaimo per RDN Bylaw No. 1399 – Regulation of Park Use.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS/COMMUNICATIONS**

**DeCourcy Community Park.**

- 13-827 MOVED Director Houle, SECONDED Director Veenhof, that a trail be developed in DeCourcy Drive Community Park (B-24) to provide a view point.

CARRIED

## **ADMINISTRATOR'S REPORTS**

### **Operating Results for the Period Ending September 30, 2013.**

- 13-828 MOVED Director Brennan, SECONDED Director Veenhof, that the summary report of financial results from operations to September 30, 2013 be received for information.

CARRIED

### **Packaging and Printed Paper – MMBC Contract Documents.**

- 13-829 MOVED Director Dempsey, SECONDED Director Houle, that the Board approve executing the Master Services Agreement and Statement of Work to become a service provider under contract to Multi Material BC for a five year term.

CARRIED

### **International Composting Corporation Odour Study.**

- 13-830 MOVED Director Brennan, SECONDED Director Holme, that the Board receive the International Composting Corporation Odour Study and that staff be directed to amend the International Composting Corporation Waste Stream Management License to include the necessary facility improvements identified in the report to reduce odours resulting from their operations.

CARRIED

### **Municipal Finance Authority Update.**

- 13-831 MOVED Director Johnstone, SECONDED Director Brennan, that the report be received for information.

CARRIED

### **2014 Proposed Budget Overview.**

- 13-832 MOVED Director Veenhof, SECONDED Director Houle, that the report on the proposed 2014 budget be received and the requested additions from community groups as well as any other requested analyses or recommended adjustments for the 2014 budget be further reviewed at a Special Committee of the Whole meeting to be scheduled in January, 2014.

CARRIED

### **Proposed Revisions to Amendment Bylaw No. 500.385, 2013 - Lakes District & Schooner Cove.**

- 13-833 MOVED Director Holme, SECONDED Director Veenhof, that second reading of "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013" be rescinded.

CARRIED

- 13-834 MOVED Director Holme, SECONDED Director Dempsey, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013" be amended as set out in Attachment 2 of the staff report.

CARRIED

- 13-835 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013" be amended as set out in Attachment 3 of the staff report.

CARRIED

- 13-836 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013" be read a second time as amended.

CARRIED

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

##### **Request for Additional Funding in Relation to ICC Operations and Odour Mitigation.**

- 13-837 MOVED Director Brennan, SECONDED Director Kipp, that staff be directed to prepare for consideration by the Regional District of Nanaimo Board a staff report outlining options and approach to the request for additional funding in relation to operations and odour mitigation works at the International Composting Corporation facility including a revised agreement with International Composting Corporation.

CARRIED

#### **NEW BUSINESS**

##### **Mudge Island Citizens Society Request for Assistance for Fire Protection.**

- 13-838 MOVED Director Houle, SECONDED Director Holme, that the Board direct staff to investigate and report back to the Board on the feasibility of an agreement between the Mudge Island Citizens Society and the Nanaimo Port Authority and the City of Nanaimo (Nanaimo Fire Rescue) for the provision of assistance in the event of waterfront fire on Mudge Island.

CARRIED

Director Greves left the meeting at 9:53 pm citing a possible conflict of interest in the next agenda item.

##### **Island Corridor Foundation Establishment of Biking and Walking Facilities.**

MOVED Director Brennan, SECONDED Director Johnstone:

WHEREAS the Island Corridor Foundation is working to re-establish the passenger train service on the E&N railway; and

WHEREAS the E&N rail corridor has other important transportation and recreation values whether or not the passenger rail service is re-established at this time;

THEREFORE BE IT RESOLVED, that the Regional District of Nanaimo request that the Island Corridor Foundation work with all local governments and first nations along the route on the high priority of establishing bike and walking facilities along the entire length of the corridor without compromising future or existing rail services; and

BE IT RESOLVED, that the Island Corridor Foundation also seek senior government funding assistance for walking and biking facilities along the rail corridor; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to all local governments and first nations along the E&N railway corridor.

13-839 MOVED Director Kipp, SECONDED Director Salter, that the Island Corridor Foundation Establishment of Biking and Walking Facilities motion be tabled until the proponent is present for the Board to ask questions.

CARRIED

**IN CAMERA**

13-840 MOVED Director Holme, SECONDED Director Young, that pursuant to Section 90 (1) (c), (e) and (i), and 90 (2) (c) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to labour relations, acquisition of land and improvements, advice subject to solicitor-client privilege, and an Ombudsperson investigation.

CARRIED

TIME: 9:55 pm

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Young, that this meeting terminate.

CARRIED

TIME: 10:10 PM

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CHAIRPERSON

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CORPORATE OFFICER



# Vancouver Island Regional Library

Administration  
Box 3333 | 711 Poplar Street  
Nanaimo, BC Canada V9S 5L8  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: www.virl.bc.ca

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
NOV 13 2013			
DCS	<input checked="" type="checkbox"/>	BOARD	
CHAIR			

November 7, 2013

Chair Joe Stanhope  
Nanaimo Regional District  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Dear Chair Stanhope,

## Re: Appointment to the 2014 Vancouver Island Regional Library Board

With the new year approaching, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fourth largest library system in British Columbia that serves more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year, January 1 - December 31, 2014, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions to be submitted to Vancouver Island Regional Library by December 15, 2013. I enclose 2014 appointment forms for a Board member and alternate member to ensure we have accurate contact information. VIRL Board of Trustees requires its members to complete a *Statement of Financial Disclosure* on an annual basis and to that end I enclose forms to be completed by your member and alternate member representatives. A copy of the form completed for municipal purposes is also acceptable.

**Please complete the enclosed forms and return along with a copy of the certified resolution by December 15, 2013 to the attention of Heather Mink Zuvich by mail, email: hminkzuvich@virl.bc.ca or fax: 250.758.2482.**

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS  
Executive Director

Cc: Paul Thorkelsson, CAO

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



# 2014 Appointment Form

Trustee

The \_\_\_\_\_ has appointed \_\_\_\_\_ as *Trustee* on the  
*Municipality/ Regional District* *name and title*  
Vancouver Island Regional Library Board for the year 2014. The term of the appointment is  
January 1 – December 31, 2014. This appointment will continue until a successor is appointed, as  
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided  
under Section 18(4) of the Library Act.

### Representative's Information

Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_  
 check if same as above \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Email

Home: \_\_\_\_\_ Municipal: \_\_\_\_\_  
Other: \_\_\_\_\_

### Phone (please check preferred contact number)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

### Birthdate (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

### Staff Contact

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date*

***Please attach certified copy of the resolution***

**You must complete a Statement of Disclosure form if you are:**

- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

*\*("local government" includes municipalities, regional districts and the Islands Trust)*

**Form and Fact Sheets:**

This form, *Statement of Disclosure*, can be found on the B.C. Government Web site: [www.gov.bc.ca](http://www.gov.bc.ca) [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

**Who has access to the information on this form?**

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

**What is a trustee? – s. 5 (2)**

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

<b>Person making disclosure:</b>	<input type="text"/> <i>last name</i>	<input type="text"/> <i>first &amp; middle name(s)</i>
<b>Street, rural route, post office box:</b>	<input type="text"/>	
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Level of government that applies to you:</b>	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

**Assets s. – S. 3 (a)**

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>



## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no  yes

*If yes, please list the following information below & continue on a separate sheet as necessary:*

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_  
*signature of person making disclosure*

\_\_\_\_\_  
*date*

### Where to send this completed disclosure form:

#### ◆ Local government officials:

... ***to your local chief election officer***

- with your nomination papers, and

... ***to the officer responsible for corporate administration***

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ School board trustees/ Francophone Education Authority directors:

... ***to the secretary treasurer or chief executive officer of the authority***

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

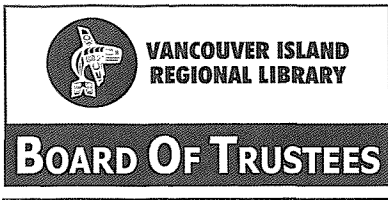
#### ◆ Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.

#### ◆ Designated Employees:

... ***to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)***

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position



2014 Appointment Form
Alternate

The \_\_\_\_\_ has appointed \_\_\_\_\_ as Alternate on the
Municipality/ Regional District name and title
Vancouver Island Regional Library Board for the year 2014. The term of the appointment is
January 1 – December 31, 2014. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: \_\_\_\_\_
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_
[ ] check if same as above
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email

Home: \_\_\_\_\_ Municipal: \_\_\_\_\_
Other: \_\_\_\_\_

Phone (please check preferred contact number)

[ ] Home: \_\_\_\_\_ [ ] Municipal: \_\_\_\_\_
[ ] Other: \_\_\_\_\_

Birthdate (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Staff Contact

Name: \_\_\_\_\_ Position: \_\_\_\_\_
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Please attach certified copy of the resolution



**You must complete a Statement of Disclosure form if you are:**

- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

*\*(“local government” includes municipalities, regional districts and the Islands Trust)*

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- Fact Sheet for those accepting nomination as a municipal official [type ‘AG04003-a’ in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type ‘AG04003-b’ in the search bar].

**Who has access to the information on this form?**

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party’s legal counsel.

**What is a trustee? – s. 5 (2)**

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

<b>Person making disclosure:</b>	<small>last name</small>	<small>first &amp; middle name(s)</small>
<b>Street, rural route, post office box:</b>		
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Level of government that applies to you:</b>	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

**Assets s. – S. 3 (a)**

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:


### Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

### Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

### Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

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- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no  yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_  
*signature of person making disclosure*

\_\_\_\_\_  
*date*

### Where to send this completed disclosure form:

#### ◆ Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.

#### ◆ Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND  
CULTURE COMMISSION REGULAR MEETING  
HELD WEDNESDAY, NOVEMBER 20, 2013  
7:00PM  
AT CEDAR SECONDARY SCHOOL LIBRARY

**Attendance:** Alec McPherson, RDN Director, Chair  
Jim Fiddick  
Angela Vincent  
Kerri-Lynne Wilson  
Carolyn Mead  
Patti Grand  
Chris Pagan  
Bernard White

**Staff:** Dean Banman, Manager of Recreation Services  
Hannah King, Superintendent of Recreation Program Services  
Elaine McCulloch, Parks Planner  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Eike Jordan

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:08PM.

**DELEGATIONS**

The scheduled delegation did not attend the meeting.

**MINUTES**

MOVED Commissioner Vincent, SECONDED Commissioner Grand that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 11, 2013 be received.

CARRIED

MOVED Commissioner Mead, SECONDED Commissioner Vincent that the Minutes of the Electoral Area 'A' Recreation Grants Sub-Committee meeting concluding October 24<sup>th</sup>, 2013 via email be received.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

Chair McPherson updated the Commission about his inquiry to the Board about a Volunteer Appreciation luncheon and that was off the table at the Board and would be in conjunction with any planning sessions that may take place in the future.

The Commission continued the discussion about whether or not there is a need for security cameras at the new Cedar Skatepark when it opens to prevent graffiti and other activity around the park.

MOVED Commissioner Grand, SECONDED Commissioner Fiddick that staff investigate the cost including signage and installation of security cameras at Cedar Skateboard Park.

CARRIED

It was noted that since the next Commission meeting is not scheduled until February, that an email of the report and feedback of the Commission may be done via email so that a decision can be carried out by the opening of the park.

### **Grants In Aid Approvals**

MOVED Commissioner Grand, SECONDED Commissioner Wilson that the Electoral Area 'A' Grant-In-Aid application for Cedar School & Community Enhancement Society, be approved for a total of \$1,227.00 to purchase lightweight tables.

CARRIED

MOVED Commissioner Wilson, SECONDED Commissioner White that the Electoral Area 'A' Grant-In-Aid application for Cedar School & Community Enhancement Society, be approved for a total of \$889.00 to purchase art supplies.

CARRIED

### **CORRESPONDENCE/COMMUNICATIONS**

MOVED Commissioner Grand, SECONDED Commissioner Vincent that the following correspondence be received:

D. Smith, Cedar 1<sup>st</sup> Scouts to S. Pearson, RDN, **RE: Thank you for Grant Funds**

CARRIED

### **REPORTS**

#### ***PARKS***

#### **Regional and Community Parks and Trail Report Sept/Oct 2013 *(verbal)***

Ms. McCulloch gave an update of the EA 'A' parks and trails.

#### **Skate Park Construction Update *(verbal)***

Ms. McCulloch gave an update of the Skatepark construction, noting that a donation from Bedrock is anticipated and an outhouse will be constructed at the end of the project, depending on the budget costs.

#### **5 Year Parks Goals and Projects List**

Ms. McCulloch reviewed the list of 5 year goals and Project list. The commission discussed the Commissioners getting together to view the beach accesses and formalize a list of possible, viable accesses to develop. Chair McPherson said he would email Commission members some dates in January for 4 hours on a Saturday or Sunday.



**Cedar Skate Park Tender Award Board Report** *(for information only)*

This report was on the agenda for the information of the Commission.

MOVED Commissioner Mead, SECONDED Commissioner White that the reports be received.

CARRIED

**NEW BUSINESS**

**School District 68 Facility Closures – Community Space**

The Commission discussed the impact of any SD 68 facility closures and how it would affect recreation offered to the community.

**Federal Gas Tax Transfer Funds**

Chair McPherson explained the Federal Gas Tax funds. In 2006 they were to be used for cleaner air/water and active transportation. For 2013 they have been expanded to include use for short railway and recreation facility upgrades and hopes to hear more about this criteria next year.

**Skate Park Grand Opening Sub-Committee**

The Commission discussed the official Opening of the Cedar Skateboard Park in the spring of 2014. Commissioners Grand, White and Fiddick volunteered to sit on the sub-committee and adhoc members from the public and associations would be included on the Sub-Committee.

MOVED Commissioner Grand, SECONDED Commissioner White that staff be directed to structure a Cedar Skate Park Grand Opening sub-committee to be comprised of Commission members, Cedar Skate Park Association representative(s) and staff.

CARRIED

**2014 Budget Schedule**

Mr. Banman explained the process of the budget timeline and said more information would be available for the February meeting.

**2014 Commission Appointments – Jim, Chris, Eike, Angela**

The Commission members whose terms are about to expire were reminded of the process to reapply.

**COMMISSIONER ROUND TABLE**

Commissioner Mead is excited about the possibility of a library in Cedar and will send any letter of support necessary.

Commissioner McPherson welcomed Hannah King to her position with the RDN.

Commissioner Grand is looking forward to the opening of the Skateboard Park.

Commissioner Pagan feels Cassidy area is disconnected from the community and is hoping for some linking of trails and transit to Cassidy.

**IN CAMERA**

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

**TIME: 9:00pm**

CARRIED

**ADJOURNMENT**

MOVED Commissioner MEAD that the meeting be adjourned.

CARRIED

**TIME: 10:01pm**

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*Chair*

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE  
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING  
HELD ON THURSDAY, NOVEMBER 28, 2013 AT 1:30pm  
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'  
Ross Milligan, Trustee, District #69 School Board  
Peter Morrison, Councillor, City of Parksville  
Richard Leontowich, Electoral Area 'H'  
Joe Stanhope, Director, RDN Board, Electoral Area 'G'

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

Regrets: David Edgeley, Electoral Area 'F'

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**CALL TO ORDER**

Chair Tanner called the meeting to order at 1:31pm.

Mr. Banman introduced Hannah King, the new Superintendent of Recreation Program Services.

**MINUTES**

MOVED Commissioner Morrison, SECONDED Commissioner Milligan that the Minutes of the Regular District 69 Recreation Commission meeting October 17, 2013 be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

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

A. Weeks, City of Parksville to D. Banman, RDN, **Re: 2014 Permissive Taxation Exemption for 193 Island Highway East (Curling Rink)**

D. Banman, RDN to R. Nosworthy, ACES, **Re: Recreation Services Delivery Agreement with the Regional District of Nanaimo**

CARRIED

**REPORTS**

**Monthly Update – Oceanside Place – October 2013**

Mr. Banman updated the Commission with a summary of the Oceanside Place report. He highlighted the successful 10 Year Oceanside Place Celebration on Oct 19<sup>th</sup>.

He noted the reduced ice rental times from user groups and opportunity to resell the ice times has filled some of that lost booking time. Mr. Banman updated the Commission on the Oceanside Place lighting project, that it is on schedule and on budget.

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

Mr. Banman updated the Commission with a summary of the Ravensong report. He noted there is still a need for certified Lifeguards and Instructors to fill the staffing shortage at Ravensong.

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

Mr. Banman updated the Commission with a summary of the Northern Recreation Program Services report. He informed the Commission of the Youth Advisors who, as part of the Youth Strategic Plan, were given grant money to disperse to schools who apply for the funding and met the criteria for recreation or culture programs at the school.

#### **Monthly Update of Community and Regional Parks and Trails Projects – October 2013**

Mr. Osborne gave a verbal update of the Regional and Community Parks and Trails project for District 69. He highlighted the progress of the Community Parks and Trails Strategy that is in its final draft and going on to the POSAC committees for the areas for review.

He also updated the Fairwinds development project whose zoning bylaw amendments have reached second reading and work continues on the Phased Development Agreement that will be presented to the Board in the coming weeks.

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof that the Function reports be received.

CARRIED

#### **Ravensong Aquatic Centre 2013 Update on Expansion Costs Report**

Mr. Banman gave a summary of the report.

MOVED Commissioner Veenhof, SECONDED Commissioner Leontowich that the recommendations in the report be amended to two separate motions.

CARRIED

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof that the Ravensong Aquatic Centre 2013 Update on Expansion Costs staff report and HCMA 2013 Cost Estimate Update be received for information.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the Five Year Financial Plan for the Ravensong Aquatic Centre be amended to include the potential expansion of the facility in 2018.

CARRIED

#### **2015 Women's U18 National Ice Hockey Championship Report**

Mr. Banman gave a summary of the report.

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the Regional District of Nanaimo support the bid to host the 2015 National Women's U18 Hockey Championship with a \$5,000 grant, and if

required, an additional grant of \$3,000 (\$8,000 total) on the condition that two tournament games be held at Oceanside Place and the Parksville / Qualicum Beach area be utilized as a main accommodation area for the staging of the tournament.

MOVED Commissioner Veenhof, SECONDED Commissioner Leontowich that in the event that not all six VISTC communities are able to participate in the bid, the Regional District of Nanaimo will commit up to an additional two games with the related financial support of \$2,500 and \$1,500 (\$4,000 total) per game.

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope that the \$2,500 per game funding to support the Regional District of Nanaimo's application for 2015 National Women's U18 Hockey Championship be allocated to the 2014 Oceanside Place operating budget and Northern Economic Development Program be approached to contribute if required \$1,500 per game to a maximum of \$6,000.

## **NEW BUSINESS**

### **2014 Budget Update**

Mr. Banman gave an outline of the budget highlights presented to the Board on November 26<sup>th</sup>, 2013 for the 2014 budget process. The 2014 Key Actions to achieve for Oceanside Place, Ravensong Aquatic Centre and Northern Community Recreation Services were summarized as well as the 2014 Performance Objectives for the three services areas.

MOVED Commissioner Stanhope, SECONDED Commissioner Milligan that the Budget Update be received.

CARRIED

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

### **Parksville Curling Club Permissive Tax Exemption**

Mr. Banman explained that the increased tax costs the Parksville Curling Club will be approximately \$16,500 under the new City of Parksville eligibility criteria. The assessment value is \$33,000 but the organization is eligible for a 50% reduction. This will be unplanned expense for the club as in years prior they had qualified for 100% permissive tax exemption.

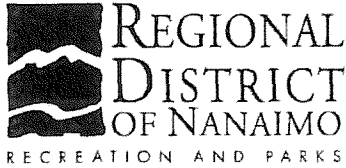
## **ADJOURNMENT**

MOVED Commissioner Veenhof that the meeting adjourn at 3:27pm.

CARRIED

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Chair



RDN REC & PARKS	
GM R & P	CAO
MGR Parks	MGR Rec
Arena	Aquatics
NOV 21 2013	
Parks	Rec
POSAC	Commission <input checked="" type="checkbox"/>
Director	Other
D69 Rec Comm	

**MEMORANDUM**

**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** November 18, 2013

**FROM:** Dean Banman  
Manager of Recreation Services

**FILE:**

**SUBJECT:** Ravensong Aquatic Centre 2013 Update on Expansion Costs

**PURPOSE**

To provide the District 69 Recreation Commission and Regional Board an update on facility expansion cost and related operational cost estimates for the Ravensong Aquatic Centre.

**BACKGROUND**

In 2006 the *RDN Recreation Services Master Plan for Oceanside* identified the need to review further expansion opportunities of Ravensong Aquatic Centre in order to meet the aquatic service needs of local residents. Since that time, as seen through pool usage data and comments from facility users, the popularity or demand for more aquatic programming and space has steadily increased. Over the past few years the District 69 Recreation Commission has received delegations formally requesting a new or expanded facility.

In response to the above, in 2009 the Regional District procured the services of Hughes Condon Marler Architects (HCMA) to provide cost estimates and options for an expansion to Ravensong Aquatic Centre. Unfortunately this work was done just prior to the realization that the existing facility was in need of a significant remediation work. This remediation and upgrade project took priority over the initiatives related to expansion and was completed in December 2010 at a cost of \$4.8 million dollars.

The remediation project was not intended to add any additional wet or dry aquatic space and as a result the demand for expansion continued. In May of 2012 a delegation of Ravensong Aquatic Centre users appeared before the District 69 Recreation Commission requesting attention and priority is given to the overcrowding and lack of certain amenities at the facility. Specifically a request for additional amenities and pool space via facility expansion or by the construction of another aquatic facility was formally put forward by the group.

Recognizing the continued demand and that the cost estimates on expansion options contained in the 2009 HCMA report were now somewhat outdated, in March of 2013 the Board passed the following resolution:

*"That staff be directed to meet with Hughes Condon Marler Architects (HCMA) and obtain a quote for the firm's services to determine the project and operational cost of the work for the years 2015 – 2020 and in preparation for the 2014 Annual Budget and Five Year Financial Plan discussion".*

Recognizing the implications an expansion would have on future long term financial plans and the current work being done on the 2014 annual budget and five year financial plan, staff contracted HCMA to carry out updating the capital cost estimates on a future expansion of Ravensong Aquatic Centre as well as pro forma work on operating revenues and expenses related to an expanded facility.

The completed HCMA 2013 Cost Estimate Update report is included as *Appendix I*.

#### ALTERNATIVES

- 1) That the Five Year Financial Plan for the Ravensong Aquatic Centre be amended to include the potential expansion of the facility in 2018.
- 2) That the Five Year Financial Plan for the Ravensong Aquatic Centre be amended to include the potential expansion of the facility later than 2018.
- 3) That alternative direction be provided.

#### FINANCIAL IMPLICATIONS

##### Existing Debt

The Ravensong Aquatic Centre was constructed in 1995 with final payment on the original building to be completed in 2015. Currently the annual debt payment on this original construction amounts to approximately \$367,000 per year. The required remediation work that was carried out in 2010 amounted to \$4.8 million worth of capital work. The current annual debt on this work is \$698,000 and is scheduled to be completed in 2016.

*Table I* shows the debt payment on the original construction of the Ravensong Aquatic Centre and the separate debt payment on the remediation work completed in 2010 will both be completed by 2015 and 2016 respectively.

**Table I**

Ravensong Aquatic Centre	2013	2014	2015	2016	2017
Capital Financing Charges	\$1,066,150	\$1,066,150	\$1,066,150	\$697,506	0

*Appendix I* provides options of expansion to Ravensong Aquatic Centre that range from \$7.2 million to \$7.8 million (2013). Staff have determined at this stage that the \$7.2 million option should be used in this financial review.

##### Future Debt for Expansion and Reserve Fund Use

As noted in the following sections, there is the possibility that the tax requisition could continue at similar levels currently in place after 2016 and be used to finance new debt or build reserves for an expansion of the facility. Although the change on the tax requisition would be within the existing amount established under Bylaw #899, the action of taking on new debt would require electoral consent by way of referendum.

The Five Year Financial Plan will need to reflect a level of support for community engagement to complete a referendum should borrowing for expansion be considered. Depending on the costs of a standalone referendum, the extent of community engagement in the design process, and the public information exchange required leading up to a referendum, a dollar amount would be established to carry these projects out, currently estimated at \$200,000 which could be accessed in either 2016 or 2017.

Table II shows the balances accrued to the Capital Reserve Account. The reserve funds could be used for the above referendum related costs and other preliminary professional or consulting work that may be required.

**Table II**

Ravensong Aquatic Centre	2013	2014	2015	2016	2017
Capital Reserve Balance	\$102,900	\$104,111	\$105,334	\$234,334	\$1,120,609

Funding for both capital expansion and increases in net annual operating costs needs to be considered when deciding on an expansion to Ravensong Aquatic Centre. Bylaws have been established that control the maximum amount of requisition available to operate and construct the pool service function. Although these bylaws can be amended if required to accommodate an expansion of the facility, changes to annual operating budgets need to be compared with both existing and maximum tax requisition levels.

Bylaw #1464 was established in 2005 and gives the authority to set aside funds to provide for major maintenance, upgrades and replacement of aquatic equipment and facilities. This fund currently has \$101,885 available and increases further in 2016. The large increase beginning in 2016 is a result of the debt payment for the original construction being completed in 2015.

Bylaw #899 provides the ability to annually fund RAC with contributions through tax requisition. The maximum requisition under the bylaw is the greater of \$770,000 or \$0.434 per \$1,000 of net taxable value land/improvements. Currently the requisition for RAC is \$0.33 per \$1,000. At existing land and improvement values on contributing members the current maximum dollar value for contributions under the bylaw is \$3.2 million.

As shown in *Apendix III* the current five year financial plan identifies \$2.5 million to \$2.7 million required in future requisitions to fund Ravensong in its current structure. Also included in *Apendix III* is a pro forma financial plan out to the year 2023 showing the impact on the tax requisition of an expansion at a cost adjusted to inflation in 2018 of \$9.4 million (\$7.4 million borrowing and \$2 million reserves). It shows the requisition to pay for both debt and annual operating continues to be under the maximum amount under Bylaw #899 of \$3.2 million dollars annually.

The pro formas provided in the consultant’s report and expanded on here with the information detailed in *Apendix III* show an anticipated increase in both operating revenues and costs associated with expansion. Of note is the consultant’s anticipation that although the facility would expand by 80% in built space and 60% in water area, operating expenses are projected to increase on average 30%.



Although staff concurs with a number of financials provided by the consultant, some significant edits have been made in *Apendix III* by staff. The anticipated revenues from admissions, wellness centre rentals and aquatic lessons have been reduced to more conservative estimates. In addition increases to expenses, specifically wage benefits have been increased. The affect these changes have is an increase in the projected operating deficit depending on the year, of 35% to 46% compared to the pro forma provided by the consultant. *Apendix III* also provides for reference the preliminary five year financial plan for Ravensong Aquatic Centre. More analysis and the draft of a business plan which would outline specific strategies related to cost, volume and profit of both the revenue and expense sources would be required at a date closer to final decision on the project.

#### Deferral of Expansion to 2019 or Later

Consideration may be given to keeping the requisition after 2016 at existing levels with the surplus funds going to reserves annually. In effect lowering the borrowing cost by saving funds internally and delaying expansion until reserves have been accumulated. On page 6 of *Apendix I* the consultant comments on related escalation allowances. It is their opinion that construction costs have been relatively flat since 2008 and will continue this trend until 2014 at which time it is anticipated that the market will make provisions for this period by increases from 2015 and beyond at rates higher than inflation and range from 3%-8% compounded depending on the year from 2015 to 2020.

The consultants anticipates an expansion scheduled for 2018 will cost 28% to 31% more than the 2013 estimates provided. The financial impact of deferring expansion can be seen in the footnote on pages 8 and 11 of the consultant's report. The projected costs of the expansion as shown on pages 8 and 11 are between \$752,000 and \$785,000 (10.5% - 12.25%) higher when compared to the identical options estimated in 2009.

Future interest rates and construction costs are hard to determine but a possibility may arise where interest rates increase faster than construction costs and deferring the expansion would not be prudent. It is also possible the opposite may occur when deferring the pool and borrowing less would be more cost effective. Based on estimates calculated using an amortization table on the Municipal Finance Authority (MFA) website, and order of magnitude cost estimates provided by the consultants, it may be possible that as much as \$90,000 could be saved annually in debt charges by saving through contributions to reserves vs. financing the construction through debt. However, these savings may be offset by construction inflation costs associated with waiting additional years to construct.

#### **STRATEGIC PLAN IMPLICATIONS**

An action in the 2013 – 2015 Board Strategic Plan is to review and implement applicable recommendations from recreation service master plans and studies of which this report is undertaking from the 2006 *RDN Recreation Services Master Plan for Oceanside*.

The service function related to aquatic services within the RDN and specifically District 69 was created through the regional federation model where services that have an impact regionally are paid for by members collaboratively. This concept continues to prove beneficial as the members of a service function obtain the benefit of economies of scale when large capital type projects such as recreation facilities are needed for their communities.

Many of the District 69 communities who would contribute to the expansion of aquatics are projected to have population growth higher than the annualized rate of 2%. The growth in anticipated demand in aquatic services likely would not be met with the existing footprint of Ravensong Aquatic Centre.

## SUMMARY

Between 2013 and 2016 on average \$900,000 per year is being used in the form of two debt repayments for the original construction in 1995 of Ravensong Aquatic Centre and the remediation project in 2010 (*Table I*). Beginning in 2017 both debt payments will be completed and annual capital reserve contributions under existing requisition levels will amount to almost \$1.5 million dollars. If the community desire is willing, there may be an opportunity at that time to consider the expansion of Ravensong Aquatic Centre or the construction of an additional aquatic facility within the existing levels authorized under the bylaw.

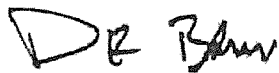
Since being identified in the 2006 recreation master plan the need for additional pool space has been warranted. As recently as 2012 a delegation appeared before the District 69 Recreation Commission formally asking for additional amenities as well as an increase to the existing space. Admission and registration levels for aquatic programs show that the facility is currently at high capacity for many if not all prime time hours.

*Appendix I* and the updated expansion and annual operating costs outlined in *Appendix III* show the options and implications in expanding Ravensong Aquatic Centre. Succinctly it would be possible to expand the facility sometime after 2016 at existing requisition levels and operate the expanded facility within the existing tax requisition bylaw funding levels.

As the current demand for aquatic services in District 69 is near maximum capacity and construction inflation costs to expand the facility may outstrip any potential saving of deferring construction beyond 2018, it is recommended that the Five Year Financial Plan for the Ravensong Aquatic Centre be amended to include the potential expansion of the facility in 2018.

## RECOMMENDATIONS

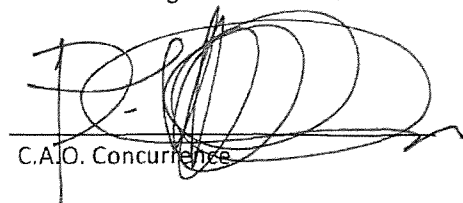
- 1) That the staff report and HCMA 2013 Cost Estimate Update be received as information.
- 2) That the Five Year Financial Plan for the Ravensong Aquatic Centre be amended to include the potential expansion of the facility in 2018.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

## **APPENDIX I**

**Hughes Condon Marler Architects (HCMA)  
2013 Cost Estimate Update**

November 2013

## APPENDIX 1

# Ravensong Aquatic Centre

Expansion Feasibility Review Report

November 14, 2013

## 2013 Cost Estimate Update





General Manager of Recreation and Parks  
Regional District of Nanaimo  
Oceanside Place - 830 West Island Highway  
Parksville, BC V9P 2X4

November 14, 2013

Attention: Tom Osborne, General Manager of Recreation and Parks

**RE: 0919 RAVENSONG AQUATIC CENTRE RENOVATIONS – FACILITY EXPANSION REPORT UPDATE**

HCMA is pleased to present this 2013 update to our 2010 Facility Expansion Report.

In August 2013 the RDN engaged HCMA, together with Advicas Consultant Group Ltd. (Advicas) and David Hewko Planning and Project Management (DHP+PM) to complete the following:

- 1) An update to the capital cost section of the original 2009/2010 report (Section V) to support budget planning:
  - a. Update of the OM cost estimate included in the 2010 to current values (2013/2014)
  - b. Escalation of above current-day values to the year 2020, the likely year in which the capital costs would be included into the RDN capital plan if the project proceeds
- 2) A separate report on Operating Cost impact that will assist the RDN with developing a business case:
  - a. Review of three years of past annual detailed financial reports provided by the client to define historical pro-rated labour, energy use, O/M (routine operating and maintenance costs), custodial, security, management and other operating overheads specific to this facility
  - b. Quantifying existing and proposed areas, bather loads and fitness centre capacity to determine unit denominators for costs, staffing thresholds and revenues
  - c. Review historical utilization data provided by the client to inform projected future demand and revenues
  - d. Prepare a 5-year pro forma spreadsheet itemizing projected operating costs for the blended new and existing facility (projected three years out and can subsequently be further indexed for escalation should completion of expansion be deferred)
  - e. The 5-year pro-forma would also include estimated new revenue break-even targets based on a series of optional scenarios of participation and on current rates and charges



**0919 RAVENSONG AQUATIC CENTRE EXPANSION – FEASIBILITY REVIEW REPORT 2013 COST UPDATE**  
November 14, 2013

This update is to be read in conjunction with the original 2010 HCMA expansion feasibility report, providing an updated Section V – Order of Magnitude Cost Implications with current observations. It furthermore includes an updated Section VI – Test Facility Plans with current 2013 dollar values, commentary on the completed post-expansion facility complete with a report on implications to operating cost and revenue projections (bound separately).

Yours truly,  
**Hughes Condon Marler** : Architects

Carl-Jan Rupp, Architect AIBC, OAA, SAA, MRAIC, LEED® Accredited Professional  
Principal

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## V COST IMPLICATIONS

### V.a Costs per Area and Component

The following section provides conceptual information on the projected costs for the proposed master planning options. Construction unit rate costs have been applied to each component expansion area in the development of an overall construction cost. A percentage allowance has been included for soft costs to give an overall Project Cost. These costs have been reviewed by a Professional Quantity Surveyor.

The unit rate costs are based on current 2013 market price levels, assuming that all work will be bid in the open market and tendered in a single phase. It is recognized that the building will, to some degree, remain in operation during construction although it is assumed that the District's priority would be to accommodate all contractor needs to minimize costs.

In all cases the estimates are based upon our assessment of fair value for the work to be carried out. We define fair value as the amount a prudent contractor, taking into account all aspects of the project, would quote for the work. We expect our estimate to be in the middle of the bid range to ensure that funding for the work remains adequate for the duration of the project.

#### Wellness Centre:

We estimate the wellness centre component to require a construction cost of \$235/sf, which includes allowances for the necessary washrooms and some office/support spaces. This is based on an overall wellness centre area of around 420m<sup>2</sup> (4500sf). With 'economies of scale' a larger area would attract a lower construction unit rate cost, and conversely a smaller area a higher unit rate.

Should the wellness centre be considered as a second storey addition to the existing building, we estimate the construction costs to increase by another \$225,000.00 to accommodate the fixed costs of adding an elevator and 2 sets of stairs, as well as the additional renovation costs associated with this scenario. It should be recognized that this solution may attract a higher level of risk due to unknown costs associated with upgrading the existing structure for new building code criteria subsequent to the one in place at time of original construction. This option would however allow the construction of a significantly larger wellness centre.

#### Change Rooms:

The change rooms are estimated at a construction cost of about \$450/sf newly constructed or about \$330/sf if built in renovated existing space (such as current lobby/admin area in approach #2)

#### Pool Expansion:

The leisure pool natatorium expansion is estimated at about \$485/sf, which includes the required mechanical equipment and space for a leisure pool with some lap capacity. This represents a modest approach to the selection of play features, and the price could go up should additional or costly play features be selected.

The leisure pool expansion cost makes allowance for a water slide access stairs. The additional cost of a slide, excluded from the expansion cost, can vary widely dependent upon configuration and slide distance. As a guide an appropriate cost allowance would be in the order of \$200,000 for slide, supports and foundation.

#### Multi-Purpose Room:

The MP Room is estimated at a construction costs slightly above the wellness centre at around \$285/sf

Lobby Space:

A new Lobby is estimated at around \$270/sf for a new and transparent lobby complete with washrooms and seating opportunities. Adding a small portion of lobby to the existing is estimated at about \$205/sf

**V.b Cost Estimate Assumptions and Commentary on Escalation Allowances**

The **Hard Construction Costs** are at current 2013 market price levels and reflect middle of the bid range price levels.

It is common knowledge that Vancouver Island was not immune to the major market downturn and saw a major correction in market price levels during the latter part of 2008 and early 2009. A further downward correction occurred in Spring 2010 driven by pressure on pricing levels from mainland contractors pursuing work on the Island.

While there has been varying opinion on timing for a resurgence in the construction market, to date this has not occurred. In effect the correction saw the market reverting to 2006/2007 price levels which have held through to 2013. We expect price levels to tentatively move up in 2014 and gain a level of momentum in future years. The projected increase will absorb a correction on the 2008 – 2014 'flat' market condition with typical mean annual increases beyond. We recommend the Client make provision for the following increases through to 2020:

- 2014 – 2%
- 2015 – 5%
- 2016 – 6%
- 2017 – 8%
- 2018 – 7%
- 2019 – 4%
- 2020 – 3%

On August 26, 2011 HST was defeated through public referendum. British Columbia returned to Provincial Sales Tax and Goods and Services Tax on April 1, 2013.

7% Provincial Sales Tax has been included in the estimate

The **Soft Costs** percentage applied to the above estimate summary provide for design and management fees, loose furnishings and equipment, construction contingency, development cost charges, miscellaneous Owner insurance, legal and administration expenses. In general the following items are excluded from the estimate:

- *Financing costs*
- *Work carried out in contract phases*
- *Out of hours working*
- *Project Manager*
- *Clerk of Works*
- *Referendum costs if applicable*
- *Opening costs*
- *Goods and services tax*

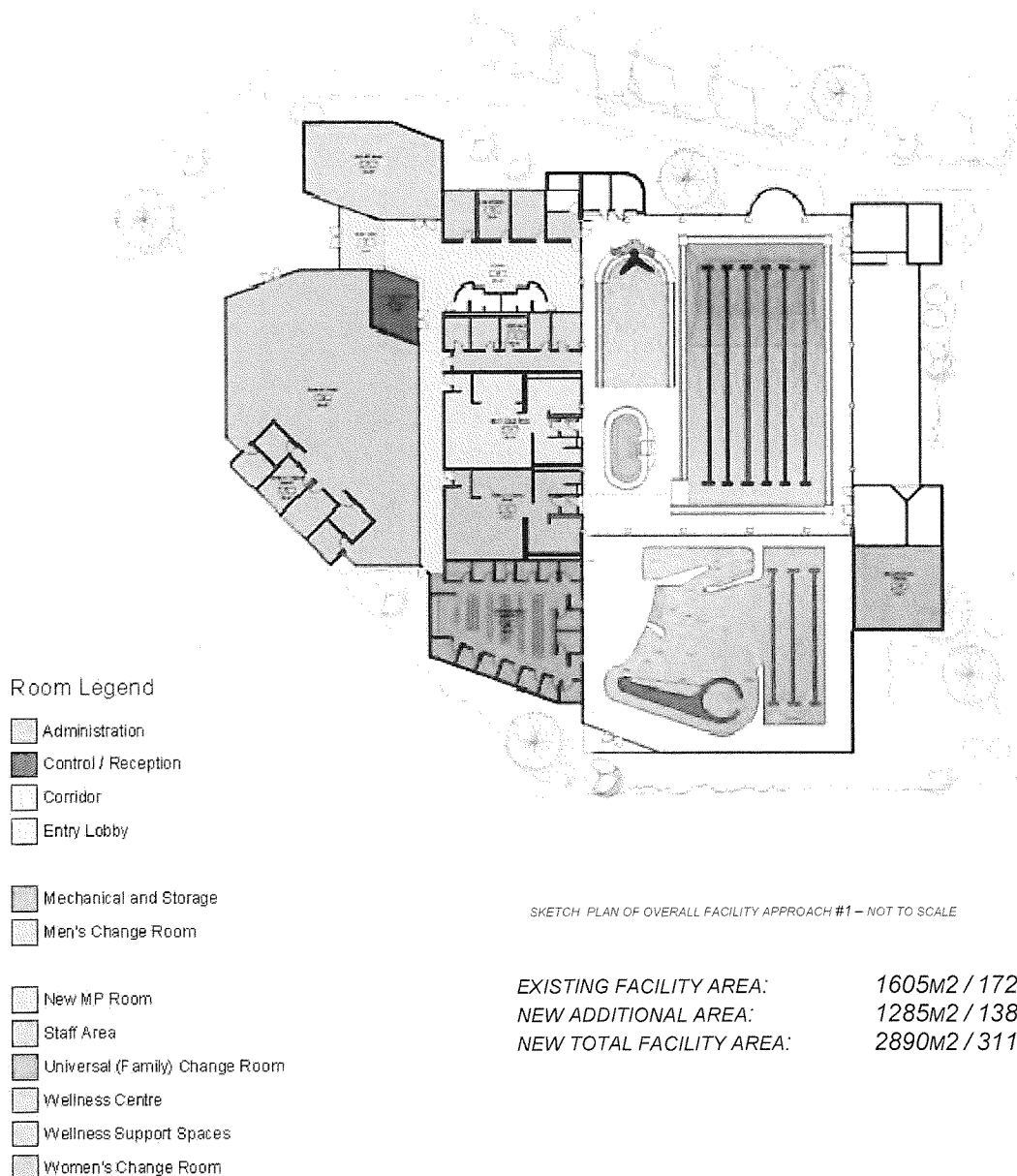


**VI TEST FACILITY PLANS**

The following pages describe 2 possible options that can be derived from above components. These plans are illustrative in nature, intended to show two of the possible many configurations of above component options. The 2 distinct plans highlight the 2 site planning approaches; we have kept the actual facility comparable in size and choice of wellness area and pool layout. Both approaches respect existing site constraints, including the current property boundaries defined by lease agreement with the Township of Qualicum.

**VI.a Approach #1 – retention of existing entry point, single level facility with leisure pool expansion**

This option is comparable to the previous 2006 feasibility study in the location and size of Wellness Centre, Multi-Purpose Room, Entry and Universal Change Room.



We have prepared the following **Order of Magnitude Project Cost Summary** for this approach, updated to 2013 dollar values:

Component	New or Reno	Description	Area m2	Area sf	Cost per m2	Cost per sf	
<b>Hard Construction Costs</b>							
Pool + Pool Mechanical	New	Pool Hall + Mechanical	600	6458	\$5,221	\$485	\$3,132,600
Universal Change Rooms	New	family style change rooms	160	1722	\$4,844	\$450	\$775,040
Control Area	Reno	existing desk, expand and renovate	26	280	\$1,400	\$130	\$36,400
Entry Lobby	New	Simple vestibule/lobby space renovate existing showers into staff change rooms	22	237	\$2,207	\$205	\$48,554
Staff Area	Reno		40	431	\$2,422	\$225	\$96,880
Wellness Centre	New	mostly large open fitness centre, with some smaller office and washroom areas	420	4521	\$2,530	\$235	\$1,062,600
Multi-Purpose Room	New	large MP room	105	1130	\$3,068	\$285	\$322,140
Sprinkler Upgrade							\$200,000
<i>Note: All Construction Costs include 7% PST</i>					Order of Magnitude Hard Construction Cost		\$5,674,214
<b>Soft Costs</b>							
<i>Design &amp; Management Fees; Loose Furnishings &amp; Equipment; Construction Contingency; Development Cost Charges; Owner Administration Costs; Other Legal Costs</i>				} 27%			
Total Soft Costs						\$1,532,038	

*For comparison: in 2010 the OM project cost for this Approach was estimated at \$6,420,271 +HST (12%)*

**Project Cost**

**\$7,206,252**

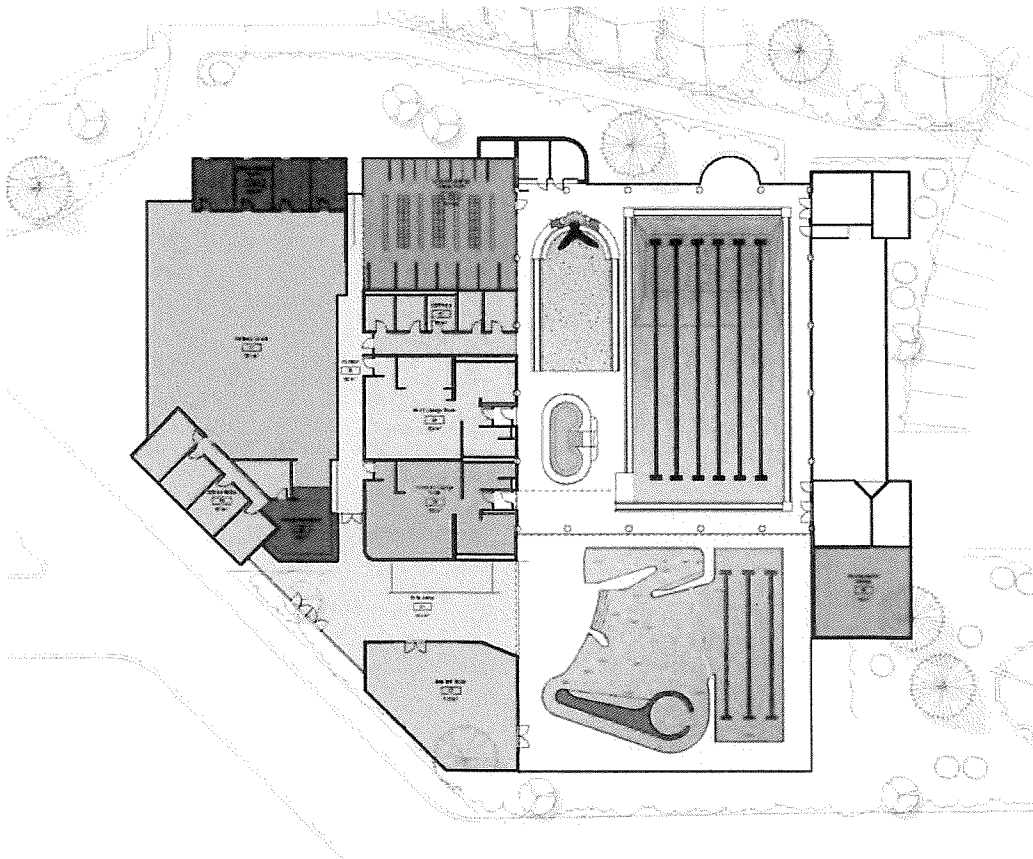
**+ GST (5%)**



0919 RAVENSONG AQUATIC CENTRE EXPANSION – FEASIBILITY REVIEW REPORT 2013 COST UPDATE  
November 14, 2013

**VI.b Approach #2 – reversal of the entry location**

The main difference between this test plan and the previous plan is the reversal of the entry location. The result is an improved overall organization of the facilities relationship between the entry, the pool hall and the MP room. The illustrative perspective sketch below indicates this new entry situation with views to the expanded pool.














SKETCH PLAN OF OVERALL FACILITY APPROACH #2 – NOT TO SCALE



SKETCH PERSPECTIVE OF POSSIBLE EXPANSION

**Room Legend**

-  Administration
-  Control / Reception
-  Corridor
-  Entry Lobby
  
-  Mechanical and Storage
-  Men's Change Room
  
-  New MP Room
-  Staff Area
-  Universal (Family) Change Room
-  Wellness Centre
-  Wellness Support Spaces
-  Women's Change Room



Above: Enlarged sketch indicating the idea of an inviting and transparent new entry and lobby to the Ravensong Aquatic Centre

Below: The wellness centre



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This approach raises the project costs, because we are now constructing some spaces new that were previously unaffected (administration offices, facility main lobby with washrooms). At the same time some of the square foot costs are a bit lower (such as the Universal Change Rooms) because they are now being constructed in a renovated area. We have prepared the following **Order of Magnitude Project Cost Summary** for this approach:

Component	New or Reno	Description	Area m2	Area sf	Cost per m2	Cost per sf	
<b>Hard Construction Costs</b>							
Pool + Pool Mechanical	New	Pool Hall	600	6458	\$5,221	\$485	\$3,132,600
Universal Change Rooms	Reno	family style change rooms	153	1647	\$3,552	\$330	\$543,456
Adminstration Area	New	replacement of Admin existing desk, expand and renovate	87	936	\$2,422	\$225	\$210,714
Control Area	New		35	377	\$2,422	\$225	\$84,770
Entry Lobby	New	new lobby space, new wc's, seating, lots of glazing renovate existing showers into staff change rooms	155	1668	\$2,906	\$270	\$450,430
Staff Area	Reno		67	721	\$2,314	\$215	\$155,038
Wellness Centre	New	mostly large open fitness centre, with some smaller office and washroom areas	420	4521	\$2,530	\$235	\$1,062,600
Multi-Purpose Room	New	large MP room	105	1130	\$3,068	\$285	\$322,140
Sprinkler Upgrade							\$200,000
<i>Note: All Construction Costs include 7% PST</i>				<b>Order of Magnitude Hard Construction Cost</b>			<b>\$6,161,748</b>
<b>Soft Costs</b>							
<i>Design &amp; Management Fees; Loose Furnishings &amp; Equipment; Construction Contingency; Development Cost Charges; Owner Administration Costs; Other Legal Costs</i>				} 27%			
				<b>Total Soft Costs</b>			<b>\$1,663,672</b>

**Project Cost**

**\$7,825,420**

*For comparison: in 2010 the OM project cost for this Approach was estimated at \$7,073,236 +HST (12%)*

**+ GST (5%)**

### **VI.c Commentary on Facility Vision**

Approach #1 offers the lower capital cost investment.

At approximately \$600,000.00 (2013 dollar value) premium over Approach #1, Approach #2 offers patrons a more significant transformation in how the new, expanded facility is experienced. It should also be noted that Approach #2 is slightly more compatible with the 2010 renovations / expansions that took place. In particular it will be more difficult to fit the Multi-Purpose Room between the Ravensong pool and the adjacent Civic Centre as planned in Approach #1.

However, either approach will provide Qualicum Beach with an attractive and comprehensive facility of over 31,000 sf (over 2850m<sup>2</sup>) at an overall replacement value (excluding land) in the range of approximately \$14,000,000.00 - \$17,000,000.00 if constructed in 2013.

### **VI.d Operating Cost and Revenue Implications**

A separate report has been developed and appended to this report update that explores the operational cost implications related to the expansion of the facility with a leisure pool component and the wellness component:

HCMA retained David Hewko Planning + Program Management (DHP+PM) to examine the **operating cost and revenue implications** of one of the options developed for the RDN in the feasibility study, Approach #1. DHP+PM was asked to prepare a pro forma summary of operating expenses and potential revenues over a 6 year time period.

In order to prepare for creating cost and revenue projections, DHP+PM began with the analysis of historical financial budgets, labour and wage summaries, historical utilization, operating schedule and program offerings. Area take-offs of existing, proposed renovation and proposed new expansion areas were prepared for the purpose of creating unit values that could be compared with other like-facilities in the province.

The important finding is that **despite an 80% increase in built space and 60% increase in water area, the operating deficit should only increase by between 25% and 50% depending on the year.** The addition of the Wellness Centre in large part offsets the additional deficit of the newly added aquatic component, but isn't significant enough to reduce the overall pool deficit aside from minor economies of scale.



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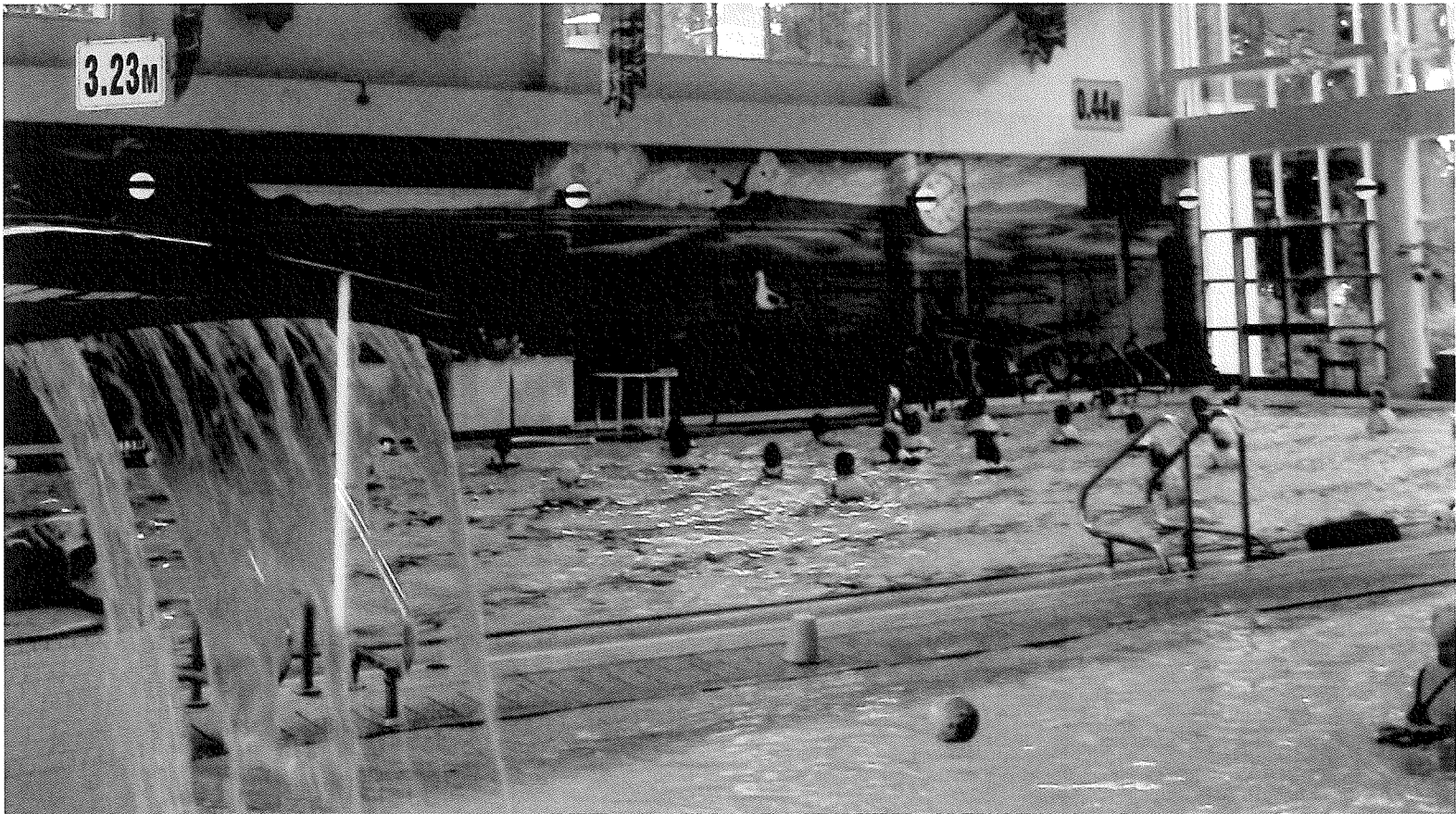
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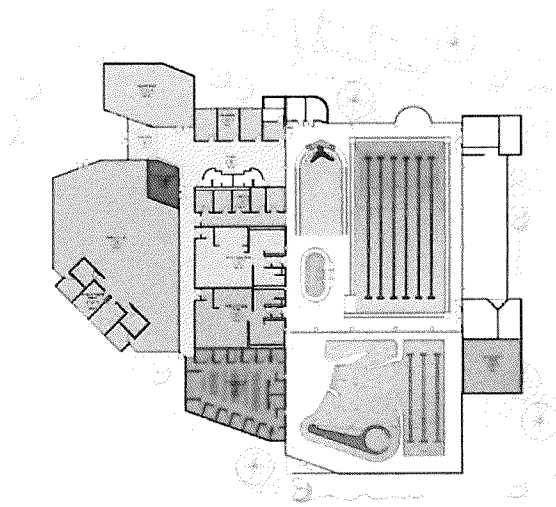
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Hughes Condon Marler : Architects





**Ravensong Aquatic and Fitness Centre**  
**REGIONAL DISTRICT OF NANAIMO**  
**Post-Expansion Operating Budget Analysis - Final Report**  
October, 2013

## 1.0 Introduction

In 2009 Hughes Condon Marler: Architects have prepared a feasibility study to examine options for the redevelopment and expansion of the Ravensong Aquatic Centre in the town of Qualicum Beach, B.C.

The report offered a number of ideas and solutions for the expansion of the aquatics component as well as the addition of new 'dryland' spaces including a wellness centre or fitness centre, and a multi-purpose room.

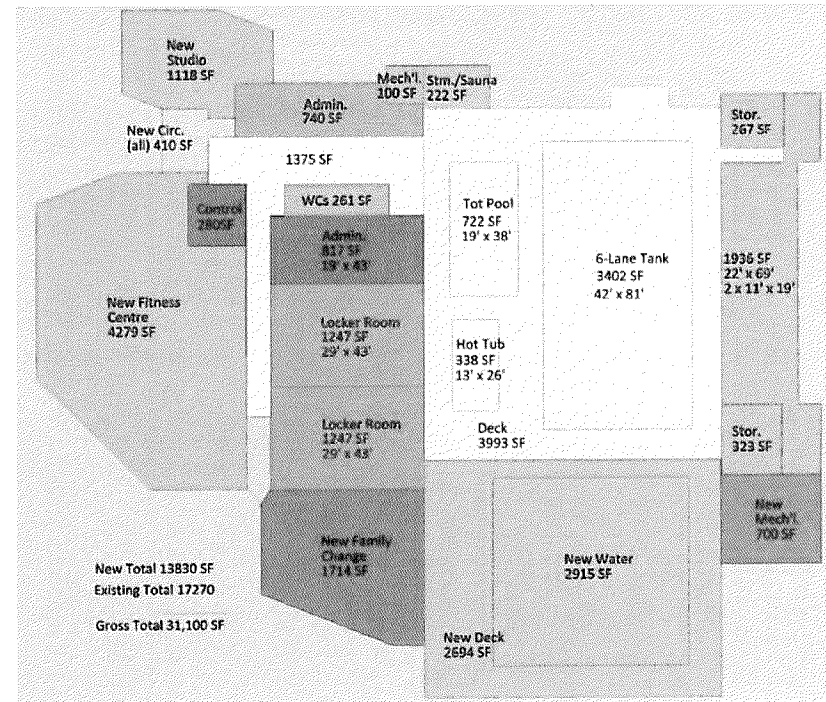
In July of 2013 HCMA retained David Hewko Planning + Program Management to examine the operating cost and revenue implications of one of the options developed for the RDN in the feasibility study, Approach #1. DHP+PM is a Victoria-based sport and recreation programming consulting firm with 26 years experience and has prepared numerous operating plans for new and re-positioned facilities.

DHP+PM was asked to prepare a pro forma summary of operating expenses and potential revenues for a period extending to the year 2020. This presumes the expansion and renovation is completed by 2015 to create a six-year window.

In order to prepare for creating cost and revenue projections, DHP+PM began with the analysis of historical financial budgets, labour and wage summaries, historical utilization, operating schedule and program offerings.

Based on the concept diagram on the cover, DHP+PM prepared it's own area take-offs of existing, proposed renovation and proposed new expansion areas for the purpose of creating unit values that could be compared with other like-facilities in the province.

*Acknowledgment: Image used on cover and in report extracted for HCMA Ravensong Aquatic Centre Expansion Feasibility Study Report*



## 2.0 Current Operating Profile

According to the RDN website for Ravensong Aquatic Centre, the facility operates 88.5 hours per week, 49 weeks per year for a total of 4,337 annual operating hours. This differs from 3,940 annual hours stated in the business plans. The higher number was presumed to be more current and more accurate.

The facility currently operates from 6:00 AM to 9:30PM or 10:00 PM four days per week with an earlier closing Fridays and later opening and early closing on weekends. The website promotes facility rentals that would presumably occur outside of normal hours of operation.

According to the business plans, the aquatic facility is approximately 97% booked and programmed each year, which is exceptional when compared to other pool facilities across the province.

The facility currently has an annual budget of \$1.9 million operates at about a 32% cost recovery in 2011 The average annual operating budget for aquatic facilities of this type and scale in B.C. should be in the range of \$700,000 to \$2.0 million.

Cost recovery has declines since 2006 (43%) at a rate of 2% each year, excepting for the anomaly of the 2010 retrofit shutdown. This could be attributed to increasing utility costs, achieving maximum capacity with programs and deferred maintenance in previous years The business plan summaries indicate that currently there are about 96,000 annual admissions to the facility.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Early Bird 6-9am Pool shared (lane details online)	Early Bird 6-9:30am Pool shared (lane details online)	Early Bird 6-9am Pool shared (lane details online)	Early Bird 6-9:30am Pool shared (lane details online)	Early Bird 6-9am Pool shared (lane details online)	Early Bird 7-9am Pool shared (lane details online)
	AquaFit Deep & Shallow 9-10 am	AquaFit Shallow 9:30-10:30am	AquaFit Deep & Shallow 9-10 am	AquaFit Shallow 9:30-10:30am	AquaFit Deep & Shallow 9-10 am	Swim Lessons 9am-12 noon
Family Swim 10am-12 noon Adults must be with a child	Nifty Fifties 10-11am	Arthritic Swim 10:30-11:30am	Nifty Fifties 10-11am	Arthritic Swim 10:30-11:30am	Nifty Fifties 10-11am	
Noon Lengths 12-1:30pm	Noon Lengths 11am-12pm (4 lanes) Adults Only 12-1:30pm	Noon Lengths 11:30-12pm (4 lanes) Adults Only 12-1:30pm	Noon Lengths 11am-12pm (4 lanes) Adults Only 12-1:30pm	Noon Lengths 11:30-12pm (4 lanes) Adults Only 12-1:30pm	Noon Lengths 11am-12pm (4 lanes) Adults Only 12-1:30pm	Noon Lengths 12-1:30pm
Everyone Welcome 1:30-5:00pm	Afternoon Lengths* 2:30-3:30pm	Open Lane Swim 1:30-2:30 New for the FALL	Afternoon Lengths* 2:00-3:30pm	Open Lane Swim 1:30-2:30 New for the FALL	Afternoon Lengths* & Special Olympics 2:15-4:30pm	Everyone Welcome 1:30-5:00pm
Aqua Zumba sign up! 5-6pm	Swim Lessons 3:00-6:30pm	Afternoon Lengths* & MS Group 2:30-3:30pm	Swim Lessons 3:00-6:30pm	Afternoon Lengths* & MS Group 2:30-3:30pm		Rent the Pool 5-6pm
	Everyone Welcome 6:30-8pm	Swim Lessons 3:30-7:30pm	Everyone Welcome 6:30-8pm	Swim Lessons 3:30-7:30pm		
Everyone Welcome 6-8pm	Masters 8-9pm	AquaFit & Widths 7:30-8:30pm	Masters 8-9pm	AquaFit & Widths 7:30-8:30pm	Teen Swim 7-9pm (13-18 yrs old only)	Everyone Welcome 6-8pm
Adult Swim 8-9pm	Adult Swim 9-10pm	Adult Swim 8:30-9:30pm	Adult Swim 9-10pm	Adult Swim 8:30-9:30pm		Adult Swim 8-9pm
<b>Leisure Pool Times - Saturday to Thursday the last hour of the day is Adult Only</b>						
10am-5pm (10am-12noon - Families only) 6-9pm	6am-1:30pm Parent & Tot* 9-1pm 2:30-3:00pm 6:30-10pm	6-9am 11:30am-2:30pm Parent & Tot* 11:30- 1pm 2:30-3:30pm 7:30-9:30pm	6am-1:30pm Parent and Tot* 9- 1pm 2:00-3:00pm 6:30-10pm	6-9am 11:30am-2:30pm Parent and Tot* 11:30-1pm 2:30-3:30pm 7:30-9:30pm	6am-1:30pm Parent and Tot* 9- 1pm 2:15-6:30pm	7-9am 12:30-5pm 6-9pm
<b>Sauna/Steam Room &amp; Whirlpool Times - Saturday to Thursday the last hour of the day is Adult Only</b>						
10am-5pm (10am-12noon - Families only) 6-9pm	6am-1:30pm 2:30-10pm	6am-3:30pm 4:30-9:30pm	6am-1:30pm 2-10pm	6am-3:30pm 4:30-9:30pm	6am-1:30pm 2:15-6:30pm	7-9am 12-5pm 6-9pm

### 3.0 Expansion of Aquatics

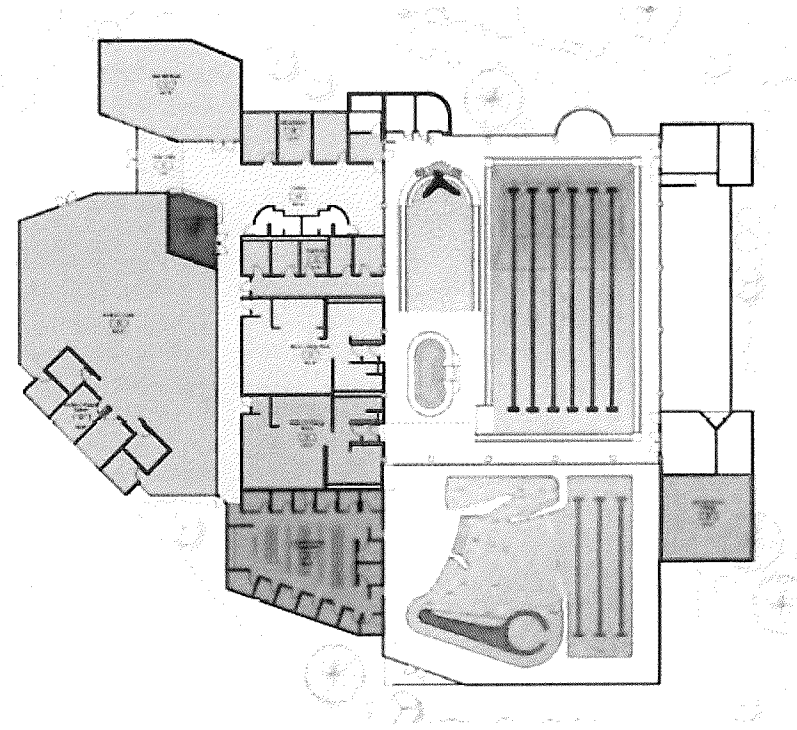
Approach #1, the concept option being evaluated includes a leisure pool tank with a deeper, rectangular portion that could be used for aqua-size and rehab therapy programming. The concept plan also suggests a zero-beach entry and a moving water lazy river that could be used for therapeutic resistance. Other amenities such as a waterslide may be considered in the future.

In terms of utilization, leisure pools and 25-metre program tanks are used in entirely different ways. Program pools offer a more reliable and predictable stream of revenue, as much of the usage is pre-registered program bookings or swim lessons (both consecutive week commitments). Lane swimmers too tend to be dedicated and consist users providing scheduled swim times are consistent.

Leisure water success depends on a number of factors including a potential for regeneration of the primary market over time, the young families demographic (affordable entry-level housing). In some locations, leisure water also depends on tourism traffic. Novelty and periodic change is important to the continued interest and attendance with leisure pools.

Bather load defined by BC Health Act is calculated as 1 person per 10 SF of water area shallower than 5-feet. Based on existing water areas of 4,462 SF and the addition of 2,915 SF, bather load increases from 446 to 739. The act requires 1 lifeguard on duty for every 100 bathers and never less than 1 lifeguard plus 1 other staff trained in the pool plan. Currently the pool averages 2.5 guards on shift reflecting higher peak-period demands and lower troughs. With the 60% increase in water area and bather load, the need for lifeguards will also increase to an anticipated average of 4.0 lifeguards.

Program lanes tend to be practically limited to a maximum of about six swimmers per lane at a time or 36 total in the program tank. Leisure water will experience a much higher density of use and consequently, higher revenues per square foot of water area can be expected.



### 4.0 Addition of Fitness

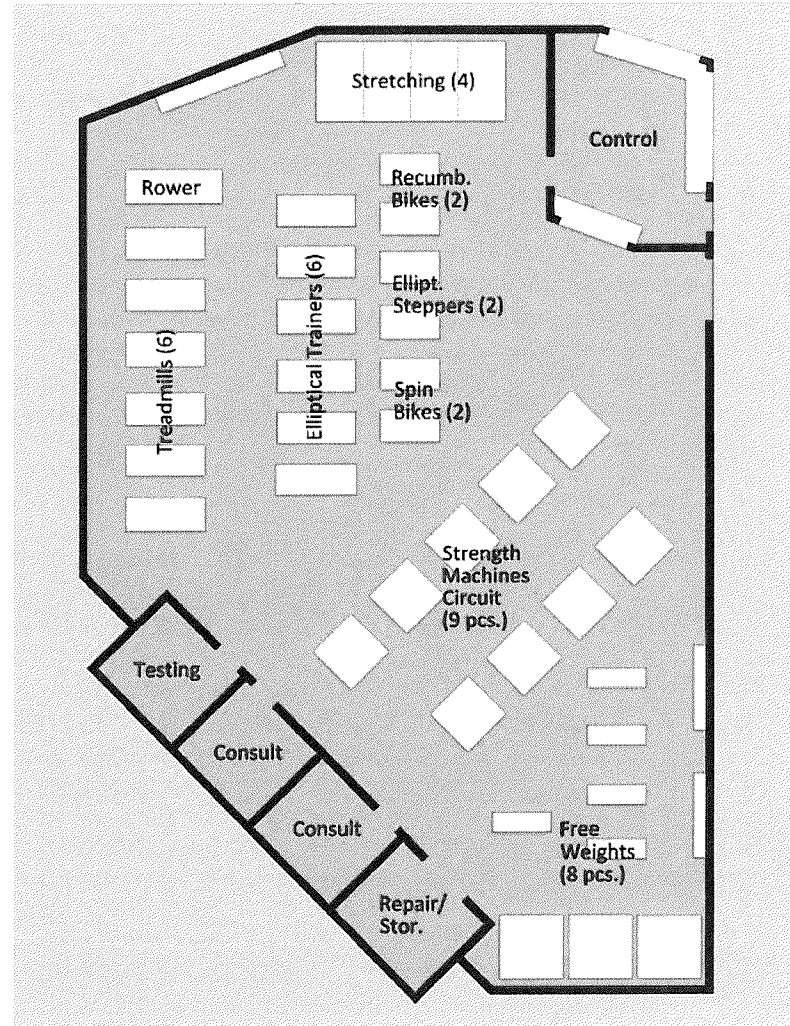
The introduction of a Wellness or Fitness Centre and a multi-purpose studio to the Ravensong facility will significantly improve overall cost recovery as these two components are the least expensive to operate and yield the highest net revenue, that can be used to reduce the operating deficit of the aquatics component. Fitness is the most densely utilized aspect of a recreation centre, and used consistently throughout the entire operating day.

A fitness centre requires very little in the way of staffing, often passive supervision from the main control desk is sufficient. The space itself is inexpensive relatively low-ceiling, short-span space with low energy consumption compared to a pool or arena. Movement classes in the studio require staff instruction and in most cases the space must support 20 users, the typical break-even threshold for cost recovery.

A key success factor will be environmental quality including the day-lighting and air handling system should never be compromised. A regular fitness user typically attends three times per week for 60-90 minutes or about 150-200 hours per year of their valuable and scarce free time. The quality of the experience is important to attracting and retaining clientele.

The Wellness Centre at 4,000 SF (enclosed spaces excluded) should support between 40-45 activity stations depending on layout and desired density. Based on current recreation trends and popularity, roughly half of stations should be cardio machines, with the balance divided between a strength machines circuit (minimum 9-10 stations), free weights and stretching (including balls, TRX, etc.). The test layout to the right demonstrates a suggested layout for the equipment.

The multi-purpose studio should have a sprung wood floor and mirrors on one wall. The space should be available as additional stretching, balls and TRX space when not otherwise booked. A storage space should be included for tables and chairs for evening/weekend rentals as a meeting space.





### 5.0 The Pro Forma

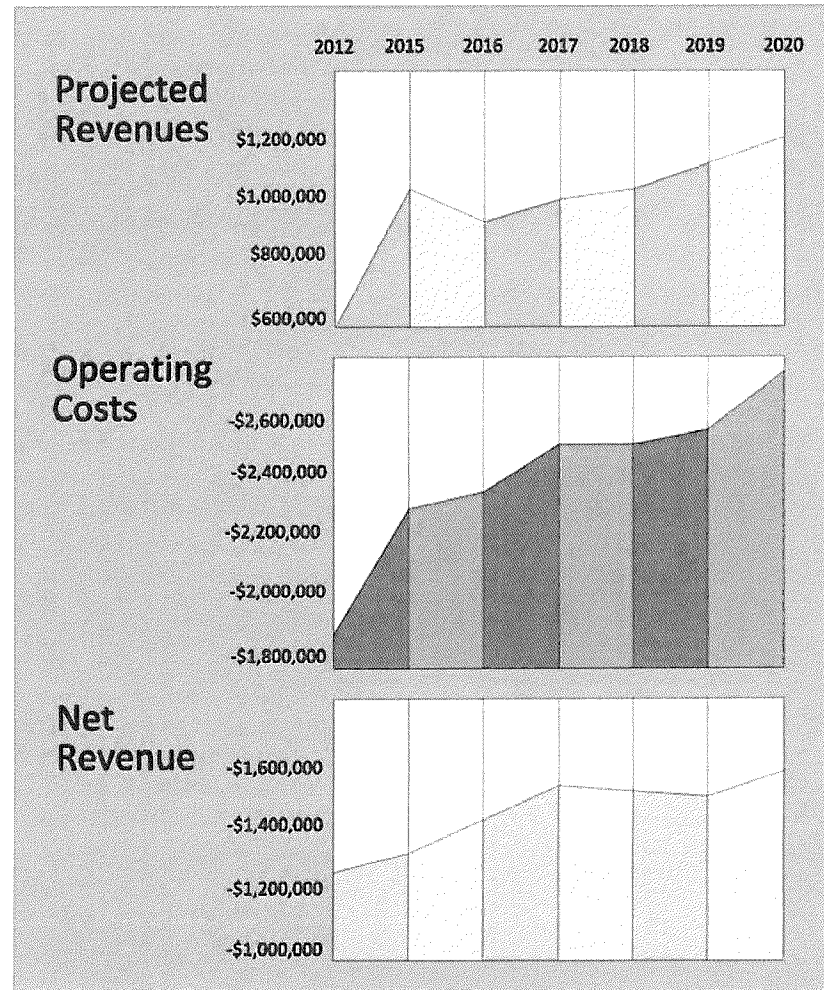
The Pro Forma summary table on the following page illustrates projects revenues and operating costs for current (2012 column) and projected (2015-2020) years. The operating costs estimates are based on historical hard costs, extrapolated for larger building size or other threshold factors discussed herein. Revenues are based on comparative data informing extrapolation of current pool utilization or comparative data from similar facilities for the new ‘dryland’ components, the Wellness Centre and the multi-purpose room.

The bottom line number in each column projects the net revenue or operating deficit to be expected. Negative values are indicated in parenthesis and in each case an operating shortfall will require subsidization. The important finding is that despite an 80% increase in built space and 60% increase in water area, the operating deficit should only increase by between 25% and 50% depending on the year. This can be attributed to modest economies of scale on the aquatics side, plus the addition of positive cash flows generated by the Wellness Centre and multi-purpose studio.

The Wellness Centre if targets are met could generate revenues of about \$60 / SF per year while the pools generate a similar \$60 / SF. Wellness Centre pro-rated operating costs are about \$40 / SF for a net positive cash flow of about \$20 / SF. Conversely, the pro-rated operating costs for the pools is about \$175 / SF so the net revenue is a negative -\$115/SF.

The addition of the Wellness Centre in large part offsets the additional deficit of the newly added aquatic component, but isn’t significant enough to reduce the overall pool deficit aside from minor economies of scale.

An explanation of all assumptions and estimates can be found on the page following the Pro Forma spreadsheet. A caveat: the pro forma represents a ‘best estimate’ of future costs and revenues. The estimate is subject to changing variables and circumstances and there is no guarantee of outcome.



**Figure 1. RAVENSONG POOL EXPANSION - PRO FORMA**

Line		2012	2015	2016	2017	2018	2019	2020	
1	<b>Areas</b>								
	Pools and Deck SF	8860	13520	13520	13520	13520	13520	13520	
2	Wellness Centre SF	0	4520	4520	4520	4520	4520	4520	
3	Multi-Purpose SF	0	1130	1130	1130	1130	1130	1130	
4	Locker Rooms SF	2500	4220	4220	4220	4220	4220	4220	
5	Other SF	6310	7710	7710	7710	7710	7710	7710	
6		<b>Totals</b>	<b>17270</b>	<b>31100</b>	<b>31100</b>	<b>31100</b>	<b>31100</b>	<b>31100</b>	
7	<b>Variables</b>								
	Annual Operating Hours	4337	4337	4337	4337	4337	4337	4337	
8	Combined Pools Bather Load	446	736	736	736	736	736	736	
9	Annual Pool Admissions	96,000	135,000	108,000	115,000	122,000	128,000	135,000	
10	Wellness and Fitness Admissions	n/a	70,000	74,000	78,000	82,000	86,000	90,000	
11	<b>Revenues</b>								
	Pool Admissions	\$360,000	\$390,000	\$317,000	\$341,000	\$367,000	\$392,000	\$419,000	
12	Swimming Lessons and Aquafit	\$195,000	\$244,000	\$198,000	\$213,000	\$230,000	\$246,000	\$262,000	
13	Wellness Admissions	n/a	\$208,000	\$224,000	\$241,000	\$258,000	\$276,000	\$293,000	
14	Rentals	\$85,000	\$111,000	\$115,000	\$118,000	\$122,000	\$126,000	\$130,000	
15	Misc. Income	\$45,000	\$65,000	\$68,000	\$70,000	\$73,000	\$75,000	\$78,000	
16		<b>Total</b>	<b>\$585,000</b>	<b>\$1,018,000</b>	<b>\$922,000</b>	<b>\$983,000</b>	<b>\$1,050,000</b>	<b>\$1,115,000</b>	<b>\$1,182,000</b>
	<b>Operating Costs</b>								
17	<b>Labour</b>								
	Administration	\$140,000	\$140,000	\$140,000	\$150,000	\$150,000	\$150,000	\$157,000	
18	Management	\$140,000	\$140,000	\$140,000	\$150,000	\$150,000	\$150,000	\$157,000	
19	Administrative Staff	\$175,000	\$175,000	\$175,000	\$188,000	\$188,000	\$188,000	\$196,000	
20	Operating Staff and Mgmt.	\$190,000	\$190,000	\$190,000	\$205,000	\$205,000	\$205,000	\$214,000	
21	Lifeguards	\$355,000	\$568,000	\$568,000	\$593,000	\$593,000	\$593,000	\$620,000	
22	Program and Teaching Staff	\$130,000	\$130,000	\$130,000	\$140,000	\$140,000	\$140,000	\$146,000	
23	Fitness Instructors (new)	\$0	\$63,000	\$63,000	\$68,000	\$68,000	\$68,000	\$71,000	
24	Benefits	\$240,000	\$245,000	\$245,000	\$263,000	\$263,000	\$263,000	\$275,000	
25	<b>Energy</b>								
	Electricity	\$85,000	\$178,000	\$198,000	\$214,000	\$232,000	\$255,000	\$280,000	
26	Heat / Fuel	\$70,000	\$137,000	\$143,000	\$150,000	\$157,000	\$165,000	\$173,000	
27	<b>Overheads</b>								
	Pool Chemicals	\$40,000	\$64,000	\$65,000	\$66,000	\$67,000	\$68,000	\$69,000	
28	Water and Sewer	\$15,000	\$24,000	\$24,000	\$25,000	\$25,000	\$26,000	\$26,000	
29	Program Costs	\$20,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	
30	Insurance	\$10,000	\$15,000	\$15,000	\$16,000	\$16,000	\$16,000	\$17,000	
31	Office Supplies and Overheads	\$25,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
32	Communications	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
33	Cost of Goods Sold	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
34	Custodial Supplies	\$15,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	
35	Maintenance and Repairs	\$115,000	\$70,000	\$80,000	\$90,000	\$100,000	\$110,000	\$120,000	
36	Marketing	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
37	Fitness Equip. Replacement	n/a	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	
38	Grants	\$20,000	\$20,000	\$21,000	\$21,000	\$21,000	\$21,000	\$22,000	
39	Lifecycle	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
40		<b>Total</b>	<b>\$1,840,000</b>	<b>\$2,321,000</b>	<b>\$2,359,000</b>	<b>\$2,501,000</b>	<b>\$2,537,000</b>	<b>\$2,580,000</b>	<b>\$2,705,000</b>
41		<b>Net Revenue</b>	<b>(\$1,255,000)</b>	<b>(\$1,303,000)</b>	<b>(\$1,437,000)</b>	<b>(\$1,518,000)</b>	<b>(\$1,487,000)</b>	<b>(\$1,465,000)</b>	<b>(\$1,523,000)</b>



Explanatory notes, assumptions and factors:

<p>Lines 1-6</p>	<p>Existing and expanded building areas in square feet.</p>	<p>Line 13</p>	<p>Demand and revenues for the Wellness Centre are based on a target usage of 12 persons per every operating hour, eventually increasing to 16/hour. This also includes participants in movement classes (target 20 per hour) offered 3-5 times per day. Wellness or fitness centre alone target is 8 users / hour increasing to 10. Pool and wellness centre estimates assume a spillover effect and both figures and assumptions reduced to avoid double-counting.</p>
<p>Line 7</p>	<p>Annual operating hours based on the current posted website schedule. Business plan reports indicate the pool is typically 97% booked or programmed.</p>		
<p>Line 8</p>	<p>Bather load as calculated by B.C. Health Act: 10 / SF per bather for all water less than 5-feet in depth. The act requires 1 lifeguard per 100 bathers, though actual load is always lower than the maximum.</p>	<p>Line 14</p>	<p>Multi-Purpose Room outside rentals estimated at 3 hours per day at \$30/hour added to current rental revenue number. Fitness movement classes not treated as a rental.</p>
<p>Line 9-10</p>	<p>Current pool and projected pool and wellness centre attendance projections. The pool addition will generate a significant increase in attendance of about 40% during its 'honeymoon period' before a fall-off of about 20% and increasing by 5% a year thereafter. Conversely, the Wellness Centre will begin at a lower rate and increase about 5% per year as the regular user-base increases.</p>	<p>Line 16</p>	<p>Revenue does not include tax requisition, surplus carry-overs or transfers - only monies collected from operations.</p>
<p>Line 11</p>	<p>Pool revenues projected to increase by 50% in 2015 (40% plus consumer price index or CPI increases). In 2016 pool revenues will likely decline 20% less CPI and thereafter increase by 6.5% (5% plus CPI).</p>	<p>Lines 17-24</p>	<p>Current staff costs as per RDN business plan. Only additional lifeguards and the addition of fitness instructors increases the labour compliment. All other positions remain unchanged as workload incrementally or negligibly change. Assumed wage increases of 5% were inserted for years 2017 and 2020 (1.5% increase annualized).</p>
<p>Line 11-12</p>	<p>Facility revenues currently recover 32% of operating costs. This is a decline from a recovery rate of 43% in 2006. Higher past recovery attributable to past deferred maintenance and lower energy costs.</p>	<p>Line 22</p>	<p>Lifeguard labour currently averages 2.5 lifeguards per operating hour, increased to 4.0 lifeguards per operating hour with the additional pool.</p>
<p>Line 12</p>	<p>Swim lessons will increase less by only 25% owing to no new lanes being added, but some programs removed to new pool. 2016 will decline by 18% and increase annually 6.5%/year.</p>	<p>Line 23</p>	<p>Wellness Centre is passively monitored by Admission Control desk therefore no staff added specifically for the fitness centre. Movement classes instructors are a new added cost (up to 6/hours per day). Personal trainers would offer services on a fee-for-service basis to the client.</p>

Line 24-25 Energy costs according to the USEA and the CNEB are projected to increase faster than CPI over the next decade. BC Hydro projected 8-10% increases annually owing to world energy demand and infrastructure costs. China's demand alone projected to drive oil from \$110 / barrel to \$130/barrel by 2020. Current electrical and other energy costs estimated at \$5/SF and \$4/SF respectively and increasing annually 10% and 5% respectively. From 2012 to 2015 allowing for increase in area of 80%, electricity costs increase by 110% and fuel by 95%.

Lines 26-37 Overheads such as pool chemicals, water and custodial supplies projected to area proportional increase in 2015, the assumed year of opening of the new expansion. Most costs increased for consumer price index (CPI) escalation of 1.5% annually, with some line items offset by economies of scale. Some fixed overhead items such as marketing remain constant even as the facility increases in size by almost 80%.

Line 30 Insurance assumed to increase 50% at time of facility expansion plus escalated at rate of CPI over time.

Line 35 Maintenance budget actually assumed to decline in 2015 as building issues addressed during expansion. Budget increases by \$10,000 each year thereafter.

Line 37 Allowance made to replace or add one piece of fitness centre equipment each year at an average cost of \$8,000. Cardio equipment will cost well over average, while some strength machines and free weights equipment will cost below average.

Line 38 Grants given by Ravensong assumed indexed to CPI to reflect increased admission charges.

Line 39 Lifecycle, minor capital expenditures or a building systems replacement are not included in this estimate.

Line 40 Total expenditures does not include debt servicing cost charges and transfers. Total operating costs will increase by almost 20% when the expansion is opened largely owing to increase pool labour costs but also energy and overheads to support 80% more floor area. Each operating year thereafter projected to increase by about 5% per year.

Line 41 Net Revenue, a negative value, is the shortfall of revenues to operating costs requiring additional external funding. Net revenue is calculated on revenues, less tax requisition, surpluses and transfers and does not include debt-servicing costs. Despite the facility increasing by 80% in size, the deficit may actually decline in the first year and is only expected to increase by about 5% in subsequent years.

## **APPENDIX II**

**Hughes Condon Marler Architects (HCMA)  
Ravensong Aquatic Centre Expansion Study**

February 2010

# Ravensong Aquatic Centre

Expansion Feasibility Review Report

February 15, 2010



General Manager of Recreation and Parks  
Regional District of Nanaimo  
Oceanside Place - 830 West Island Highway  
Parksville, BC V9P 2X4

15 February 2010

Attention: Tom Osborne, General Manager of Recreation and Parks

**RE: 0919 RAVENSONG AQUATIC CENTRE RENOVATIONS – FACILITY EXPANSION REPORT**

HCMA is pleased to present this summary of facility expansion considerations and options at Ravensong Aquatic Centre. Hughes Condon Marler : Architects has become familiar with your facility through our involvement with the remedial and upgrade project which will take place in 2010 and has been summarized in an earlier report dated September 21, 2009. In the summer of 2009, HCMA hosted a workshop with key stakeholders and staff to obtain input on future facility expansion opportunities. Background information reviewed and referenced includes the *"Recreation Services Masterplan for Oceanside"* (PERC, 2006) and the *"Ravensong Aquatic Centre – Proposed Additions Feasibility Study Report"* (CJP 2007).

Yours truly,  
**Hughes Condon Marler : Architects**

Darryl Condon, MAIBC, OAA, AAA, FRAIC, LEED® Accredited Professional  
Principal



0919 RAVENSONG AQUATIC CENTRE EXPANSION – FEASIBILITY REVIEW REPORT  
February 15, 2010

*Ravensong Aquatic Centre as seen from parking lot:*



*Aerial Photograph of Ravensong Aquatic Centre:*



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## **I – BACKGROUND AND EXECUTIVE SUMMARY**

### **BACKGROUND**

Hughes Condon Marler : Architects have been retained by the Regional District of Nanaimo to review opportunities for future expansion at the Ravensong Aquatic Facility in the Town of Qualicum Beach, BC. This scope was part of Phase 1 of the Ravensong Aquatic Centre – Remediation and Upgrade Project, which has since proceeded into Phase 2 – Implementation, with construction work to be completed in 2010.

On June 24, 2009 HCMA met with RDN staff, management and select stakeholders to obtain input on the existing facility as well as hopes and thoughts for possible future additions and expansions. In particular HCMA was asked to expand on the “*Ravensong Aquatic Centre – Proposed Additions Feasibility Study Report*” prepared by CJP in 2006 and 2007 which was developed under time constraints and without much stakeholder involvement. At the time of HCMA’s engagement, the expansion was still considered to be an Option that would be presented to the general public in form of a referendum. In the Fall of 2009, facing significant costs to upgrade and remediate the existing facility, the Regional District made the decision to focus on the remedial work first and not proceed with an expansion at this time. This report summarizes the review of expansion options as they had occurred prior to this decision. The focus of these options shifted more towards a long-term master-planning exercise as it became clear that the expansion was postponed indefinitely into the future.

It should be noted that the separation of the necessary remedial work from the potential expansion options eliminated the potential for “synergies” between the two projects, which the original RFP call had identified to be identified and quantified as part of Phase 1.

### **REPORT OUTLINE**

The result of this study is not one proposed design for the expansion of the Ravensong Aquatic Facility. It is rather an exploration and description of various options that inform the masterplanning process. As such it took one step back from the previous feasibility study and widened the exploration of building options and components. In Section II, this report first describes the feedback received as part of a workshop to which stakeholders and staff were invited. Mostly this served to further identify the needs and perceived shortcomings of the existing facility. Section III briefly identifies two distinct approaches to structuring and organizing the relationship between the entry, the pool hall, the change rooms and the wellness centre. Section IV proceeds to describe what are called “components”, functional units of areas that are programmatically related, such as the wellness centre, the pool hall and the change room block. Finally we have identified Order of Magnitude costs that are to be expected for these expansion spaces. These costs are based on a dollar per square foot assignment and should serve merely for master planning purposes. Additional cost estimates would be required as any proposed design for the expansion gets further developed.

### **EXECUTIVE SUMMARY**

This study concurs with major portions of the expansion recommendations found in the Recreation Services Masterplan. It also deems certain aspects of the previous feasibility study prepared by CJP in 2007 as a viable solution. At the same time, this study identifies additional opportunities to provide more floor space for the wellness component if deemed beneficial. We have also presented an alternative approach to structuring your expansion, which relocates the entrance, in order to provide an improved relationship between the entry lobby and the pool hall.



## II EXISTING FACILITY

### INTRODUCTION

The existing facility (Ravensong Aquatic Centre, RAC) was constructed in 1995 with an approximate floor area of 1700 m<sup>2</sup>. It is a single storey building of non-combustible construction and un-sprinklered. It contains a single pool hall with a 25m, 6 lane lap pool with fixed entry stairs and a 1 meter diving board (currently at a temperature of 84°F), a 25 person hot tub (102°F) and a 77m<sup>2</sup> leisure/teach pool 94°F. Past additions and enhancements to the facility include a new sauna and steam room (2004) and a new water/play feature ("the whale, 2005).

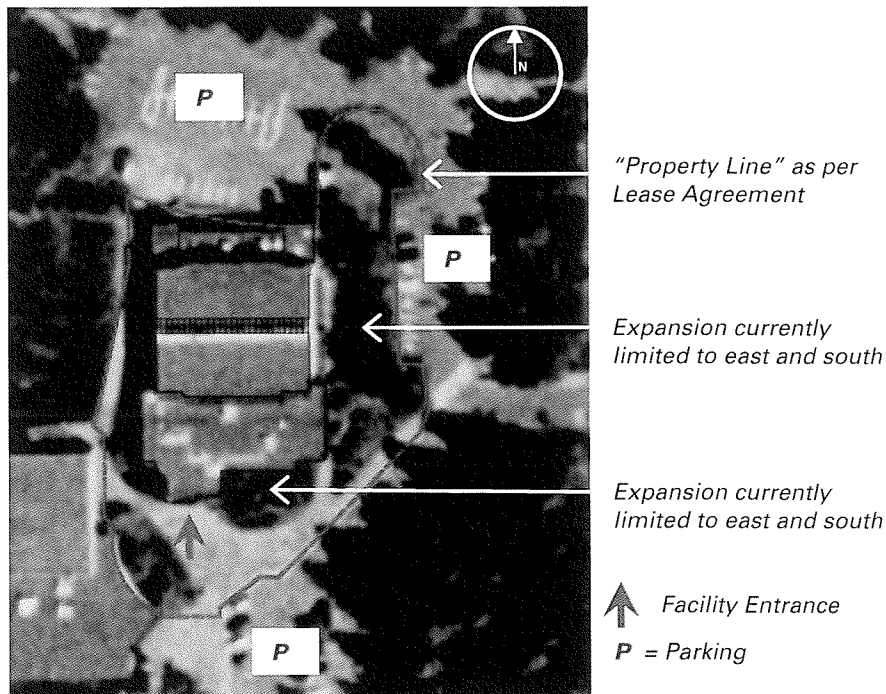
The pool hall is characterized by its vast amounts of natural light with expanses of curtain walls facing the east and west, upper level windows on the north and south walls, as well as a large skylight that stretches the entire length of the pool hall from east to west. The building is a combination of concrete masonry unit, concrete and steel construction. The pool deck and pool tanks are ceramic tile.

### II.a CONSTRAINTS

#### SITE

RAC is located on land that has been leased from the Town of Qualicum Beach. It is abutted by parking lot to the north (with service access to the mechanical support spaces), a treed and landscaped buffer between the eastern curtain wall facade and a parking lot, a landscaped area and the main circulation walkway to the entry to the south and open fields as well as a fenced outdoors patio to the west. The property lines that form part of the current lease agreement limit possible expansion significantly, leaving possible expansion areas to the east and to the south. Expanding in other directions would require a renegotiation of the lease agreement with the Town of Qualicum Beach.

The main entry is at the south-west corner of the facility, set back from the drop off area and parking lot by about 25 meters. The entry is located underneath a canopy overhang, providing shelter from the elements at the entry doors, but also somewhat concealing the entry doors from direct view from the points of arrival to the site.



### **BUILDING CODE CONSIDERATIONS**

The facility is classified as Group A, Division 3, one storey, increased area, non-combustible construction. This classification limits the floor area to 2400m<sup>2</sup> if facing 1 street, 3000 m<sup>2</sup> if facing 2 streets or 3600m<sup>2</sup> if facing 3 streets. Once the addition has occurred it is possible that the facility will face 3 streets, most likely it will face “2 streets”, which means that the new facility will likely exceed the maximum area permitted.

Contrary to the previous feasibility study, we recommend providing sprinkler protection for the entire facility, rather than separating parts of the building from the remainder with a 2 hour fire wall.

This approach significantly increases patron safety in case of a fire emergency situation and may have positive impacts for the owner on the insurance coverage of the building. Additionally taking this approach provides increased opportunities for transparencies inside the facility and keeps open the possibility for future additions and multi-level expansion.

We have recently completed a sprinkler protection to a similar aquatic facility in Saanich that is larger than your facility, and the mechanical costs for sprinkler installation totalled less than \$100,000.00, with an additional \$75,000.00 allowance to make good and refinish ceilings after installation.

## II.b IDENTIFIED SHORTCOMINGS

As a starting point, it was our intention to better understand the current shortcomings of the facility, either perceived or real, as well as its strengths. These shortcomings and strengths were grouped into technical and programmatic issues; the technical shortcomings largely to be addressed in the remedial project, leaving the programmatic issues to be considered as part of this study.

### Technical

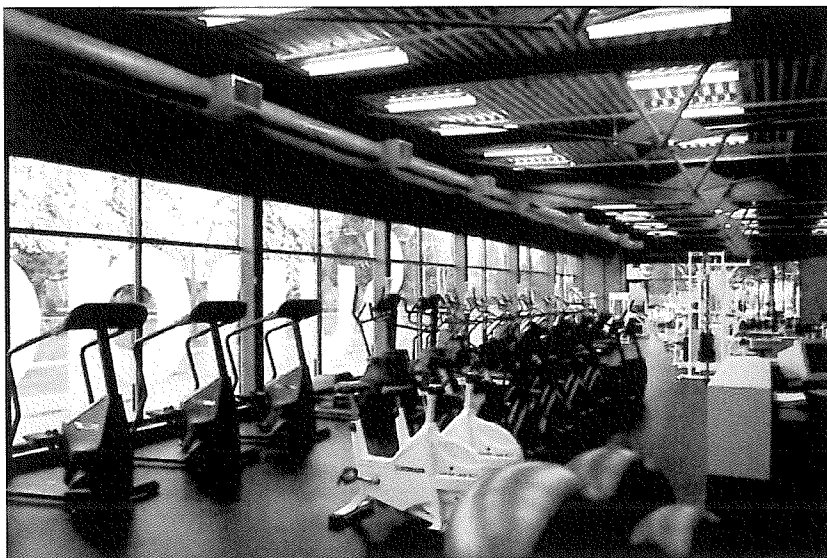
There have been a number of deficiencies with the existing structure, envelope and mechanical systems identified, the majority of which will be addressed through a major remediation project in 2010. These are described in detail in a separate report by HCMA, dated September 21, 2009.

### Programmatic

Programmatic and functional shortcomings are by nature somewhat harder to identify; items may be quite obvious based on current use patterns and experience, others may be more anecdotal and based on comparison with other facilities. The majority of these were identified by stakeholders at the workshop.

### Overall facility

- Wellness Component.
  - o The lack of a fitness centre with program offerings such as weights and cardio equipment as well as opportunities for offering physiotherapy and other health and wellness programs has been identified and formed the starting point for previous studies on the expansion of this facility. Already the original design in 1995 had this component as part of the project, but it was removed from the project and not built as a cost savings measure.



*Example: Fitness Centre added to Sungod Aquatic Centre (Delta) in 2001 at 5000 sf. Note that this facility is now (2010) being doubled in size to keep up with patron demand.*

- Multi-Purpose Space / Birthday Room
  - o Currently the facility does not have Multi-Purpose (MP) space. A Multi-Purpose Room is usually included in similar facilities, providing additional programming options for aquatic and non-aquatic programs and training. If positioned appropriately, such Multi-Purpose space also provides opportunities for patrons to host birthday parties at the facility. It should be

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noted that the neighbouring Civic Centre has numerous MP spaces available, but the lack of an MP room has been identified as a shortcoming and the addition of one MP room to RAC is desired and was included in the previous study.



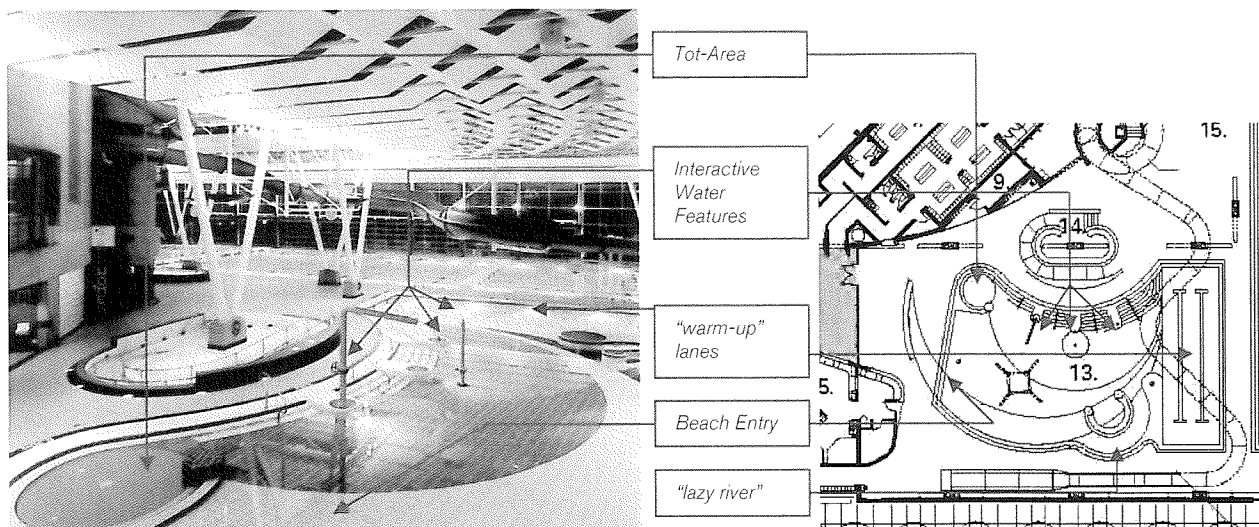
*Example: A Multi-Purpose / Aerobic Studio located at Port Moody Recreation Complex*

- The lack of bicycle facilities (covered and secured bicycle parking, bicycle storage) was identified as a shortcoming of this facility.

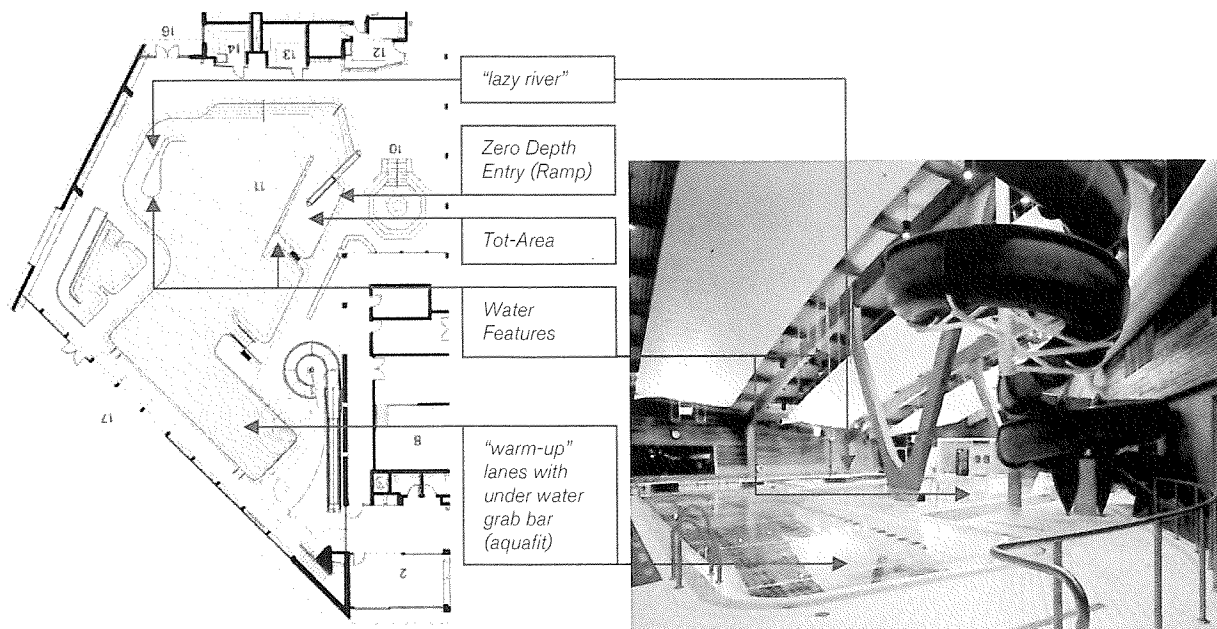
### **Aquatic Component**

- The aquatic component is the backbone of this community facility and is popular for its strength in programming offers and staffing. It is felt that the patrons have learned to live with some of the shortcomings listed below and adjusted their attendance patterns and schedules to suit, but that addressing the shortcomings would likely lead to an increase in use by the community of this “pool next door”.
- Pool Tanks – configuration, uses and temperatures
  - o The facility is a multi-tank facility, but the need to use the main tank for lane/lap swimming schedules as well as aquasize/exercise programs leads to scheduling challenges similar to single tank facilities, and most importantly the water temperature is a compromise, too warm for the lane swimmers and too cold for some aquasize patrons.
  - o The leisure / teach pool is relatively small compared to most leisure tanks in newer facilities. Its shape is simple in plan and it has a single slope floor ranging in depth from 0m to about .9 meters. It is well used for leisure, toddler and therapeutic purposes, but has limitations in its use as a teach pool and can not accommodate any aquafit type programs.

*Below are some examples of a Leisure pool tanks as part of a multi-tank facilities: Any proposed leisure tank should add water features, “lazy-river”, zero depth entry (ramp or “beach entry” and additional warm-up/leisure swim lanes. A new tot area is optional, since the existing leisure tank at RAC provides this functionality. Slides are very popular attractions as part of leisure pools and the inclusion of a slide should be considered, even though the Recreation Services Masterplan correctly identifies high operational (staffing) costs associated with slides.*



Above Example: Walnut Grove Aquatic Centre Leisure Pool Tank. Note: Several additional water features were "roughed in" at time of construction allowing the pool to add features over the years to provide new attractions.



Above Example: West Vancouver Aquatic Centre Leisure Pool Tank

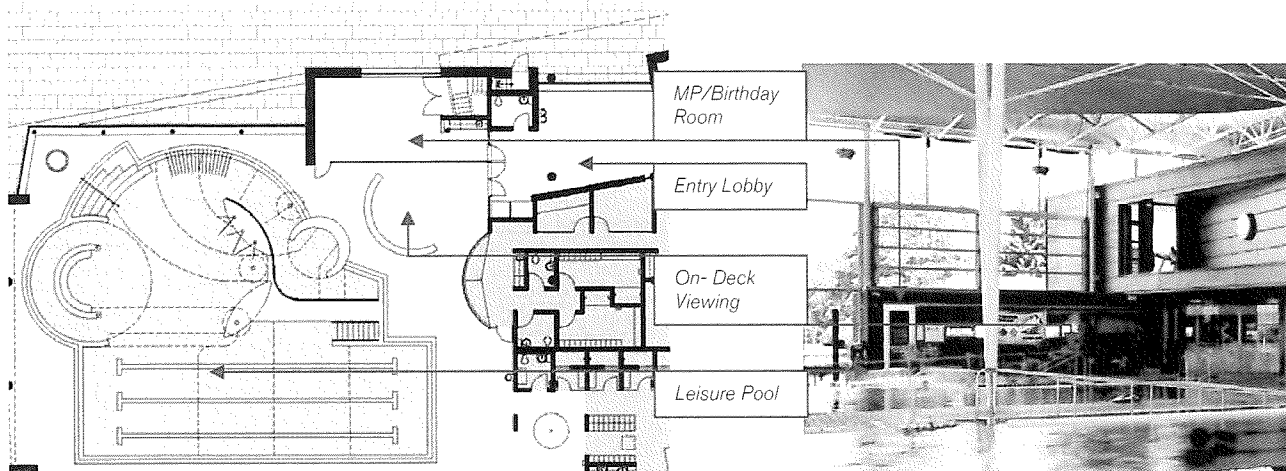
- Pool Decks

- The pool deck areas are very restricted in general, and some areas even pose safety concerns
- The very narrow pool deck between the tot/leisure pool and the deep end of the main pool requires lifeguarding care. This is compounded by the significant slopes in the deck due to the flush gutter detail. There are no deck drains between the two pools.
- Available deck area at the entries to the change rooms is very minimal, additionally constricted by the addition of glass-block screens on the deck to restrict sightlines into the change rooms after sets of doors have been removed.

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- There is minimal “on deck viewing area” where the existing glazed entry lobby provides viewing into the pool hall

Below is an example of a facility with a lobby/birthday room and on-deck viewing arrangement that provides sufficient and varied viewing opportunities for non-swimming public (for instance parents). The RAC expansion should attempt to significantly increase available pool deck, including on-deck viewing area in proximity to the leisure pool.



Above Example: Chimo Pool (Coquitlam)

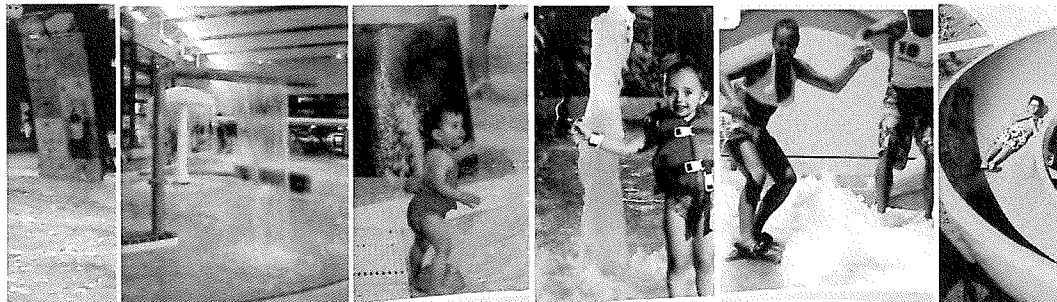
- Water / Pool Features

- The addition of the “whale” in 2005 has provided one of the few water features within this facility. Others include the 1m diving board and a portable tot slide located at the shallow end of the lap pool. Additional features to increase the leisure aspect of the facility and the attraction to youth and children (slide, play-features, climbing features etc.) was mentioned as desirable by stakeholders.



Above: some examples of a leisure pool that provides a multitude of water play features, some of which can be controlled interactively by patrons.

Below some additional water play feature illustrations: climbing wall, water curtains, squirters and jets, flowrider®, waterslide



- Change Rooms
  - o The need to expand available change rooms has been previously identified and formed part of the previous expansion feasibility study. At the stakeholder workshop it was re-confirmed that the change rooms in general, but the family change rooms in particular are experienced as crowded and tight.
  - o Only three family change rooms are provided in the facility, which was not uncommon in the past, but differs significantly from what patrons have come to expect in recent years.
  - o Staff change/shower facilities were not included in the original facility and the staff areas adjacent the current family change rooms are not very generous.
- Support Spaces
  - o A shortage of storage space in the pool as well as in the administrative areas was repeatedly mentioned in the stakeholder workshop. The available storage rooms on the north side of the pool hall are furthermore constrained by their use as mechanical rooms.
  - o The existing mechanical room provides sufficient space for planned upgrades to the mechanical system, but there is no capacity to consider an expansion of the facility without also expanding the mechanical support spaces.

## **II.c OTHER STAKEHOLDER FEEDBACK**

### **50 meter Pool**

- The suggestion to add a new 50 meter lap pool was brought forward by a swim club at the stakeholder workshop. The Recreation Services Masterplan addressed this request, noting that the costs associated with the building and operating of a 50m tank is very high, and that a leisure pool with some additional lap capacity will serve the needs of this community at this time.

### **Expansion building type and technology**

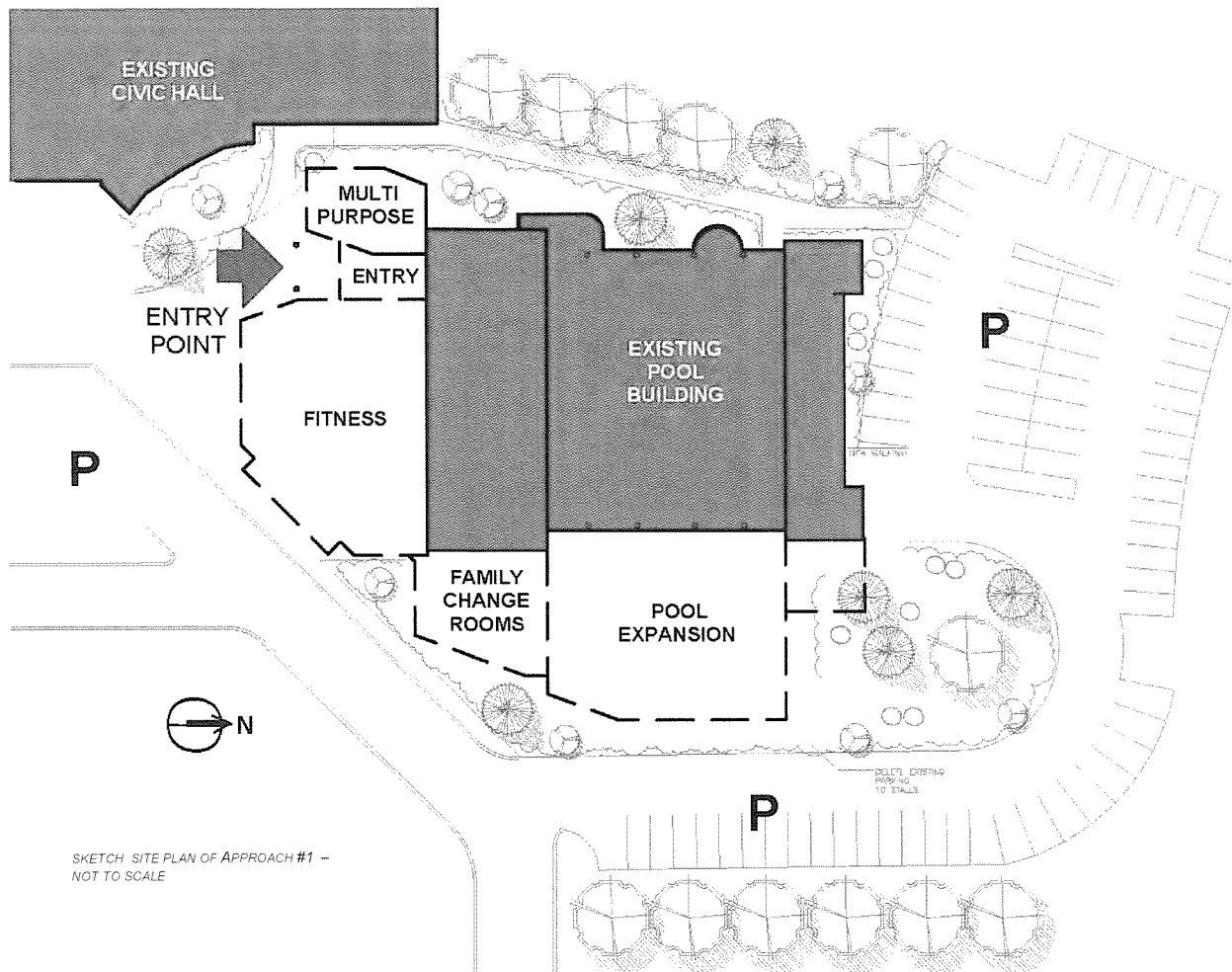
- The high costs of constructing a 50 meter pool mentioned in the Recreation Services masterplan were questioned by an attendant at the stakeholder workshop. It is our opinion that reducing these costs by building an outdoor pool, or a air-supported ("bubble") style addition (as suggested) are not feasible and furthermore that this site lacks available land to easily expand the facility with a 50 meter pool. The existing facility is already an efficient steel and masonry building, lending itself to a fairly economical expansion when using the same construction technology, providing a seamlessly experience when transitioning from the existing pool hall into the new pool hall. Employing pre-engineered systems or air-supported technologies will have little economic savings, but are associated with significant technical challenges when physically attached to conventional steel buildings due to very differing structural requirements, sway tolerances and structural movement.

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III EXPANSION OPTIONS – SITE PLANNING

Following a site analysis, we have identified 2 fundamental approaches to structuring the arrangement of expansion components at and around this facility. Approach #1 accepts the existing front entrance at its current general location, Approach #2 relocates the main entry to the east, changing the fundamental relationship between the entry and the pool deck. Both approaches have advantages and disadvantages. Following are 2 simplified site plan sketches that indicate the 2 site planning approaches

III.a Approach #1 – Retaining existing Entry location



Retaining the existing entry location has the following advantages:

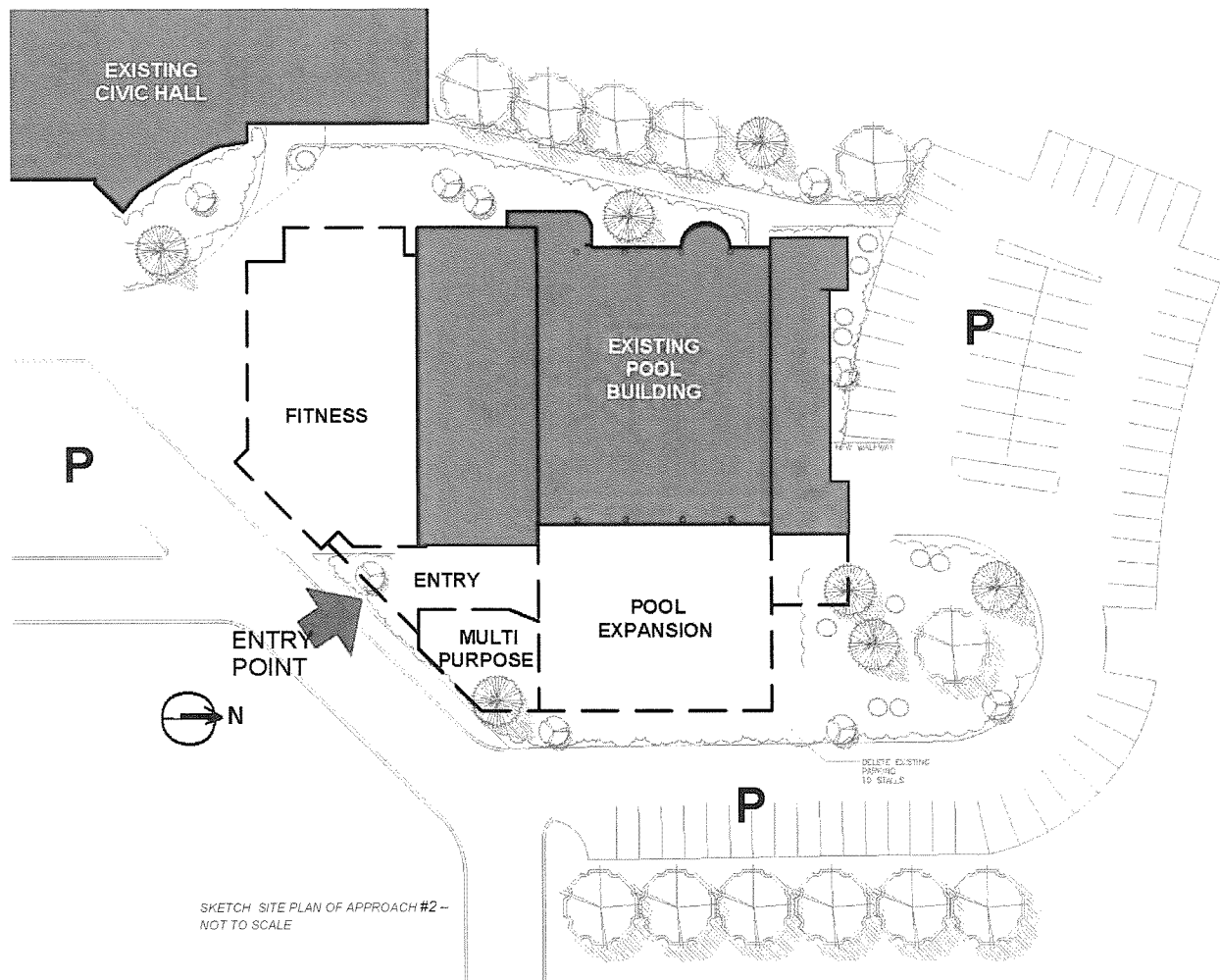
- + retention of existing areas saves some cost compared to new construction of lobby and entry combined with renovating existing areas to suit new uses.
- + familiarity of current patrons
- + proximity of RAC entrance to Civic Centre Entrance

Disadvantages:

- limited expansion options to the south
- once new south expansion has been constructed, the main entry becomes “buried” or concealed from most views on site
- entry is very removed from northern and eastern parking lots



III.b Approach #2 – “Reversal” – the facility entry is shifted to the east



- Relocating the entry location has the following advantages:
- + Possibility to design a new spatial relationship between the entry / entry lobby, the expanded pool hall and the MP room
  - + Possibility to create a visible, transparent and inviting entry situation that addresses public as it arrives by public transport or automobile from Jones Street
  - + larger expansion to the south is possible
- Disadvantages:
- increased cost because more areas are newly constructed and renovated
  - the entry loses its immediate relationship to the Civic Centre

The following pages explore in more detail options that present themselves for the major expansion components. Some options are feasible with approach #1, some with approach #2 and some would work independently of the entry point to the facility.

#### IV EXPANSION SCOPE – COMPONENT DESCRIPTIONS

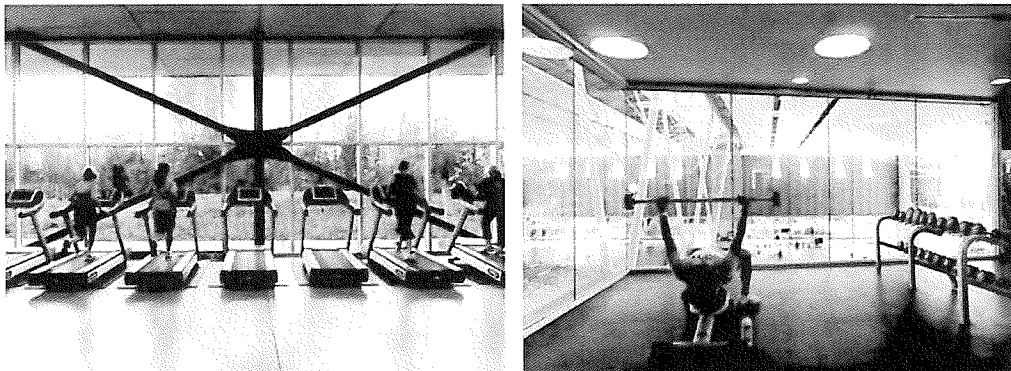
##### THE STARTING POINT – EXPANSION COMPONENTS:

- WELLNESS/FITNESS
- AQUATIC CENTRE: POOL
- AQUATIC CENTRE: CHANGE ROOMS

**Wellness Component:** One of the major components to be added to the facility is the Health and Wellness Centre (Fitness Centre), which would include aerobic and cardio exercise equipment, free weights and associated space for a physiotherapist or other health and wellness offerings. This is a component that was already included in the original facility design, but not constructed as a cost saving measure. The size is identified in the Recreation Services Masterplan at a minimum of 2500 square feet (230 m<sup>2</sup>), noting that most current facilities have significantly more space for this component (typically 5000 sf (465m<sup>2</sup>) to 10000sf (930m<sup>2</sup>))

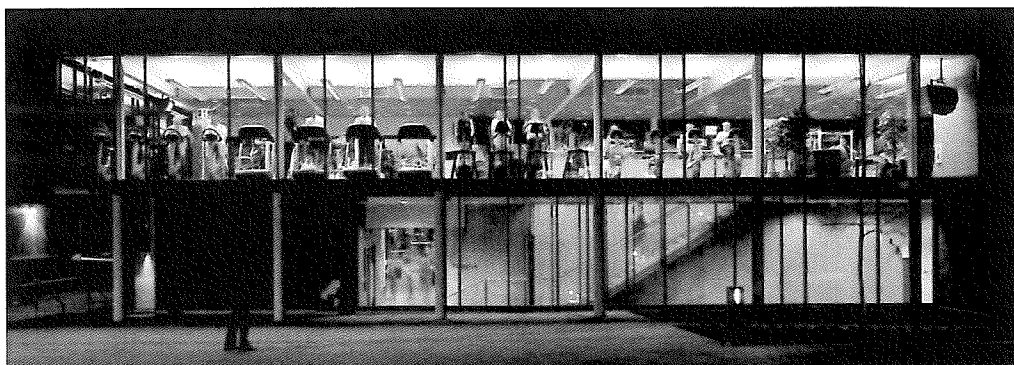
We concur with previous recommendations to give priority to this component and that the size should be expanded if possible, which was also indicated in the CJP study, where the wellness Centre was sized at about 360 m<sup>2</sup> (3900sf)

The stakeholder workshop was less conclusive around the priority of this space over an expansion of the aquatic space. As was pointed out, there are several other (commercial) opportunities available in the community to visit these types of fitness facilities, but there is only one public swimming pool. Since most current users are patrons of the swimming pool, it is the shortcomings of the swimming pool that are noticed most, not the absence of a wellness centre.



*Above: Fitness and Wellness Centres benefit greatly from a visual connection to the outdoors, to other programmatic activities (pool) or even both at the same time.*

Please refer to Section IV.a for additional explorations of some options for adding this component to the existing facility.

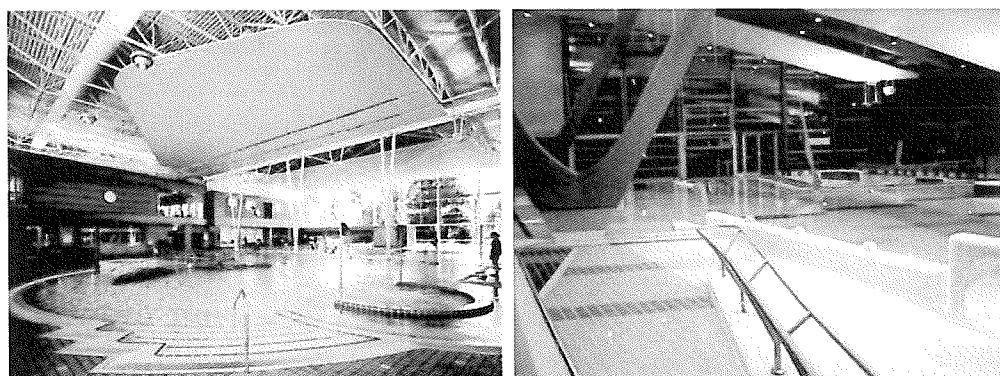


*Above: Fitness and Wellness Centres can be located on the second storey. They can also add visual supervision to exterior public spaces, as here in West Vancouver.*

**Aquatic Expansion Component:** The second major expansion component identified in the Recreation Services Masterplan is the expansion of the pool itself. The Masterplan indicates that the expansion of this existing facility will provide the required additional swimming pool capacity for this community more economically than building another separate facility elsewhere in the Regional District. The Recreation Services Masterplan furthermore concludes that a leisure oriented expansion with up to 4 lanes of additional lap swimming and a lazy river type feature, which serves both leisure and therapeutic needs is appropriate. Generally we concur with this assessment, and believe that the addition of one additional tank with some lap swimming capacity, areas that can serve for aquasize programs, a zero entry beach/ramp access and has an array of leisure oriented features would allow the main lap pool to be lowered in temperature, decreasing conflicts between various users and significantly increasing programming opportunities. The leisure pool would be placed such that aquasize patrons may be able to be in both pools for the same program.

In our opinion the 2007 expansion proposal, which included a 6 lane 25 meter pool with a lazy river, is not a feasible solution. Typically lap pools are not very compatible with lazy-river features, and we believe it more important to create a new pool tank that caters to the leisure and aquafit user in its temperature, not to lap swimming.

A waterslide and some diving capacity (3 meter platform or board) was brought up at the workshop as further desirable additions, but would be largely dependent on available funds and the size of expansion.



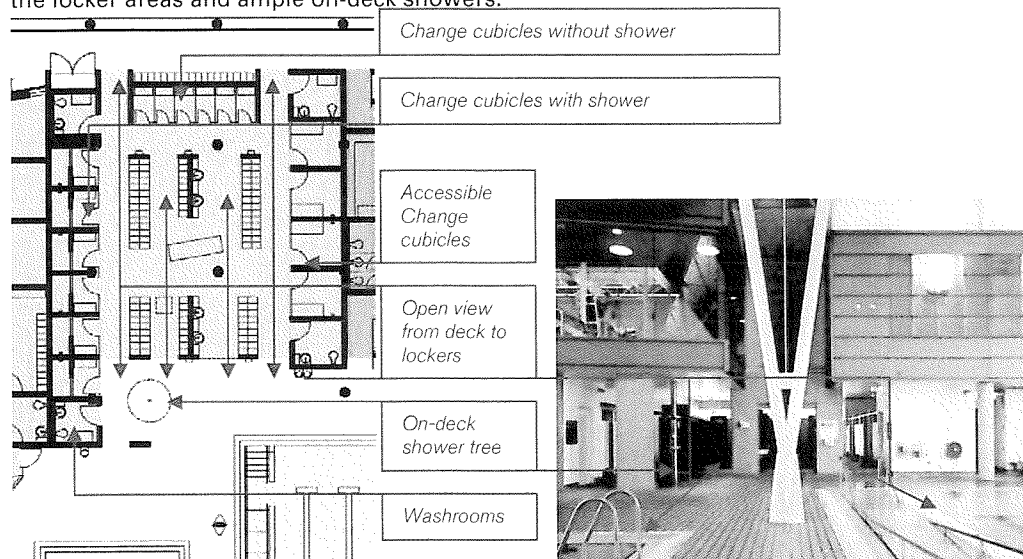
*Above: Free-form leisure pool tanks with some lap/lane capacity have proven very popular and typically include seating opportunities, various water play features (sprays and jets in the pool, on the pool deck and suspended from the ceiling), easy entry (zero-depth beach or ramp), a lazy river, a vortex or bubble pit as well as water surface area that accommodates aquatic programs and lessons. The actual shape and configuration of a leisure pool is best designed with significant staff and stakeholder involvement to ensure it suits the actual needs of the specific facility. (Image 1: Chimo Aquatic Centre, Coquitlam, Image 2: West Vancouver Aquatic Centre)*

Please refer to Section IV.b for additional explorations of some options for adding this component to the existing facility.

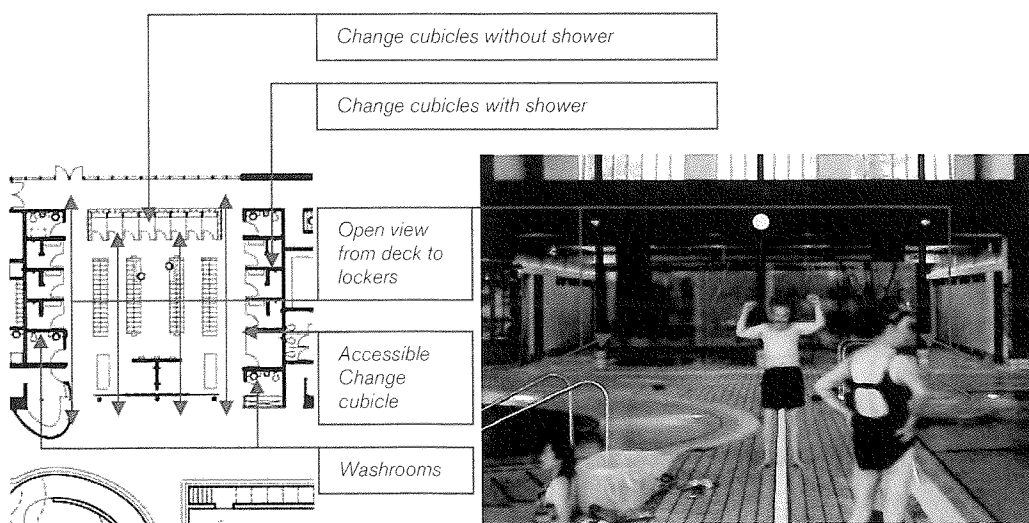
**Staff Areas:** The existing facility lacks a pool staff room and dedicated staff change areas. It is important that this shortcoming be addressed as part of any expansion to the facility. Options include renovating the existing family change rooms for this purpose or providing new aquatic staff and control spaces as part of a larger addition. These options have been included in the Change Room Option explorations (III.c).

**Change Room Component:** As identified in Recreation Services Masterplan and as apparent through current trends in aquatic facility design, the expansion of change room facilities is necessary. One reason is the possible pool hall expansion, but we have also witnessed changes in patron behaviour and expectations since this pool was originally constructed. The tendency to add Universal Change Rooms (Family Change room style) is increasing, as they offer increased patron satisfaction by offering various degrees of privacy and they have been found to increase the locker room security. Even without a significant pool expansion, the shortage of “family” oriented change rooms may need to be addressed in the future.

Universal Change Rooms are what we call change rooms that are designed to accommodate a multitude of users and can be seen as the next generation of “Family Change Rooms”. They are characterized by their openness and inclusiveness, the provision of change cubicles with showers, change cubicles without showers, clear sightlines between the pool deck and the locker areas and ample on-deck showers.



Above: Plan and Image of Universal Change Room at Chimo Aquatic Centre, showing the open view from the pool deck to the lockers and the deck shower tree.



Above: Plan and Image of Universal Change Room at Killarney Community Pool, showing the view from the pool deck to the lockers.

#### IV.a FITNESS / WELLNESS COMPONENT - OPTIONS

The objective of this component is to add a wellness centre, which includes space for fitness and exercise equipment as well as support spaces including physiotherapy space, offices and washrooms. The provision of a Multi-Purpose room is also part of this expansion scope. The options below review three possible approaches to locating and organizing this expansion.

##### Options

##### IV.a.1 Fitness Option 1 – As per earlier feasibility study

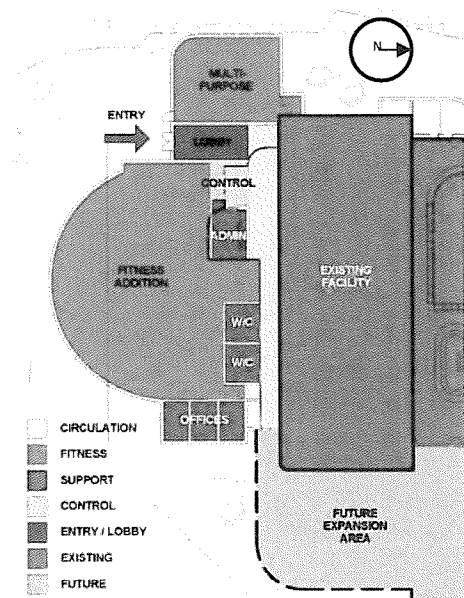
This first Option has already been explored as part of a previous feasibility study (CJP, 2007).

##### Advantages:

- + follows the originally intended facility layout, taking advantage of the current control /reception desk and entry point
- + single level facility, no requirement for elevator and stairs

##### Disadvantages:

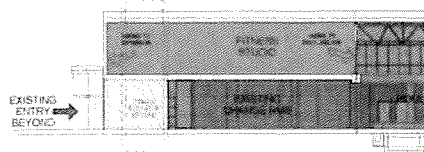
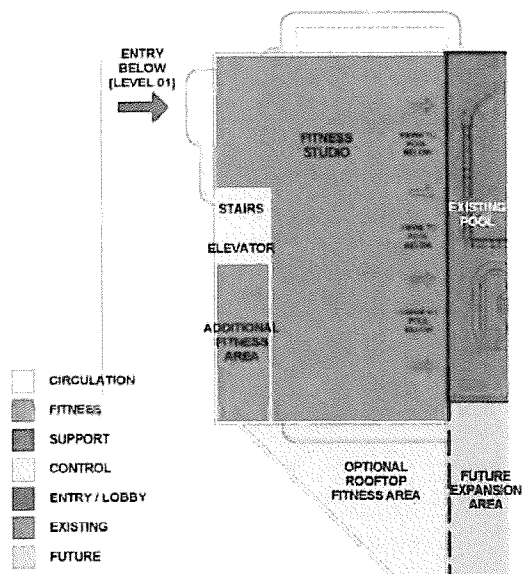
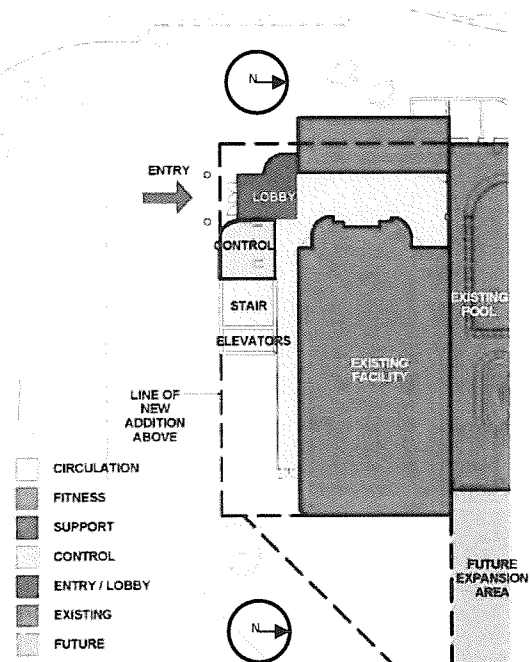
- site constraints limit the maximum possible space available for wellness centre
- the entrance remains somewhat concealed behind the wellness centre
- the Multi-Purpose Room encroaches into the public space between the Civic Centre and RAC, leading to some awkward spaces
- no improvements to the relationship between the entry lobby and the pool & pool deck, as additional entry lobby space is added away from the pool deck



SKETCH PLAN – NOT TO SCALE

**IV.a.2 Fitness Option 2 - Two storey option,  
Placement of Fitness above the existing change rooms**

This second option explores the opportunity to place the fitness / wellness centre on the second level above the existing change rooms.

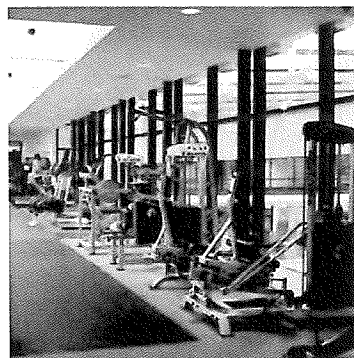


**Advantages:**

- + much larger footprint available for the wellness centre (up to 10000 sf)
- + “densification” rather than “sprawl” – intrinsically sustainable approach
- + Wellness centre can take advantage of potential views into the pool hall and to the exterior
- + There is opportunity for outdoor deck space associated with the wellness centre
- + Existing Entry point remains at same location
- + Entry vestibule and canopy (existing location) remains visible from drop-off drive aisle and parking lot

**Disadvantages:**

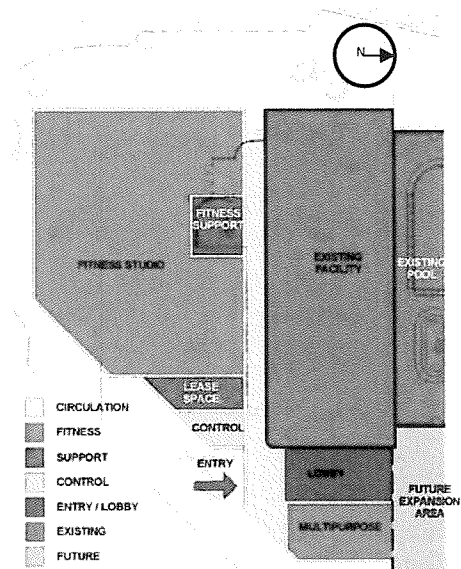
- significant structural work is likely to ensure the existing masonry structure can support the new second floor level
- code implications of a 2-level facility (fire rating of the floor, sprinkler protection of the facility, accessibility requirements)
- building over existing building comes at a cost premium due to vertical circulation and code/structural upgrades
- multi-level facility: requirement for an elevator to provide the necessary connection between the 2 levels
- staffing implications of multi-level facility



Upper level fitness centres overlooking activities in pool halls add to the attractiveness and liveliness of recreation facilities. (Sample image: Legends Centre, Oshawa)

### IV.a.3 Fitness Option 3 (relocated entry to facility)

This third option explores the fitness expansion to the south with general site planning approach #2, which relocated the entry to the east of the facility. This wellness centre option corresponds with Change Room Option 2.



SKETCH PLAN – NOT TO SCALE

#### Advantages:

- + the relocation of the entry allows the wellness centre to occupy a larger footprint (up to 5800 sf – 530m<sup>2</sup>) on one level, more if designed as a 2 storey addition
- + the entry is not located behind (to the west) of the wellness centre anymore, allowing the footprint to take on a more rational shape
- + the entry has moved into a prominent and visible location and can be designed in conjunction with a new lobby, a new Multi-Purpose room adjacent the pool hall expansion
- + It is possible to design the wellness centre addition to accommodate a future second level if additional area may be required in the future

#### Disadvantages:

- more areas are newly constructed (Lobby), which in turn means higher capital costs
- wellness centre addition is only feasible if pool hall also gets expanded, otherwise the new lobby and MP-room location does not work





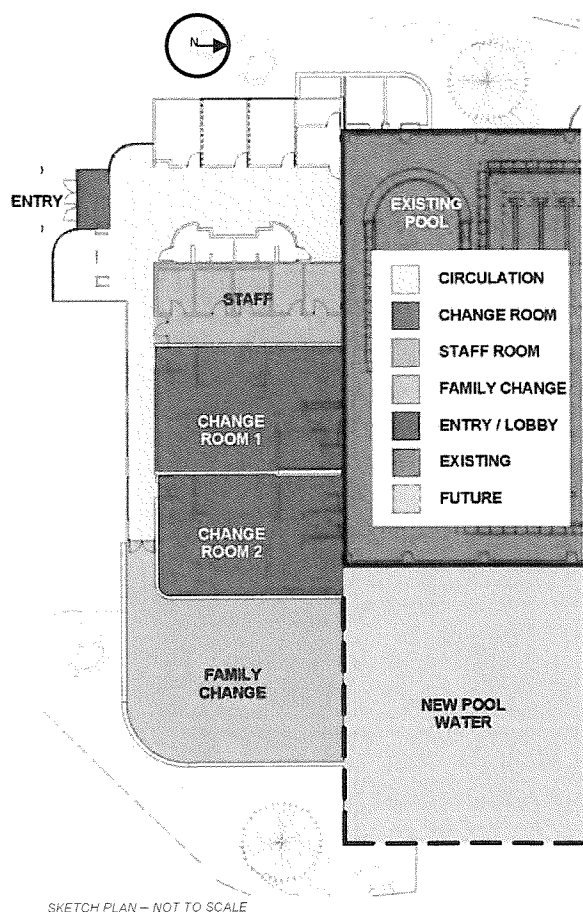
**IV.b CHANGE ROOM CONFIGURATION OPTIONS**

The objective of the Change Room Expansion is to add additional family change room capacity (Universal Change Room) to serve the existing and expanded pool hall. The second objective is to provide additional staff changing facilities, which are currently missing from the facility. Should the expansion design enter into the next phase, it will be necessary to liaise early with the Health Authority Having Jurisdiction (VIHA) to ensure that the change rooms in the new configuration will be acceptable for the expanded facility. This comment stems from past experience, whereby some of the changing facilities (such as showers) that are part of family change rooms have been excluded from the fixture count. This has the potential of placing the operator in the position of having to not only add family change capacity, but also additional men’s and women’s change room capacity to meet the requirements for the increased bather load.

The three options below further illustrate the two general approaches to placing the entry to the expanded facility, Option 1 assumes retaining the existing entry location and adds a Universal Change Room as newly constructed space to the east. Option 2 on the other hand suggests the renovation of existing space into a Universal Change Room and instead constructs a new entry lobby and entry. Option 2 and 3 differ in the placement of the Universal Change Room, Multi-Purpose room and Staff Room.

**Options**

**IV.b.1 Change Room Option 1 – As per earlier feasibility study**



**Advantages:**

- + lower capital cost through retention of existing admin spaces, reception desk entry lobby and public washrooms
- + ability to create a nice and open relationship between the new Universal Change Room and the leisure oriented new pool tank
- + direct relationship between “family change rooms” and new family oriented zero-beach entry leisure pool

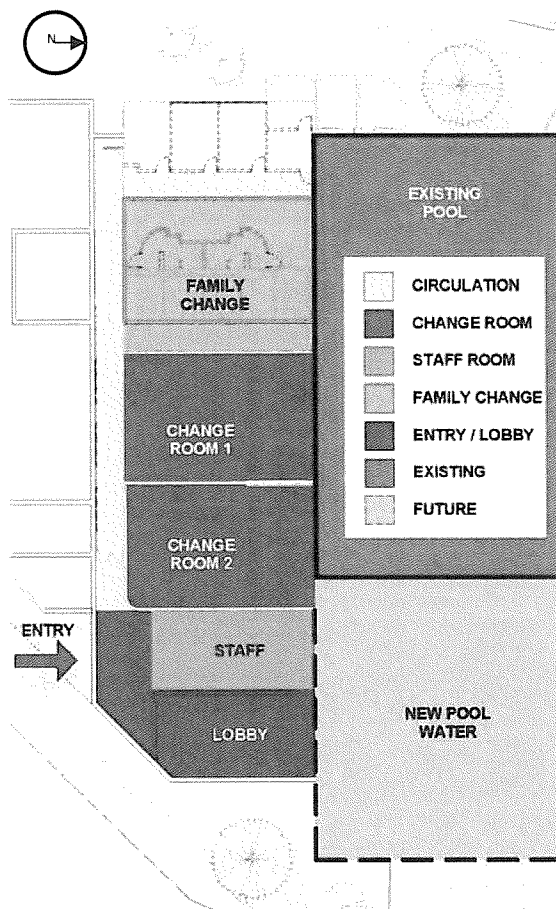
**Disadvantages:**

- Entry and entry lobby (existing) has no visual connection to the new pool features and leisure tank
- no increase of on-deck (in pool environment) public viewing area adjacent entry lobby
- The new Universal Change Room is separated from the existing teach/tot pool and whale
- the new addition facing drop-off drive aisle is a change room, and as such has by necessity a fairly solid, closed appearance
- In connection with a fitness expansion to the south (III.a option 1), the entry becomes concealed from the parking lot views



#### IV.b.2 Change Room Option 2 – “Reversal” – relocated entry

In this reversal option, the entry is relocated. The existing family change room is expanded into the former lobby space and to the east a new staff area and a new lobby is constructed. The Multi-Purpose Room remains part of the wellness expansion to the south or up on the second level.



SKETCH PLAN – NOT TO SCALE

#### Advantages:

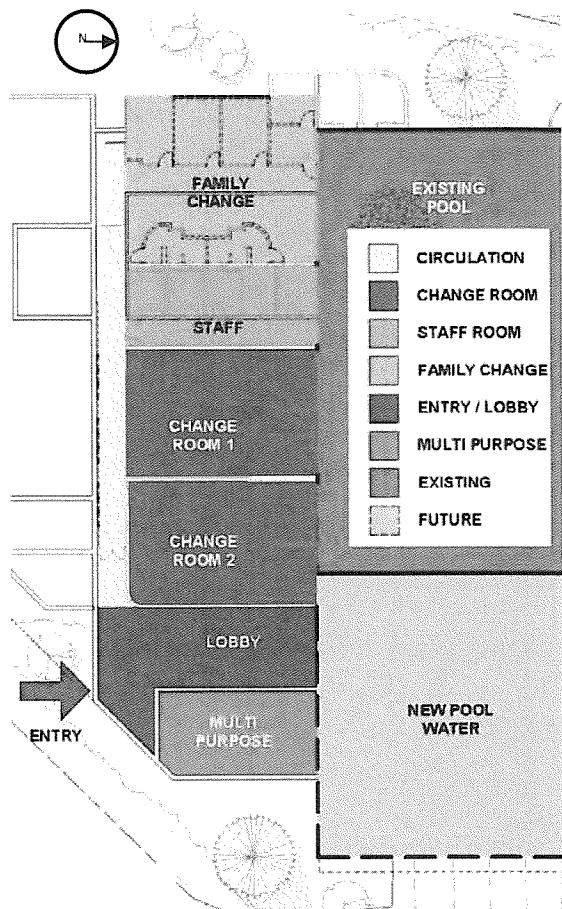
- + Ability to combine a new pool staff area with a new reception desk in a new entry lobby that affords views and access to the new expanded pool and pool deck.
- + the newly constructed area (Lobby and Entry) can be designed in a transparent and inviting manner, allowing for transparencies and views into the pool with new pool features
- + Entry is very prominent and visible to newly arriving patrons (drop-off aisle)
- + Opportunity to create on-deck viewing as part of the expanded pool hall, which is directly accessible from the new lobby
- + the expanded Family Change Room (Universal Change Room) remains closely associated with the existing teach/tot pool.

#### Disadvantages:

- additional corridor space required to access administration offices (currently lobby serves this function)

### IV.b.3 Change Room Option 3 – “Reversal” – relocated entry

In this reversal option, the entry is also relocated. Additionally the administration offices are relocated into the wellness expansion (to the south or up onto second level) and the Universal Change Room is relocated and expanded into the former lobby and admin areas. The existing family change room is renovated into staff area. A new lobby and Multi-Purpose space is constructed to the east.



SKETCH PLAN – NOT TO SCALE

#### Advantages:

- + Ability to combine a new entry lobby that affords views and access to the new expanded pool and pool deck with the Multi-Purpose Room
- + the newly constructed area (Lobby and Entry) can be designed in a transparent and inviting manner, allowing for transparencies and views into the pool with new pool features
- + Entry is very prominent and visible to newly arriving patrons (drop-off aisle)
- + the Multi-Purpose space can be built adjacent the pool deck, increasing programming opportunities (training, birthdays)
- + Opportunity to create on-deck viewing as part of the expanded pool hall, which is directly accessible from the new lobby
- + the expanded Family Change Room (Universal Change Room) remains closely associated with the existing teach/tot pool.

#### Disadvantages:

- higher capital investment compared to Option 1, because more areas are renovated or newly constructed (lobby, admin)

#### IV.c POOL TANK EXPANSION OPTIONS

The starting point for the pool tank expansion is the Recreation Services Masterplan, which identified the need to find additional lane capacity and additional leisure attractiveness. Below are a few conceptual approaches to adding water surface to this facility. Refined recommendations on the actual amount of water and the features to be included would follow a more thorough stakeholder and staff consultation process.

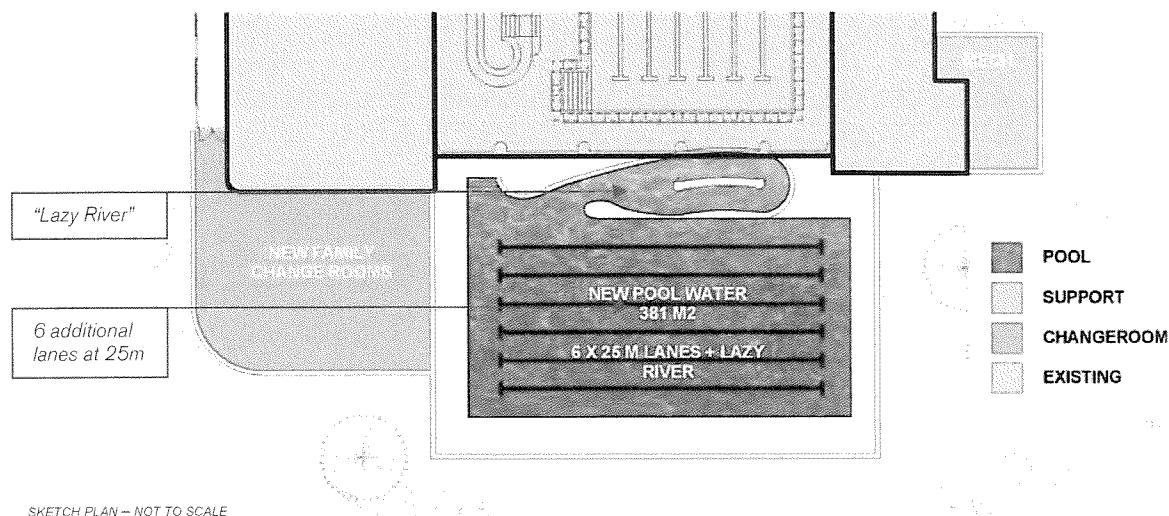
The limited staff and stakeholder consultation already completed as part of this project have confirmed our assessment that the first option, which is the proposal included in the last feasibility study, is not very practical.

We believe that it is possible to focus the additional pool tank on leisure and aquasize uses, allowing the existing lap pool to be programmed more efficiently, essentially increasing the lap/lane capacity without building another lap pool.

The leisure pool would include some additional lanes (warmer water), which serve multiple purposes and further alleviate the congestion in the lane pool (colder water).

Given the site constraints, we propose that the warm-up lanes as part of the leisure pool are not full 25 meters in length.

##### IV.c.1 Option 1 – 25 meter lap pool with lazy river (from CJP study, 2007)



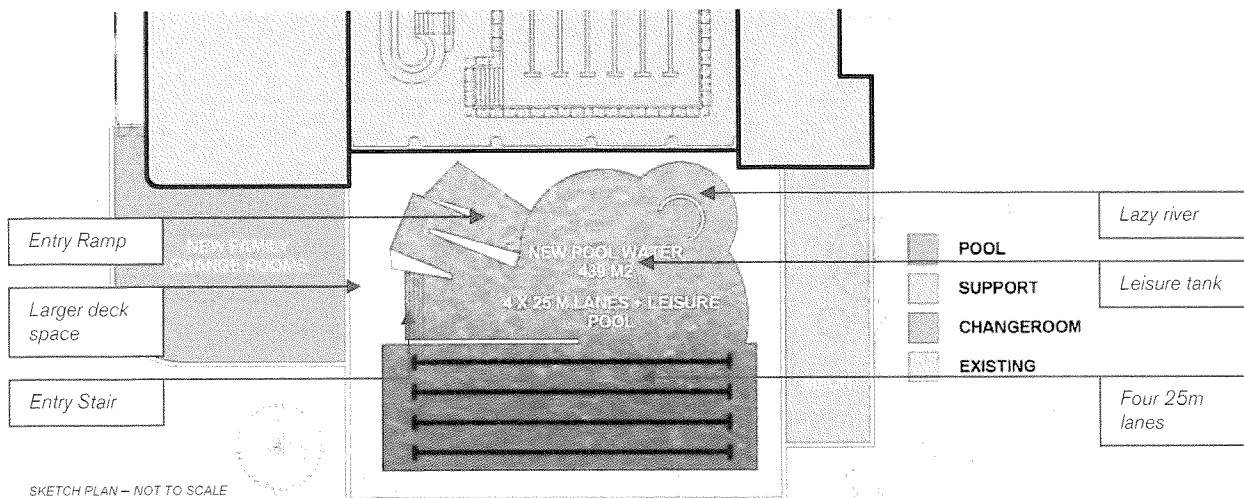
This Option 1 was the expansion proposed in the 2007 feasibility study by CJP. While it follows the recommendations of the recreation services masterplan in providing additional lane water and a lazy river, it is our opinion that this configuration has some significant drawbacks. The first drawback is that this solution repeats some of the shortcomings of the existing building by not providing sufficient deck space. Deck space is important, not only to provide the necessary circulation space, but also as programmable space, (space used for programming such as lessons and training). A freeform pool allows the shape of the pool to react to the adjacent requirements, providing more deck space where desired and useful.

Furthermore we are not aware of a successful combination of a lap pool with a lazy river, since the water temperatures desired for these two uses differs significantly and the lazy river water movement is likely to interfere with any serious use of the laps.

We also believe that it is important to provide zero-depth entry opportunities into any newly constructed pool tank (ramp or beach).

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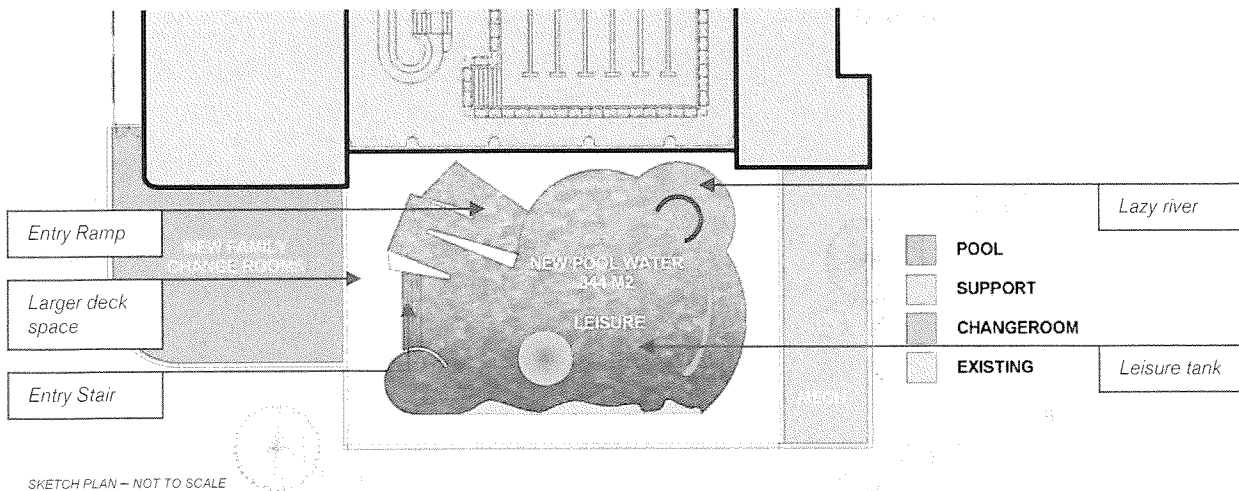
IV.c.2 Option 2 – 4 lanes 25 meter lap pool combined with leisure features



Option 2 indicates that it is possible to provide 4 lanes of additional lap pool capacity and combine this with a more freeform leisure pool shape. This would allow the inclusion of a ramp entry (can also serve as play area for toddlers), a lazy river and additional pool deck adjacent the change room (or entrance lobby as in Approach #2).

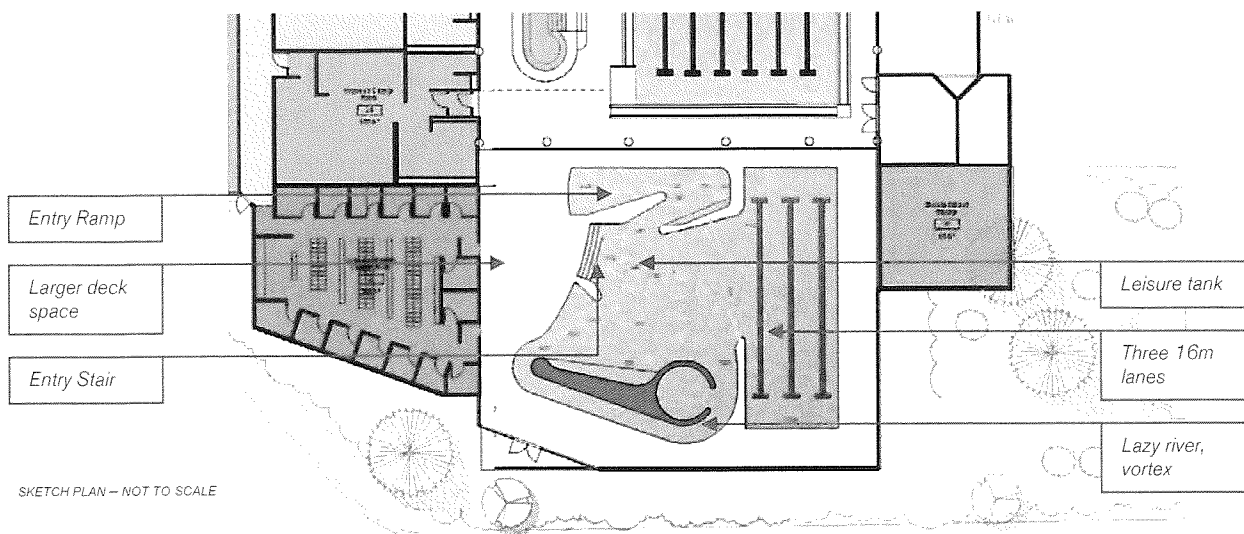
The water temperature would cater to the leisure user, which means that the lap usage would be not intended for serious lap swimming.

IV.c.3 Option 3 – dedicated Leisure Pool



It is not uncommon to find a leisure pool tank that completely caters to the leisure user with a free form tank. This would allow more freedom in the selection of water play features. It is however our experience and preference to include some warm-up lap swimming capacity in all leisure pools.

IV.c.4 Option 4 – Leisure Pool with shorter warm-up lanes



This option indicates the provision of some warm-up lane capacity (3 lanes at 16 meters), but a focus on the leisure aspect of the pool tank. A very generous pool deck area is associated with the change rooms (or entry lobby in Approach #2). A zero-depth entry ramp turns into a tot play area before entering a generously sized body of water that ranges in depth from 600mm to 1200mm. The warm-up lanes (depth from 1000mm to 1200mm) are located such that it is possible to have aquasize programs take place in the shallow end of the main pool and in the warmer leisure pool at the same time.

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### V COST IMPLICATIONS

The following section provides some information on the cost implications for above component options. Construction costs per square foot (square meter) have been estimated based on past project experience and review of the expansion scope by a Professional Quantity Surveyor. It should be noted that these costs represent estimated hard construction cost dollar values in today's local construction market (2009/2010) and are intended to be the mid-range of expected bid responses were the project to be competitively tendered today. They factor in the nature of renovation or new construction applicable to the individual components.

#### Wellness Centre:

We estimate the wellness centre component to require a construction cost of \$225/sf, which includes allowances for the necessary washrooms and some office/support spaces. This is based on an overall wellness centre area of around 420m<sup>2</sup> (4500sf) and would decrease for a larger area and may increase if the wellness centre was to be constructed as a smaller area.

Should the wellness centre be considered as a second storey addition to the existing building, we estimate the construction costs to increase by another \$75/sf to accommodate the fixed costs of adding an elevator and 2 sets of stairs, as well as the additional renovation costs associated with this scenario. This option would however allow the construction of a significantly larger wellness centre.

#### Change Rooms:

The change rooms are estimated at a construction cost of about \$405/sf newly constructed or about \$315/sf if built in renovated existing space (such as current lobby/admin area in approach #2)

#### Pool Expansion:

The leisure pool expansion is estimated at about \$430/sf, which includes the required mechanical equipment and space for a leisure pool with some lap capacity. This represents a modest approach to the selection of play features, and the price could go up should additional or costly play features be selected.

The addition of a slide would add about another \$150,000-200,000 dollars to this component.

#### Multi-Purpose Room:

The MP Room is estimated at a construction costs slightly above the wellness centre at around \$240/sf (if mostly exterior envelope, as in Approach #1) or \$230/sf if it is constructed in conjunction with new Lobby space (Approach #2)

#### Lobby Space:

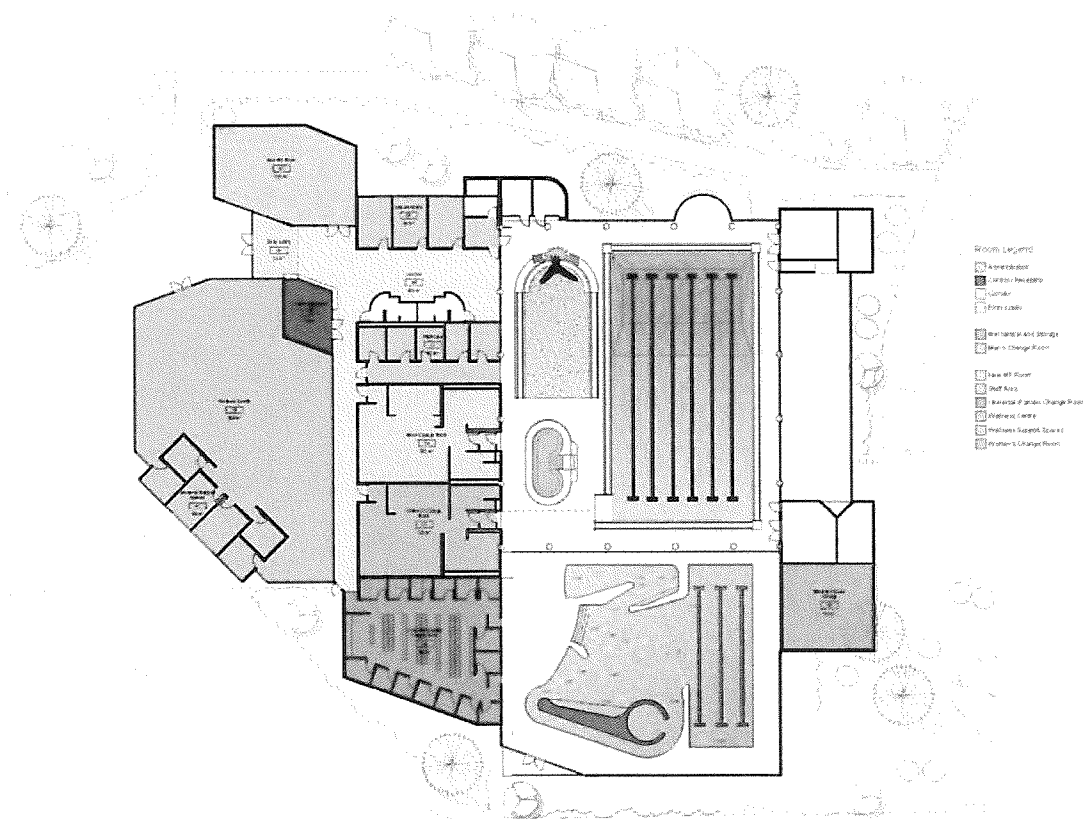
A new Lobby is estimated at around \$300/sf for a new and transparent lobby complete with washrooms and seating opportunities. Adding a small portion of lobby to the existing is estimated at about \$230/sf

## VI TEST FACILITY PLANS

The following pages describe 2 possible options that can be derived from above components. These plans are illustrative in nature, intended to show two of the possible many configurations of above component options. The 2 distinct plans highlight the 2 site planning approaches, we have kept the actual facility comparable in size and choice of wellness area and pool layout.

### VI.a Approach #1 – retention of existing entry point, single level facility with leisure pool expansion

This option is comparable to the previous feasibility study in the location and size of Wellness Centre, Multi-Purpose Room, Entry and Universal Change Room.



SKETCH PLAN OF OVERALL FACILITY  
APPROACH #1 – NOT TO SCALE

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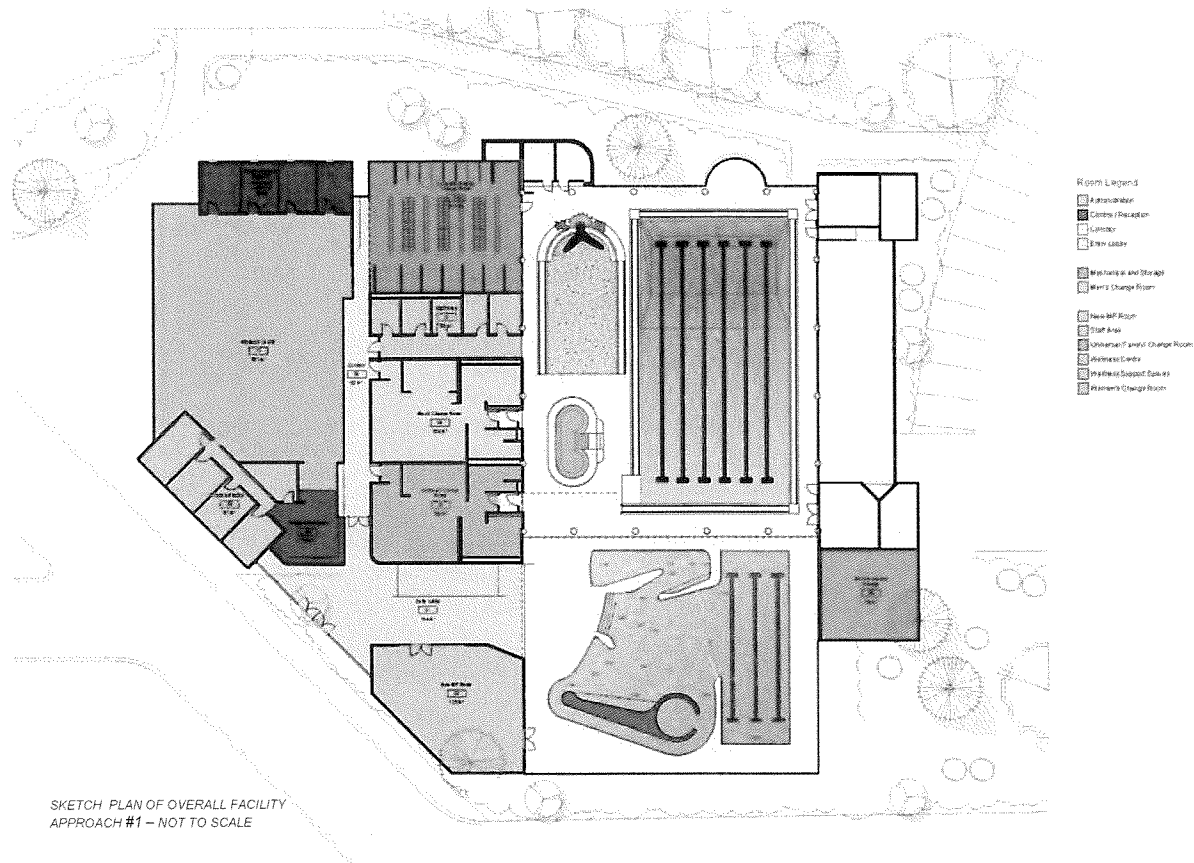
We have assigned a very preliminary **Order of Magnitude Project Cost** as follows to this option. Again, it is important to recognize that these figures, though vetted by a professional Quantity Surveyor, remain very preliminary. They represent estimated hard construction cost dollar values in today's local construction market (2009/2010) and are intended to be the mid-range of expected bid responses were the project to be competitively tendered today. We are witnessing a strong spread of bid results in the current market, which means that lower (and higher) bid results are to be expected. An additional 25% cost has been added to the estimated hard construction costs to obtain an estimated Project Cost. These numbers do not include the applicable HST (12%).

Component	New or Reno	Description	Area m2	Area sf	Cost per m2	Cost per sf	
Pool + Pool Mechanical	New	Pool Hall + Mechanical	600	6458	\$4,628	\$430	\$2,777,086
Universal Change Rooms	New	family style change rooms	160	1722	\$4,359	\$405	\$697,501
Control Area	Reno	existing desk, expand and renovate	26	280	\$1,938	\$180	\$50,375
Entry Lobby	New	Simple vestibule/lobby space renovate	22	237	\$2,207	\$205	\$48,545
Staff Area	Reno	existing showers into staff change rooms	40	431	\$2,422	\$225	\$96,875
Wellness Centre	New	mostly large open fitness centre, with some smaller office and washroom areas	420	4521	\$2,368	\$220	\$994,584
Multi-Purpose Room	New	large MP room	105	1130	\$2,583	\$240	\$271,250
Sprinkler Upgrade							\$200,000
Order of Magnitude Construction Cost							\$5,136,217
<b>Project Cost</b> (multiplier 25%) Plus HST (12%)							<b>\$6,420,271</b>



**VI.b Approach #2 – reversal of the entry location**

The main difference between this test plan and the previous plan is the reversal of the entry location. The result is an improved overall organization of the facilities relationship between the entry, the pool hall and the MP room. The illustrative perspective sketch below indicates this new entry situation with views to the expanded pool.



SKETCH PERSPECTIVE OF POSSIBLE EXPANSION

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Above: Enlarged sketch indicating the idea of an inviting and transparent new entry and lobby to the Ravensong Aquatic Centre

Below: The wellness centre



This approach raises the project costs, because we are now constructing some spaces new that were previously unaffected (administration offices, facility main lobby with washrooms). At the same time some of the square foot costs are a bit lower (such as the Universal Change Rooms) because they are now being constructed in a renovated area, not completely new construction. Again, it is important to recognize that these figures, though vetted by a professional Quantity Surveyor, remain very preliminary. They represent estimated hard construction cost dollar values in today's local construction market (2009/2010) and are intended to be the mid-range of expected bid responses were the project to be competitively tendered today. We are witnessing a strong spread of bid results in the current market, which means that lower (and higher) bid results are to be expected. An additional 25% cost has been added to the estimated hard construction costs to obtain an estimated Project Cost. These numbers do not include the applicable HST (12%).

Component	New or Reno	Description	Area m2	Area sf	Cost per m2	Cost per sf	
Pool + Pool Mechanical	New	Pool Hall	600	6458	\$4,628	\$430	\$2,777,086
Universal Change Rooms	Reno	family style change rooms	153	1647	\$3,391	\$315	\$518,766
Adminstration Area	New	replacement of Admin existing desk, expand and renovate	87	936	\$2,422	\$225	\$210,703
Control Area	New		35	377	\$2,422	\$225	\$84,766
Entry Lobby	New	new lobby space, new wc's, seating, lots of glazing	155	1668	\$2,906	\$270	\$450,469
Staff Area	Reno	renovate existing showers into staff change rooms	67	721	\$2,422	\$225	\$162,266
Wellness Centre	New	mostly large open fitness centre, with some smaller office and washroom areas	420	4521	\$2,368	\$220	\$994,584
Multi-Purpose Room	New	large MP room	105	1130	\$2,476	\$230	\$259,948
Sprinkler Upgrade							\$200,000

Order of Magnitude Construction Cost \$5,658,589

**Project Cost**  
(multiplier 25%)  
Plus HST (12%)

<b>\$7,073,236</b>
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**VII REFERENCES**

The following reference material was instrumental in the preparation of this report. The Regional District has these reports on file and we have thus not attached them again as an Appendix.

*1) Regional District of Nanaimo - Recreation Services Masterplan for Oceanside, Final Report June 2006*, Professional Environmental Recreation Consultants Ltd. with Sensus Research Inc. (PERC, 2006) [also available on RDN Website]

*2) Ravensong Aquatic Centre – Proposed Additions Feasibility Study Report, January 2007*, CJP Architects Ltd.

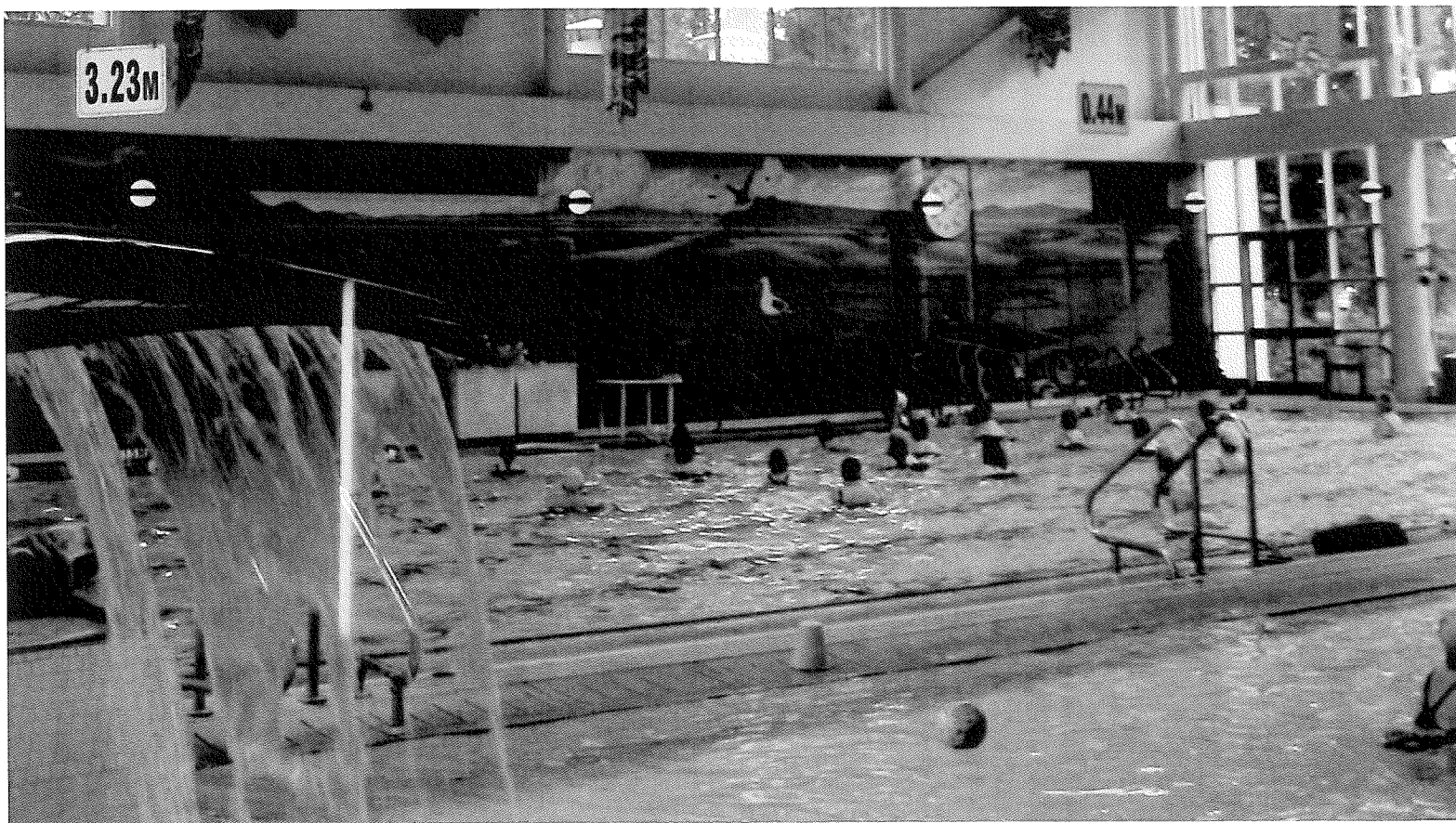
*3) Ravensong Aquatic Centre, Renovations – Phase I / Summary Report, September 21, 2009*, Hughes Condon Marler Architects

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## APPENDIX III

### RDN Adjusted Pro Forma & Five Year Financial Plan 2018 Expansion

November 2013

	2014 Proposed	2015	2016	2017	2018	2019	2020	2021	2022	2023
Tax Requisition	\$(2,487,877)	\$(2,550,074)	\$(2,601,075)	\$(2,653,097)	\$(2,706,159)	\$(2,760,282)	\$(2,815,488)	\$(2,871,797)	\$(2,929,233)	\$(2,987,818)
Operating Revenue	(583,295)	(600,516)	(618,255)	(636,526)	(655,344)	(918,240)	(945,510)	(973,598)	(1,002,530)	(1,032,329)
Total Operating Revenues	(3,071,172)	(3,150,590)	(3,219,330)	(3,289,623)	(3,361,503)	(3,678,522)	(3,760,998)	(3,845,395)	(3,931,763)	(4,020,147)
Operating Expenses	2,086,256	2,119,417	2,135,953	2,172,028	2,194,251	2,815,405	2,864,310	2,897,425	2,938,377	2,989,616
Transfer to Reserves	360	360	160,360	1,075,360	1,010,473	153,360	152,360	200,360	250,360	300,360
Total Operating Expenditures	2,086,616	2,119,777	2,296,313	3,247,388	3,204,724	2,968,765	3,016,670	3,097,785	3,188,737	3,289,976
Operating (surplus) deficit	(984,556)	(1,030,813)	(923,017)	(42,235)	(156,779)	(709,757)	(744,328)	(747,610)	(743,026)	(730,171)
Capital Asset Expenditure										
Capital - Expansion	-	-	-	200,000	9,400,000	-	-	-	-	-
Capital - Other	22,825	20,050	132,700	34,000	131,850	25,000	25,000	25,000	25,000	25,000
New Borrowing	-	-	-	-	(7,400,000)	-	-	-	-	-
Reserve Fund				(200,000)	(2,000,000)					
Total Capital funded from Operations	22,825	20,050	132,700	34,000	131,850	25,000	25,000	25,000	25,000	25,000
Capital Financing Charges										
Debt Principal and Interest	1,066,150	1,066,150	697,506	-	-	692,505	692,505	692,505	692,505	692,505
Total Capital Financing Charges	1,066,150	1,066,150	697,506	-	-	692,505	692,505	692,505	692,505	692,505
Net (surplus)/deficit for the year	104,419	55,387	(92,811)	(8,235)	(24,929)	7,748	(26,823)	(30,105)	(25,521)	(12,666)
Add: Prior Year (surplus)/deficit	(165,018)	(60,599)	(5,212)	(98,023)	(106,258)	(131,187)	(123,439)	(150,262)	(180,367)	(205,888)
Surplus applied to future years	\$(60,599)	\$(5,212.00)	\$(98,023)	\$(106,258)	\$(131,187)	\$(123,439)	\$(150,262)	\$(180,367)	\$(205,888)	\$(218,554)





CAO APPROVAL		<del>7/7/13</del>
EAP		
COV		
NOV 19 2013		
RHD		
BOARD		
D69 Rec Comm		

## MEMORANDUM

**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** November 18, 2013

**FROM:** Dean Banman  
Manager of Recreation Services

**FILE:**

**SUBJECT:** 2015 National Women's U18 Ice Hockey Championship Hosting Request

### PURPOSE

To seek approval on the pursuit of hosting the 2015 National Women's Under 18 Hockey Championships.

### BACKGROUND

In 2011 and 2013 both the District 69 Recreation Commission and RDN Board endorsed the support of providing sport tourism in the region. Since that time staff have been active in the Vancouver Island Sport Tourism Council (VISTC). In partnership with Parksville/Qualicum Beach Tourism Association and mid-island communities, VISTC's mandate is to increase sport tourism by working with other communities in the mid - Vancouver Island region to attract large national, international or provincial sport tourism events that match the area's resources. This format has proven successful in the past when the region lead by the City of Port Alberni hosted the 2009 World Under 17 Hockey Championships which included the use of Oceanside Place as one of the venues.

It is being proposed for the mid-island area to host the 2015 National Women's U18 Hockey Championship. This Hockey Canada tournament features eight regional and provincial teams in an eighteen game tournament. The games and events would be spread out over six communities (Cowichan Valley, Nanaimo, Parksville, Port Alberni, Courtenay, and Campbell River).

Parksville and the surrounding area would serve as the tournament centre where players, officials and likely the majority of spectators, media and scouts travelling from afar would stay. Large tournament wide events such as a banquet would likely be held in the Parksville/Qualicum Beach area. Oceanside Place would host two games of the tournament which will be held from November 4 to 8, 2015. Other community events within District 69 would take place to showcase the area and to promote sport and female athletics. The final gold medal championship game will be televised on TSN. Of note is Oceanside Place does not have the seating capacity to host the televised game.

### ALTERNATIVES

1. That the Regional District of Nanaimo support the bid to host the 2015 National Women's U18 Hockey Championship with a \$5,000 grant, and if required, an additional grant of \$3,000, on the condition that two tournament games be held at Oceanside Place and the Parksville / Qualicum Beach area be utilized as a main accommodation area for the staging of the tournament.
2. That alternative direction be provided.

## **FINANCIAL IMPLICATIONS**

Typically events such as this require a certain level of financial commitment from local government. With the partnership under VISTC both revenue proceeds and financial guarantees are shared among VISTC member communities. Based on the structure of the event bid each community hosting a game is expected to contribute \$2,500 per game in grant funding along with a \$1,500 per game guarantee against an event deficit. Under this formula the commitment from the RDN would be \$5,000 contribution and if required an additional \$3,000.

It is anticipated that each of the VISTC local government members will be seeking similar approval as outlined in this report. Consideration needs to be given to the possibility that not all six communities will receive the financial support required. Should this happen VISTC would then need to decide whether or not to pursue a bid application with remaining members. The amounts of \$2,500 and \$1,500 are based on all six VISTC communities participating and could increase if one or more communities do not participate. Should this take, Oceanside Place has the capacity to take on an additional two games, however, the corresponding financial support of \$2,500 and \$1,500 per game will be required.

All ice fees and other game related expenses would be the responsibility of the non-profit society that would be formed to officially host the event. Facility rental fees per game are anticipated to be \$2,500. With Oceanside Place being in the event centre it is also anticipated that teams will request practice times which would be charged at an anticipated rate of \$85.00 per hour.

Funding sources that could be considered are District 69 Recreation grants which has an annual budget of approximately \$62,000 or through the Northern Community Economic Development program which has a tourism and recreation component.

Final bid applications to Hockey Canada are due January 31, 2014. The event could still be successfully hosted with fewer communities but at least one community with a large enough venue to host the televised game would be required.

Should the Regional District agree to bid on the tournament and the application is successful, a non-profit society will be established to manage the tournament and two appointees from the Regional District will need to be appointed to the Society.

It is being proposed that if there is any net operating surplus on the event, the funds are to be used to promote female sport in the mid-island area.

## **STRATEGIC PLAN IMPLICATIONS**

The RDN's Strategic Plan has an objective to promote recreation facilities as an asset to the tourism industry. This event is intended to not only develop sport tourism in the area but will comprise of community events that will promote sport and female athletics in the RDN as well as across Vancouver Island.

In addition to the physical benefits of sport, the social and community based activities that will be part of this event will provide an effective way to build community spirit and bring residents together. The long term positive increase in social capital to the local communities is anticipated to last years and likely be relied upon in the future to host more sports tourism or community type events.



## SUMMARY

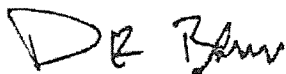
Since 2011 the RDN has directed staff to work within District 69 in the promotion of sport tourism by attracting events that are suitable to the existing facilities and hosting capacity within the region.

In collaboration with other mid-Vancouver Island communities under the banner of Vancouver Island Sport Tourism Council (VISTC) is seeking approval and financial support in a bid to host the 2015 National Women's U18 Hockey Championship.

The RDN would support the bid with a financial contribution of \$5,000 and if required, additional grant funding of up to \$3,000 should the event fail to make its breakeven point. Possible funding sources may be the District 69 Recreation Community Grants Program or alternatively the Northern Community Economic Development program. The RDN would be one of six local mid-island communities hosting the event.

## RECOMMENDATIONS

1. That the Regional District of Nanaimo support the bid to host the 2015 National Women's U18 Hockey Championship with a \$5,000 grant, and if required, an additional grant of \$3,000 (\$8,000 total) on the condition that two tournament games be held at Oceanside Place and the Parksville / Qualicum Beach area be utilized as a main accommodation area for the staging of the tournament.
2. That in the event that not all six VISTC communities are able to participate in the bid, the Regional District of Nanaimo will commit up to an additional two games with the related financial support of \$2,500 and \$1,500 (\$4,000 total) per game.
3. That the funding to support the Regional District of Nanaimo's application for 2015 National Women's U18 Hockey Championship be allocated in the 2014 District 69 Recreation Community Grants program.



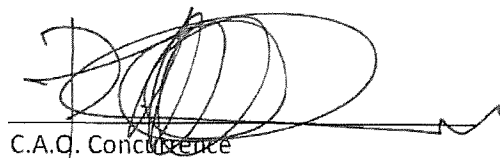
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Report Writer



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General Manager Concurrence



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C.A.Q. Concurrence

**REGIONAL DISTRICT OF NANAIMO  
REGIONAL SOLID WASTE ADVISORY COMMITTEE MEETING  
HELD ON THURSDAY, SEPTEMBER 12, 2013  
BOARD CHAMBERS**

**Present:**

George Holme, Chair	Director Electoral Area E
Howard Houle	Director Electoral Area B
Jim Kipp	City of Nanaimo
Ted Greves	City of Nanaimo
Wally Wells	Business Community - North
Dr. Jim McTaggart-Cowan	Environment Community
Frank Van Eynde	General Public - North
Michael Recalma	Qualicum First Nation
Jeremy Jones	General Public – North
Ed Walsh	Waste Management – Private Sector
Jan Hastings	Waste Management – Non Profit Sector
Gary Franssen	City of Nanaimo
Al Cameron	Town of Qualicum Beach
Fred Spears	District of Lantzville
Al Leuschen	Ministry of Environment
Alec McPherson	Director Electoral Area A

**Also in Attendance:**

Dennis Trudeau	GM Transportation & Solid Waste Services, RDN
Carey Mclver	Manager of Solid Waste, RDN
Daniel Pearce	Manager, Transit Operations
Sharon Horsburgh	Senior Zero Waste Coordinator, RDN
Jeff Ainge	Zero Waste Program Coordinator, RDN
Maude Mackey	Zero Waste Compliance Officer, RDN
Maggie Warren	Superintendent of Scale & Transfer Services
Maura Walker	Maura Walker & Associates
Dave Willie	Town of Qualicum Beach

**Regrets:**

Karen Mattersbuch	Environment Canada
Al Metcalf	City of Parksville
Chief David Bob	Nanoose First Nation
Chief Douglas White III	Snuneymuxw First Nation

**CALL TO ORDER**

The Chairperson called the meeting to order at 4:07 pm.

**MINUTES**

MOVED F. Van Eynde, SECONDED G. Holme, that the minutes of Regional Solid Waste Advisory Committee regular meeting of May 16, 2013 be approved.

CARRIED

## EXISTING SYSTEM REPORT

**Maura Walker** presented the Draft Stage One Report to provide the Board with an overview of the existing solid waste management system, which described the key programs, policies and infrastructure along with base line performance data. Maura reviewed the trends in waste generation and how the RDN is the lowest generator of waste in the province. Maura Walker reviewed the waste composition data and talked about the key policy drivers to help Zero Waste and its diversion target. These programs include curbside organics collection yard waste management, recycling depots, future stewardship programs and BC's current Extended Producer Responsibility (EPR) Programs. The programs, policies, services and infrastructure in the RDN are indicative of an advanced solid waste system.

## DISCUSSION/RSWAC INPUT

**Howard Houle** started the discussion with enquiring about the garbage collection and in regards to one can every two weeks if there have been any stats done on how many extra cans are put out? Jeff Ainge replied that we sell around 10,000 extra tags a year, and that's been a reasonably static number and it does go up but the number of homes has also gone up. **Gary Franssen** commented that the City of Nanaimo does an annual curbside survey on all routes over a two week period, and that the one can limit services the needs. 92-94% of households only put out the one can per 2 week.

**Howard Houle** questioned on the multi-family pick-ups done by commercial haulers, are there any requirements to have the material sorted before it gets delivered to the dump? **Carey McIver** commented that Sharon Horsburgh had worked on the project to create a data base to determine whether there is recycling in place because we have banned paper and plastics and 94% had the services, so the haulers ensured that if they were providing garbage collection they were also providing recycling. There is no individual penalty to each unit, tag limit where multi-family can throw out as much as they want and there is no individual penalty to each unit.

**Jim McTaggart-Cowan** questioned if the RDN had asked residents what the problems were and if we had considered a different approach providing recycling service to multi-family units, something similar to individual family complex's? **Maura Walker** commented in researching and reading information on the multi-family sector, there is a lack of control due to anonymity and also a lack of direct interface with the resident and service provider. With single family dwellings there was a social pressure to participate and that they have blue bins or green bins and there is a social marketing benefit.

**Carey McIver** commented that a large number of multi-family units are ground level town homes. We know that 94% of the units have access to the service. There is less than 20% of the housing stock. Going forward it can be noted that Multi-family dwellings participation is a potential issue to follow up on as part of the SWMP review process.

**Jim McTaggart-Cowan** enquired about the yard waste collection, and historically has the RDN monitored the number of vehicles going in to the facilities? How many vehicles are actually bringing yard waste to RDN facilities, what is the average distance those vehicles are driving, the concern is that this system is not assisting with other environmental issues, what are you tracking as far as greenhouse gases, and the emissions as this approach is forcing people to drive to drop the yard waste off?

**Carey McIver** replied that we do track all facilities. In the waste composite, 2% of waste stream is yard waste and 7000-8000 tons gets diverted and then majority goes to International Composting Corp. (ICC) and it all gets weighed. We know how much was diverted and how many vehicles dropped off. The issue with yard waste is not diversion of yard waste, going forward the issue with yard waste is do single family customers want to pay for the convenience of having it picked up at the curb. **Gary Franssen** commented on the multi-family situation, that it is ownership of the problem and ownership of the cost. If you've got a property managed and not owner occupied, there is a dramatic difference. He also commented on the issue of yard waste collection and transportation that you also need to cover the alternatives which would generate a lot of greenhouse gases.

**Carey McIver** commented in regards to the emissions concern, that if we want to do a pilot for a couple of weeks we could ask scale house staff to monitor the distances. A lot of the long distances are from areas that there is no ban on burning.

**Ed Walsh** commented with recycling at multi-family units, there are economic incentives where the property management or owner of the facility would promote the recycling because it's economically more viable and the education of the resident to describe what is the best practice is needed. As a hauler contamination is significant for them and agrees that education to residents is important. Ed mentioned that he will bring a presentation from Monique Booth, CVRD, on apartment recycling to the RDN staff to review.

**Jim Kipp** questioned Page 27 in the report. How much recycling are we receiving from multi-family and how much is separated when it arrives at the facilities, and how do we educate?

**Carey McIver** commented on commercial loads coming to the landfill with banned material, the commercial hauler would have picked up from different businesses, so it's not easy, but bans on commercial cardboard, etc. As far as the educating, Carey stated that when we did the multi-family database the RDN's role was to provide consistent information to the residents.

**Maura Walker** noted that residential Printed Paper and Packaging (PPP) will be handled by Multi-Material British Columbia (MMBC) beginning May 2014. MMBC is a stewardship organization that is going to set up a new recycling system for all residents across BC and it will work with all local governments and local businesses to improve the recycling collection services. There is so much inconsistency all over the province that one way to improve is to develop one system for everyone across BC. Provincial ads, media TV and commercials will be operated by MMBC.

**Jan Hastings** inquired about WSML Licensing and questioned whether it had encouraged or discouraged private sector involvement in CD or do the WSML procedures have to be looked at all? And is there any feedback from the organizations that have licenses whether it is too costly to implement or is any part of that system is a barrier?

**Sharon Horsburgh** replied that based on the number of licenses (12) issued there is a vibrant recycling industry that through high grading and source separating materials. Neighboring jurisdictions provide have similar bylaws so the regulation creates a level playing field. Without that infrastructure, we would not have the diversion rates we have today. Without the recycling infrastructure we would not have the diversion rates we have today. With combination of bans this regulatory framework has been the driver behind the private sector infrastructure. The WSML bylaw is designed to create a level playing field

which protects the economic interests of local businesses and the enforcement mechanisms ensure a high standard of operation.

**Ed Walsh** commented that he didn't find the WSML licensing too restrictive but gives them a level of comfort. Having a proper licensed disposal site gives them the ability to compete against other haulers.

**Jim McTaggart-Cowan** commented on the collection depots and that when the program started the purpose was to have the collection depots located where people naturally were going i.e. shopping centers. Given that there are a number of EPR programs why is the RDN not picking up EPR materials at the CRTS and the Landfill?

**Carey McIver** replied that once there was an EPR program we banned the material from disposal. When products are under a stewardship program we would not accept it at the RDN facilities. Some local governments that have more room at their facilities and will take EPCOR materials. The RDN decided when those programs were available that we would no longer accept those for disposal and direct stewardship materials to private facilities.

#### **ADJOURNMENT**

The meeting was adjourned at 5:30 pm.

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CHAIRPERSON

## DISTRICT OF NANAIMO

### MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, NOVEMBER 28, 2013 AT 11:30 AM IN THE RDN COMMITTEE ROOM

#### Present:

Director D. Brennan	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director G. Holme	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
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 B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo

#### Also in Attendance:

P. Thorkelsson	Chief Administrative Officer, RDN
D. Trudeau	Gen. Mgr, Transportation & Solid Waste Services, RDN
D. Pearce	Manager, Transit Operations, RDN
D. Marshall	A/Manager, Fleet & Custom Transit Operations, RDN
G. Foy	Traffic & Transportation Planning Engineer, CON
M. Moore	Senior Regional Transit Manager, BC Transit
J. Wadsworth	Senior Transit Planner, BC Transit
F. McFarlane	Recording Secretary, RDN

#### CALL TO ORDER

The meeting was called to order at 11:35 am by the Chair. Director Brennan welcomed Gordon Foy, P.Eng, Traffic & Transportation Planning Engineer, City of Nanaimo, to the meeting and introductions were made.

#### MINUTES

MOVED Director Holme, SECONDED Director Stanhope that the minutes of the regular Transit Select Committee meeting held September 12, 2013 be adopted. CARRIED

#### BC TRANSIT UPDATES

##### Transit Future Plan Update

James Wadsworth provided an update on the RDN Transit Future Plan. A copy of the presentation is attached. He reviewed the long term 25-year strategy for the region, discussed service levels and reviewed implementation strategies. Phase II of the plan has now been completed and a final report will be brought back to the Transit Select Committee in February 2014.

(11:43 am P. Thorkelsson and Director Veenhof joined the meeting.)

Director Bestwick questioned how the RDN Transit Future Plan interfaces with the City of Nanaimo Transportation Master Plan. G. Foy noted that the RDN Transit Future Plan reflects closely with ideas in the City plan and indicated that representatives from BC Transit had participated in the City of Nanaimo workshops. There is no duplication of planning but rather a sharing of resources toward the creation of one common plan. Coordination between the two plans is very strong.

Director Veenhof stated that ridership on the Route 99 Deep Bay route has been increasing and he would like to see an effort to further transportation planning between the Comox Valley Regional District and the RDN.

(11:57 am Director Willie joined the meeting.)

The possibility of transit service to Duke Point was questioned by Director Lefebvre and he suggested that a survey on transportation needs in this area might be helpful. D. Trudeau noted that the ferry routes have always been a popular service with the public but the previous service to Duke Point was not utilized.

Director Holme indicated support for a route change that would see the buses run through Fairwinds. D. Trudeau noted that additional service will be addressed in the RDN Transit Future Plan.

Director Willie supported bringing people into town and getting more money into the system. He asked whether this would change the outlook on the handyDART service and whether some handyDART clients would be able to use public transit. J. Wadsworth noted that in very rural areas there may be a blend of handyDART and fixed route service. It would be possible to do that but you would have to be careful not to ask one bus to do too much. Director Willie also noted the lack of service to the industrial park area in Parksville and stated that better service was needed for employees to get to work.

MOVED Director Holme, SECONDED Director Lefebvre that the report on the Transit Future Plan Update be received. CARRIED

## **REPORTS**

### **Snaw-Naw-As (Nanoose First Nation) Custom Transit Agreement**

D. Trudeau provided an introduction to the report. During discussions both the Snaw-Naw-As (Nanoose First Nation) and the Snuneymuxw (Nanaimo) First Nation have indicated that they were interested in obtaining Custom Transit service for their communities. At this time an agreement is being brought forward for the Snaw-Naw-As First Nation only. Hopefully we will be successful with the Snuneymuxw (Nanaimo) First Nation in the future and at that time will bring a report back to the Committee. The agreement for service is based on a user pay system and D. Trudeau noted that no additional buses will be implemented.

(12:18 pm Director Anderson joined the meeting.)

MOVED Director Stanhope, SECONDED Director Holme that the Board approve the Community Transit Partnership Agreement between the RDN and the Nanoose First Nation. CARRIED

### **Compressed Natural Gas Transit Facility Upgrade – Shop Mechanical Bays**

Director Lefebvre asked about increased maintenance and whether sufficient staff are in place. D. Trudeau noted that increased maintenance costs have been taken into consideration and have been included in the budget. All staff have been trained and certified. This was done in conjunction with the City of Nanaimo and courses were held on-site.

Director Willie stated the facility upgrade and the receipt of the 25 CNG buses was a great opportunity for the RDN and encouraged media involvement and open houses to demonstrate how it works. D. Trudeau agreed and noted that staff will work on a communication plan for when the first bus arrives.

MOVED Director Lefebvre, SECONDED Director Holme that the Board direct staff to enter into a contract with Clean Energy Fuels to upgrade the RDN Transit Shop maintenance facilities to make them CNG compliant. CARRIED

### **ADJOURNMENT**

MOVED Director Holme that the meeting be adjourned. CARRIED

### **NEXT MEETING**

The next meeting of the Transit Select Committee is set tentatively for Thursday, February 20, 2014, in the RDN Committee Room.

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CHAIRPERSON



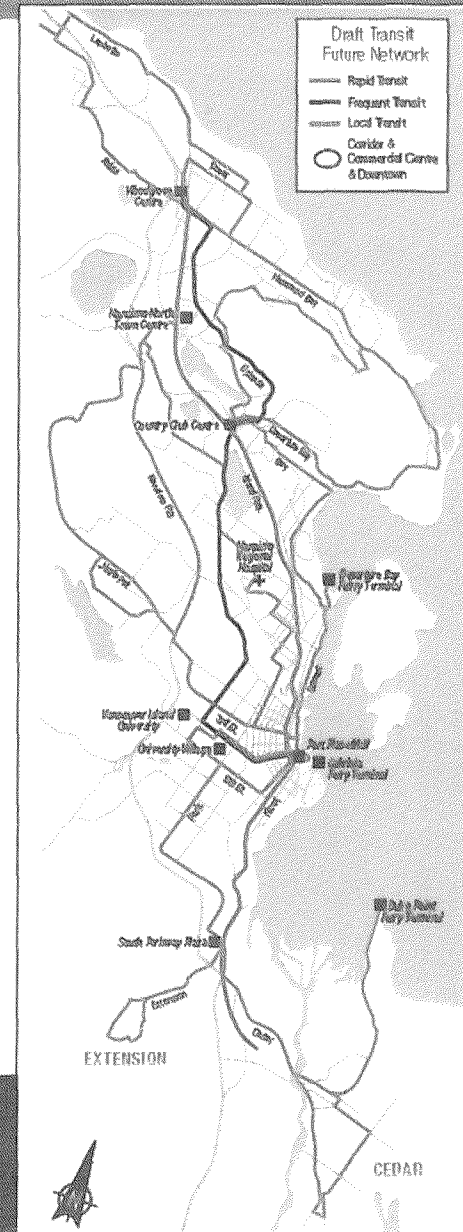




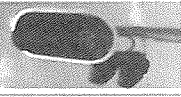
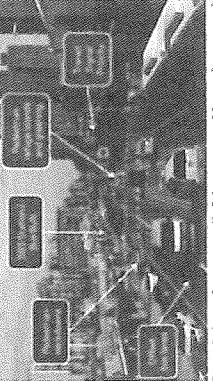


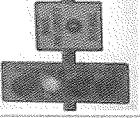
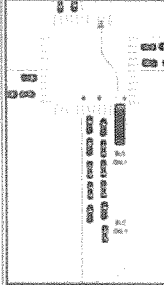



# Regional District of Nanaimo Transit Future Plan

November 2013

# RDN Transit Future

- Phase 2 consultation completed
  - 11 events 1,262 people visiting the bus
  - 50 online surveys completed
- Public Priorities
  - Developing RapidBus service
  - New downtown exchange
  - Better connections to the ferry especially Duke Point
  - Google Transit
  - Matching vehicle size to demand
- Next Steps
  - Write the final report
  - Request RDN Transit Select Committee endorse the plan in February 20<sup>th</sup>



Type	Service Description	Vehicle Type	Passenger Amenities	Signal Priority Measures	Lane Priority Measures
<b>Rapid Transit Network</b>	<ul style="list-style-type: none"> <li>Operates on a 15 minute or less frequency from 7:00 to 10:00 pm 7 days a week</li> <li>Limited stop express routes</li> <li>Stops less often between major destinations</li> <li>Moves large volumes of passengers between key regional destinations</li> </ul>	 <p>Standard, High capacity bus, High capacity rail (future)</p>	 <ul style="list-style-type: none"> <li>Elevated boarding platform</li> <li>Real time schedule information</li> <li>Bike storage</li> <li>Customer directional signage</li> <li>Park &amp; Ride facilities</li> </ul>	 <p>Transit is given signal priority along the corridor at the majority of intersections</p>	 <p>Bus only lanes for part or all of the route corridor, or bus queue-jumper lanes when the number of buses exceeds 25 buses per hour or at key areas of congestion</p>
<b>Frequent Transit Network</b>	<ul style="list-style-type: none"> <li>Operates on 15 minute frequency or less from 7:00 am to 10:00 pm 7 days a week</li> <li>Serves corridors with mixed land use</li> <li>Provides operations on major arterial roads and provides connections between urban centres</li> </ul>	 <p>Standard or high capacity bus</p>	 <ul style="list-style-type: none"> <li>Bike storage</li> <li>Quality customer information (transit schedule and map information)</li> <li>Universally accessible</li> <li>Bench and garbage receptacles</li> <li>May include Park &amp; Ride facilities</li> </ul>	 <p>Transit is given signal priority along the corridor at key intersections</p>	 <p>Queue-jumper lanes at key areas of congestion</p>
<b>High Demand Local Transit Network</b>	<ul style="list-style-type: none"> <li>Urban and suburban routes</li> <li>Operates between 15-30 minutes during the rush hour and less than 60 minutes during off peak travel times 7 days per week</li> <li>Serves more densely populated residential and commercial neighbourhoods</li> <li>Focuses on connections to local centres and the Rapid and/or Frequent Transit Networks</li> </ul>	 <p>Standard or small bus</p>	<ul style="list-style-type: none"> <li>Transit shelters</li> <li>Universally accessible</li> <li>Bench and garbage receptacles</li> <li>May include Park &amp; Ride facilities in rural areas</li> </ul>	<p>Transit signals are optimized to benefit transit</p>	<p>Only if part of the Rapid Transit Network</p>
<b>Coverage Based Local Transit Network</b>	<ul style="list-style-type: none"> <li>Suburban and rural routes</li> <li>Operates between 30-60 minutes during the rush hour and less than 2 hours during off peak travel times, may not operate on weekends or evenings</li> <li>Serves less densely populated areas</li> <li>Focuses on connections to local centres and the Rapid and/or Frequent Transit Networks</li> </ul>	 <p>Standard or small bus</p>	<ul style="list-style-type: none"> <li>Transit shelters</li> <li>Universally accessible</li> <li>Bench and garbage receptacles</li> <li>May include Park &amp; Ride facilities in rural areas</li> </ul>	<p>Only if part of the Rapid Transit Network</p>	<p>Only if part of the Rapid Transit Network</p>
<b>Targeted Transit</b>	<ul style="list-style-type: none"> <li>Provide express service to schools, universities and/or peak commuter trips</li> </ul>	 <p>Standard or small bus</p>	<ul style="list-style-type: none"> <li>Universally accessible</li> <li>May include a transit shelter</li> <li>May include a bench and/or a garbage receptacle</li> </ul>	<p>Only if part of the Rapid Transit Network</p>	<p>Only if part of the Rapid Transit Network</p>

## Implementation Priorities – Short-term

- Rapid Transit Network – Island Hwy
- Frequent Transit Network – Uplands, Bowen, Wakesiah to VIU
- Downtown Nanaimo Service  
Implementation Plan - To support the relocation of the Prideaux Transit Exchange
- Local Transit Network – Improve directness of routes, introduce local small bus systems in Parksville & Qualicum
- Introduce Inter-regional service between downtown Nanaimo, RDN Airport and the CVRD, consider extending 99 Deep Bay service to meeting Comox Valley service
- Implement Google Transit to provide on-line customer information
- Complete a Rapid Transit Corridor Study for the Island Hwy
- Construct a new Downtown Nanaimo Transit Exchange
- Establish Island Highway Rapid Transit Stations
- Develop an Operations Centre Facilities Master Plan
- Continue to improve transit customer facilities
- Invest in monitoring technology such APC and AVL programs



## Medium & Long-Term Implementation Priorities

- Continuing to develop the Rapid, Frequent and Local transit Networks
  - General frequency increases
  - A new route between VIU and South Park Plaza
  - Late night service
  - Duke Point Ferry Terminal
  - Development of a local pulse bus network in Qualicum and Parksville
  - Extending Rapid bus from Downtown Nanaimo to Sandstone Village Centre
- Expanding the Local Transit Network to support Future Development
  - Sandstone, Gabriola & Cedar
- Improvements to Inter-regional service to the Comox Valley
- Investments in exchanges at Woodgrove, Country Club, Sandstone, Qualicum & Parksville
- Rapid Transit Stations on the Island Hwy
- Implementing Transit Priority Measures the Rapid and Frequent Transit Networks
- Expand the Operations and Maintenance Facility

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**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** November 19, 2013

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

**FILE:** 0470-60-FINA

**SUBJECT:** **Snaw-Naw-As (Nanoose First Nation) Custom Transit Agreement**

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**PURPOSE**

The purpose of this report is to obtain Board approval for an agreement that would enable the Regional District of Nanaimo to provide Custom Transit Service to the Snaw-Naw-As (Nanoose First Nation).

**BACKGROUND**

The RDN 2013-2015 Board Strategic Plan and Regional Growth Strategy (RGS) both identify actions that work towards enhancing relationships with First Nations. The Strategic Plan specifically identifies facilitating *“effective dialogue about matters of mutual interests between the RDN...and other orders of government including First Nations.”* Consistent with the Strategic Plan, the 2011 RGS identifies continued outreach initiatives to First Nations including signing of protocol agreements as an action item to implement RGS *Goal 11– Cooperation Among Jurisdictions.*

In keeping with both the Strategic Plan and RGS, RDN senior management and staff have been working towards strengthening relationships with First Nations including Snuneymuxw and Snaw-Naw-As (Nanoose First Nation). In light of that goal of improving relationships a number of meetings and discussions have taken place with the Snaw-Naw-As and the Snuneymuxw First Nations. During those discussions, both the Snuneymuxw and Snaw-Naw-As First Nations indicated that they were interested in looking into Custom Transit Service for their communities.

As a result of this information the board approved the following motion May 28, 2013:

*That staff be directed to work with the Snuneymuxw and Snaw-Naw-As First Nations on options for providing Custom Transit Service to their communities.*

Staff have met with both the Snaw-Naw-As and the Snuneymuxw First Nations and have prepared draft agreements for providing Custom Transit Service to their communities. At this time the Snaw-Naw-As is able to move forward with an agreement. The draft contract for services is still being considered by the Snuneymuxw at this time and staff are hopeful that it will be brought forward sometime in the future.

The agreement (*Appendix 1*) sets out terms and conditions on how the service is to be provided and paid for. The calculation of costs mirrors the calculation currently used by staff to distribute the tax required by the existing participants of the function. It is based completely on the user pay principle and will be determined by the number of rides the community receives. The cost of providing the service will be determined at the end of the fiscal year and then invoiced accordingly.

The RDN Custom Transit currently services roads in upper Lantzville immediately adjacent to the Snaw-Naw-As upper village site so the extension of this service can be provided efficiently. The Snaw-Naw-As have indicated that extending this service into their village would greatly help their elders and those with health and mobility challenges.

## **ALTERNATIVES**

1. That the Board approve the Community Transit Partnership Agreement between the RDN and the Nanoose First Nation.
2. That the Board not approve the Community Transit Partnership Agreement between the RDN and the Nanoose First Nation and provide alternate direction to staff.

## **STRATEGIC PLAN IMPLICATIONS**

The Board Strategic Plan specifically identifies facilitating *“effective dialogue about matters of mutual interests between the RDN...and other orders of government including First Nations.”* The attached draft agreement with the Snaw-Naw-As is consistent with the Strategic Plan.

## **FINANCIAL IMPLICATIONS**

There are currently no financial implications related to the information contained in this report. The proposed agreement is based upon the user pay principal and any costs attributed to the Snaw-Naw-As First Nation will be prorated and compensated based upon their usage.

## **SUMMARY/CONCLUSIONS**

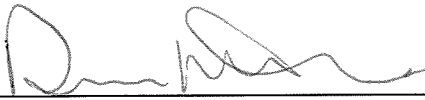
Staff have met with both the Snaw-Naw-As and the Snuneymuxw First Nations and has prepared draft agreements for providing Custom Transit Service to their communities. At this time the Snaw-Naw-As is able to move forward with an agreement. The draft contract for services is still being considered by the Snuneymuxw at this time and staff expects that it will be brought forward sometime in the future.

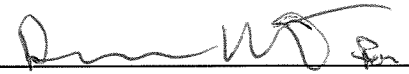
The agreement sets out terms and conditions on how the service is to be provided and paid for. The calculation of costs mirrors the calculation currently used by staff to distribute the tax required by the existing participants of the function. It is based completely on the user pay principle and will be determined by the number of rides the community receives. The cost of providing the service will be determined at the end of the fiscal year and then invoiced accordingly.

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**RECOMMENDATION**

1. That the Board approve the Community Transit Partnership Agreement between the RDN and the Nanoose First Nation.

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

  
\_\_\_\_\_  
A/ CAO Concurrance



**APPENDIX 1**

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**COMMUNITY TRANSIT PARTNERSHIP AGREEMENT**

**Between**

**REGIONAL DISTRICT OF NANAIMO**

**And**

**NANOOSE FIRST NATION**

**INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*. CONSULT WITH THE REGIONAL DISTRICT PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

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COMMUNITY TRANSIT PARTNERSHIP AGREEMENT

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**COMMUNITY TRANSIT PARTNERSHIP AGREEMENT**

**BETWEEN:**

**REGIONAL DISTRICT OF NANAIMO**  
6300 Hammond Bay Road  
Nanaimo, B.C.  
V9T 6N2

(the "Regional District")

**OF THE FIRST PART**

**AND:**

**NANOOSE FIRST NATION**  
208 Mallard Way  
Lantzville, B.C.  
V0R 2H0

(the "Partner")

**OF THE SECOND PART**

**WHEREAS** the Regional District, in partnership with BC Transit, is authorized to contract for the provision of a public passenger transportation system and share in the costs of providing same pursuant to the British Columbia Transit Act, all through an Annual Operating Agreement, as defined hereunder.

**AND WHEREAS** the Partner wishes to ensure that residents in the region are able to access and utilize health and other services by way of public transit.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

**1.0 DEFINITION OF TERMS**

**1.1** The following definitions shall apply to this Community Transit Partnership Agreement:

- a) "ANNUAL OPERATING AGREEMENT" shall mean the Annual Operating Agreements among the Regional District, BC Transit and respective transit management companies as amended or renewed from time to time.
- b) "CUSTOM TRANSIT SERVICES" shall mean services and facilities operated or provided by a public passenger transportation system to transport any person designated under Section 11 of the British Columbia Transit Act Regulation, B.C. Reg. 30/91, by prearrangement between the operating company of the service and such person without limitation by route or scheduled time.

## 2.0 REGIONAL DISTRICT RESPONSIBILITIES

- 2.1 Responsibility of the Regional District: In accordance with the terms of this Community Transit Partnership Agreement, the Regional District shall provide the Custom Transit Services.

## 3.0 PARTNER RESPONSIBILITIES

- 3.1 Reimburse Regional District: In accordance with the terms of this Community Transit Partnership Agreement, the Partner shall (through Nanoose First National Health Authority) reimburse the Regional District for providing the Custom Transit Services, a service fee calculated in accordance with Schedule "A" hereto.
- 3.2 The service fee shall be paid within thirty (30) days of the Partner receiving an invoice for the service fee and if the Partner shall fail to pay the service fee the Regional District shall be entitled to interest thereon at the prime lending rate of the Royal Bank of Canada from the date upon which the same was due until actual payment thereof.

## 4.0 TERMINATION

- 4.1 Termination by the Regional District: The Regional District may terminate this Agreement for any reason whatsoever, and in that event the Regional District shall provide the Partner with sixty (60) days prior written notice of its decision to terminate this Agreement.
- 4.2 Termination by the Partner: The Partner may terminate this Agreement for any reason whatsoever, and in that event the Partner shall provide the Regional District with sixty (60) days prior written notice of its decision to terminate this Agreement.

## 5.0 SETTLEMENT OF DISPUTES

- 5.1 Arbitration: In the event of any dispute arising between the parties as to their respective rights and obligations under this Community Transit Partnership Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to both parties, any party shall be entitled to give to the others notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

## 6.0 TERM

- 6.1 Term: The term of this Agreement shall be in effect from January 1, 2014 to January 1, 2017 except as otherwise provided herein.

## 7.0 SCHEDULE

- 7.1 Schedule: Schedule "A" attached hereto shall form part of this Agreement and be binding on the parties hereto as though it were incorporated into the body of the

Agreement.

**8.0 AMENDMENT**

8.1 Amendment: This Community Transit Partnership Agreement and Schedule "A" attached thereto may be amended only with the prior written consent of both parties.

**9.0 ASSIGNMENT**

9.1 Assignment: This Community Transit Partnership Agreement shall not be assignable without the prior consent of both parties.

**10.0 ENUREMENT**

10.1 Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

**11.0 NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

Regional District of Nanaimo  
c/o Transportation Manager  
6300 Hammond Bay Road  
Nanaimo, B.C.  
V9T 6N2

and to:

Nanoose First Nation  
c/o Band Manager  
209 Mallard Way  
Lantzville, B.C.  
V0R 2H0

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing. A copy of any notice required or permitted under this section shall also be delivered to:

BC Transit  
c/o Senior Vice-President  
520 Gorge Road East  
PO Box 610  
Victoria, BC V8W 2P3

**12.0 NO PARTNERSHIP**

The relationship between the Parties shall be that of service provider and service recipient and nothing in this Agreement shall be deemed to constitute the Parties as partners.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this \_\_ day of \_\_\_\_\_, 20\_\_.

**REGIONAL DISTRICT OF NANAIMO**, by its authorized signatory(ies): )

\_\_\_\_\_  
Name: )

\_\_\_\_\_  
Name: )

**NANOOSE FIRST NATION**, by its authorized signatory(ies): )

\_\_\_\_\_  
Name: )

\_\_\_\_\_  
Name: )

**COMMUNITY TRANSIT PARTNERSHIP AGREEMENT**

**SCHEDULE "A"**

**Partner Fee for Service - Reimbursement to Regional District**

The Fee for Service shall be calculated based on the proportion of the number of rides reported for the Partner to the total number of rides reported for all participants in the Regional District's Custom Transit Service multiplied by the total expenditures for the Custom Transit Service derived from the prior service year.

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

**DATE:** November 21, 2013

**FROM:** Darren Marshall  
Acting Manager, Transit Operations

**FILE:** 8500-01

**SUBJECT:** Compressed Natural Gas Transit Facility Upgrade – Shop Mechanical Bays

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#### PURPOSE

To provide an update on the compressed natural gas (CNG) vehicle Transit project and enter into a contract with Clean Energy Fuels (CEF) to upgrade the RDN Transit Shop maintenance facilities.

#### BACKGROUND

In February 2013 the Board approved a Memorandum of Understanding between the Regional District of Nanaimo and BC Transit to implement a 25 CNG fueled bus fleet. BC Transit has confirmed the order of 25 CNG buses, which will arrive by March 2014. It has been proposed by BC Transit that RDN Transit staff enter into a contract with CEF to upgrade the RDN Transit Shop facilities to accommodate the 25 CNG buses. BC Transit has communicated to staff that they would have difficulty completing this project on time due to their accounting procedures. CEF is the firm that has been retained by BC Transit to construct the compressed natural gas station and they are recommending that the RDN utilize CEF to upgrade the RDN Transit Shop maintenance facilities based on their expertise.

The CNG facility upgrade project is a major, complex and time sensitive project that includes the following components:

- installation of continuous methane gas detection monitoring and control system;
- installation of mechanical ventilation system necessary for exhausting methane in CNG bus repair garages;
- installation of electrical shunt-trip circuit breakers to de-energize non-life safety devices and non-classified equipment;
- installation of methane detection point type sensors, visual strobes, and audible alarms;
- installation of operational and safety signage to repair areas;
- installation of automatic notification system for trouble or emergency situations;
- emergency lighting;
- removal of all non-compliant open flame unit heaters;
- installation of new CNG parking garage compliant infrared heaters;
- cover ceiling from repair area with drywall sheets; and,
- automatic shut-off to gas unit heater in new service bay on alarm and control using existing system.



These upgrades are essential to the maintenance of the new 25 bus fleet of CNG buses. The upgrades will also ensure that the RDN Transit System facility will be CNG compliant and have the capability to service both minor and major repairs to the CNG buses.

Once completed, the upgraded Transit Shop will function as a multi-purpose facility capable of maintaining both CNG and Diesel Transit buses.

#### **ALTERNATIVES:**

1. That staff be directed to enter into a contract with Clean Energy Fuels to upgrade the RDN Transit Shop maintenance facilities.
2. That staff not be directed to enter into a contract with Clean Energy Fuels to upgrade the RDN Transit Shop maintenance facilities and that the Board provide alternate direction to staff.

#### **FINANCIAL IMPLICATIONS**

##### **Alternative 1**

The estimated cost to complete upgrades to the Transit Shop maintenance bays will be approximately \$390,000. The FortisBC grant of \$119,500 will be paid back to the RDN while cost-sharing from BC Transit will remain the same at \$127,404. The total cost to the RDN will be \$153,096 and these funds are available in the budget to accommodate the project.

Completion of the facility upgrades on time will assist in meeting deadlines of the new CNG buses in March 2014.

##### **Alternative 2**

Under this alternative the RDN would not enter into a contract with CEF and the project would be turned over to BC Transit. BC Transit has communicated to staff that they would have difficulty completing this project on time due to their accounting procedures.

Completion of the facility upgrades on time may adversely affect the deadlines of the new CNG buses in March 2014.

#### **STRATEGIC PLAN IMPLICATIONS**

The completion of the CNG project will advance our corporate sustainability initiatives. Through the encouragement of BC Transit this project will increase the vehicle fleet efficiency and performance through the introduction of new technology and the use of clean or renewable fuels. The use of natural gas will make effective and meaningful contributions toward mitigating climate change.

#### **SUMMARY/CONCLUSIONS**

The CNG shop mechanical bay upgrade work is a major, complex and time sensitive project with an approximate budget of \$390,000. Upon completion, the RDN Transit Shop maintenance facilities will be CNG compliant and will have the capability to service both minor and major repairs to CNG buses.

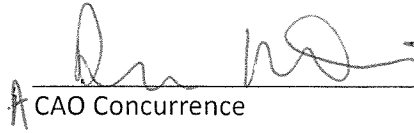
Staff is confident that this project will meet budget and all projected deadlines.

**RECOMMENDATION**

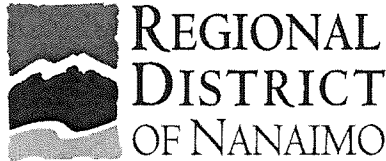
That the Board direct staff to enter into a contract with Clean Energy Fuels to upgrade the RDN Transit Shop maintenance facilities to make them CNG compliant.



Report Writer



CAO Concurrence



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# MEMORANDUM

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

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

**SUBJECT:** Recommendations for the 2013 Use of Community Works Program Funds

**DATE:** November 28, 2013

**FILE:** 2240-20-ISFU

## PURPOSE

To obtain Board approval to amend the agreement with the Island Futures Society to transfer Community Works funding allocated to Electoral Area 'B.'

## BACKGROUND

At the May 28, 2013 Board meeting the following motion was passed;

*"that staff be directed to complete an agreement with the Islands Futures Society to transfer Community Works funding allocated to Electoral Area 'B' for their purchase of buses to be used in the Gabriola Island Community Bus system."*

In June, 2013 The Island Futures Society and the Regional District of Nanaimo entered into an agreement to transfer \$30,000 from the Electoral Area 'B' Community Works to purchase two buses to be used to establish the Gabriola Island Community Bus System also known as GERTIE (Gabriola Environmentally Responsible Trans-Island Express).

GERTIE has been operating since June 2013 and has had an average of four rides per hour since October 2013. Due to the demand in service, GERTIE is requesting an additional \$26,000.00 of Community Works funding allocated to Electoral Area 'B' for the purchase of one additional Sprinter van, 10 shelters and signage for each shelter (10) and each bus (3).

## ALTERNATIVES

1. That staff be directed to amend the agreement with the Island Futures Society to transfer Community Works Funding allocated to Electoral Area 'B.'
2. That staff be directed to recommend changes to the proposed projects and endorse an amended plan.

## FINANCIAL IMPLICATIONS

### Alternative 1

In staff's opinion the projects requesting funding are eligible for funding by the Community Works Program. Under this alternative \$26,000 would be targeted for the Gabriola Island Community Bus System. This includes \$17,500 for a used Sprinter van, \$5000 for bus shelters and \$3,500 for signage.

**SUMMARY/CONCLUSIONS**


The RDN's Electoral Areas receive funds annually under the Federal Gas Tax Revenue Transfer Program in the form of Community Works Funds. The funds are targeted for electoral area based priorities that lead to reduced greenhouse gas emissions and provide cleaner air and cleaner water.

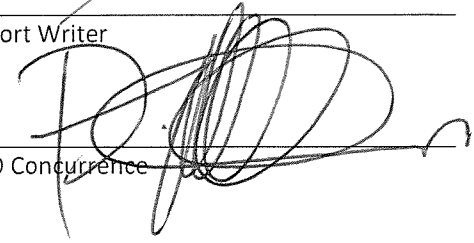
In June 2013 The Island Futures Society and RDN entered into an agreement to transfer funds from the Electoral Area 'B' Community Works to purchase two buses to be used to establish the Gabriola Community Bus system.


The Gabriola Island Community Bus system also known as GERTIE has been successful since their launch in June 2013. Due to the demand in service, GERTIE is requesting Community Works funding allocated to Electoral Area 'B' for the purchase of one additional Sprinter van, 10 shelters and signage for each shelter (10) and each bus (3). The total funds being requested are \$26,000. Staff is recommending that the agreement be amended.

**RECOMMENDATIONS:**

That staff be directed to amend an agreement with The Island Futures Society to transfer Community Works funding allocated to Electoral Area 'B' for their purchase of a bus, bus shelters and signage to be used in the Gabriola Island Community Bus system.

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

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

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

**APPENDIX A**

**AMENDING AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2013.

BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

(the "RDN")

OF THE FIRST PART

AND:

**ISLAND FUTURES SOCIETY**  
110 McConvey Road  
Gabriola Island, BC V0R 1X1

("IF")

OF THE SECOND PART

**WHEREAS** the parties entered into an Agreement re: Use of Community Works Funds ("the Community Works Funds Agreement") dated July 10, 2013.

**AND WHEREAS** the RDN and IF wish to amend the Community Works Funds Agreement.

**NOW THIS AGREEMENT WITNESSES** that in consideration of the covenants and agreements set out below, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the RDN and IF agree as follows:

- 1.0** Section 1(a) of the Community Works Funds Agreement is amended by deleting the figure "\$30,000.00" from line 2 and replacing it with "\$56,000.00";
- 2.0** Section 2 of the Community Works Funds Agreement is amended by deleting Section 2 and replacing it with the following:

"Subject to this Agreement, IF may spend the Contribution for purposes that constitute Eligible Costs under the CWF Agreement. Without limiting the foregoing, IF may use the Contribution for procurement of used buses and ancillary equipment, and the construction of transit shelters and signage suitable for the Project plus upgrading as necessary to meet requirements of the Project including Transportation Safety Board standards."

- 3.0** Section 14 of the Community Works Funds Agreement is amended by adding the following to the end of the paragraph:

"and will obtain all permits and permissions associated with the Project and all related works."

- 2 -

**4.0 RATIFICATION**

Except as expressly amended by this Agreement, the parties ratify and confirm the Community Works Funds Agreement. The Community Works Funds Agreement and this Agreement shall be read and construed as one document.

**5.0 TIME**

Time shall remain of the essence of the Community Works Funds Agreement and this Agreement.

**6.0 COUNTERPARTS**

This Agreement may be executed in counterparts and when the counterparts have been executed by the parties, each originally executed counterpart, whether a facsimile, photocopy, scanned or electronically reproduced copy, or original, will be effective as if one original copy had been executed by the parties to this Agreement.

**IN WITNESS WHEREOF** the parties have executed this Agreement with effect as of the date and year first above written.

**REGIONAL DISTRICT OF NANAIMO** )  
by its authorized signatories: )  
 )  
 )  
\_\_\_\_\_)  
Chief Administrative Officer )  
 )  
 )  
\_\_\_\_\_)  
Manager, Administrative Services )  
 )

**ISLAND FUTURES SOCIETY** )  
by its authorized signatories: )  
 )  
 )  
\_\_\_\_\_)  
Director: )  
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Director: )  
 )



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BOARD	✓

**MEMORANDUM**

**TO:** Jacquie Hill  
Manager of Administrative Services

**DATE:** November 29, 2013

**FROM:** Matt O'Halloran  
Legislative Coordinator

**FILE:** 0570

**SUBJECT:** 2014 Board and Standing Committee Regular Meeting Schedule

**PURPOSE**

To present the 2014 Board and Standing Committee meeting schedule for consideration.

**BACKGROUND**

Pursuant to Section 7 of Board Procedure Bylaw No. 1512, except for the December meeting, regular meetings of the Board are held on the fourth Tuesday of each month at 7:00 pm. Electoral Area Planning Committee (EAPC) and Committee of the Whole (CoW) meetings are held on the second Tuesday of each month at 6:30 and 7:00 pm, respectively.

Consistent with Board practice, there are no EAPC or CoW meetings in August, and business normally conducted at these meetings is accommodated at the next Board meeting. In September the regular Board meeting is delayed one week to accommodate Directors' attendance at the annual conference of the Union of British Columbia Municipalities.

In 2014, the calendar is also affected by the Remembrance Day statutory holiday, November 11, which falls on the normal Tuesday for EAPC/CoW. Local Government Elections are also being conducted this week, on Saturday, November 15, 2014. As such, staff recommend omitting the November EAPC/CoW meetings from the 2014 schedule, in the same manner as the August cycle.

The list of proposed 2014 meeting dates is included on Appendix I. The schedule does not include Special meetings that may be required for Board and Standing Committees.

**ALTERNATIVES**


1. That the 2014 meeting schedule be approved as presented.
2. That the Board provide alternate direction.

**CONCLUSION**

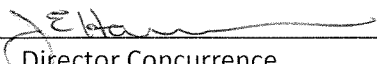
A list of regular meeting dates for the Board and Standing Committees has been prepared for consideration by the Board.

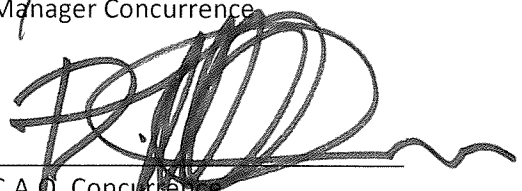
**RECOMMENDATION**

That the 2014 Board and Standing Committee regular meeting schedule be approved as presented.

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

  
\_\_\_\_\_  
Manager Concurrence

  
\_\_\_\_\_  
Director Concurrence

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



**APPENDIX I****2014 Board and Standing Committee Regular Meeting Schedule**

**Meeting Location:** Regional District of Nanaimo Board Chambers, 6300 Hammond Bay Rd, Nanaimo.

- **Electoral Area Planning Committee:** 6:30 pm, 2<sup>nd</sup> Tuesday of the month (except August / November / December).
- **Committee of the Whole:** 7:00 pm, 2<sup>nd</sup> Tuesday of the month (except August / November / December).
- **Board:** 7:00 pm, 4<sup>th</sup> Tuesday of the month (Delayed one week in September for UBCM, and held early in December).

January 14	EAPC/Committee of the Whole
January 28	Board Meeting
February 11	EAPC/Committee of the Whole
February 25	Board Meeting
March 11	EAPC/Committee of the Whole
March 25	Board Meeting
April 8	EAPC/Committee of the Whole
April 22	Board Meeting
May 13	EAPC/Committee of the Whole
May 27	Board Meeting
June 10	EAPC/Committee of the Whole
June 24	Board Meeting
July 8	EAPC/Committee of the Whole
July 22	Board Meeting
August 26	Board Meeting
September 9	EAPC/Committee of the Whole
September 30	Board Meeting
October 14	EAPC/Committee of the Whole
October 28	Board Meeting
November 25	Board Meeting
December 9	Inaugural Board Meeting

**2014 Conferences:**

- AVICC Conference – April 11 - 13 (Qualicum Beach and Parksville)
- FCM Conference – May 30 – June 2 (Niagra Falls, ON)
- UBCM Conference – September 22 - 26 (Whistler)



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# MEMORANDUM

**TO:** Paul Thorkelsson  
Chief Administrative Officer

**DATE:** November 29, 2013

**FROM:** Linda Burgoyne  
Administrative Coordinator

**SUBJECT:** 2013 Departmental Activities and Accomplishments

**PURPOSE:**

To provide the Board with a summary of departmental activities and accomplishments for 2013.

**BACKGROUND:**

Each year at the Board Inaugural meeting staff provide the Board of Directors with a compilation of departmental activities and accomplishments that occurred throughout the year.

**STRATEGIC PLAN IMPLICATIONS:**

Many of these activities include the continuation and implementation of the strategic priorities and action areas of the Board’s Strategic Plan.

The following information is a summary of departmental activities and accomplishments, including works in progress, for 2013.

**CORPORATE SERVICES**

*Administrative Services:*

- Introduced the new ‘RDN Board Report’ to the website and local media. The Report provides highlights from the latest Board Meeting.
- Enhanced the RDN website by adding a new translation feature that provides information to the public in 70 different languages.
- Distributed regular Grants-In-Aid funding to 12 organizations for social programs and services.
- Completed an alternative approval process to obtain the approval of the electors for the borrowing of money to lend to the Vancouver Island Regional Library (VIRL) to enable the VIRL to purchase the Downtown Harbourfront Library building.

- Continued implementation of paperless agenda plan by expanding the provision of agendas available to Directors on the iPad to include all RDN Committee and Commission regular and In Camera Agendas.
- Implemented an enhanced Board follow-up process to provide greater assistance to staff in tracking Board direction.
- Completed a RFP for Property Maintenance and Management Services.
- Created a comprehensive bylaw index on SharePoint that provides the description, citation, bylaw type, current status and adoption date for all RDN bylaws.

**Communications:**

- Produced the Spring and Fall *Electoral Area Update* newsletter publications (two each for six of the seven Electoral Areas).
- Coordinated three *Regional Perspectives* publications - Budget 2013 (March distribution), Summer 2013 (June distribution), and Fall/Winter 2013 (December distribution).
- Assisted Water and Utility Services with production of two editions of *WaterNews* and the 2013 Drinking Water & Watershed Protection Newsletter.
- Assisted with publicity and communications planning for all major RDN projects and announcements, including the creation of the RDN's new *Get Involved* web portal, the BioSolids three-party agreement with Vancouver Island University and SYLVIS Environmental Inc., and the official openings of the Nanoose Bay Fire Hall, the Nanoose Bay Water Treatment Plant, and Henry Morgan Community Park.
- Produced twenty-five media releases (to date) for RDN departments and assisted departments with promoting their initiatives through effective use of social media.
- Liaised with media and other levels of government as required, and continued to maintain and build relationships with local media outlets and with other levels of government.

**Human Resources:**

- Completed 31 recruitment and selection panels. Posted for 63 positions and interviewed 98 people.
- Undertook a Certification of Recognition (COR) Gap Analysis to determine what steps need to be taken to achieve a COR.
- Coordinated monthly Joint Health and Safety Committee meetings.
- Coordinated approximately 22 Sick Leave Bank Committee meetings and prepared and issued letters to employees in response to their request for time from the sick leave bank.
- Partnered with CUPE to arrange a Joint Consultation Effectiveness Workshop that was provided by a representative of the Labour Relations Board and which resulted in an improved Labour Management (Joint Consultation) Committee.
- Followed-up on WorkSafeBC claims and employee health and safety concerns.
- Facilitated nine employee applications for Long Term Disability Benefits and seven return to work plans for staff who had been off from work for an extended period of time on an accepted WorkSafeBC or Long Term Disability claim.
- Coordinated four Arete training sessions on bullying and harassment in which 80 employees participated.
- As of November 18, 2013, worked with the Union to resolve 39 grievances.

### ***Information Services:***

- Implementation of new communications services contracts for:
  - WAN – Wide Area Network
  - Internet
  - Wireless Devices
  - Local Calling Rates
  - Long Distance Rates
- Server Virtualization - completed on 8 servers. Total of 15 virtual servers now active sharing a common Storage Area Network (SAN) for data storage.
- Disaster Recovery - created a three-server redundant cluster to operate 15 virtual servers. Implementation planning has begun for 2014 data replication and server failover redundancy.
- Unified Messaging - completed networking of all Regional District facility phone systems with a centralized voice-mail system. This centralized system now allows for four-digit dialing between all phone users at all facilities across the Regional District's Wide Area Network (WAN) which circumvents long distance charges between applicable facilities. This system also allows users to access office voice-mail through their desktop PC e-mail client (Outlook) and additionally to access voice-mail via wireless devices in the field. This project was completed four months ahead of schedule.

### ***Geographic Information Systems (GIS):***

- Completed the Community Parks and Trails Strategy Project map series and analysis.
- Coordinated data exchange with other agencies including Provincial Government, 911 Emergency Dispatch, and Services, ICIS, ESRI On-Line, Canada Post.
- Completed zoning analysis for the District of Lantzville.
- Created a Parks web map layer to show all GPS layers.
- Continued GPS data collection for parks, water, sewer, subdivisions, transit bus stops.
- Completed mapping for Cedar Main Street Village Plan, the RDN Observation Well Network, and Fire Progression maps for the Ministry of Forests.
- Created new sewer system and interceptor maps for Water Services.
- Analysis of the # of residences within UCB's (Village Build-outs) for Development Services
- Analysis of Community Parks and Trails Strategy, assessing land type for the proposed community trail.
- Ortho photo colour correction and web map publication completed.

## **FINANCE**

### ***Financial Reporting***

- Completed the implementation of the FMW Operating Plan budget software tool.
- Met all statutory financial reporting deadlines with a clean audit opinion.
- Reviewed asset management software strategy.
- Implemented a review of alternative commercially available financial reporting tools to replace current in-house developed tools for monthly and year end reports.
- Continue to provide project accounting, reporting and eligibility advice for grant funded projects for all departments (Community Works, other Gas Tax funded projects, Strategic Investment Grant agreement, Emergency Planning projects).

- Continue to provide financial reports to assist Energy and Sustainability regarding the Carbon Action Revenue Incentive Program and Climate Action Charter.
- Provided financial analysis support to operational departments including Regional and Community Utilities for the Liquid Waste Management Plan, and Recreation and Parks for the Ravensong/Oceanside funding allocation changes.

#### ***Accounting Services***

- Implemented a new transit scheduling and timesheet system with Transit and Information Services to replace the failing legacy database system and improve the upload to the payroll system.
- Maintained accounts and completed annual utility billings as scheduled for 17,100 customers.
- Began work with software providers to develop an interface for Solid Waste scale transactions to the finance system.
- Reviewed available options for web based payroll entry in use in the Finance Department for applicability to other departments.
- Began implementing an electronic pay slip option for Board and staff.

#### ***Finance General***

- Completed the consolidation of the 2014 provisional budget for the Board's review.
- Provided support to volunteer fire departments regarding building projects, vehicle purchases, insurance requirements and financial plans.
- Participated in the administration committees for the Central Island 911 Partnership and the North Island 911 Corporation.

### **RECREATION AND PARKS SERVICES**

#### ***Recreation Program Services:***

- Provided registered programs to 3,666 participants including 1,646 preschool, children and youth in summer camps.
- Five Canada Summer Jobs students were placed with the department.
- The Grade 4 leadership program assists elementary schools with their noon hour games for students. In addition to Parksville Elementary School, the program was expanded this year to also include Winchelsea Elementary School.
- Continued active involvement and support of District 69 events including Qualicum Beach Day, Qualicum Beach Family Day, Kite Festival, Kidfest, Terry Fox Run, Youth Week, Volunteer Week, Building Learning Together, Spooktacular and Storybook Village.
- Continued the Financial Assistance Program to enable low-income individuals and families to access facilities and programs. It is expected that over 180 households will receive subsidies by year end.
- Supported 45 recreation projects and initiatives through funding by the District 69 Recreation Commission's Community and Youth Grants, totaling \$71,118.
- Coordinated over 2,800 field bookings in District 69 with 136 field use contracts completed.
- Leaders In Training (LITs): 25 LITs were trained for summer leadership volunteer opportunities, with 8 LITs returning to this program from 2012, and 7 LITs moved up into paid Junior Leader positions for 2013. LITs completed a total of 337.5 training hours, and completed 1,169.5 hours of volunteering in July and August.

- LITs volunteered at five RDN summer programs - Storybook Village, Kite Fest, Kid Fest, Ocean Mile Swim and Terry Fox Run.
- Year three of the implementation of the Youth Recreation Strategic Plan with:
  - Third year of financial support for free and low cost youth events at Oceanside Place Arena;
  - Second year of financial support for free youth events at Ravensong Aquatic Centre;
  - Third year of grants (\$1,000 each) to three middle schools for recreation initiatives at their schools;
  - Second year of grants (\$1,000 each) to two secondary schools for recreation initiatives at their schools;
  - Second year of grants (\$1,000) to rural organizations for recreation initiatives in their communities;
  - First year of grants (\$1,000) to PASS/Woodwinds Alternate School for recreation initiatives in their communities;
  - Development of new youth recreation website and social media platforms;
  - Third year of Youth Recreation Advisors (YRA's) initiative to advise programmer on promotion of the new website and social media platforms, communications with youth, youth events, and review grant applications. YRA's receive honorarium and receive valuable leadership experience.
- Renewed agreement with VIHA – Integrated Health Network (IHN) to provide seated fitness programs to IHN (and public) clients. VIHA–IHN also sponsored their clients with two or more designated chronic illnesses with access to RDN recreation services.
- First year of promoting and coordinating annual community celebration of Active Aging Week September 22-28, 2013 in partnership with VIU Centre for Healthy Aging, VIU Elder College, Society of Organized Services, Arrowsmith Community Enhancement Society, Oceanside Accessibility Committee, Parksville Seniors Drop-In Centre, and International Council on Active Aging.
- Provided inclusion service to 23 participants and 1,100 hours of inclusion support. The majority of participants receive assistance in the summer with 21 full time weeks and 11 part-time weeks.
- Completed sixth year of recreation service delivery in EA 'H', working collaboratively with Lighthouse Recreation Commission.
- Successful grant application to BC Healthy Communities Community Capacity Building Fund. Funding of \$3,000 and workshop facilitation will go toward at least one workshop in Electoral Area 'H' (at VIU Deep Bay Shellfish Research Station) to bring community members and groups together to create goals and improve partnerships for healthy community initiatives.
- Active Living Guide 15,000 delivered semi-annually by unaddressed ad mail; 18,500 produced twice per calendar year.
- Fourth year of RDN Performance Recognition Awards program with 23 individuals recognized for their gold medal performances in athletics or arts.
- Review and implementation of 2013 Fees and Charges policy.
- Continued support as a founding member of the Vancouver Island Sport Tourism Council and Oceanside Sport Tourism initiatives.
- Implement and complete capital maintenance projects as required and work with Cedar School and Community Enhancement Society (CSCES) on management of Cedar Heritage Centre.
- Completed new three year funding and service agreement with Arrowsmith Community Enhancement Society (ACES).

- Worked with the Finance Department and the Gabriola Recreation Society (GRS) to implement the reserve fund bylaw for capital projects.
- Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACES and GRS).
- Completed meetings with Parksville, Qualicum Beach and SD69 on field use and agency agreements.
- Began work with SD69 on the feasibility to convert Ballenas track to a rubberized surface.
- Began work with City of Parksville, Town of Qualicum Beach and SD69 on the feasibility of charging user fees on outdoor sport surfaces.
- Provided \$8,000 in funding to community groups through the Electoral Area 'A' Recreation and Culture Grant-In-Aid Program.

***Ravensong Aquatic Centre (Aquatic Services):***

- Continued operation of regional aquatic complex (Ravensong Aquatic Centre) providing over 4,700 hours of use and 89,000 admissions for public sessions.
- Provided learn to swim programs for 2,496 children.
- Replaced original (1994) atmospheric boilers with high efficiency condensing boilers.
- Began participation in the RDN Asset Management Planning Group.
- Implemented zero waste refuse program at Ravensong Aquatic Centre.
- Developed pro forma costs and report on expansion and operation of Ravensong Aquatic Centre in the years 2017- 2020.
- Amended Bylaw No. 899 changing the funding allocation from land assessed, to land and usage.
- Completed the implementation of the vending changeover to Complete Vending regarding the Healthy Food and Beverage Initiative.
- A public needs assessment was completed and additional programming extensions were implemented in September 2013.
- Provided higher level aquatic leadership instruction to 92 learners.
- Aquatic programs that were offered and supported away from Ravensong, within the community, included Qualicum Beach Mile Swim, School Salmon Observation, Polar Bear Swim at Parksville Beach, various School District 69 outings to the beach, Horne Lake Summer First Aid, and Little Qualicum River Hatchery.

***Oceanside Place (Arena Services):***

- Developed and implemented additional programs designed to enhance hockey and skating skills through camps for female hockey players, birthday parties for youth, and public skate sessions for adults.
- Continued operation providing over 9,800 hours of arena use and over 25,000 people in attendance for public skating sessions.
- Began participation in the RDN Asset Management Planning Group.
- Amended Bylaw No. 1358 changing the funding allocation from land assessed, to land and usage.
- Continue to host local and regional tournaments involving youth, adults and seniors.
- Completed implementation of vending changeover to Complete Vending and increase Healthy Food and Beverage Initiative.
- Implementation of P.A.D. (Public Access Defibrillator) Program.
- Renewed Zamboni advertising agreement after RFP process.
- Renewed facility advertising agreement after RFP process.

- Renewed facility concession agreement after RFP process.
- Began a three phased review and update for facility signage - to be completed in 2014.
- Completed tendering and began capital projects for lighting replacement, and a boiler/water treatment study.
- Secured \$190,849 in funding (CCAF \$60,500, BC Hydro \$68,399 & CIIF \$61,950) for light fixture replacement capital project.
- Renewed the land lease of the District 69 Arena with the City of Parksville.
- Renewed the lease on the District 69 Arena facility with the Parksville Curling Club.
- Held the ten year anniversary celebration for Oceanside Place.

#### **Parks Services:**

##### ***Community Parks:***

- Completion of the Cedar Skate and Bike Park (EA A).
- Beach access upgrades done at Nelson Road boat launch (EA A).
- Completion of the pond liner replacement and pump house renovation at Rollo McClay Community Park (EA B).
- Water system upgrades done at Rollo McClay Community Park (EA B).
- Phase I of the Huxley Community Park planning process (EA B) complete.
- Mudge Island Beach Access community consultations (EA B).
- Completed the 707 Community Park bank remediation project (EA B).
- South Road Community Park stairs replacement was completed (EA B).
- Review of Islands Trust Park Zoning (EA B).
- Held the Anders Dorrit Community Park Open House and community consultations (EA C).
- Structure removal and safety improvements were done at Anders Dorrit Community Park leading to allowing for public access of the property (EA C).
- Rezoning Application and Phased Development Agreement review with Fairwinds (EA E).
- Meadowood Way Community Park detailed design work (EA F).
- A Hydro connection for market vendors was added at the Errington Farmers Market allowing for refrigeration and improved public health (EA F).
- Trail planning/assessment/mapping for Arrowsmith Community Trail network (Carrothers/Leffler) (EA F).
- Completed the Dashwood Hall engineering assessment (EA G).
- Completion and official opening of the Henry Morgan Community Park (EA H).
- A pedestrian bridge was constructed at Leon Road Community Park (EA H).
- Planning and draft terms of reference was developed for the Morden Colliery Trail Bridge, North Road Trail, and the Jingle Pot Road Trail through Community Works Funding (EA's A, B, C).
- Development of Community Parks and Trails Strategy for Board approval in 2014 (EA's E,F,G,H).
- Ongoing support to Community Park Advisory Committees (all EA's).
- Ongoing support for review of subdivisions, park land dedications and acquisitions (All EA's).

##### ***Regional Parks and Trails:***

- The Benson Creek Falls Regional Park:
  - the Management Plan was completed for Board approval in January;
  - new fencing was installed at Ammonite Falls.
- Coats Marsh Regional Park:
  - the flood mitigation berm was completed and a new pond leveler was installed.



- Descanso Bay Regional Park:
  - Completed projects include the installation of new gates and split rail fencing, campsite fire rings were replaced and speed bumps were installed.
- Horne Lake Regional Park:
  - a new operator was secured for a five year term;
  - completed projects include campsite upgrades, caretaker house repairs, wells decommissioned, new campsite posts were installed, new campsite fire rings were installed, kiosk signage was upgraded, fencing was installed, and new a trail was completed from the parking lot to the day use area;
  - Highway signs and the Horne Lake Road directional signs were replaced.
- Englishman River Regional Park:
  - trail development and stairs were installed from Top Bridge;
  - trail development, including bridge construction from Allsbrook Road, was completed.
- Little Qualicum River Regional Park:
  - the Management Plan was completed and adopted;
  - stairs and fencing were installed;
  - invasive plants were removed, and 1,050 restoration plants were planted in the hydro corridor.
- Little Qualicum River Estuary Regional Conservation Area – the Invasive Plant Management Plan study was completed and volunteers were trained for plant removal.
- Moorecroft Regional Park:
  - the Management Plan was completed and adopted;
  - nineteen unsafe buildings were removed and the sites were restored with over 1,000 native plants, with help from volunteers;
  - installed conservation fencing and signage. Students from Ballenas Secondary School assisted with the fencing project;
  - completed upgrades including trail resurfacing and building stairs at the craft hut;
  - conducted an energy audit on Kennedy Hall.
- Mount Benson Regional Park:
  - the Witchcraft Lake Trail Agreement was completed;
  - installed signage, trail markings, and updated the kiosk;
  - removed over 200 wind thrown trees from the trails.
- Nanaimo River Regional Park:
  - installed toilets, fencing, stairs and resurfaced trails;
  - selective logging and related research in Ministry of Forest plot was done; developed a new trail in the area.
- Preliminary work done on the E&N Trail project.
- Updated and printed Regional Parks and Trails Guide.
- Development of the Park and Trails Guidelines.
- Permit applications were processed and issued for community events, tours and commercial filing for parks and trails system.

## **REGIONAL AND COMMUNITY UTILITIES**

### ***Wastewater Services:***

- Winner of the “2013 Excellence in Biosolids Management” award for a Biosolids Management Program Agreement between the Regional District of Nanaimo, Vancouver Island University and

SYLVIS Environmental Inc., for the management of RDN biosolids in Vancouver Island University's Forest Fertilization Program.

- Completed the French Creek Pollution Control Centre (FCPCC) outfall diffuser replacement project and Hall Road Pump Station upgrade project.
- Beneficially reused 100% of biosolids from the RDN treatment facilities and FCPCC effluent at the Morningstar Golf Course.
- Held public open houses at the Greater Nanaimo Pollution Control Centre (GNPCC) & FCPCC.
- Completed manhole repairs and camera inspections on the northern and southern sewer interceptor lines.
- Completed construction on the Digester #3 Expansion project, the fourth sedimentation tank and the biosolids weigh scale at the GNPCC.
- Completed the Departure Bay Pumping Station Forcemain replacement routing study.
- Completed the 2013 SepticSmart program with 225 people attending workshops throughout the region.
- The department completed the public consultation on one of the final phases of the Liquid Waste Management Plan (LWMP) Amendment. Every household in the RDN received mailouts, the draft amendment and factsheets were circulated widely, and over 1,000 residents have participated directly through open houses, workshops, twelve public meetings, and survey responses.
- Successfully passed the third party surveillance audit for Wastewater Services' ISO 14001 certified Environmental Management System.
- Commenced the GNPCC operations building HVAC project; the Departure Bay pump station upgrade; and the outfall replacement design construction tender for 2014.

#### ***Water Services – Utilities:***

- Initiated the removal of the French Creek Bulk Water Service Area from the Englishmen River Water Service (ERWS) function.
- Completed the process to bring the Hawthorne Rise neighbourhood into the French Creek Sanitary Sewer Service Area.
- Initiated an engineering review of the Westurne Heights water system.
- Finalized operations and established full functionality of the Nanoose Bay Peninsula Water Treatment Plant.
- Completed the uni-directional watermain flushing program.
- Expanded and updated the service area standard operating procedures.
- Finalized the groundwater under the direct influence of surface water (GWUDI) report for San Pareil, to confirm whether the new San Pareil well is under the direct influence of surface water.
- Completed a reservoir cleaning program.
- Upgraded the retention pond berm at the Whiskey Creek raw water station.
- Expanded the French Creek and Northern Community Sewer Service boundaries.
- Completed the annual water system reports for submission to the Vancouver Island Health Authority (VIHA).
- Updated and expanded the Water Services website.
- Updated and expanded the Water Services Emergency Response Plan for Whiskey Creek.
- Carried out annual maintenance on San Pareil #1 well.
- Added additional water sampling stations in most water systems.
- Expanded the streetlighting service in the French Creek/Morningstar area.

- Reviewed development cost charge and capital charge structures for the Nanoose Bay Peninsula Water Service Area (NBPWSA).

***Water Services - Drinking Water/Watershed Protection:***

- Completed Water Budget studies.
- Completed the Water Conservation Plan study.
- Continued with the Community Watershed Monitoring program.
- Launched the Water Use Reporting Tool for use in the RDN.
- Partnered with our Development Services Department and Agriculture Canada to develop an agricultural water demand model.
- Completed the final phase of the observation well drilling program in partnership with the Federal and Provincial governments.
- Completed the Team WaterSmart education outreach program including workshops, community events and school visits.
- Completed irrigation audits with a focus on multi-family units.
- Completed WellSmart and SepticSmart workshops.
- Carried out the low-flush toilet and rainwater harvesting incentive program.
- Met with the Drinking Water/Watershed Protection (DWWP) Technical Advisory Committee.
- Completed the Small Water Systems working group annual meeting.
- Provided an annual update to DWWP municipal partners.
- Partnered with the Irrigation Association of BC for a training workshop.

**STRATEGIC AND COMMUNITY DEVELOPMENT**

***Current Planning:***

- Reviewed and processed over 90 new applications including 10 rezoning files, 45 development permits and development variance permits, and 16 new subdivisions along with the review of in-stream applications.
- Committed significant resources to the review of zoning amendment and phased development agreement applications for the Lakes District and Schooner Cove, with public meetings in July and September, and the introduction of bylaws for Board consideration in November and December.
- Prepared the new Agriculture 1 (AG1) zone within Bylaw No. 500 in support of agri-tourism initiatives. The AG1 zone was adopted by the Board in June 2013.
- Supported Long Range Planning with several major projects including the Cedar Main Street Plan, Secondary Suites, and Agricultural Area Plan Implementation Action Plan.
- Commenced research on a number of initiatives including cell tower siting protocol and Marihuana for Medical Purposes Regulations.
- Introduced proposed land use regulations for the Board's consideration to address the Marihuana for Medical Purposes Regulations.
- Provided support for the Agricultural Advisory Committee and Board of Variance.
- Supported Bylaw Services in response to general complaints and complex legal enforcement action related to land use.

***Community Planning***

- Cedar Main Street Village Plan process activities:
  - Development of the draft village plan;

- Public consultation on the draft village plan;
- Adoption of the Cedar Main Street Village Plan;
- Citizen's advisory group meetings to provide advice on the Cedar Main Street Plan.
- Provided support to RDN Current Planning on items related to community planning and sustainability including a review of the Fairwinds neighbourhood plans.
- Nanaimo Airport Planning Process:
  - Held a number of meetings with the Nanaimo Airport Commission related to Phases 2 and 3 of the Nanaimo Airport Planning Process. Phase 2 is the development of a memorandum of understanding that outlines a process and principles for developing a Master Development Plan for the airport.
  - Adopted the terms of reference for a Citizens Advisory Group. The group will provide advice to the RDN during Phases 2 and 3 of the process.

### ***Regional Growth Strategy***

- The review of the Regional Growth Strategy (RGS) was completed in 2011 and a new RGS was adopted in November 2011. Activities in 2013 included:
  - Completed a study on the viability of the Rural Village Centres (RVC) in accordance with RGS Policy 4.11. The study provided an objective evaluation on the potential for each RVC and two study areas to evolve into complete compact communities. The results of the study will be used to inform decision-making on the future of each of the RVCs.
  - An Industrial Land Supply and Demand Study was completed. The main objective was to answer the question of whether there is enough of the right type of land in the right place for industrial use. The results of the study will be used to inform decision-making on policies and regulations related to industrial land.
  - Initiated a process to develop targets to achieve key RGS policies.
  - Initiated a process to develop a monitoring and reporting system on regional economic, population, social and environmental trends and progress towards achieving RGS goals.
  - Prepared an annual report for 2012 on implementation of the RGS.
  - Long Range Planning staff made presentations and/or provided information to interested groups and high schools.
  - Planning staff submitted the project Alternative Forms of Rural Development to the Planning Institute of BC for recognition of excellence in planning practice. The project won the *Award of Excellence for Research and New Direction in Planning*.
  - Meetings were held with municipal staff to provide them with updates on activities related to RGS implementation.
  - Regular updates were made to the RGS web site.
- Staff proceeded with four Regional Context Statements received from the member municipalities which were accepted by the RDN Board.
- An application to amend the Regional Growth Strategy to create a new village centre in Deep Bay was reviewed by Planning staff and staff from other RDN departments.

### ***Agriculture Area Plan Implementation***

- Planning staff conducted an assessment of the Agriculture Area Plan (AAP) to identify which of the dozens of recommendations could be implemented within the next few years. An implementation plan was drafted and subsequently approved by the RDN Board.

### ***Affordable Housing***

- An Affordable Housing Action Plan was approved in 2011 that identified actions for the RDN and its partners to undertake over the next few years. For 2013 the following projects were initiated:
  - Developed a web based resource guide on affordable housing for renters, homeowners and housing providers. The guide includes a comprehensive list of contacts for a wide range of housing topics from market rental to emergency homeless shelters to homeowner grants. This is the only resource of this type in the region.
  - Participated in homelessness initiatives organized by member municipalities.
- The Secondary Suites Project was initiated in 2013. Activities included the following:
  - With direction provided by the RDN Board, a revised report on secondary suites was published that is the first phase of a process to consider where secondary suites should be supported in the RDN's electoral areas. The report included information on benefits and concerns, and issues to consider when drafting regulations.
  - Drafted a community engagement strategy to gather feedback from the community on secondary suites.
  - Community consultation and stakeholder feedback was collected in accordance with the engagement strategy.
  - Zoning bylaw amendments and associated policy related to building inspection and enforcement was drafted.

### ***First Nations***

- Met with a number of First Nation Bands in relation to regional growth, community planning, parks and utilities.
- Continued efforts on establishing and maintaining relationship with First Nations who have interests in the RDN.
- Assisted with developing a policy on recognition of First Nations territory at RDN meetings.
- Assisted other departments with First Nations consultation.

### ***Other Items/Projects***

- Planning staff provided support to Parks staff on development of parks plans and recreation facilities, dedication of parks and cash-in-lieu of parkland through the POSAC process.
- Planning staff provided support to Transportation Services staff on development of the Transit Future Plan.
- Provided support to Energy and Sustainability staff regarding the integration of sustainability with land use and development.

### ***Building Inspection***

- The Electoral Area H site office continues to generate community interest with approximately 60 visitors this year.
- Approximately 610 building permits were issued with an estimated construction value of \$74 million.

- Field Inspectors conducted approximately 3,500 inspections on new construction overall.
- Permit turn-around time was reduced to an average of 3 weeks (95% of time) on major projects and 2 weeks or less on smaller projects.
- Public use of department web pages for general information, updates and permitting statistics continued to rise.
- Approximately 90% of identified building bylaw infractions were resolved prior to enforcement action being required.

### ***Bylaw Enforcement***

- Two Bylaw Enforcement Officers investigated approximately 300 bylaw complaints and responded to over 1,700 public and agency inquiries.
- Legal action on several complex enforcement files continued in 2013. Seventeen (17) staff reports were presented to the Board on various issues including unsafe buildings, unsightly premises, noise control, zoning, and animal control.
- Considerable staff time was allocated to ongoing District of Lantzville legal files (urban agriculture, unsafe buildings, zoning issues).
- The public use of the website for complaints and general information continued to rise.
- 95% of files were resolved by voluntary compliance.

### ***Emergency Planning***

- Three Emergency Management Select Committee meetings were held during the year and six staff reports were presented.
- Various Emergency Operations Centre (EOC) staff training sessions were held including: EOC Essentials (9 staff), EOC III Operations (2 staff), Emergency Evacuations (20 staff) and Emergency Social Services (ESS) Level I/BC Emergency Response Management System (BCERMS) in ESS Environment (8 Parks staff). As well 10 new EOC staff completed their sets of three introductory self-study guides. A total of 54 staff received training in 2013.
- The annual BC Shake Out earthquake drill was held in October. Five RDN work sites participated as well as ESS and Neighborhood Emergency Preparedness (NEP) teams around the region. The Coast Emergency Communications Team conducted regional amateur radio message traffic testing as well.
- Emergency Preparedness Week in May included two events: a Rapid Damage Assessment course attended by NEP/ESS volunteers and RDN staff from several work sites and a Disability Preparedness course conducted by the BC Coalition of People with Disabilities. As well the emergency radio communications volunteers conducted a regional exercise that included Emergency Management BC.
- Completed an inventory of all Emergency Reception Center supplies and equipment. Purchased new supply totes for the Lighthouse and Coombs Reception Centres.
- Held an Emergency Preparedness event at Nanoose Place (120 participants).
- Attended 19 events. (Community Days, etc. including Lantzville).
- Participated in the Green Building Series (Backyard Resilience in Lantzville and Errington).
- Emergency Communications amateur radio antennas were installed on the Coombs Recreation Centre.
- Eight new volunteers joined the Oceanside ESS. The current Director is resigning at the end of 2013, and no replacement has been found to date.
- 18 new volunteers joined the Gabriola ESS.
- Five ESS Level I call outs took place.

- A Volunteer Appreciation BBQ was held in the Qualicum Beach area for ESS/emergency communications volunteers. Also participated in the national Volunteer Appreciation Week.
- 19 NEP workshops were held resulting in 12 new NEP groups. Two NEP groups conducted emergency communications fan out exercises and neighborhood evacuation/muster drills.
- Participated in two Canadian Forces Maritime Experimental and Test Range (CFMETR) exercises. Practiced evacuation planning with groups including the RCMP, Search and Rescue organizations, Vancouver Island Health Authority, Emergency Management BC, BC Ambulance Service, and also public information role.
- Participation in Snuneymuxw First Nation's (SFN) flood themed table top exercise.
- Review of SFN's Emergency Operating Plan and Emergency Preparedness Community Plan and flood response protocols. Attended SFN's Aboriginal Day celebration.
- Attended the 'Together We Can' workshop hosted by Nanoose First Nation and Victim Services to create cultural awareness for first responders and related agencies/personnel.
- Regional Community Recovery Working Group work continues.
- Finalized an agreement for Disaster Recovery Services with the Canadian Red Cross.
- A draft Recovery Plan is in process.
- Draft Emergency Livestock Evacuation Plan was completed. Four emergency livestock shelter sites have been established.
- GIS study of potential mass livestock carcass disposal sites Phase III (Investment Agriculture Foundation of BC (IAFBC) 100% funded).

***Energy and Sustainability:***

- Completed the Community Electric Vehicle Charging Infrastructure Planning Project.
- Coordinated the installation of 12 Level II Electric Vehicle charging stations across the region.
- Completed the Community Energy and Emissions Plan.
- Developed the Community Energy and Climate Action Plan, and continued implementation of the Green Building Action Plan.
- Coordinated LEED Silver Certification received for the RDN Administration and Transit buildings expansion project.
- Managed the Green Building Guidebook Series - Renewable Energy Guidebook due in November.
- Organized 2013 Green Building Series showcasing the latest green building practices in the region.
- Delivered the 2013 Green Building Incentive Program, with over \$46,500 in incentives provided to regional residents by mid-October.
- Provided interdepartmental liaison and support as necessary for implementation of the Green Building Policy for RDN Facilities.
- Completed monitoring and reporting of corporate energy use and emissions for all departments and services within the Regional District of Nanaimo.
- Completed corporate emission reporting requirements for the City of Parksville.
- Coordinated Regional District of Nanaimo and Member Municipalities achieving Carbon Neutral Operations.
- Collaborated with the provincial Climate Action Secretariat and the Green Communities Committee on the development of a forest carbon project option for local governments.
- Coordinated the approval to disburse \$90,000 from the Corporate Climate Action Fund toward efficiency upgrades, emission reductions and related initiatives at RDN facilities.

- Coordinated agendas, presentations and information reports for quarterly Sustainability Select Committees.
- Delivered all programs relating to the Northern Community Economic Development Service.
- Developed newsletter content regarding Rainwater Harvesting best practices and green building incentives for publication in the Electoral Area Updates and Regional Perspective Newsletters.
- Provided departmental support for completion of the 2013 Annual Financial Report.
- Facilitated the creation of a new outreach web portal 'RDN Get Involved'.

## **TRANSPORTATION & SOLID WASTE SERVICES**

### ***Transportation Services:***

- Implemented a 5,000 hour annual conventional transit expansion.
- Implemented a 3,750 hour annual handyDART expansion.
- Continued to update the 2008 Transit Business Plan, titled RDN Transit Future Plan.
- Construction started on the Compressed Natural Gas (CNG) Compressor Station and includes upgrades to the mechanical shop bays.
- Worked with BC Transit on the procurement of 25 CNG buses.
- Mechanics received their certification training for compressed natural gas through VIU and the Safety Authority.
- Implemented a 'Z-card' bike/transit route map in conjunction with the City of Nanaimo.
- Implemented new ARBOC handyDART buses in Custom Transit through public consultations.
- Provided service to passengers on cruise ships through a partnership with the Downtown Nanaimo Port Authority.
- Installed posters with QR codes, allowing anyone with a smartphone to instantly get the transit schedule.
- Of the five new ARBOC handyDART buses, two are configured as community buses with fare boxes and bike racks.
- Performed side wall repairs on 1994 and 1995 New Flyer buses.
- Completed a bus refurbishment for a 1996 New Flyer.
- In partnership with the City of Nanaimo, BC Transit and the School District 68, installed a new bus shelter on Wakesiah Road to better serve the high school students.
- Portable wireless bus hoists replaced aged and unsupported hoists. The new hoists are portable, capable of lifting a 40 foot bus.
- Implemented transportation payroll software.

### ***Solid Waste Services:***

#### *Zero Waste Programs:*

- Reinstated the Regional Solid Waste Advisory Committee to review the 2004 Solid Waste Management Plan and prepared the *Solid Waste Management Plan Review and Update - Stage 1: Existing System Report* that provided the committee members with an overview of the Regional Solid Waste System.
- Completed an odour management study for the ICC composting site and investigated approximately 37 odour complaints.
- Maintained a data base of over 800 commercial food waste generators; provided ongoing promotion and education for the commercial food waste disposal ban and to follow up on compliance concerns.



- Received options for a North Nanaimo yard waste drop-off site and collaborated with City of Nanaimo and Nanaimo Recycling Exchange (NRE).
- Conducted inspections of 12 private recycling facilities under Waste Stream Management License (WSML) Bylaw No. 1386 to ensure they are operating in compliance with approved site operating plans.
- Currently in the process of amending three WSML licenses and taking legal action against one unlicensed location.
- Compiled recycling data from licensed facilities to establish 2012 region-wide diversion rate for industrial, commercial, institutional and residential waste generators of 68% with a disposal rate of 350 kg per capita per year (one of lowest in Canada).
- Issued approximately 16 material disposal ban violation notices including follow-up action with the hauler and/or generator.
- Investigated approximately 200 zero waste compliance files including 120 illegal dumping complaints with approximately 30 tonnes of waste cleaned up by RDN contractors or community groups:
  - Two individuals were convicted and fined for illegal dumping;
  - Supported numerous community clean-ups with disposal waivers;
  - Promotion of the illegal dumping program through Shaw Cable as well as several radio/newspaper outlets.
- Completed approximately 50 Finance property inspection requests to confirm curbside collection servicing requirements.
- Prepared and distributed three editions of Zero Waste collection program newsletter.
- Negotiated a service contract with Multi-Material BC to collect printed paper and packaging in accordance with the BC Recycling Regulation.
- Maintained a web site for garbage and recycling/zero waste programs. The web site includes route maps.

*Curbside Collection Program:*

- Reviewed and amended Bylaw No. 1591, the Curbside Collection Bylaw, to reflect the rates in the 2012-2016 financial plan.
- Completed the development and implementation of a consolidated service address data base.
- Produced and distributed three Curbside Collection Program newsletters.
- Participated in the National Solid Waste Benchmarking Initiative by collating and submitting curbside program data and attending two workshops.
- Participated in province-wide consultations on the design and implementation of a provincial stewardship program for packaging and printed paper.
- Obtained Board endorsement of the UBCM Packaging and Printed Paper contracts.

*Solid Waste Facilities:*

- Reviewed and amended Solid Waste Management Regulation Bylaw No. 1531 to increase tipping fees.
- Developed an asbestos exposure control plan for the solid waste facilities to protect staff and the public.

*Cedar Landfill:*

- Completed infrastructure work for water and storm water for the relocation of the operations building and garage.

- Installed a 10,000m<sup>2</sup> interim membrane cover on Cell 1 to reduce leachate generation and enhance landfill gas collection efficiency.
- Improvement of the storm water system at the south side of the landfill to improve separation of storm water and leachate.
- Purchased new roll-off truck for on and off-site waste hauling.
- Prepared a Fire Management Plan for the Regional Landfill including staff training.
- Reviewed the Landfill Gas Management Plan regarding the landfill gas collection efficiency resulting in a collection efficiency of 60% to 65%.
- Completed the pre-design for the north berm construction including relocation of the sanitary line onto Cedar Road property.
- Achieved a further reduction of leachate generation from around 160,000m<sup>3</sup> in 2011 to expected 65,000 m<sup>3</sup> to 70,000m<sup>3</sup> in 2013.

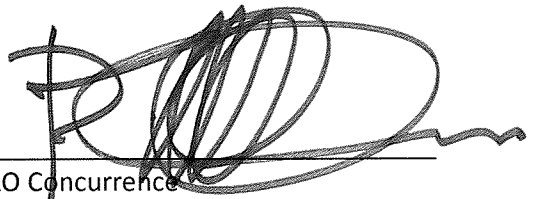
Church Road Transfer Station:

- Completed the commissioning of the on-site waste water treatment plant for rain and waste water reuse.
- Awarded a five-year hauling contract for garbage, yard and garden waste, and food waste from the Transfer Station.

**RECOMMENDATION:**

That the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2013.

  
Report Writer

  
CAO Concurrence