

REGIONAL DISTRICT OF NANAIMO

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
WEDNESDAY, FEBRUARY 20, 2013
7:00 PM**

(Cedar Heritage Centre, 1644 MacMillan Road)

A G E N D A

PAGES

NEW BUSINESS

3-6 **5 Year Financial Plan/ Business Plan - Recreation & Community Parks**

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN
2013 to 2017

	2012 Budget	2013 Proposed Budget	2014	2015	2016	2017	Subtotal
Community Parks-A							
Operating Revenues							
Property taxes	14.6% (123,340)	1.5% (125,240)	2.0% (127,745)	2.0% (130,300)	2.0% (132,906)	2.0% (135,564)	(651,755)
Miscellaneous	(82,590)	(68,921)	(68,921)	(68,921)	(68,921)	(68,921)	(344,605)
Total Operating Revenues	(205,930)	(194,161)	(196,666)	(199,221)	(201,827)	(204,485)	(996,360)
Operating Expenditures							
Administration	7,785	8,751	8,751	8,751	8,751	8,751	43,755
Professional fees	8,000	1,000	1,000	1,000	1,000	1,000	5,000
Building Ops	1,751	1,751	1,769	1,787	1,805	1,823	8,935
Veh & Equip ops	7,375	9,700	9,797	9,895	9,994	10,094	49,480
Operating Costs	38,356	56,082	56,643	57,209	57,781	60,766	288,481
Wages & Benefits	58,036	60,220	61,424	62,652	63,905	65,183	313,384
Transfer to other gov/org	21,000	12,000	12,000	12,000	12,000	12,000	60,000
Debt interest	0	0	0	0	0	0	0
Contributions to reserve funds	39,000	14,900	44,900	52,400	52,922	37,922	203,044
Total Operating Expenditures	181,303	164,404	196,284	205,694	208,158	197,539	972,079
Operating (surplus)/deficit	(24,627)	(29,757)	(382)	6,473	6,331	(6,946)	(24,281)
Capital Asset Expenditures							
Capital Expenditures	725,530	623,168	435	30,000	1,070	265	654,958
Transfer from Reserves	(239,000)	(138,477)	0	(30,000)	0	0	(168,477)
Grants and Other	(439,410)	(437,744)	0	0	0	0	(437,744)
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	47,120	46,947	435	0	1,070	265	48,737
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	22,493	17,190	53	6,473	7,401	(6,661)	24,456
Add: Prior year (surplus)/deficit	(22,510)	(33,686)	(16,496)	(16,443)	(9,970)	(2,569)	(33,686)
(Surplus) applied to future years	(17)	(16,496)	(16,443)	(9,970)	(2,569)	(9,230)	(9,230)

REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2013

AREA	RECREATION AND PARKS		
SERVICE	ELECTORAL AREA COMMUNITY PARKS		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>Community Parks are generally small lot parcels which have been dedicated through the subdivision process. Many parks are in a natural state. There are in excess of 185 community park and green spaces throughout the seven Regional District electoral areas.</p> <p>Each Electoral Area is supported by an Advisory committee to provide community perspective on the acquisition, development, protection and management of these lands.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2013 PERFORMANCE OBJECTIVE
Park Planning and Development	<p>Park and trail Development projects carried out in accordance with Electoral Area 5 year plans</p> <p>Parks and Trails Plan in each Electoral Area</p>	<p>Cedar Skate Park (Area A), and Meadowood Way (Area Extension), are tender ready</p> <p>Construction in Henry Morgan Park underway</p> <p>Plans developed for Area A (2000) and E(2001)</p>	<p>Complete Cedar Skate Park & Meadowood Way, Phase 1, development projects</p> <p>Complete Huxley (Area B) & Blueback (Area E) designs</p> <p>Complete the Parks and Trails Strategy for Areas E,F,G,H</p>
Park Maintenance Standards and Risk Management	All parks maintained in accordance with established standards	Research park maintenance standards and risk management in other jurisdictions	<p>Develop community trail design guidelines and construction standards</p> <p>Establish park and trail inspection & maintenance standards</p> <p>Update sign manual</p>
Community Engagement and Partnerships	<p>Regular Advisory Committee meetings</p> <p>Active volunteer participation & strategic partnerships</p> <p>Leverage external sources of funding (grants etc.)</p>	<p>21 plus Park Advisory meetings in 2012</p> <p>Actively working with community partners for the installation of projects funded through the Community Recreation Program</p>	<p>Continue to support Advisory Committees</p> <p>Involve the POSACs in the Parks and Trails Strategy</p> <p>Continue working with community partners for the completion of park projects</p>

KEY ACTIONS TO ACHIEVE 2013 PERFORMANCE OBJECTIVES

- Coordinate interdepartmental resources to develop trail standards.
- Work with Municipal Insurance Association to develop a systematic approach to risk management
- Coordinate workshop with all Parks and Open Space Advisory committees
- Continue review and prioritization of development projects for 5 year financial plans
- Consider use of Community Works funds to develop Community Trails

REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN
2013 to 2017

Area A Recreation	2012 Budget	2013 Proposed Budget	2014	2015	2016	2017	Subtotal
Operating Revenues							
Property taxes	19.3%	1.9%	3.0%	3.0%	3.0%	3.0%	
Recreation fees	(125,390)	(127,785)	(131,619)	(135,568)	(139,635)	(143,824)	(678,431)
	(1,420)	0	0	0	0	0	0
Total Operating Revenues	<u>(126,810)</u>	<u>(127,785)</u>	<u>(131,619)</u>	<u>(135,568)</u>	<u>(139,635)</u>	<u>(143,824)</u>	<u>(678,431)</u>
Operating Expenditures							
Administration	15,455	8,475	8,475	8,475	8,475	8,475	42,375
Professional fees	1,000	1,000	1,000	1,000	1,000	1,000	5,000
Building Ops	16,465	13,000	13,000	13,000	13,000	13,000	65,000
Veh & Equip ops	25	525	525	525	525	525	2,625
Operating Costs	13,495	14,115	14,115	14,256	14,256	14,399	71,141
Program Costs	27,720	8,000	8,000	8,000	8,000	8,000	40,000
Wages & Benefits	41,335	23,891	24,369	24,856	25,353	25,860	124,329
Contributions to reserve funds	91,195	33,221	53,221	63,221	67,183	67,183	284,029
Total Operating Expenditures	<u>206,690</u>	<u>102,227</u>	<u>122,705</u>	<u>133,333</u>	<u>137,792</u>	<u>138,442</u>	<u>634,499</u>
Operating (surplus)/deficit	<u>79,880</u>	<u>(25,558)</u>	<u>(8,914)</u>	<u>(2,235)</u>	<u>(1,843)</u>	<u>(5,382)</u>	<u>(43,932)</u>
Capital Asset Expenditures							
Capital Expenditures	20,000	36,300	2,625	300	0	0	39,225
Transfer from Reserves	(20,000)	0	0	0	0	0	0
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	<u>0</u>	<u>36,300</u>	<u>2,625</u>	<u>300</u>	<u>0</u>	<u>0</u>	<u>39,225</u>
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net (surplus)/deficit for the year	<u>79,880</u>	<u>10,742</u>	<u>(6,289)</u>	<u>(1,935)</u>	<u>(1,843)</u>	<u>(5,382)</u>	<u>(4,707)</u>
Add: Prior year (surplus)/deficit	<u>(79,880)</u>	<u>(37,910)</u>	<u>(27,168)</u>	<u>(33,457)</u>	<u>(35,392)</u>	<u>(37,235)</u>	<u>(37,910)</u>
(Surplus) applied to future years	<u>0</u>	<u>(27,168)</u>	<u>(33,457)</u>	<u>(35,392)</u>	<u>(37,235)</u>	<u>(42,617)</u>	<u>(42,617)</u>

REGIONAL DISTRICT OF NANAIMO
BUSINESS PLAN – 2013

AREA	RECREATION AND PARKS		
SERVICE	ELECTORAL AREA A RECREATION AND CULTURE		
CURRENT SERVICE LEVEL WITHIN EXISTING RESOURCES	<p>As of April 1, 2012 the Regional District of Nanaimo discontinued direct programming of Recreation and Culture programs in Electoral Area 'A'. The Parks, Recreation and Culture Commission continues to exist as an advisory body to the Regional Board regarding the regional district service functions related to parks, recreation and culture for Electoral Area 'A'. The Commission will review the Recreation and Culture Master Plan recommendations (completed in 2007) for future implications without an RDN programming function. The Commission will continue to oversee an Electoral Area A Grant-in-Aid program supporting recreation and cultural initiatives.</p>		
PERFORMANCE INDICATORS			
MEASUREMENT INDICATOR	BENCHMARK	CURRENT PERFORMANCE	2013 PERFORMANCE OBJECTIVE
Utilization of Grant In Aid program	Full disbursement of available grant funding (\$10,000 annually)	2012 = \$7,065 2011 = \$7,625 2010 = \$7,150 2009 = \$5,425	Full disbursement of available grant funding
KEY ACTIONS TO ACHIEVE 2013 PERFORMANCE OBJECTIVES			
<ul style="list-style-type: none"> ◦ Review/ work on non-programming Master Plan recommendation(s) as directed via Commission/Board and within allocated staff time ◦ Maximize contribution to reserve funds ◦ Advertise, coordinate and administer the Grant In Aid program ◦ Directly co-ordinate capital maintenance plan of RDN owned Cedar Heritage Centre ◦ Oversee management contract of Cedar Heritage Centre ◦ Provide commission orientation to three new commission members ◦ Facilitate when possible the delivery of community recreation services 			