

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, NOVEMBER 24, 2015
7:00 PM**

(RDN Board Chambers)

A D D E N D U M

PAGES

- 5. COMMUNICATIONS/CORRESPONDENCE**
- (All Directors – One Vote)
- 2-25 **Kelly Olson**, re Telus application for proposed cell tower site at 1421 Sunrise Drive, Electoral Area 'G', and comment on Rogers proposal.
- 6. UNFINISHED BUSINESS**
- 26-28 **Bylaw 1216.04 – adoption** (Nanaimo, Lantzville, EA 'C' – Weighted Vote).
- That "City of Nanaimo Municipal Benefiting Area Amendment Bylaw No.1216.04, 2015" be adopted.*
- 9. ADMINISTRATOR'S REPORTS**
- 29-34 **2016 Proposed Budget Overview - Update** (All Directors – One Vote).
- 35-60 **Updated Recreation Facility, Programs and Sports Field Services 2015 Survey** (All Directors – One Vote).

November 24, 2015

Board of the Regional District of Nanaimo:

My name is Kelly Olson and I was a delegation at the Electoral Area Planning Committee meeting on June 23, 2015 regarding opposition to the proposed cell tower at 1421 Sunrise Drive (Attached is my correspondence from June 23rd – Appendix A, for reference). I have learned that Rogers will be a delegation at the RDN Board meeting and accordingly would like to revisit the TELUS application for the proposed cell tower site at 1421 Sunrise as well as comment on the Rogers proposal.

On June 23, 2015, the RDN Board passed 6 resolutions that included the resolution “that Industry Canada withhold approval of the proposal submitted by TM Mobile Inc. (TELUS) to construct a single-provider freestanding telecommunication antenna system at 1421 Sunrise Drive until such time as property owners within 500 m of the proposed site have been given notice of the proposal and an opportunity to provide input on the proposal”. I have seen the response letter from Industry Canada that indicated that TELUS was in compliance with policy CPC2-0-03 regarding public consultation. In fact TELUS did comply with the policy regarding public consultation....the policy just requires them to notify the property owners that are within 3 tower lengths of the proposed site, which they did. However, TELUS went beyond the 3 tower lengths by notifying residents’ associations that were outside of the electoral area which resulted in the core issue, which was that TELUS had provided information that was misleading and on which the RDN based their decision to issue the letter of concurrence. It is the misrepresentation that may allow the RDN to request the rescinding of its letter of concurrence.

It should be noted that Industry Canada does not appear to assist the Land Use Authorities (LUA); they only become involved when there is an IMPASSE ie that the telecommunications company cannot get concurrence from a Land Use Authority. (Telecommunication is a large source of revenue for the Federal Government. The auction of spectrum licenses to the Telecommunications providers in 2014 resulted in \$5.3 billion. It appears their mandate with regards to telecommunication is to ensure that Telecommunication services are being provided throughout the country...not to assist LUA’s in where they are placed). Industry Canada has off loaded the responsibility for siting tower locations to the LUA’s. A LUA should have the authority to review their community to determine the best areas to site towers that allow the communities to receive the services they require while adhering to the community plans (OCP) that have been established. However, the planning departments in smaller communities do not have the expertise or time to negotiate contracts with the professional agents hired by the telecommunication companies.

For the RDN, this resulted in the proposed TELUS site on Sunrise Drive receiving concurrence when there were regulations that appear to not allow the RDN to have issued the approval.... The site is zoned residential. The lot is owned by TELUS and houses their switching station. In accordance with bylaw 500, this is a “legal non-complying” use of the residential lot. The local government act SS 911 “non-conforming uses and siting”(5) states that “...an addition.....must not be made in or to a building or other structure while the non-conforming use is continued in all or any part of it”. Industry Canada has indicated that they do not have to comply with the zoning of a community. However, the LUA does have to comply with their zoning bylaws. Therefore, it appears that the RDN may not be in compliance with the Local Government Act and therefore may not have had the right to approve the use of the residential lot for the construction of a proposed cell tower.

I recently became aware that Rogers Communication will have a delegation at the RDN Board meeting (November 24th) and that they will request concurrence for a tower at 891 Drew Rd. Although I would prefer that there not be any cell towers in the residential area of the Sandpiper Subdivision, I understand that there is a demand for the services in the French Creek area. Accordingly, if there are only the two options, it would be appreciated if the Board would revisit the comparison of the TELUS model (two towers and does not allow Rogers to co-locate); and, the Rogers model (one tower model that allows co-location of other providers). I would appreciate if the Board members would review my correspondence from the June 23rd meeting (see Appendix A) that compares the two proposals. I have also copied a table from the June 23rd report (below) for your reference.

Although the Rogers proposal appears to provide adequate coverage with the lesser impact on the community than the proposed TELUS site, **I respectfully request that the Rogers proposal only be considered if the approval is subject to the condition that TELUS co-locate on the Rogers tower. Please do not provide concurrence for both sites in the one neighbourhood....**although a school does not exist in this neighbourhood, there are daycares and many young people that live here and effectively, they spend more time in their homes than children spend in school.

I also understand that there are plans to meet with the various interested parties in January 2016. **The optimal decision for the Board would be to ask Industry Canada to allow the letter of concurrence for TELUS to be rescinded (based on the above misrepresentation and potentially that the RDN under section 911(5) of the local government act, may not have had the authority to issue concurrence), until the meeting has occurred and the various locations can be reviewed, evaluated and that a location that provides adequate coverage with the least impact on the community can be determined.**

Table comparing TELUS model to Rogers model:

	TELUS 1421 Sunrise Dr	Rogers 891 Drew Rd
Number of houses in 500 meters	Approx. 310	Approx. 160
Number of proposed towers	2 small towers	One single tower
Allowing co-location/co-build	No	Yes
Height of tower	17.5 meters	45 meters
Location of proposed tower to houses	Bottom of hill	Top of hill

For additional considerations, please refer to Appendix A – June 23, 2015 report

I appreciate your time and consideration.

Kelly Olson

June 23, 2015

Electoral Area Planning Committee Meeting

Delegation

We are not opposed to cell towers but we are opposed to cell towers on a residential lot in a residential neighbourhood that is providing cell coverage for a community that is not even in the same electoral jurisdiction.

My name is Kelly Olson and I am here today to voice my opposition to the proposed cell tower located at 1421 Sunrise Drive. However, we recognize, based on the agenda for this special meeting, that the purpose is to address the proposed Rogers application for 891 Drew Rd. Accordingly, we would like to address our issues, concerns and our findings related to the Sunrise site, provide a comparison of the two proposed cell tower sites and provide additional information that we have found subsequent to our correspondence that was submitted to the June 9, 2015 Committee of the Whole meeting.

To be fair to the residents of area G, the Electoral Area Planning Committee review should include all of the proposed sites including the TELUS proposed site for 1421 Sunrise. Both the TELUS (Sunrise) and the Rogers (Drew Rd) locations and tower styles should be looked at and the resulting impact on the community will should be considered.

A) Issues, concerns and findings regarding the proposed TELUS Sunrise Drive location:

There are in excess of 300 houses within the 500 meter radius of the proposed cell tower at 1421 Sunrise Drive. With an average of 2 people per household, that means **there are approximately 600 people that are directly impacted by the decision made to approve the cell tower site and 94% of those people did not know that a cell tower was even being considered.** Clearly the process used to distribute the information did not work.

However, 145 people did know and they had the opportunity to express their opinion. Of the addresses that could be identified, approximately 90% of the people in favour on (which TELUS based their statistics) were from outside the 500 meter radius and in fact the majority were from the Town of Qualicum Beach.

This combined with the other deficiencies mentioned in previous correspondence shows that the TELUS public consultation process was misleading and therefore flawed.

How is it possible that 600 people can be impacted by a decision that they did not have any input on but a neighbouring community did? These people will have to live with the consequences of this decision unless those that they have elected and upon which they rely to safeguard their interest reconsider the proposal that was approved based on misleading information.

In the email I sent to Joe Stanhope, I indicated what I planned to determine. I have listed the more important ones below:

1. **TELUS Public Consultation Process** - That although TELUS followed Industry Canada protocol the results of the public consultation process were misleading and accordingly the public consultation process was flawed.
2. **Location of 145 Respondents** - That of the 145 people that responded to the public consultation process, most were NOT from area where the cell site is located (they are more than 500 meters away)
3. **People in the vicinity of the proposed cell tower do not want it** - That the residents that live within 500 meters of the proposed site are not in favour of the proposed cell tower
4. **No opposition because people did not know** - That there was no (minimal) opposition during the public consultation process because other than the 12 houses that were required to be notified; the people that live within 500 meters of the cell tower did not know of the proposal

5. **Results would have been different if RDN policy in place** - That the results would not have been the same if the RDN policy related to cell tower site proposals had been in place prior to the TELUS application for the site on Sunrise Dr.
6. **TELUS does not consider the impact on residents in vicinity** - That TELUS is not concerned about the impact on the residents in the vicinity only about optimization of the TELUS cell coverage for the area. In the TELUS request for concurrence they state their rationale for site selection which include eight factors including: 3 of which are zoning, neighbouring land uses, local terrain etc. I am not sure how they considered these as the land is zoned residential, the neighbouring use is residential and the local terrain is at the bottom of a hill. How does a cell tower fit with the neighbouring use of residential housing?

What I have been able to determine:

1. **TELUS public consultation process** – In my previous email to the Board, I listed the various shortcomings of the TELUS process. As they demonstrate the misleading results, I have listed them again below:

1. Only the members of the residents associations would be eligible to receive the information. This effectively restricted the distribution to a finite group of people. Additionally, two of the residents association were representing Qualicum Beach residents when the proposed cell tower site is in the Regional District Area G.
2. TELUS did not determine where those “in favour” were from or if they did, they did not communicate that information to the RDN planning committee.
3. Residents of the Town of Qualicum Beach were able to indicate that they were in favour of a cell tower being built in RDN – Area G.
4. The 96.5% “in favour” results of the responses, which was based on restricted selective distribution, was used by TELUS to show that the residents were in favour of the location of the proposed site. This is a distorted, non-statistical and therefore misleading result.
5. The residents that live in the area of the proposed cell tower site were not notified (other than the 12 houses as required by Industry Canada).
6. The lack of notification to the area residents resulted in minimal to no opposition. This lack of opposition and the 96.5% of respondents being “in favour” appears to have influenced the RDN planning committee recommending the letter of concurrence for the proposed site.
7. In Summary, the residents that live in the vicinity of the proposed cell tower site (other than the 12 houses that were required to be notified) were not aware of the proposed application by TELUS and did not have the opportunity to have an opinion during the public consultation period while other residents, the majority of which do not live near the proposed site or even in the same electoral area were able to express their approval for the location.

Additional information:

1. **We have learned that the French Creek Residents Association only had approximately 80 members at the time of the TELUS public consultation process and that the association covers the area from the Qualicum Beach boundary to the Parksville boundary and from the ocean to the first set of power lines. Obviously, contacting this association did not provide adequate coverage of the residents that live within 500 meters of the proposed cell tower site which again supports that the public consultation process was flawed. TELUS should have determined what the distribution of the notifications would be. The French Creek Resident Association**

contact wasn't even sure that they received the notification package directly from TELUS; he thought it had come from one of the other associations.

2. However, TELUS did know they had the support of the Eaglecrest Residents Association. We received a copy of an email from an executive of the French Creek Residents association that shows that TELUS was in contact with the Eaglecrest Residents Association long before the public consultation process commenced (February 21, 2014). – Please see attached (appendix 1)
3. Additionally, subsequent to my email to the Board, we became aware of an article in “the Eagle Eye” (March 2015 – volume 22 – No. 2) a newsletter for the Eaglecrest Residents Association: the article (attached – appendix 2) reads as follows:

“Cell Phone Service – by Trevor Wood

As mentioned in previous editions, we have been working with TELUS to improve cell phone service in Eaglecrest. The public consultation process is now complete with a very favourable result, thanks in no small part to an unprecedented response from Eaglecrest residents.

This matter is on the agenda for the March 24th meeting of the Regional District Nanaimo Board. We are optimistic that approval will be granted and that the new tower on Drew Road will be built.”

We were not able to find the earlier editions of the newsletter but it appears there was a campaign by the association to its membership recommending favourable responses to the TELUS public consultation notification package and that the Eaglecrest Residents Association was working with TELUS during the consultation process.

Now that it appears TELUS provided misleading result upon which the EAPC based their recommendation and the lack of transparency of TELUS, this new information should provide the RDN with the opportunity to alter their decision. Even a court case is entitled to an appeal process. When new information is received, provisions must be available to a regional district that would provide a mechanism to review the circumstances on which they based their decision when new information regarding the process that they acted on is received. (see below reference to the section of the Federation of Canadian Municipalities Antenna Siting Protocol Template).

I am fairly certain that if the Town of QB, the City of Parksville or the City of Nanaimo determined that they based their decision for the placement of a cell tower in one of their communities because the residents in Area “G” were in favour; they would find a way to remedy the decision and do right by their constituent. I am asking that we be extended the same consideration.

TELUS is a major telecommunications company and has a corporate responsibility to the public. They have hired agents that are specialists in obtaining approval from Land Use Authorities. The agent, Altus Group provided a report upon which the planning department and ultimately the EAPC relied. They emphasized those in favour (96.5%) but did not clarify the location of the proponents or that only selected people had the opportunity to respond and specifically that other than the 12 houses notified, the people in the vicinity of the proposed tower were unaware of the application by TELUS for the proposed cell tower site during the public consultation period. By withholding this information they prepared a misleading report. If the people of Eaglecrest do not have cellular coverage and want it to the point of running a campaign to get people to support the proposal of a cell tower location then they should be considering a cell tower in their community. Their opinion should not have any influence on the siting of a tower in a neighbouring community.

2. Location of 145 Respondents

As mentioned in my email to the Board, we used the telephone book and Canada.411 and where available we identified the location of the proponents as identified during the public consultation process. Of the 140 proponents, we were able to identify the addresses of approximately 50%. Of those identified, 6 were from within 500 meters of the proposed cell tower the remainder were mainly from Eaglecrest but there were also proponents from Morningstar,

Columbia Beach and even one Town of Qualicum Beach resident from the other side of the Town. We have prepared a map that shows the locations of the proponents that could be identified. (Appendix 3). **Many of the proponents were a significant distance from the location of the proposed tower site. This means that they get improved cell services and yet they are far enough from the proposed site to ensure there is no direct impact on their environment. We do not want the tower, but we get the impact. There appears to be something unjust with this result.**

3. People in the vicinity of the proposed cell tower do not want it

To prove that residents did not want the proposed cell tower at 1421 Sunrise Drive, we prepared a petition and spent many hours going door to door to find out both whether people in a 500m radius of the tower were aware of the proposed tower during the consultation period and whether they were willing to sign our petition. Our plan was to approach all of approximately 300 houses within 500m of the cell tower location. To date we have been able to contact approximately 25% of those houses. While we have not had the time to approach as many houses as we would like, 26% of the houses in a 500m radius provides the board with data from a representative sample which can be extrapolated across the entire population. We have identified the following results:

1. **94% of houses were not aware of the tower during the consultation period and were therefore not able to comment on the TELUS notification package.**
2. **81% of the houses that we were able to contact signed our petition** which stated "We the undersigned, urge Industry Canada to not approve the application by TELUS to construct a cell tower at 1421 Sunrise Dr. We request that Industry Canada have TELUS find an alternate commercial, industrial, or green space site that would provide adequate coverage with minimal impact on residential neighbourhoods and the community."
3. 84% of the individuals approached signed our petition. This figure is higher than the percentage of households as at some houses there were multiple individuals asked to sign the petition.
4. Of the 15 houses unwilling to sign the petition, only 3 houses were explicitly in favour of the tower location, the others would not sign the petition for a variety of reasons (do not sign petitions, indifferent regarding the cell tower, TELUS employees etc.).
5. If the individuals who stated they would not sign the petition because they were neither for nor against the tower are removed from the sample this would result in 85% of the households and 88% of individuals signing our petition

We have had 81 people sign our petition so far.

This clearly shows that the majority of those residents that live in the vicinity of the proposed tower do not want it located in their residential neighbourhood.

Please note that the petition is addressed to Industry Canada. At the time of preparing the petition, we were under the impression that Industry Canada had the final approval. We were later informed by Industry Canada that once a letter of concurrence is issued, the proponent essentially has the go ahead. Industry Canada indicated they only get involved if there is an IMPASSE.

Copies of the petition are available for your review

4. No opposition because people did not know

We wanted to determine how many people that lived within 500 meters of the proposed cell tower site were aware of its potential during the TELUS public consultation period. Accordingly, as we went from door to door, we asked them if they knew about the cell tower and if so, how they knew. The result was that only 5 (which included 2 TELUS employees) knew during the public consultation process. Others knew but only subsequent to the public consultation process, mainly from the March 2015 newspaper articles. As noted above, 93% of the people asked did not know about the proposed tower prior to the completion of the TELUS public consultation period.

We were repeatedly asked why the RDN would allow the construction of a cell tower within a residential neighbourhood especially when there is so much green space in rural French Creek.

5. Results would have been different if RDN policy in place

It is my understanding that the RDN is in the process of preparing either a policy or bylaw related to the siting of cell towers and that one of the requirements will be the notification of the residents within 500 meters.

Based on the results of going door to door, had the residents that live in the vicinity been aware of the proposed cell tower during the public consultation process, they would have had a chance to express their concerns, have been able to ask questions regarding the reasons for the location and ultimately their opposition to the placement of a cell tower in a residential neighbourhood.

It would have ultimately provided more transparency for the location of the proponents and I would anticipate the EAPC recommendation would have been to not approve the letter of concurrence.

B) Comparison of sites: 1421 Sunrise and 891 Drew Road:

Ultimately the best option would be for the RDN to put on hold all applications, including the Sunrise Drive proposed tower

If RDN had time to review the Official Community Plan to determine where the best location for the cell towers would be, it is unlikely they would be selecting a residential lot in a residential subdivision. It would be best if **the selection of all cell tower sites was put on hold until such time as the RDN has had time to review the electoral area and determine the best locations that will provide adequate coverage with the least impact on the community. This may require working with the neighbouring communities and with the Federal Canadian Municipalities (FCM) Antenna System Siting Protocol Template (see below).** I do believe there are many potential sites or combination of sites that could be explored that would impact less residential properties than either the Sunrise Drive or Drew Rd sites.

However, it appears that there are two options on the table and accordingly it is important to compare the effect of each of these options on the residents of the area.

	TELUS 1421 Sunrise Dr	Rogers 891 Drew Rd
Number of houses in 500 meters	Approx. 310	Approx. 160
Number of proposed towers	2 small towers	One single tower
Allowing co-location/co-build	No	Yes
Height of tower	17.5 meters	45 meters
Location of proposed tower to houses	Bottom of hill	Top of hill

The height of the tower is important. The TELUS proposed site at 1421 Sunrise is approximately 10 meters below the crest of the hill on Sunrise. The tower is 17.5 meters tall and the houses are approximately 5 meters. This means that the top of the tower will be at approximately the same height as the houses at the top of the hill. As the emissions go out from the top of tower, that means that the houses at the top of the hill will be in direct line with the emissions from the tower (at approx. 200 meters away). (Please see diagram of radiation beam from tower – appendix 4) Of further

note, the emissions are said to diminish with distance, therefore with a lower tower, the houses that are close to the tower will have higher emissions than if they are under a higher tower.

There is a provision in the Industry Canada guidelines that allows a telecommunications company to raise the height of the tower by 25% after one year. They use this mechanism to allow other service providers to co-locate on an established tower. **If this option is pursued for the 1421 Sunrise location, there is now a short tower with double the emissions in a densely populated location.**

TELUS is proposing a two tower model. They indicate that the other location that they are pursuing is the French Creek Landing. Rogers is proposing a single tower model that apparently will provide the same coverage. **If TELUS will not allow co-location, then at some point when Rogers finds an acceptable location in this area, there will be another tower which multiplies the amount and direction of the emissions.** Even if TELUS is forced to allow Rogers to Co-locate, the lower towers will require a second site to provide the coverage for the area. **Therefore the single tower appears to have less impact on the community than the two tower model.**

Generally, the cell towers in the Regional District are placed in areas that have the least impact on the residents of the community. This proposed tower appears to directly impact more residential homes than other towers in the area (in excess of 300 houses – 600 people).

Additionally, the TELUS summary to the RDN regarding the Sunrise location says that the tower will provide “adequate coverage”; not optimal or the best coverage. **Effectively, the site is just adequate which is why additional towers would be required.**

The proposed Rogers tower is much higher and also at the top of the hill. There are no residential buildings at the height of the tower that would be in direct line of the emissions. The Rogers tower is located in a less densely populated area affecting approximately 50% of the number of houses as the TELUS tower on Sunrise (See appendix 5 for a diagram of the areas affected by each tower).

Rogers is proposing a single tower model and offer co-location/co-build which means that there would only be one tower with their model versus the TELUS two tower model for the save coverage.

The location of the proposed Rogers cell tower while still having impact on residential properties, the number of properties directly affected are approximately half of the properties that would be affected by the one TELUS tower on Sunrise. However, if a second tower is required to provide the coverage with TELUS’ proposed two tower model, there would be potentially another 100 to 300 residential houses affected depending on the location of the other tower.

Additionally, one of the concerns expressed for the original Rogers proposal was the visibility issue. It appears that in their second request for concurrence that they have conducted visibility studies in an effort to locate the tower in a position that mitigates the visual impact.

In summary, although neither tower is ideal, the proposed Rogers location appears to have the lesser impact on the residents of the community.

Finally, if TELUS is offered the option of co-locating or co-building at the 891 Drew Road site, Industry Canada should not need to be involved as TELUS is being offered an option that should address the coverage that they are trying to provide to their customers. They mislead the RDN and were successful in obtaining a letter of concurrence when they likely would not have under different reporting circumstances.

C) Other information:

Antenna Siting Protocol Template for Municipalities

Available on the Federation of Canadian Municipalities (FCM) website is a document call the “antenna System Siting Protocol Template”. I would anticipate the planning department is aware of the template as they are in the process of drafting the RDN siting policy. However, I thought it would be of value to bring to you to highlight some of the consideration that they have put together. The template was developed jointly by the FCM and Canadian Wireless Telecommunication Association (CWTA). The full documents is available on-line at:

https://www.fcm.ca/Documents/tools/FCM/Antenna_System_Siting_Protocol_EN.pdf

As the document is long, I have attached some excerpts (Appendix 6) from the template as follows:

1. Purpose of template
2. Table of Contents
3. Section 9.3 – Rescinding a Concurrence
4. Appendix A – Location – provides listing of preferred locations – including “areas that maximize the distance from Residential Areas”

Of special note is the section related to the rescinding of a concurrence, which says:

“9.3 Rescinding a concurrence – The municipality may rescind its concurrence if following the issuance of a concurrence, it is determined by the Municipality that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued in writing have not be complied with....”

As this template is made available by FCM and it includes a section related to the rescinding of a concurrence, I would assume there have been other incidents where letters of concurrence have been rescinded when new information is provided that indicates the proponent’s proposal “may have contained a misrepresentation or a failure to disclose all the pertinent information”.

D) Conclusion

1. **Using features of Google map, we were able to determine that there are approximately 310 houses within 500 meters or the proposed cell tower site. Assuming there are on average 2 people per household, therefore there are over 600 people that will be directly impacted by the Sunrise Drive tower.**
1. **The TELUS report provided was misleading. This appears to be a reason to withdraw the letter of concurrence as evidenced by the FCM/CWTA template for Antenna Siting protocol section 9.3**
2. **The majority of the people that live in the vicinity did not know about the proposed cell tower site on Sunrise drive during the public consultation period and as evidenced by the petition results, do not want the proposed cell tower in the location of 1421 Sunrise Drive.**
3. **Now that the proponents have been identified to be from outside the vicinity of the proposed tower, that the ERA via the newsletter article, indicated that they were working with TELUS during the consultation period, that the 96.5% approval that TELUS promoted was misleading and therefore flawed, that the people that live in the vicinity were not aware, that the majority of people that live in the vicinity have stated they do not want the proposed tower to be located in their residential neighbourhood, we would like to respectfully request that the EAPC find a way to rescind their letter of concurrence for the 1421 Sunrise Road proposed cell tower site**
4. **The best option would be to put a hold on all tower sites, including 1421 Sunrise Drive, until a siting policy can be prepared and other locations considered.**
5. **If the only 2 options for the cell tower are Sunrise Drive and Drew Rd; and the Drew Rd property directly impacts less residential properties; will allow other companies to co-locate; is at the top of a hill and therefore potentially less impact from emissions on the residents; then it appears the Drew Road site would be the better option.**

APPENDIX 1

golson1@shaw.ca

From: "M Jessen" <mjessen@telus.net>
Date: June 21, 2015 11:29 PM
To: <golson1@shaw.ca>
Subject: Re: BC1993 Qualicum Beach - BC1991 - Parksville

Sure you can use the material.
Michael

On 6/21/2015 11:01 PM, golson1@shaw.ca wrote:

Hi Michael,

I think it would be helpful if I could share your email with the Electoral Area Planning committee as it would show that TELUS was communicating with the ERA long before the public consultation process. Would you be ok with me sharing your email. I understand if you would prefer me not doing so. Please let me know.

Thanks,

Kelly

From: [M Jessen](mailto:M_Jessen)
Sent: Sunday, June 21, 2015 8:19 PM
To: golson1@shaw.ca
Subject: BC1993 Qualicum Beach - BC1991 - Parksville

The following I believe is the earliest 2014 info we received on the proposal to locate a cell tower on the Telus Sunrise property near Drew.
Larry Biccum was Pres. of French Creek Res. Assn.
Waddell - believed to be an Eaglecrest resident and possible a RA director.
Weir - engineer for Town of Qualicum Beach
T Davies is pres. of Chartwell RA

I don't believe FCRA made any formal response to Telus on the basis of this correspondence. I don't think FCRA got back into the issue until it, again, received communication from others in November and December. At that time FCRA contacted Telus or its land agent and started influencing the public engagement process. At the time we believed Telus only contacted the nearby property owners as per the statutory requirements. I don't believe FCRA started receiving info from Telus until we initiated contact roughly in December, maybe mid November.

A Dec. 3 email from Eaglecrest RA is appended at the bottom with its attachment.

Michael

----- Forwarded Message -----

Subject:FW: BC1993 Qualicum Beach - BC1991 - Parksville

Date:Sat, 1 Mar 2014 17:37:10 -0800

From:Larry Biccum

To:

Something for us to discuss at our next meeting.

I received the following from Trevor Wood, the Chair of the Eaglecrest Residents' Association. He is hoping that other RAs that may be affected by poor service might support this initiative by Telus. I gather that cell phone reception in parts of Eaglecrest is virtually non-existent.

I said I would raise it for discussion but made no commitments as to support.

Larry

From: Trevor Wood [mailto:1waddell@telus.net]
Sent: Saturday, March 01, 2014 11:03 AM
To: tdavies; lbiccum
Subject: Fw: BC1993 Qualicum Beach - BC1991 - Parksville

As discussed, our plan is to engage the Eaglecrest Community to ensure strong support on this issue.

I will keep you posted as things progress.

cheers

Trevor

----- Original Message -----

From: Michael Walsh

To: 1waddell@telus.net (Trevor Wood Eaglecrest Residents

Cc: BWeir@qualicumbeach.com

Sent: Friday, February 21, 2014 6:07 PM

Subject: BC1993 Qualicum Beach - BC1991 - Parksville

Hi Trevor

(I've CC'd Bob Weir here.)

This email shows that TELUS acquired Eaglecrest Residents Association's support 9 months prior to the beginning of the consultation period

Thanks for your call today.

As discussed, we have brought the acquisition forward for this new tower, and we will start working on the acquisition, design, and municipal concurrence straight away. As I mentioned before, the water tower location does not work for us, and instead, we would like to propose a 14.9m tower at the TELUS Exchange, located near the intersection of Sunrise Dve & Drew Road, Parksville. The TELUS reference for this tower is BC1993.

We would also like to propose a second 14.9m tower somewhere near the intersection of Sanderson Rd & Foster Dve, Parksville. The TELUS reference is BC1991. At this stage we do not have a candidate identified, but will start the acquisition search very shortly.

If other members of your Residents Association are also experiencing cellular connectivity issues, I would encourage you to collectively support these two proposals when it comes time for TELUS to conduct our consultation with the Community. Generally speaking, most people don't go out of their way to support something; they usually only become vocal when they object to something. So often, the feedback we receive during our consultation is usually skewed towards the negative; in other words, there's a heavy influence from the people who object to the infrastructure, and a small number, if any, who go on the record requesting the infrastructure.

You may have seen some of the local news articles about a proposed tower on Hammond Bay Road in Nanaimo. Our proposal is appearing before Council on Monday night. After significant public consultation, roughly 40% of the people who responded are in favour of the tower, while roughly 60% have some concerns about the location of the tower. Like I said above, most people who are in favour of something don't go out of their way to support it, so 40% is a very big number in this instance! The area is a large bowl shape as far as topography is concerned, making it difficult for us to provide cellular coverage, and it is referred to the "cellular dead zone" as the locals call it. So we really hope Nanaimo City Council will grant their concurrence.

Another bit of trivia for you – in the summer/fall of last year, we were turned down by the City of Campbell River (as a landlord) to build a tower on their property, because one local resident went door-to-door and obtained approx. 200 signatures on a petition in objection to the proposed tower. Within the weeks and months after the Council refusal, there were countless Letters to the Editor published from many local residents, criticising and even blaming those petitioners for the poor cellular coverage they experience. It was a shame that more people didn't come out to support the proposal, since they did feel the coverage was inadequate.

I will keep you posted on our progress!

Regards

Michael Walsh

Real Estate & Government Affairs

TELUS | Wireless Network – BC

2-3500 Gilmore Way, Burnaby, BC, V5G 4W7

Cell: 778-873-9481

Direct: 604-616-4649

Email: michael.walsh@telus.com

This message and any accompanying attachments are intended only for the person(s) to whom this message is addressed and may contain privileged, proprietary and/or confidential information. Any unauthorized use, disclosure, reproduction or distribution of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and permanently delete or destroy this message, including any attachments. Thank you.

This email shows that Eaglecrest Residents' Association solicited their members to send support for the proposed tower skewing the results of the public consultation process.

From: eaglecrest.r.a
Sent: Wednesday, December 3, 2014 9:33 PM
To: undisclosed-recipients:
Subject: Eaglecrest Telus Cellular phone service.

To all Eaglecrest Residents' Association Members

Re: Eaglecrest Telus Cellular phone service.

In the attached Pdf document are the details of a Telus plan to install a cell site at 1421 Sunrise Drive , Parksville. Once completed we should finally get consistent Telus cell service in Eaglecrest. Telus have advised us that a Public Consultation has commenced and we are asking for the support of as many Eaglecrest Residents as possible by December 18th . If you support this proposal please e-mail Telus as follows;

To: e-mail address chad.marlatt@telus.com
Subject : BC 1993 plan

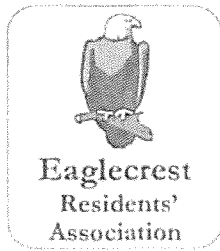
I support the proposal to install Cellular equipment at 1421 Sunrise Drive, Parksville.

Note : Include your name and address and reason for support.

Your Information will be sent to the Regional District only and will not be used for Marketing or any other reason,

Many thanks for your time and support.

EagleCrest Residents Association
Qualicum Beach, British Columbia
Working Together



THE EAGLE EYE

Eaglecrest Residents' Association Newsletter

PO Box 582, Qualicum Beach, BC V9K 1T1

Email: eaglecrest.r.a@shaw.ca

Volume 22 - No. 2

March 2015

PRESIDENT'S COMMENTS

■ *by Joyce Daman*

Blooms are popping, the Brant have arrived, there is an aroma of herring roe in the air and the golfers have shed their heavier attire. Surely spring is looming!!!

Your ERA board of directors will report on several topics: results of the traffic survey, a new look to social events planned for 2015, updates to emergency preparedness as well as real progress on the long-awaited cell tower. Also there are encouraging developments in Oceanside health care. Your council monitoring team wants to enlighten you on the town's appeal for input on uses for the "old fire hall". Look for more elaboration inside this newsletter.

Big thanks go out to all who responded to the traffic survey. It was sent to **250 households** who had given consent for us to use their emails for Eaglecrest Residents' Association business. There were responses from **183 households** which we found to be amazing. Look for the findings as well as a sampling of the comments further on. The catalyst was a letter from a concerned resident, and your board decided we needed to gather information on how big the issue was before we reacted. You have helped us to do that.

Did you know that Eaglecrest used to be part of the RDN, the population was sparse and development wasn't bound by strict infrastructure rules which now exist in Qualicum Beach? Marlys Diamond, one of our long-time board members, stated that she feels it important to remember that many who came to the area years ago left big cities where they were "cemented in" and that the charm of the rural feeling in Eaglecrest, with winding roads having no sidewalks, had appeal. Perhaps some of you still share that feeling while others want the amenities of sidewalks, speedbumps, trails and more. A balance needs to be struck by town council, always keeping in mind the limited tax dollars.

As spring rolls in, you will again notice activity at the entrance garden, thanks to our energetic volunteers as well as the town crew. While Vern Black has left the board after 13 years, he is still a strong leader in the entry garden work as well as the upkeep of Yambury Park. Thanks to Vern and the rest of his gardening compatriots!!

Speaking of gardening, spring brings many folks into Eaglecrest to assist us with yard maintenance, gutter cleaning and many other tasks. While this adds to the congestion on our streets, the help is welcome and needed. Please, check references before hiring someone who comes to your door offering to do work. Beware of letting strangers into your home and don't front money blindly. Trust is a wonderful thing, but... Have a wonderful spring!

Eaglecrest Residents' Association

2014-2015 BOARD OF DIRECTORS

President: Joyce Daman 752-3395
 Vice-President: position vacant
 Secretary: Marlys Diamond 752-6021
 Treasurer: Vivian FitzGerald 752-7101
 Past President: Trevor Wood 752-0601

DIRECTORS

Pat Ellis 752-1373
 Pat James 713-1698
 Greg Harmeson 752-2774
 Debra Kuzbik 594-7072
 Greg Slocombe 594-6277
 Lee Teal 752-2500
 Tim Pritchard 752-2723



THE MAIL BAG

We welcome letters to the Eagle Eye and items of interest to the residents of this area. Submissions must include the name and telephone number of the author.

Address emails and articles to:
eaglecrest.r.a@shaw.ca
 with "Eagle Eye Editor" as the subject,
 or mail to:

P.O. Box 582
 Qualicum Beach, B.C.
 V9K 1T1
 Attn. Eagle Eye Editor

SUMMARY OF RESULTS FROM TRAFFIC SURVEY

■ *by Joyce Daman, Pat James and Greg Harmeson*

Thanks to the input received from many of you, we now have a much better picture of concerns which have been raised. To help gather this information, we created a survey which we sent out to 250 households and were delighted to receive 183 responses. .

As your ERA board we must caution you that we cannot directly implement solutions as far as sidewalks, speed bumps, etc. and, in fact, the survey tells us not everyone would want them. What we can do is take these findings to the Town and appropriate agencies to gather information about long range plans and to help influence decision making. We will keep you apprised of updates as we receive them.

Following is a summary of the results and a sampling of comments.

- **When you are a pedestrian on the streets of Eaglecrest, do you feel satisfied the way the drivers move over and slow down?** 77.04% satisfied to very satisfied; 22.95 somewhat satisfied to very unsatisfied.
- **When you are a driver on the streets of Eaglecrest, do you feel satisfied that pedestrians and dogs move over and make way for vehicles?** 62.78% satisfied to very satisfied; 37.16% somewhat unsatisfied to very unsatisfied.
- **Is there a specific street or streets where pedestrian and/or vehicle traffic are problematic?** 49.73% Yes; 50.27% No.

Do you think the general speed traffic on Eaglecrest roads is an issue? 23.63% Yes; 76.37% No.

The survey has highlighted **two main points:**

1. It has been verified that many residents feel that Eaglecrest Drive, from the Entry Garden to at least Harlequin, is narrow, curvy and challenging for drivers and pedestrians. Speeding motorists complicate this issue.
2. There are over 1/3 of our responders who feel that pedestrians and walkers demonstrate disrespectful and/or inattentive behaviour toward traffic.

A sampling of comments: We received over 200 written comments. Here are a few of them which hit some of the key points: (It was the comments that really painted the picture for us)

- People walk in groups and hog the whole road
- Most pedestrians are aware and make way for cars to pass
- Walkers not yielding when 2 vehicles meet
- Sometimes speed is a problem, but most times drivers are careful and considerate
- Eaglecrest Drive from Entry Garden to Pintail is worst to walk on due to speeders, curves, and narrowness.
- I am fed up with the blatant disregard pedestrians have toward vehicles.
- I drive, cycle and walk my dog in this area and find most people to be patient and respectful.
- Well done, I am glad this issue has been raised for discussion and general awareness
- Most people respect the 50KM speed limit and many drive even slower
- This is an old topic that seems to get raised every 5 years. No to sidewalks.
- The curvy part at the top of Eaglecrest Drive is a real problem.

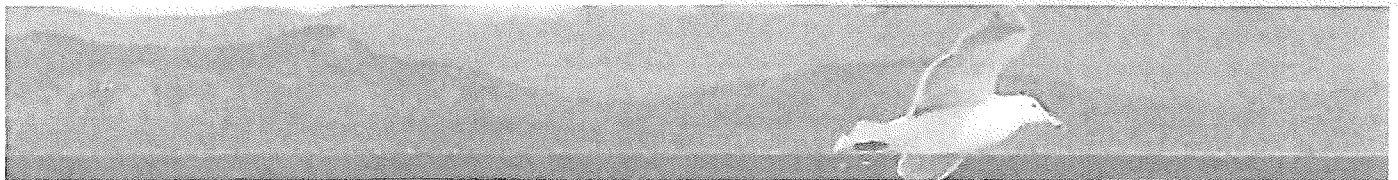
Look for updates on our findings and progress in future editions. our findings and progress in future editions.

CELL PHONE SERVICE

■ *by Trevor Wood*

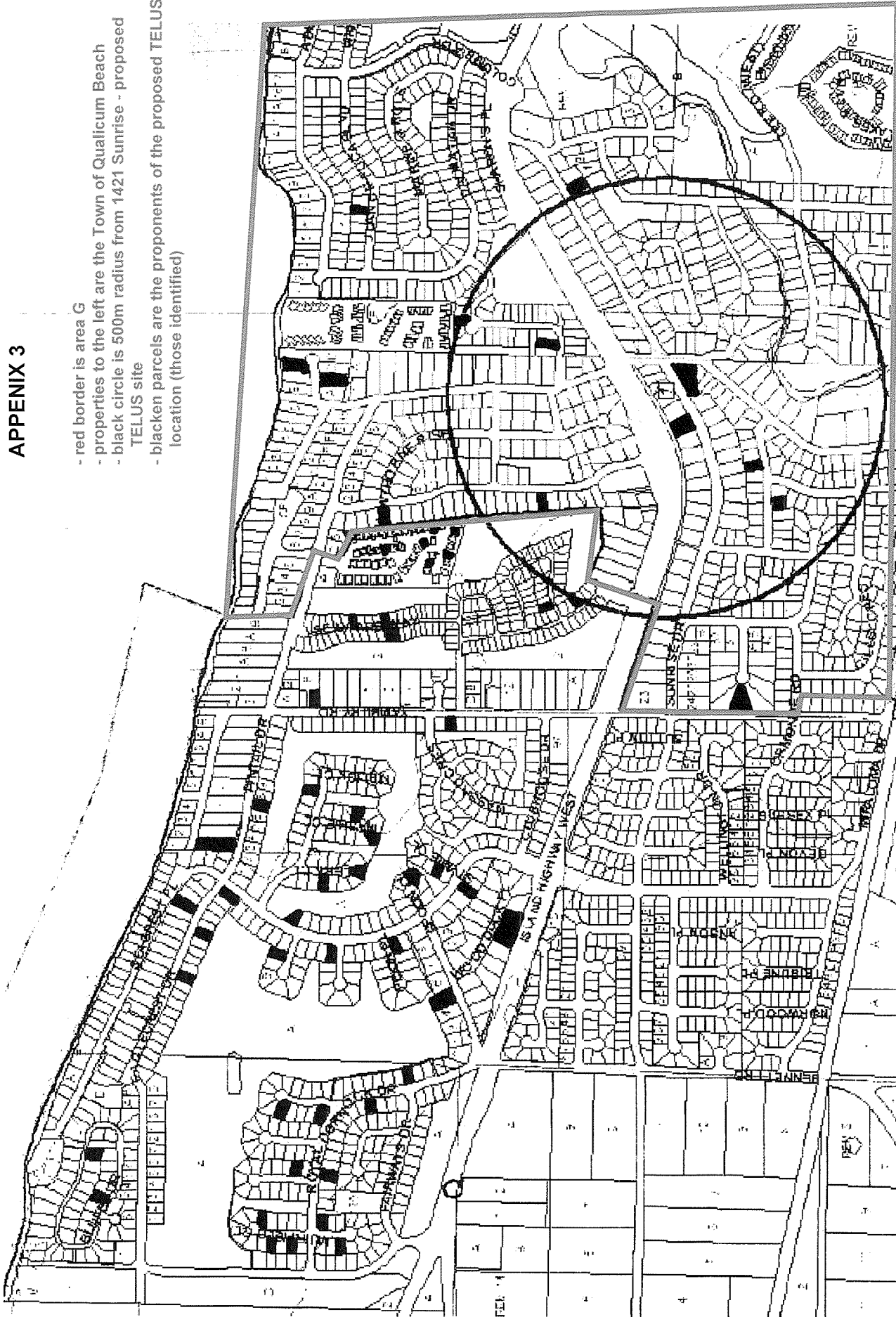
As mentioned in previous editions, we have been working with Telus to improve cell phone service in Eaglecrest. The public consultation process is now complete with a very favourable result, thanks in no small part to an unprecedented response from Eaglecrest residents.

This matter is on the agenda for the March 24th meeting of the Regional District Nanaimo Board. We are optimistic that approval will be granted and that the new tower on Drew Road will be built.



APPENDIX 3

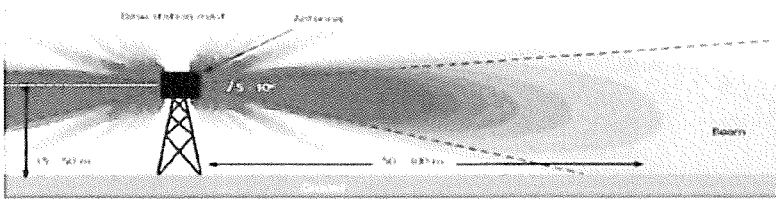
- red border is area G
- properties to the left are the Town of Qualicum Beach
- black circle is 500m radius from 1421 Sunrise - proposed TELUS site
- blacken parcels are the proponents of the proposed TELUS location (those identified)



APPENDIX 4

Image from internet of radiation pattern of a cell tower antenna:

Radiation Pattern of a Cell Tower Antenna

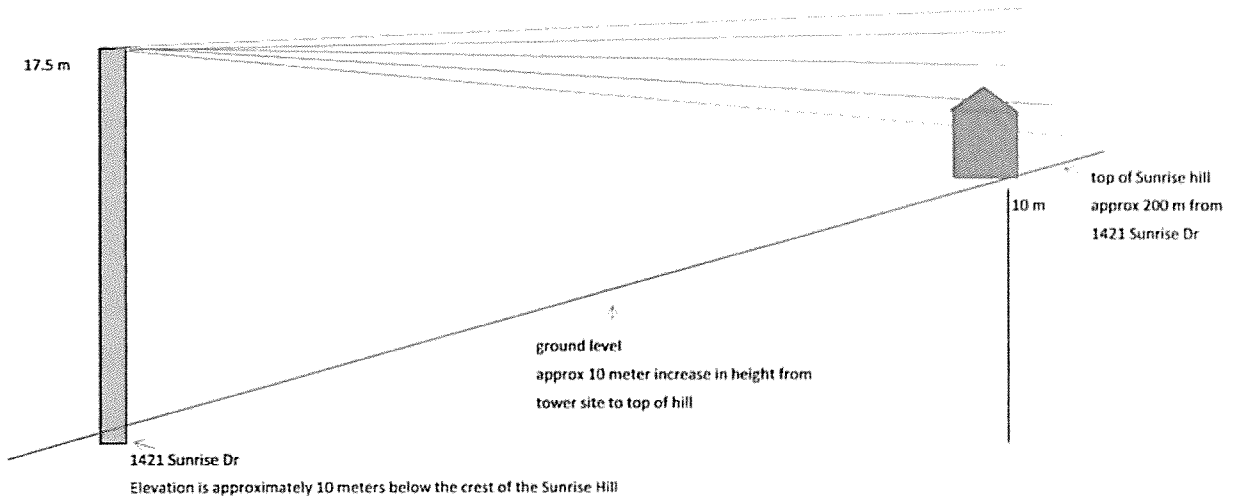


Propagation of "main beam" from antenna mounted on a tower or roof top

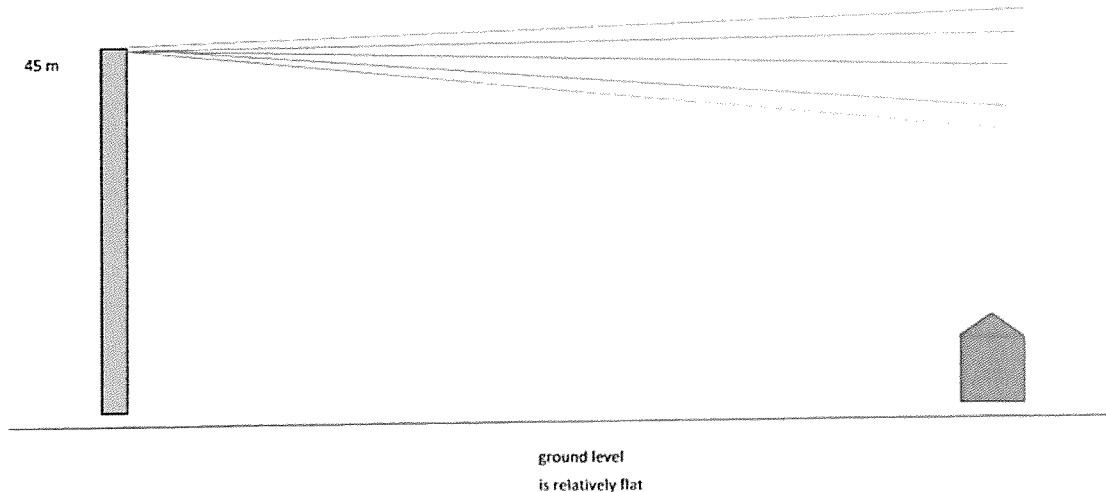
People living within 50 to 300 meter radius are in the high radiation zone (dark blue) and are more prone to ill-effects of electromagnetic radiation.

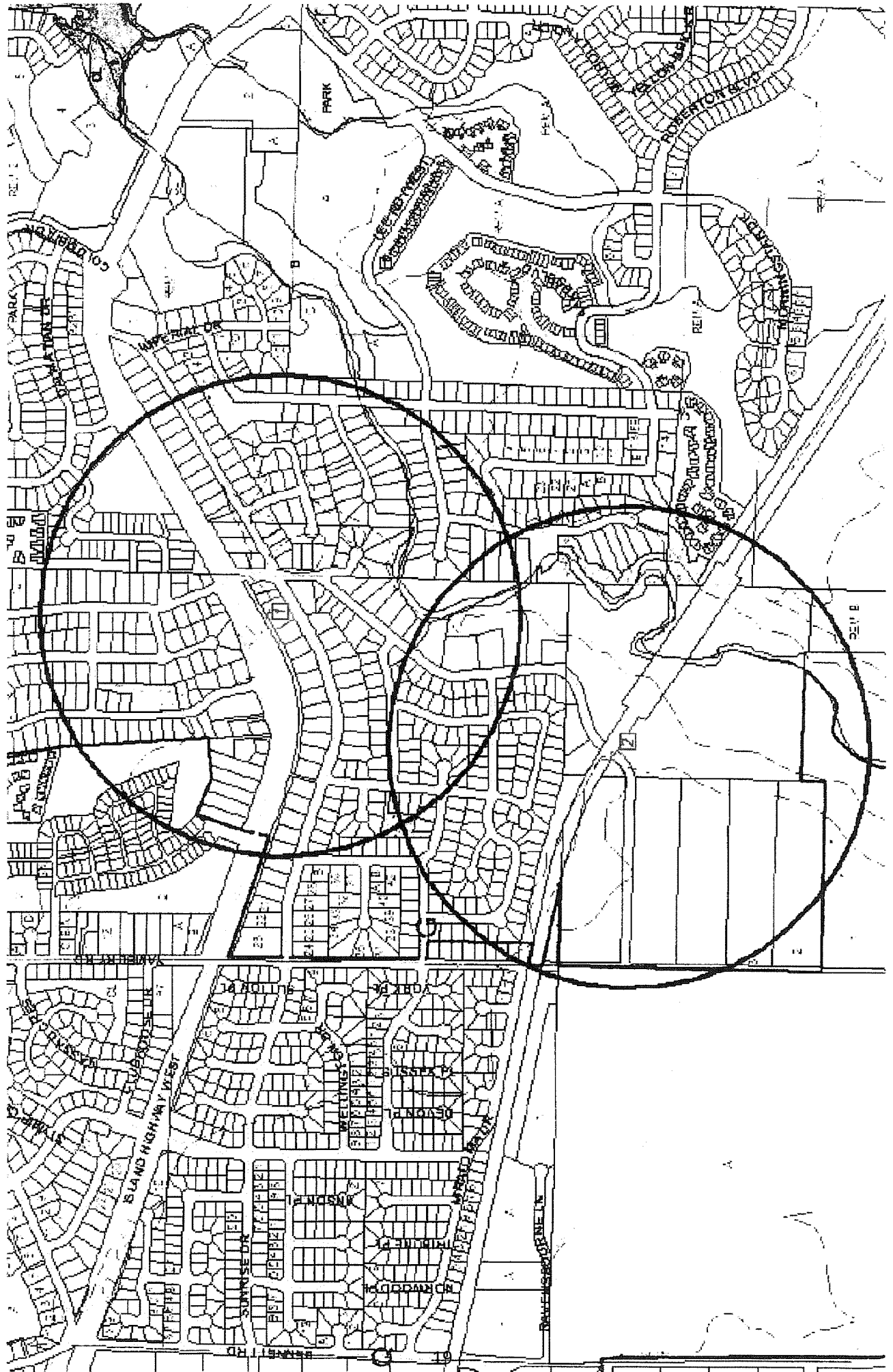
Reference - Mobile Telecommunications and health research programme (MTHR) Report 2007 - Pg 50 - http://www.mthr.org.uk/documents/MTHR_report_2007.pdf

Sunrise Drive
Sketch of flow of beam from tower

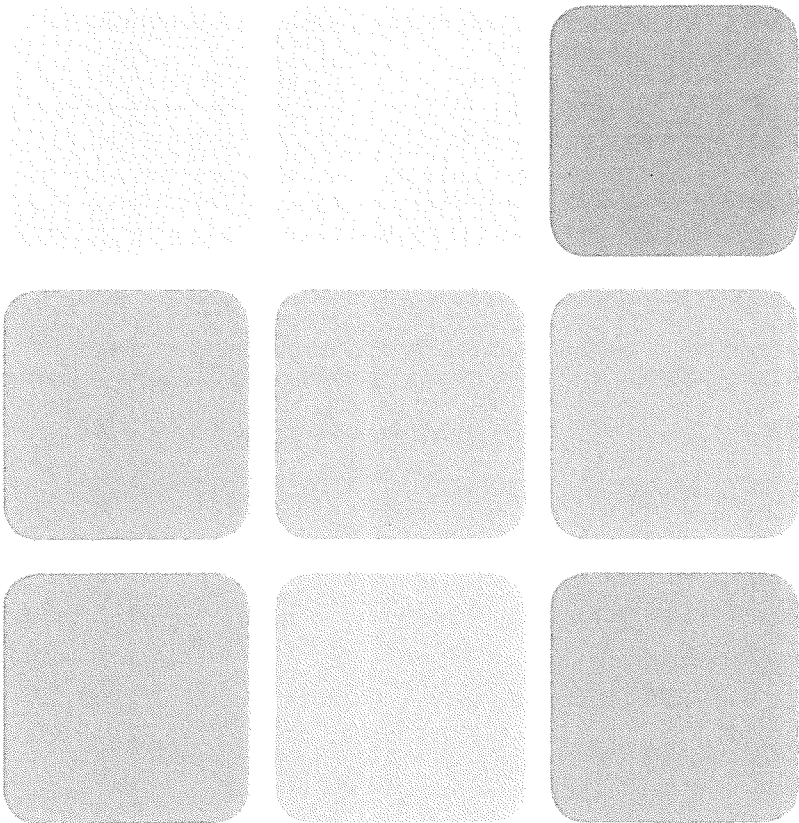


Drew Road
Sketch of flow of beam from tower



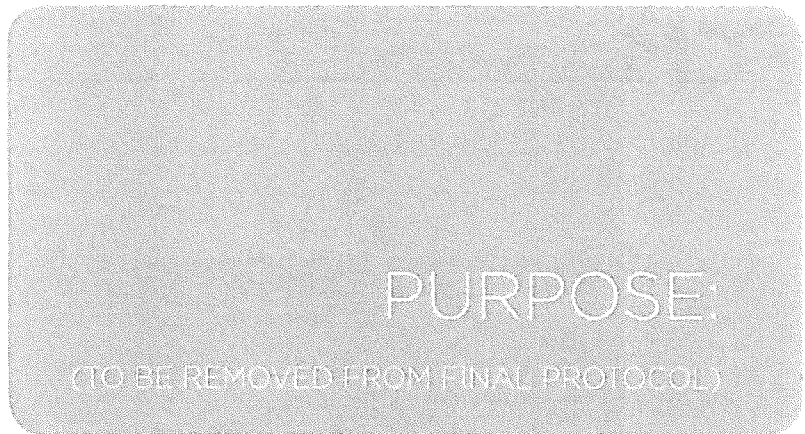
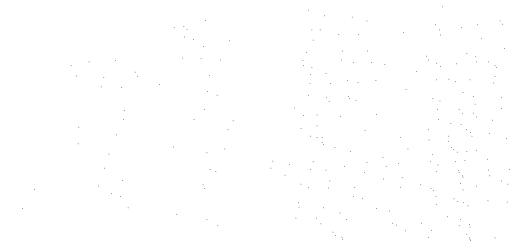


ANTENNA SYSTEM SITING PROTOCOL TEMPLATE



www.fcm.ca

www.cwta.ca



The purpose of this protocol template is to provide Municipalities with a tool to develop customized protocols for the siting of Antenna Systems within their Municipality.

As the template was developed jointly by the FCM and the CWTA, and is consistent with Industry Canada rules on Antenna System consultations, its use should result in consistent and predictable Antenna System siting protocols. This template encourages the development of local protocol guidelines that fully express the Municipality's location and design preferences. It is desirable for protocols to highlight local knowledge and expertise by suggesting preferred sites in all zoning designations and community development plans, including in Residential Areas, as well as design and screening preferences.

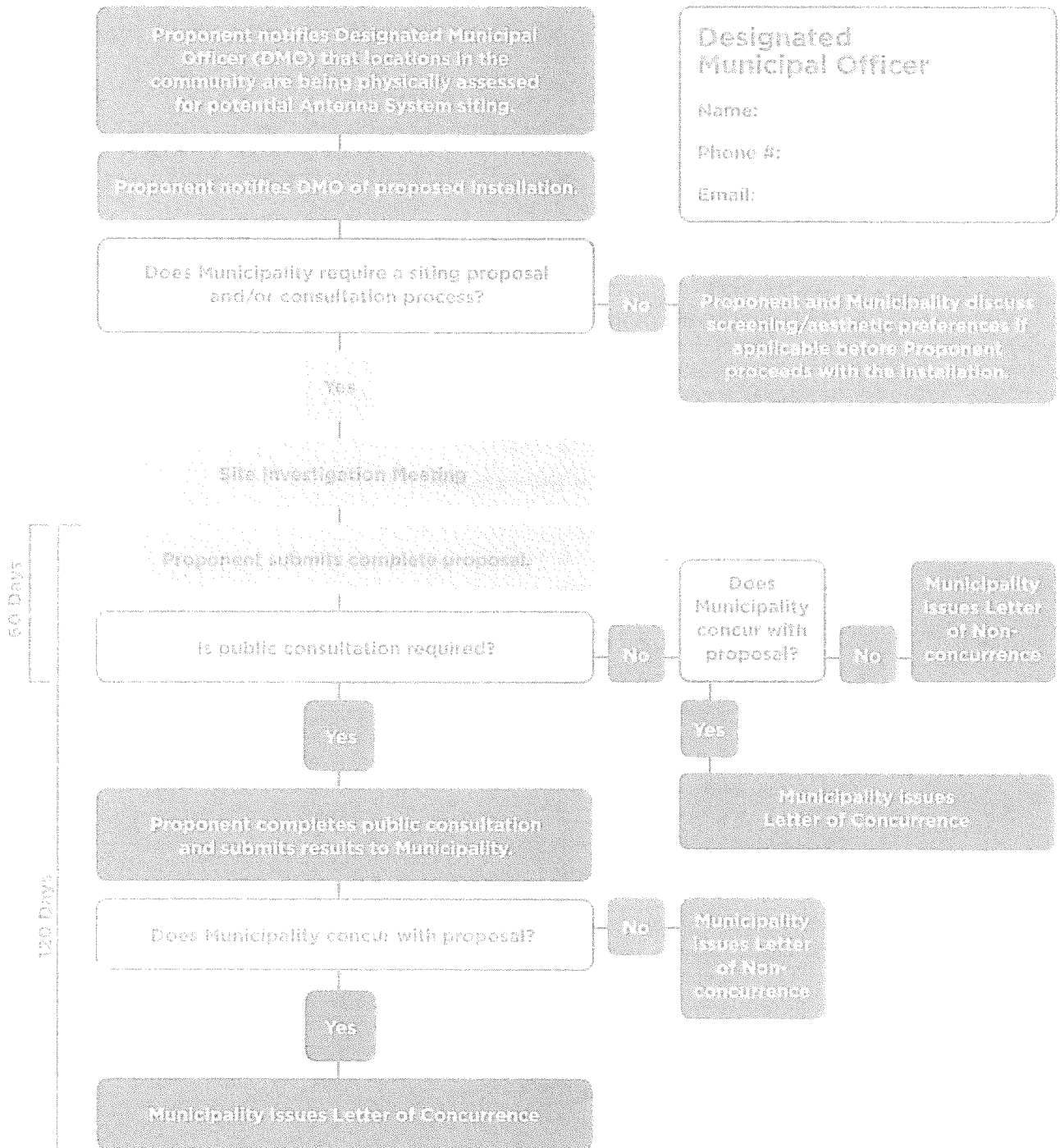
Additionally, all examples of local customization provided in the Appendix are endorsed by the wireless industry as being reasonable and practical components of an antenna siting protocol. Some of these examples are better suited to urban, suburban or rural Municipalities, depending on the Municipality from which they derive, but they serve as 'best practices' and should be considered by Municipalities as they examine options for developing their own local protocols. Municipalities should remove all items from this template that are not relevant considering its municipal policies and preferences before finalizing its protocol.

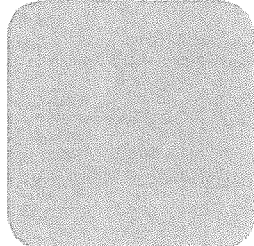
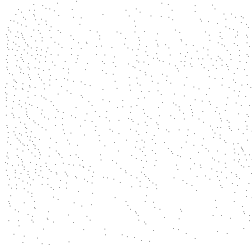
The following sections set out recommended language that may be adopted or adapted by Municipalities wishing to develop a customized protocol in a manner that reflects local circumstances.

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Antenna System Siting Process Flowchart





STATEMENT OF CONCURRENCE OR NON-CONCURRENCE

9.1 CONCURRENCE AND CONCURRENCE WITH CONDITIONS

The Municipality will provide a letter of concurrence to Industry Canada (copying the Proponent) where the proposal addresses, to the satisfaction of the Municipality, the requirements as set out within this Protocol and the Municipality's technical requirements, and will include conditions of concurrence, if required.¹⁶

The Municipality will issue the letter of concurrence within the timeframe established in Section 10.

9.2 NON-CONCURRENCE

The Municipality will provide a letter of non-concurrence to Industry Canada (copying the Proponent) if the proposal does not conform to Municipality requirements as set out within this Protocol. The Municipality will also forward to Industry Canada any comments on outstanding issues, including those raised during the public consultation process.

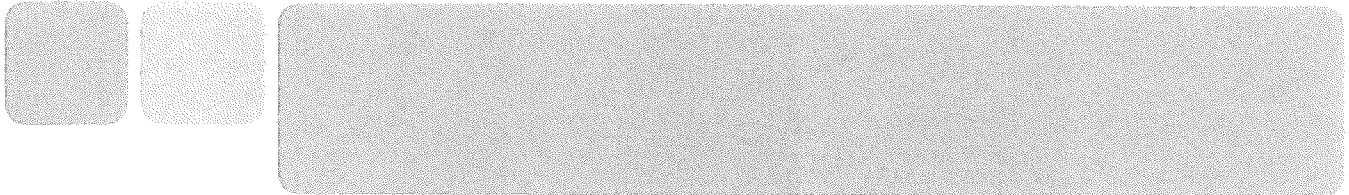
The Municipality will issue the letter of non-concurrence within the timeframe established in Section 10.

9.3 RESCINDING A CONCURRENCE

The Municipality may rescind its concurrence if following the issuance of a concurrence, it is determined by the Municipality that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue.

In such cases, the Municipality will provide notification in writing to the Proponent and to Industry Canada and will include the reason(s) for the rescinding of its concurrence.

¹⁶ The Municipality may, on case-by-case basis, include in writing specific conditions of concurrence such as design, screening or Co-location commitments.



LOCATION

Preferred Locations:

- Areas that maximize the distance from Residential Areas.
- Industrial and commercial areas.
- Mounted on buildings or existing structures within the downtown area.
- Areas that respect public views and vistas of important natural or manmade features.
- Agricultural areas.
- Transportation and utility corridors.
- As near as possible to similarly-scaled structures.
- Institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology: emergency services, hospitals, colleges and universities.
- Adjacent to parks, green spaces and golf courses.
- Located in a manner that does not adversely impact view corridors.
- Other non-Residential Areas where appropriate.

Discouraged Locations

- Locations directly in front of doors, windows, balconies or residential frontages.
- Ecologically significant natural lands.
- Riverbank lands.
- Inappropriate sites located within Parks and Open Space Areas (with the exception of sites zoned to permit utilities and/or unless designed to interact with the area's character).
- Sites of topographical prominence.
- Heritage areas (unless visibly unobtrusive) or on heritage structures unless it forms an integrated part of the structure's overall design (i.e. through the use of stealth structures).
- Pitched roofs.
- Community Sensitive Locations (as may be defined by the Municipality prior to being included in this Protocol).

REGIONAL DISTRICT OF NANAIMO

BYLAW No. 1216.04

A BYLAW TO AMEND THE BOUNDARIES OF THE MUNICIPAL
BENEFITTING AREA IN THE CITY OF NANAIMO

WHEREAS Regional District of Nanaimo Bylaw No. 888 created a local service area for the purpose of the collection, conveyance, treatment and disposal of sewage;

AND WHEREAS clause 6(a) of Bylaw No. 888 provides that the Regional Board may by bylaw, with the consent of the Council of participating municipalities, define the boundaries of a benefiting area within the municipality;

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

1. Schedule 'A' to Bylaw 1216 is hereby amended to include the properties shown on Schedule 'A' attached hereto and forming part of this Bylaw;
2. Schedule 'B' to Bylaw 1216 is hereby amended to include the properties listed on Schedule 'B' attached hereto and forming part of this Bylaw;
3. This bylaw may be cited as "City of Nanaimo Municipal Benefiting Area Amendment Bylaw No. 1216.04, 2015".

Introduced and read three times this 27th day of October, 2015.

Received the consent of the City of Nanaimo this 23rd day of November, 2015.

Adopted this _____ day of _____, 201_.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "City of
Nanaimo Municipal Benefiting Area
Amendment Bylaw No. 1216.04, 2015"

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'A'



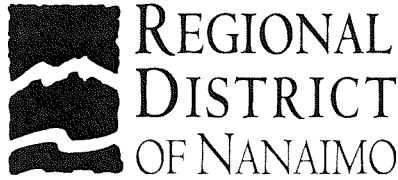
Schedule 'B' to accompany "City of
Nanaimo Municipal Benefiting Area
Amendment Bylaw No. 1216.04, 2015"

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'B'

1	6627 Aulds Road	35	103 Green Lake Crescent	69	112 Lake View Crescent
2	6631 Aulds Road	36	105 Green Lake Crescent	70	113 Lake View Crescent
3	6639 Aulds Road	37	110 Green Lake Crescent	71	117 Lake View Crescent
4	6640 Aulds Road	38	113 Green Lake Crescent	72	118 Lake View Crescent
5	6647 Aulds Road	39	114 Green Lake Crescent	73	124 Lake View Crescent
6	6650 Aulds Road	40	119 Green Lake Crescent	74	128 Lake View Crescent
7	6651 Aulds Road	41	121 Green Lake Crescent	75	129 Lake View Crescent
8	6655 Aulds Road	42	124 Green Lake Crescent	76	134 Lake View Crescent
9	6663 Aulds Road	43	6607 Hillside Terrace	77	138 Lake View Crescent
10	6667 Aulds Road	44	6611 Hillside Terrace	78	6001 Mt View Road
11	6670 Aulds Road	45	6617 Hillside Terrace	79	6007 Mt View Road
12	6671 Aulds Road	46	6654 Jenkins Road	80	6015 Mt View Road
13	6731 Aulds Road	47	6668 Jenkins Road	81	6017 Mt View Road
14	6737 Aulds Road	48	6674 Jenkins Road	82	6019 Mt View Road
15	6743 Aulds Road	49	6678 Jenkins Road	83	6614 Rhodo Way
16	6635/6637 Aulds Road	50	6682 Jenkins Road	84	6615 Valley View Drive
17	6643 6647 Aulds Road	51	6694 Jenkins Road	85	6617 Valley View Drive
18	102 Dines Place	52	6696 Jenkins Road	86	6618 Valley View Drive
19	108 Dines Place	53	6688/6690 Jenkins Road	87	6619 Valley View Drive
20	114 Dines Place	54	51 Lake Heights Place	88	6621 Valley View Drive
21	124 Dines Place	55	57 Lake Heights Place	89	6622 Valley View Drive
22	134 Dines Place	56	61 Lake Heights Place	90	6623 Valley View Drive
23	6625 Green Acres Way	57	65 Lake Heights Place	91	6625 Valley View Drive
24	6626 Green Acres Way	58	71 Lake Heights Place	92	6626 Valley View Drive
25	6630 Green Acres Way	59	75 Lake Heights Place	93	6629 Valley View Drive
26	6634 Green Acres Way	60	76 Lake Heights Place	94	6630 Valley View Drive
27	6635 Green Acres Way	61	82 Lake Heights Place	95	6633 Valley View Drive
28	6639 Green Acres Way	62	57 Lake Place	96	6634 Valley View Drive
29	6641 Green Acres Way	63	63 Lake Place	97	6648 Valley View Drive
30	6642 Green Acres Way	64	69 Lake Place	98	6649 Valley View Drive
31	6646 Green Acres Way	65	75 Lake Place	99	6653 Valley View Drive
32	6647 Green Acres Way	66	87 Lake Place	100	6654 Valley View Drive
33	6650 Green Acres Way	67	81/83 Lake Place	101	6657 Valley View Drive
34	6666 Green Acres Way	68	109 Lake View Crescent	102	6659 Valley View Drive



RDN REPORT		
CAO APPROVAL		
EAP		
COW		
NOV 23 2015		
RHD		
BOARD	✓	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: November 23, 2015

FROM: Wendy Idema, Director of Finance
Manvir Manhas, Senior Accountant

MEETING: November 24, 2015 BOARD

FILE: 1700-03

SUBJECT: 2016 Proposed Budget Overview - Update

RECOMMENDATION:

That this report on revisions to Electoral Area C’s 2016 proposed budget impacts be received for information and that the member summary appendices attached to the 2016 Proposed Budget Overview Report be revised to reflect the change.

PURPOSE:

To provide updated information regarding Electoral Area C’s 2016 proposed budget impacts.

BUDGET OVERVIEW:

The Board agenda for November 24, 2015 includes a report and detailed appendices regarding the 2016 proposed budget (pages 117 to 221). Additional information has arisen that has a material impact on the Electoral Area C requisition for Southern Community Recreation. As such revised appendices with new information for Electoral Area C are provided as follows:

- Appendix L2 – Member Participation Summary – EA C change only
- Appendix M – Year over Year change for Participants – EA C change only
- Appendix N7 – Member Requisition & Tax Rates Summary for Electoral Area C

ALTERNATIVES:

1. Receive revised 2016 Proposed Budget information for Electoral Area C.
2. Provide alternate direction to staff.

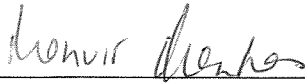
FINANCIAL IMPLICATIONS:

The Regional District of Nanaimo’s budget affects taxpayers differently depending on where they own property in the Regional District. This report provides revised information for Electoral Area C as follows:

- Revised Proposed EA C Requisition for Southern Community Recreation= \$249,449 down from \$278,595
- Revised Proposed General Services Requisition for EA C = \$1,116,275 down from \$1,145,421
- Revised Proposed EA C General Services Tax Rate = \$146.20 per \$100,000 down from \$149.40
- Revised Proposed EA C Change year over year = \$5.00 per \$100,000 down from \$8.00

SUMMARY/CONCLUSIONS:

The Board agenda for November 24, 2015 includes a report and detailed appendices regarding the 2016 proposed budget (pages 117 to 221). Additional information has arisen that has a material impact on the Electoral Area C requisition for Southern Community Recreation. As such revised appendices with new information for Electoral Area C are provided as attachments.



Report Writer



Director of Finance Concurrence



CAO Concurrence



	2015 Final	2016 Proposed	Change from 2015	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A						
General Services Tax cost per \$100,000	1,867,755	1,903,406	35,651	22,582	(25,843)	38,912
Regional Parcel Taxes	\$154.90	\$158.30	1.9%	1.2%	-1.4%	2.1%
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$175.90	\$179.30				
	\$9.60	\$3.40				
Electoral Area B						
General Services Tax cost per \$100,000	1,083,109	1,186,488	103,379	109,978	(1,717)	(4,882)
Regional Parcel Taxes	\$90.60	\$100.00	9.5%	10.2%	-0.2%	-0.5%
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$111.60	\$121.00				
	\$7.20	\$9.40				
Electoral Area C						
General Services Tax cost per \$100,000	1,058,015	1,116,275	58,260	11,477	41,981	4,802
Regional Parcel Taxes	\$141.10	\$146.20	5.5%	1.1%	4.0%	0.5%
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$162.10	\$167.20				
	\$3.10	\$5.10				
Electoral Area E						
General Services Tax cost per \$100,000	2,089,850	2,147,721	57,871	33,150	18,910	5,811
Regional Parcel Taxes	\$110.40	\$113.40	2.8%	1.6%	0.9%	0.3%
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.08	\$2.08				
District 69 Community Justice	\$4.69	\$5.13				
	\$138.17	\$141.61				
	\$2.00	\$3.44				



2016
MEMBER SUMMARY
ESTIMATED GENERAL SERVICES PROPERTY TAX CHANGE

	City of Nanaimo	District of Lantzville	City of Parksville	Town of Qualicum Beach	Area A Cedar Yellowpoint Cassidy	Area B Gabriola Mudge Decourcey Islands	Area C Extension E.Wellington Pleasant Valley	Area E Nanoose Bay	Area F Coombs Hilliers Errington	Area G French Creek San Pareil Surfside	Area H Bowser Deep Bay
General Services Property Tax											
2016	\$ 103	\$ 102	\$ 190	\$ 164	\$ 158	\$ 100	\$ 146	\$ 113	\$ 157	\$ 157	\$ 146
2015	\$ 96	\$ 100	\$ 180	\$ 158	\$ 155	\$ 91	\$ 141	\$ 110	\$ 149	\$ 152	\$ 146
Change per \$100,000	\$ 7	\$ 2	\$ 10	\$ 6	\$ 3	\$ 9	\$ 5	\$ 3	\$ 8	\$ 5	\$ -
Regional Parcel Taxes											
2016	\$ 20	\$ 20	\$ 26	\$ 26	\$ 21	\$ 21	\$ 21	\$ 28	\$ 28	\$ 28	\$ 28
2015	\$ 19	\$ 19	\$ 26	\$ 26	\$ 21	\$ 21	\$ 21	\$ 28	\$ 28	\$ 28	\$ 28
Change per property	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total change at \$100,000	\$ 8	\$ 3	\$ 10	\$ 6	\$ 3	\$ 9	\$ 5	\$ 3	\$ 8	\$ 5	\$ -
Total change at \$200,000	\$ 15	\$ 5	\$ 20	\$ 12	\$ 6	\$ 18	\$ 10	\$ 6	\$ 16	\$ 10	\$ -
Total change at \$300,000	\$ 22	\$ 7	\$ 30	\$ 18	\$ 9	\$ 27	\$ 15	\$ 9	\$ 24	\$ 15	\$ -
Total change at \$400,000	\$ 29	\$ 9	\$ 40	\$ 24	\$ 12	\$ 36	\$ 20	\$ 12	\$ 32	\$ 20	\$ -

	Elect Area C	Elect Area C	Elect Area C	Changed Service Level
	Final 2014	Final 2015	Proposed 2016	
Administration	24,560	27,889	33,274	4,290
Grants In Aid	2,095	13,945	1,784	
Electoral Areas Administration	38,459	43,782	46,276	
Southern Community Restorative Justice	3,373	3,781	3,787	
Electoral Area Community Planning	161,462	173,252	180,554	
Regional Growth Strategy	10,430	11,226	11,490	
House Numbering	1,987	2,063	2,067	
Southern Community Economic Development	41,017	46,593	50,369	
Hazardous Properties	783	835	1,604	807
Unightly Premises	730	801	867	
Southern Community Transit	35,903	33,566	21,819	542
Solid Waste Management	8,987	11,883	15,051	
Animal Control Area A,B,C, Lantzville	14,207	15,258	15,586	
Regional Parks - Operations	23,230	25,727	29,645	458
Regional Parks - Acquisitions	18,408	18,434	18,434	
Community Parks - Extension + Wellington combined	130,727	142,256	153,594	5,380
Southern Community Recreation	206,388	211,679	249,449	37,770
Port Theatre/Cultural Centre Contribution	18,240	18,631	18,910	
Liquid Waste Management Planning	3,931	4,200	4,384	
Drinking Water/Watershed Protection	11,880	11,344	11,344	0
D68 Search & Rescue	1,256	1,256	1,294	
D68 Emergency 911	28,139	30,074	33,919	3,845
Emergency Planning	25,545	27,026	27,893	
Noise Control	3,840	3,892	3,893	
Regional District General Services Requisition	\$815,577	\$879,393	\$937,287	\$53,092
Vancouver Island Regional Library	168,059	178,622	178,988	366
Total Requisition	\$983,636	\$1,058,015	\$1,116,275	\$53,458

LOCAL SERVICE AREAS			
Cassidy Waterloo Fire	191,855	176,265	160,088
Wellington Fire/Streetlighting	61,200	64,260	75,909
Extension Fire	143,295	149,027	157,736
Nanaimo River Fire	17,795	17,786	17,792

	Elect Area C Final 2014	Elect Area C Final 2015	Elect Area C Proposed 2016	Changed Service Level
Regional District General Services Rate	1.187	1.217	1.268	0.066
Vancouver Island Regional Library	0.193	0.194	0.194	0.000
General Services Tax Rate	1.380	1.411	1.462	0.066
General Services Cost per \$100,000	\$138.00	\$141.10	\$146.20	\$6.60
Regional Parcel Taxes	\$21.00	\$21.00	\$21.00	0.00
Current Year Cost at \$100,000	\$159.00	\$162.10	\$167.20	\$6.60
Dollar Change Year over Year	\$9.40	\$3.10	\$5.10	

Local Service Area Rates				
Cassidy Waterloo Fire (tax rate)	0.850	0.899	1.068	
Cassidy Waterloo fire (parcel tax)	\$63	\$63	\$0	
Wellington Fire/Streetlight	1.027	0.920	1.087	
Extension Fire	1.100	1.105	1.170	
Nanaimo River Fire	0.684	0.707	0.710	

Cost per \$100,000	\$159	\$162	\$167	\$5
Cost per \$200,000	\$297	\$303	\$313	\$10
Cost per \$300,000	\$435	\$444	\$460	\$16
Cost per \$400,000	\$573	\$585	\$606	\$21

Variance information for RDN General Service rate for cost per \$100,000

Administration	\$0.60 increase	Intergovernmental Liaison position & First Nations art installation
Grants in Aid	\$1.30 decrease	Reversal of ICF requisition
Electoral Area Community Planning	\$0.80 increase	Bylaw 500/Subdivision Servicing Review, Agricultural Plan Implementation
Southern Community Economic Development	\$0.40 increase	Annual contribution adjustment
Hazardous Properties	\$0.10 increase	Gabriola property cleanup cost recovery
Southern Community Transit	\$3.60 decrease	2015 schedule change and usage adjustments
Solid Waste Management	\$0.30 increase	2nd year of 2015 plan to offset tipping fee revenue decline
Regional Parks	\$0.40 increase	Capital program + Superintendent Parks Operations & Capital Projects position
Community Parks	\$1.30 increase	Declining prior year carry forward surplus + Gas Tax projects + Superintendent Parks Operations & Capital Projects
Southern Community Recreation	\$4.10 increase	2016 estimate based on survey results
D68 Emergency 911	\$0.40 increase	Impacts of FireCom agreements



RDN REPORT		
CAO APPROVAL		<input checked="" type="checkbox"/>
EAP		
COW		
NOV 23 2015		
RHD		
BOARD	<input checked="" type="checkbox"/>	

STAFF REPORT

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 23, 2015

MEETING: Regular Board Meeting - November 24, 2015

FROM: Dean Banman
Manager, Recreation Services

FILE:

SUBJECT: Updated Recreation Facility, Programs and Sports Field Services 2015 Survey

RECOMMENDATION

That the updated Recreation Facility and Sports Field Services 2015 Usage Survey be received as information and the results used in the apportionment of tax requisitions related to existing usage agreements with City of Nanaimo, City of Parksville and Town of Qualicum Beach.

PURPOSE

To provide the updated results of the 2015 Recreation Facility, Programs and Sports Field Services Survey and the participant cost allocation information to be used in the calculation of financial contributions per the usage agreements and related Service Bylaws with City of Nanaimo, City of Parksville and Town of Qualicum Beach.

BACKGROUND

At the November Committee of the Whole meeting Mr. Brian Johnston from Professional Environmental Recreation Consultants (PERC) made a presentation to the Board outlining the results of the 2015 recreation facility, programs and sports field services usage survey.

A staff report titled **Recreation Facility, Programs and Sports Field Services 2015 Survey** was also on the agenda which showed the apportionments of the contributing partners that will be used for the next five years. Upon further review of the data survey after the November 10th meeting it was identified that the survey data for Nanaimo Pools had an input error that required a recalculation of the apportionments to be used. This recalculation impacts the facility usage apportionments for Electoral Areas 'A', 'B', 'C', District of Lantzville and City of Nanaimo.

The Usage Survey has been updated and attached as Appendix I. Table I below outlines the revisions that have been made to the survey findings. The percentages shown in brackets are those that were reported in the original staff report and usage survey that was received at the November 10, 2015 Committee of the Whole Meeting. The non bracketed numbers within the same cell of the table are the revised percentages and will be used in future apportionment calculations.

Table I – RDN Contributing Partners Recreation Facilities and Sports Fields Usage by Percentage

Jurisdiction	Pools			Arenas			Sports Fields			Population
	2005	2010	2015	2005	2010	2015	2005	2010	2015	2011
Nanaimo	88.6	88.8	91.3 (88.8)	88.6	84.1	86.8	86.7	85.3	89.4	82.8
Lantzville	3.2	4.7	3.9 (3.7)	3.2	5.0	4.1	6.0	7.1	4.3	3.6
EA A	4.2	3.7	1.9 (1.8)	4.2	5.8	5.8	3.4	3.4	2.5	6.8
EA B	1.7	1.1	1.0 (0.9)	1.7	.2	1.0	.3	.6	.5	4.0
EA C	2.3	1.7	1.9 (4.81)	2.3	4.9	2.3	3.6	3.6	3.3	2.8
EA E	NA	NA	NA	11.2	13.3	11.3	11.2	12.0	13.4	12.8
EA F	12.6	16.2	21.6	12.6	9.6	12.8	12.6	20.2	16.1	16.7
EA G	21.4	17.6	20.7	21.4	23.3	22.4	21.4	17.1	22.3	16.1
EA H	4.6	8.1	7.0	4.6	2.6	4.2	4.6	5.0	4.8	7.9
Parksville	31.4	28.2	26.8	31.4	35.1	34.0	31.4	28.2	29.5	27.0
Qualicum Beach	18.8	29.8	24.0	18.8	15.8	15.3	18.8	17.5	13.9	19.6

ALTERNATIVES

1. That the updated Recreation Facility and Sports Field Services 2015 Survey be received as information and the results used in the apportionment of tax requisitions related to existing usage agreements with City of Nanaimo, City of Parksville and Town of Qualicum Beach.
2. That the updated report on the Recreation Facility and Sports Field Services 2015 Survey be received as information and alternate direction be provided.

FINANCIAL IMPLICATIONS

The financial implications of the correction to the 2015 survey results impact the District 68 participants only with the most significant impacts to EA ‘C’ and the City of Nanaimo. As per the agreements the results from the 2015 analysis are combined with the results from 2010 and 2005 and an average usage percentage using the last three surveys is determined and used. Table II and III show the allocations as presented to the Board on November 10, 2015 and the allocations as corrected.

Table II Before Correction Using 2015 Budget Allocations as Reported for November 10, 2015 Committee of the Whole

Southern Community Recreation (facilities & sports fields)	2010 Survey average % allocation fields	2015 Survey average % allocation fields	2010 Survey average % allocation facilities	2015 Survey average % allocation facilities	2015 Budget	2015 Revised Allocation	Dollar Change
City of Nanaimo	85.7%	87.1%	87.6%	87.6%	7,548,699	7,574,470	25,771
District of Lantzville	6.0%	5.8%	4.1%	4.0%	389,067	378,613	-10,454
Area A	4.8%	3.1%	4.6%	4.3%	401,783	348,356	-53,427
Area B	0.5%	0.5%	1.4%	1.1%	105,005	84,974	-20,031
Area C	3.0%	3.5%	2.3%	3.0%	211,679	269,820	58,141

Table III After Correction Using 2015 Budget Allocations for November 24, 2015 Board

Southern Community Recreation (facilities & sports fields)	2010 Survey average % allocation fields	2015 Survey average % allocation fields	2010 Survey average % allocation facilities	2015 Survey average % allocation facilities	2015 Budget	2015 Revised Allocation	Dollar Change
City of Nanaimo	85.7%	87.1%	87.6%	88.0%	7,548,699	7,601,903	53,204
District of Lantzville	6.0%	5.8%	4.1%	4.0%	389,067	378,613	-10,454
Area A	4.8%	3.1%	4.6%	4.3%	401,783	350,642	-51,140
Area B	0.5%	0.5%	1.4%	1.1%	105,005	83,831	-21,174
Area C	3.0%	3.5%	2.3%	2.6%	211,679	241,244	29,565

STRATEGIC PLAN IMPLICATIONS

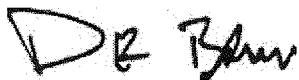
The availability of regionally significant recreational facilities is of benefit to all residents in the region. The current approach to funding these facilities achieves the goal of recognizing that not all areas benefit in quite the same way, particularly with respect to access. A survey every five years captures the ebb and flow of usage within the region ensuring that the cost of local government facilities is reasonably shared by all who use them. The amount of use could be expected to correspond to some degree with the proportion of population in each area of the Regional District.

SUMMARY

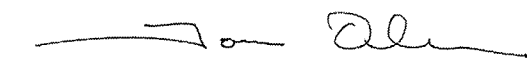
At the November 10th Committee of the Whole Meeting the RDN Board was given a presentation from Mr. Brian Johnston of Professional Recreation Environmental Consultants outlining the results of the **2015 Recreation Facility, Programs and Sports Field Services Survey**. In addition to the presentation a staff report was also provided that identified to the Board projected changes to financial contributions beginning in 2016.

Upon further review it was identified that an input error occurred on pool use for Electoral Area 'C'. This data has now been corrected which results in a change to the facility apportionment for City of Nanaimo, EA 'A', 'B', 'C, City of Nanaimo and District of Lantzville. The financial implications of the correction to the 2015 survey results impact the District 68 participants only with the most significant impacts to EA 'C' and the City of Nanaimo.

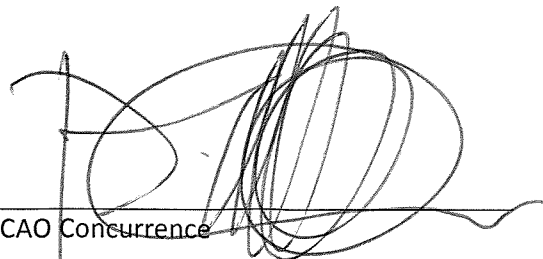
Tables II and III above provide the financial and percentage changes that have resulted from the update.



Report Writer



General Manager Concurrence



CAO Concurrence

APPENDIX I

2015 RECREATION FACILITY AND SPORTS FIELD SURVEY USAGE RESULTS - UPDATED

November 19, 2015

**Regional District
Of Nanaimo**

**2015
Recreation Facility and
Field Use Analysis**

Final Report

November 19th, 2015

Professional Environmental
Recreation Consultants Ltd.
Suite 400
505-8840 210th Street
Langley, BC V1M 2Y2

www.perconline.com
604-868-3604

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Introduction

In February 2015 PERC was retained by the Regional District of Nanaimo (RDN) to undertake an independent analysis of the geographic residency of the users of specific public recreation facilities that are supported by RDN taxpayers. The information from the analysis would be used for three purposes;

- For general management information about where users reside to support marketing campaigns and other service delivery decisions,
- To provide a basis for apportioning the net public subsidy to specific members of the RDN,
- To fulfill the requirements of existing facility cost sharing agreements for a survey of facility use every five years.

PERC has completed that assignment and is pleased to present the results in this report. It is hoped that the information will be useful in its own right, and that the methodology will also be helpful for future attempts to repeat the analysis on a periodic basis.

Background

Since 2000 the Regional District of Nanaimo entered into agreements with its municipal members to share the operating costs of specific recreation facilities (i.e. pools and arenas) and specific sports fields in electoral areas and in the municipalities. These agreements specify that at least some of the costs will be shared on the basis of proportionate usage from residents of participating jurisdictions.

Usage of these facilities and sports fields has been determined using three different types of collection methods. For sports fields, usage has been determined by tabulating residential addresses of members of rental groups as determined from lists supplied by the organizations representing both youth and adult organized leagues and associations. For aquatic and arena facilities, usage is determined by surveys of drop in participants during public swim and skate sessions, as well as analysis of the residency of members of user groups and of registrants to programs at the facilities.

Deliverables

The terms of reference for this project called for a final report to be delivered as an electronic document suitable for printing as well as a searchable electronic database for more flexible future use.

The report must include:

- In percentage terms, a breakdown of users of Recreation Facilities and sports fields that reside in District 68 by area of residence (i.e. which of the participating members of the RDN the user resides in),
- In percentage terms, a breakdown of users of sports fields that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in),

- In percentage terms, a breakdown of users of Ravensong Aquatic Centre, Oceanside Place and Northern Community Recreation Programs that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in).

The user data will be analyzed for area of residency only, and that area will be attributed to a geographic member of the RDN (or “other” designation). The data base will be provided in Microsoft Excel format with one worksheet for each of the facility/sports field/program registration categories as follows.

District 68 Users for Recreation Facilities (Arenas and Pools) and Sports Fields

- City of Nanaimo
- District of Lantzville
- Electoral Area A
- Electoral Area B
- Electoral Area C

District 69 Users for Sports Fields, Oceanside Place & Northern Community Recreation Services (community recreation programs)

- City of Parksville
- Town of Qualicum Beach
- Electoral Area E
- Electoral Area F
- Electoral Area G
- Electoral Area H

District 69 Users of Ravensong Aquatic Centre

- City of Parksville
- Town of Qualicum Beach
- Electoral Area F
- Electoral Area G
- Electoral Area H

Once the consultants were retained to deliver on the above described outcomes, it was decided that the Oliver Woods Community Centre in Nanaimo might, at some point in the future, become a regional use recreation facility and be added to the list of shared cost facilities within the RDN. Therefore, it was decided to investigate how much information was available about usage of this facility. Similarly, there was some interest in analyzing the area of residency of the outdoor tennis complexes in Arrowsmith, Qualicum Beach and Nanaimo, and the Kin Outdoor pool in Nanaimo. Attempts were made to solicit group membership data for all these facilities. However, results were mixed. For some, sufficient data was available to make some estimates of area of residency, but for others, the data was insufficient to make any conclusions as to proportionate usage from each jurisdiction within the RDN.

Methodology

Typically, a recreation facility has three modes of use; namely

- Drop in uses – where a patron makes a decision on a use-by-use basis to use the facility, and typically pays a user fee to use a facility during a public use session;

- Program uses – where a user typically pre-commits, through a registration process, to a series of uses, usually involving some form of instruction, and then attends for most or all of those programmed uses;
- Rental uses – where a group or individual rents a space or a portion of a space and then controls of the uses and users of that rented space for the period of the rental.

In the case of the three public swimming pools and the three arena sites in the scope of this study, all three modes of use apply in significant portions and all three were measured. For sports fields, the Kin Pool, and the tennis court complexes, the vast majority of use relates to the rental category, with only incidental use in the program or drop in types of use. Therefore, only data on user group residency was used to determine overall area of use of all users.

Based on the three modes of use, three types of data were collected using three separate techniques.

Pool and Arena User Survey

Since the pools enjoy a significant amount of drop in use, it was decided that public drop in users would be sampled and each would be asked to provide their residential address. A variety of days of the week and times of day were chosen during February and again for the period mid-May to early June, at each pool where there was space available in the pool for drop in use. A team of two researchers (i.e. students in the recreation and tourism program at Vancouver Island University) were assigned to most of the identified sessions and one researcher for the less busy sessions in June. They set up a large sign that illustrated what they were doing (see *Appendix A*) and approached all parties as they exited the building, asking three questions:

1. How many members of the party used the facility (i.e. changed into a bathing suit or used equipment in the associated fitness centre in the case of a pool, or put on skates in the case of an arena),
2. How many of those used the facility for drop in use (i.e. a paid use that was not part of a registered program or group rental),
3. The detailed residential address of the party.

The teams found that they were able to approach the vast majority of parties leaving the facility. They missed approaching about 7% of the parties during particularly busy periods. The vast majority of parties that were approached agreed to answer all three questions. About 13% declined to participate, primarily due to lack of time or they had previously taken the survey in phase one.

There is no reason to indicate that the survey periods in February and May/June of 2015 were atypical of users or uses during other months of that year. There is also no reason to assume that the year 2015 is atypical of recent years. Therefore, the consultants believe that this methodology, which solicits residency from a large sample of facility users from each pool, is quite valid and reliably represents all drop-in users of each pool with an accuracy of about +/- 4% nineteen times out of twenty.

Analysis of use of each pool's operating format indicates that drop in use represents about 50% of all use; with program uses representing a further 40% and rentals representing the final 10% of all uses. This is consistent across all three pools, and is quite consistent with BC's public indoor pools.

Drop-in use of the three arenas in the scope of this study was also surveyed during the month of February 2015. This was chosen as one of the most typical months of arena use. The survey format and process was similar to the one used for the pool, but the sample sizes were smaller to account for the lower proportion of drop-in use in arenas. The teams found that they were able to approach the vast majority of parties leaving the facility. They did not miss approaching any parties. The vast majority of parties that were approached agreed to answer all three questions. About 2% declined to participate, primarily due to lack of time. Staff members were able to determine that about 10% of arena use is attributed to the drop-in category, about 25% to the program category, and the remaining 65% was attributed to the user group rental category.

The list of pool and arena sessions surveyed is included in *Appendix A*.

Program Registration Database

Both the City and Regional District of Nanaimo utilize a sophisticated program registration system called CLASS. This system records and reports on all registrations and registrants including their detailed address. Therefore, this information is available in report form and can be sorted by facility and session.

For the arenas, pools, and Northern Recreation Programs, the CLASS data was extracted and analyzed from the City's and RDN's databases. All programs for the previous twelve months were used in the analysis.

For the pools that information was used to determine breakdown by residency of the 40% of all pool uses that relate to program uses. For arenas, it was used to determine the 25% of all uses associated with this category of use.

For the RDN, the program registration data base was also used to determine, for management purposes, the residency of all registrants in programs which did not have a pool or arena base of facility provision. This was used for the Northern Community Recreation Services analysis.

Because the program data base is so accurate, it is assumed that the usage information that comes from this source is 100% accurate.

User Group Membership Lists

All significant user groups that rented local sports fields, arenas, pools and tennis courts were identified by the City and the RDN staff. Each was requested to provide a list of all members along with the residential address for each member. This proved to be a somewhat more involved process than it was first thought, as many groups either did not have, or were in the process of updating their lists. Repeated attempts were made to solicit all significantly sized groups to the point where information was obtained from any groups that were of significant size. These lists were then formatted by the RDN staff in a manner where addresses could be categorized into areas of residency and checked.

The information was then used to provide 100% of field use analysis, 65% of arena use analysis and 10% of pool use analysis. It was also used to provide information for tennis court use in District 69 and use of the Kin Pool in Nanaimo. However, insufficient data was received to determine use of Oliver Woods Community Centre, the Nanaimo tennis court complex at Bowen Park or the Lawn Bowling Green at Bowen Park. Whereas pools, arenas and sports fields are used intensively by the same groups all season long, group rental use by Oliver Woods is characterized

by many groups that use the facility on a “one off” basis. Those groups are difficult to incent to provide membership residency lists, and many don’t have any record of the residency of their members.

Overall, information was received from 50 user groups which collectively represented 5128 users of indoor pools, arenas, an outdoor pool, tennis courts, and sports fields. This is actually 25% more groups than provided information in 2010, but they represent 25% fewer members, suggesting that user groups are trending toward a larger number of mostly smaller leagues and clubs.

Because almost all of the significant facility and field user groups responded with residency information of their members, this source of data is considered to be about 99% accurate.

Analysis of Pool Use

The use of the three aquatic venues was calculated and analyzed as follows in the next two subsections. All three categories of use were used to derive usage in each case.

District 68 Pools: Nanaimo Aquatic Facilities

Usage for the Nanaimo Aquatic Centre and the Beban Park Pool are combined because the membership survey and the program database don’t distinguish between the two. The raw data (users and uses) used to start the analysis is summarized in **Figure One**. The first row represents the actual number of drop in swims recorded by the survey teams in the sample survey conducted in February and May/June of 2015. The second row represents the number of times a resident of each jurisdiction registered for a program based at a Nanaimo pool, not the number of program uses. The third row represents the number of members of all groups that rented space at the two Nanaimo aquatic facilities that reside in each of the jurisdictions.

Figure One
Summary of Raw Usage Data at Nanaimo Pools

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	7	6	9	12	12	0	0	915	11	7	37	96	1113
Program	180	67	153	75	1	6	0	5127	0	0	218	0	5827
Rentals	9	6	10	5	0	0	0	287	1	1	15	11	345

In order to use the raw data in **Figure One**, it is first turned into percentages. That is done in **Figure Two**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

Figure Two
Summary of Raw Usage Data for Nanaimo Pools in Percentage Terms

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0.6	0.5	0.8	1.1	1.1	0.0	0.0	82.2	1.0	0.6	3.3	8.6	100
Program	3.1	1.1	2.6	1.3	0.0	0.1	0.0	88.0	0.0	0.0	3.7	0.0	100
Rentals	2.6	1.7	2.9	1.4	0.0	0.0	0.0	83.2	.3	.3	4.3	3.2	100

However, the raw percentages are not usable as the first row represents only a sample of uses, the second row represents program registrations rather than uses, and the third row represents only a percentage of members rather than uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .5 to indicate that public uses make up 50% of total facility uses. The second row percentages are multiplied by .4 to indicate that programs represent another 40% of total facility uses. And, the third row percentages are multiplied by .1 to represent the fact that group rentals constitute only 10% of all annual facility uses. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. **Figure Three** shows that final analysis. Only **Figure Three** can be used as a basis for determining residency of uses.

Figure Three
Proportion of Nanaimo Pool Uses from Each Jurisdiction

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop-in	0.3	0.3	0.4	0.5	0.5	0.0	0.0	41.1	0.5	0.3	1.7	4.3	50
Program	1.2	0.5	1.1	0.5	0.0	0.0	0.0	35.2	0.0	0.0	1.5	0.0	40
Rentals	.3	.2	.3	.1	0.0	0.0	0.0	8.3	0.0	0.0	.4	.3	10
Total	1.8	1.0	1.8	1.1	.5	0.0	0.0	84.6	.5	.3	3.6	4.6	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Three** cannot be used as they are now. Non-participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 pools, the remaining 7% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 1.9% of the net cost,
- Electoral Area B taxpayers would pay 1% of the net cost,
- Electoral Area C taxpayers would pay 1.9% of the net cost,
- District of Lantzville taxpayers would pay 3.9% of the net cost,
- The City of Nanaimo taxpayers would pay 91.2% of the net cost.

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Nanaimo pools to each of the participating jurisdictions.

District 69 Pool: Ravensong Aquatic Centre

Usage for the Ravensong Aquatic Centre is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in **Figure Four**. The first row represents the actual number of drop in swims recorded by the survey teams in the sample survey conducted in February and May/June of 2015. The second row represents the number of registrations a

resident of each jurisdiction made in the program category for a program based at Ravensong. The third row represents the number of members of all groups that rented space at Ravensong that reside in each of the jurisdictions.

**Figure Four
Summary of Raw Usage Data at Ravensong**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop-in	0	0	0	9	96	76	27	1	94	112	1	27	443
Program	0	0	0	156	513	490	190	23	664	446	1	71	2554
Rentals	0	0	0	6	9	31	4	7	41	27	0	2	127

In order to use the raw data in *Figure Four*, it is first turned into percentages. That is done in *Figure Five*. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Five
Raw Usage Data for Ravensong in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	2	22	17	6	0	21	25	0	6	100
Program	0	0	0	6	20	19	7	1	26	17	0	3	100
Rentals	0	0	0	5	7	24	3	6	32	21	0	2	100

However, the raw percentages are not usable as the first row represents only a sample of uses, the second row represents program registrations, and the third row represents only members, not uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .5 to indicate that public uses make up 50% of total facility uses. The second row percentages are multiplied by .4 to indicate that programs represent another 40% of total facility uses. And, the third row percentages are multiplied by .1 to represent the fact that group rentals constitute only 10% of all annual facility uses. The resultant proportions represent the correct “weight” of each row, and therefore, can then be added to equal 100% of uses that are derived from each of the areas of residency. *Figure Six* shows that final analysis. Only *Figure Six* can be used as a basis for determining the residency of uses of this facility.

**Figure Six
Proportion of All Ravensong Uses from Each Jurisdiction**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	1.0	10.8	8.6	3.0	0.1	10.6	12.6	0.1	3.0	50
Program	0	0	0	2.4	8.0	7.7	3.0	0.4	10.4	7.0	0.0	1.1	40
Rentals	0	0	0	0.5	0.7	2.4	0.3	0.6	3.2	2.1	0.0	0.2	10
Total	0	0	0	3.9	19.6	18.7	6.3	1.0	24.2	21.8	0.1	4.3	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Six** could not be used as they are now. Jurisdictions which don't participate in the cost would need to be netted out, as they would pay nothing, and their share would need to be distributed to the participating jurisdictions before final calculations are made. In this case, if the only jurisdictions that participate in the cost sharing are Electoral Areas F, G, H and Parksville and Qualicum Beach, then the remaining 9.3% use by Electoral Area E, Nanaimo, Lantzville, and Other would be netted out, and the results would be as follows:

- Electoral Area F taxpayers would pay 21.6% of the net cost,
- Electoral Area G taxpayers would pay 20.7% of the net cost,
- Electoral Area H taxpayers would pay 7.0% of the net cost,
- The City of Parksville taxpayers would pay 26.8% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 24.0% of the net cost.

The total would then equal 100% of the net cost. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Ravensong Aquatic Centre to each of the participating jurisdictions.

Analysis of Arena Use

There are three arena sites in the study area; two in the City of Nanaimo and one in Parksville. The majority of all uses in these arenas are attributed to group rentals. So, user groups were surveyed to determine the area of residency of their members. Since a significant number of programmed uses were relatively easy to collect, it is also added to the analysis. And, while only about 10% of arena use is by way of drop-in public use sessions, a small sample of these users was collected during exit interviews of drop-in users during the month of February.

District 68 Arenas: (City of Nanaimo Arenas)

Usage for the two arena facilities which are located within the City of Nanaimo is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in **Figure Seven**. The first row represents the sample of drop-in uses. The second represents the number of times a resident of each jurisdiction registered for a program based at those arenas, not the number of uses. The third row represents the number of members of all groups that rented ice that reside in each of the jurisdictions.

Figure Seven
Summary of Raw Usage Data at Nanaimo Arenas

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	11	1	4	2	2	0	0	381	11	0	7	45	464
Program	162	96	134	27	8	8	0	3571	0	0	121	0	4127
Rentals	140	12	44	16	2	6	1	1723	10	2	99	124	2179

In order to use the raw data in **Figure Seven**, it is first turned into percentages. That is done in **Figure Eight**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

Figure Eight
Raw Usage Data for Nanaimo Arenas in Percentage Terms

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	2.4	0.2	0.9	0.4	0.4	0.0	0.0	82.1	2.4	0.0	1.5	9.7	100
Program	3.9	2.3	3.2	0.7	0.2	0.2	0.0	86.5	0.0	0.0	2.9	0.0	100
Rentals	6.4	0.6	2.0	0.7	0.1	0.3	0.0	79.1	0.5	0.1	4.5	5.7	100

However, the raw percentages are not usable as the first row represents only a sample of the survey of drop-in users. The second represents the program registrations rather than uses, and the third row represents only a percentage of members rather than uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .1 to indicate that drop in uses account for only 10% of uses. The second row was multiplied by .25 as programs account for a further 25% of total facility uses. The last row percentages are multiplied by .65 to indicate that they represent the remaining 65% of total facility uses. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. *Figure Nine* shows that final analysis. Only *Figure Nine* can be used as a basis for determining the residency of uses.

Figure Nine
Proportion of All Nanaimo Arena Uses from Each Jurisdiction

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0.2	0.0	0.1	0.0	0.0	0.0	0.0	8.2	0.2	0.0	0.2	0.9	10
Program	1.0	0.6	0.8	0.2	0.0	0.0	0.0	21.6	0.0	0.0	0.7	0.0	25
Rentals	4.2	0.4	1.3	0.5	0.1	0.2	0.0	51.4	0.3	0.1	3.0	3.7	65
Total	5.4	1.0	2.2	0.7	0.2	0.2	0.0	81.2	0.5	0.1	3.8	4.7	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Nine* cannot be used as they are now. Non-participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 arenas, the remaining 6.4% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 5.8% of the net cost,
- Electoral Area B taxpayers would pay 1.0% of the net cost,
- Electoral Area C taxpayers would pay 2.3% of the net cost,
- District of Lantzville taxpayers would pay 4.1% of the net cost,
- The City of Nanaimo taxpayers would pay 86.8% of the net cost.

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Nanaimo arenas to be paid by each of the participating jurisdictions.

District 69 Arena: Oceanside Place Arena

Usage for Oceanside Place, is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in **Figure Ten**. The first row represents the survey of drop-in users during public skate sessions. The second represents the number of times a resident of each jurisdiction registered for a program based at Oceanside arena. The third row represents the number of members of all groups that rented ice at Oceanside Place that reside in each of the jurisdictions.

Figure Ten
Summary of Raw Usage Data at Oceanside Arena

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	4	50	34	13	8	84	25	0	10	228
Program	0	0	0	68	88	130	29	24	180	99	2	62	682
Rentals	0	1	0	84	69	156	24	37	229	101	2	14	717

In order to use the raw data in **Figure Ten**, it is first turned into percentages. That is done in **Figure Eleven**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

Figure Eleven
Raw Usage Data for Oceanside Place in Percentage Terms

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	1.8	21.9	14.9	5.7	3.5	36.8	11.0	0.0	4.4	100
Program	0	0	0	10.0	12.9	19.1	4.3	3.5	26.4	14.5	0.3	9.1	100
Rentals	0	0.1	0.0	11.7	9.6	21.8	3.3	5.2	31.9	14.1	0.3	2.0	100

However, the raw percentages are not usable as the first row represents only a sample of drop-in uses, not all such uses. The second row represents registrants at Oceanside programs. The third row represents only a percentage of members not uses. To properly determine how these percentages relate to total available uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual available facility uses. In this case, the percentage breakdowns for the first row are multiplied by .1 to indicate that public uses make up 10% of available facility uses according to the survey of users during public skate sessions. The second row percentages are multiplied by .25 to indicate that 25% of all arena use is attributed to program registrants. And, in the third row, all figures are multiplied by .65 to indicate that the remaining 65% of available facility uses is attributed to those users who rent space in the arena. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. **Figure Twelve** shows that final analysis. Only **Figure Twelve** can be used as a basis for determining the residency of uses.

Figure Twelve
Proportion of All Oceanside Arena Uses from Each Jurisdiction

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	0.2	2.2	1.5	0.6	0.4	3.7	1.1	0.0	0.4	10
Program	0	0	0	2.5	3.2	4.8	1.1	0.9	6.6	3.6	0.1	2.3	25
Rentals	0	0.1	0	7.6	6.3	14.1	2.2	3.4	20.8	9.2	0.2	1.3	65
Total	0	0.1	0	10.3	11.7	20.4	3.8	4.6	31.0	13.9	0.3	4.0	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Twelve* could not be used as they are now. Non-participating jurisdictions would need to be netted out, as they would pay nothing, and their share would need to be distributed to the participating jurisdictions before final calculations are made. In this case, since the costs of the Oceanside Arena would be shared only by Parksville, Qualicum Beach and Electoral Areas E, F, G, and H, the remaining 9% of uses from non participating jurisdictions needs to be netted out. The result would be as follows:

- Electoral Area E taxpayers would pay 11.3% of the net cost,
- Electoral Area F taxpayers would pay 12.8% of the net cost,
- Electoral Area G taxpayers would pay 22.4% of the net cost,
- Electoral Area H taxpayers would pay 4.2% of the net cost,
- The City of Parksville taxpayers would pay 34.0% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 15.3% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Oceanside Place arena to each of the participating jurisdictions.

Analysis of Sports Field Use

Almost all available capacity for sports fields within the Regional District of Nanaimo is rented to groups. Therefore, the analysis of usage relates exclusively to a breakdown in the membership of those groups. The raw data (users) used to start the analysis is summarized in *Figure Thirteen*. Each row in this table represents the actual number of members in all the groups that use each of the categories of sports fields in one portion of the Regional District. The assumption is that each group, and therefore each member, used the fields weekly and, therefore, about the same as all other users. Based on that assumption, the number of members relates directly to the proportion of use from each of the jurisdictions.

**Figure Thirteen
Summary of Raw Membership Data for Sports Field Use**

Location of Facilities	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
District 68 Fields	83	17	109	40	8	6	6	2959	13	2	143	171	3557
District 69 Fields	2	1	1	192	230	320	69	44	422	199	2	141	1623

In order to use the raw data in *Figure Thirteen*, it is first turned into percentages. That is done in *Figure Fourteen*. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Fourteen
Summary of Percentage Breakdown of Field Usage**

Location of Facilities	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
District 68 Fields	2.3	.5	3.1	1.1	.2	.2	.2	83.2	.4	.1	4.0	4.8	100.1*
District 69 Fields	.1	.1	.1	11.8	14.2	19.7	4.3	2.7	26.0	12.3	.1	8.7	100.1*

★ Totals don't add to 100 due to rounding

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Fourteen* cannot be used as they are now. Non participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 fields, the remaining 7.0% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 2.5% of the net cost,
- Electoral Area B taxpayers would pay .5% of the net cost,
- Electoral Area C taxpayers would pay 3.3% of the net cost,
- District of Lantzville taxpayers would pay 4.3% of the net cost,
- The City of Nanaimo taxpayers would pay 89.4% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with District 68 field use to each of the participating jurisdictions.

And, since only Parksville, Qualicum, and Electoral Areas E, F, G, and H contribute to District 69 fields, the remaining 11.8% of uses need to be netted out, and the result is as follows:

- Electoral Area E taxpayers would pay 13.4% of the net cost,

- Electoral Area F taxpayers would pay 16.1% of the net cost,
- Electoral Area G taxpayers would pay 22.3% of the net cost,
- Electoral Area H taxpayers would pay 4.8% of the net cost,
- The City of Parksville taxpayers would pay 29.5% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 13.9% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with District 69 field use to each of the participating jurisdictions.

Analysis of Use of Other Facilities

Data for the uses associated with the Oliver Woods Community Centre are incomplete. In fact, only one of the user groups responded. So, it is impossible to draw any conclusions about use of the Community Centre from what has been collected. The same is true of groups using the Bowen Park tennis courts and its Lawn Bowling Green. The only reliable data that was available was for the users of the tennis courts in District 69 and for the use of Kin Outdoor Pool. Both of these are primarily used by user groups which responded to the request for membership addresses. Both are summarized below as *Figure Fifteen* and *Figure Sixteen*.

Figure Fifteen
Summary of Users of Kin Outdoor Pool

Area of residency	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Rental Members	6	0	9	4	0	0	0	141	3	0	9	17	189
Percentage	3.2	0.0	4.8	2.1	0.0	0.0	0.0	74.6	1.6	0.0	4.8	9.0	100

Figure Sixteen
Summary of Usage of District 69 Tennis Courts

Area of Residency	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Rental Members	0	2	0	33	9	37	4	12	50	52	0	15	214
Percentage	0.0	0.9	0.0	15.4	4.2	17.3	1.9	5.6	23.4	24.3	0.0	7.0	100.0

Analysis of Northern Recreation Services Registrants

The RDN also provided data from its CLASS program data base that related to programs not accommodated within arenas or pools. This data is summarized in the following two figures.

Figure Seventeen summarizes raw data which relates to all programs for the most recent twelve month period. It represents all program uses.

Figure Seventeen
Summary of Raw Usage Data for RDN Programs

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
Program Uses	60	43	13	541	622	1024	252	140	1240	720	13	80	4748

In order to use the raw data in *Figure Seventeen*, it is first turned into percentages. That is done in *Figure Eighteen*.

Figure Eighteen
Summary of Raw Usage Data in Percentage Terms

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
Program Uses	1.3	.9	.3	11.4	13.1	21.6	5.3	2.9	26.1	15.2	.3	1.7	100.1*

* totals don't add to 100 due to rounding of data

The information in *Figures Seventeen and Eighteen* are provided only to support management and marketing decisions.

Trending Changes in Use

For some of the facilities in the figures above, information has been gathered three times over the past fifteen years. To illustrate the trends and changes in utilization of those facilities and fields, *Figure Nineteen* summarizes that information.

Figure Nineteen
Summary of Raw Usage Data in Percentage Terms

Jurisdiction	Pools			Arenas			Sports Fields			Population
	2005	2010	2015	2005	2010	2015	2005	2010	2015	2011
Nanaimo	88.6	88.8	91.2	88.6	84.1	86.8	86.7	85.3	89.4	82.8
Lantzville	3.2	4.7	3.9	3.2	5.0	4.1	6.0	7.1	4.3	3.6
EA A	4.2	3.7	1.9	4.2	5.8	5.8	3.4	3.4	2.5	6.8
EA B	1.7	1.1	1	1.7	.2	1.0	.3	.6	.5	4.0
EA C	2.3	1.7	1.9	2.3	4.9	2.3	3.6	3.6	3.3	2.8
EA E	NA	NA	NA	11.2	13.3	11.3	11.2	12.0	13.4	12.8
EA F	12.6	16.2	21.6	12.6	9.6	12.8	12.6	20.2	16.1	16.7
EA G	21.4	17.6	20.7	21.4	23.3	22.4	21.4	17.1	22.3	16.1
EA H	4.6	8.1	7.0	4.6	2.6	4.2	4.6	5.0	4.8	7.9
Parksville	31.4	28.2	26.8	31.4	35.1	34.0	31.4	28.2	29.5	27.0
Qualicum Beach	18.8	29.8	24.0	18.8	15.8	15.3	18.8	17.5	13.9	19.6

Summary

Based on the analysis above, the consultants are able to draw a number of conclusions.

1. The methodology used for this project is sufficiently valid and reliable to be used to apportion net costs of operation for pools, arenas, and sports fields. While no data is perfect, the consultants assert that the information available and its analysis generate results which are more reliable and valid than industry standard levels of confidence. Industry standard level of confidence in survey data is plus or minus 5% nineteen times out of twenty. For this study, the combination of data sources with different levels of reliability are complicated to combine into a cohesive confidence level. However, the overall result is almost certainly within 2% nineteen times out of twenty.
2. This means that if the methodology were repeated consistently, use by area of residency would have to shift by more than 2% for it to be reliably picked up (nineteen times out of twenty) by the process.
3. This level of reliability is better than in past surveys of use. The methodology is improving over time, rendering results which are more reliable.
4. The information available for the Oliver Woods Community Centre and the Bowen Park tennis complex and Lawn Bowling Green are not sufficient to make any overall assessment about the area of residency of users.
5. The methodology used for this project could fairly easily be incorporated into the City and RDN operating plan and implemented internally in future, negating the need for retaining outside expertise to achieve the same outcome. However, the RDN and the City may wish to have an objective outside agency to collect the data on their behalf.
6. In future iterations of this study, it will be important to give user groups lots of lead time and incentives to cooperate by collecting and submitting residential addresses of their members.

Appendix A – Details of Pool and Arena Use Survey

Survey Schedule for Three Public Pools and Arenas

Beban Pool-Nanaimo				
Date	Day	Time	Program Covered	Hours
16-Feb	Monday	5:00 to 8:00 pm	Leisure Only Swim	3
17-Feb	Tuesday	7:00 to 9:00 am	Everyone Welcome	2
19-Feb	Thursday	4:00 to 7:00 pm	Leisure Only Swim	3
01-Mar	Sunday	12:00 to 4:00 pm	Everyone Welcome	4
11-May	Monday	6:15 to 8:15 pm	Leisure Only Swim	2
12-May	Tuesday	7:30 to 9:30 am	Everyone Welcome	2
14-May	Thursday	5:15 to 7:15 pm	Leisure Only Swim	2
17-May	Sunday	2:15 to 4:15 pm	Everyone Welcome	2
09-Jun	Tuesday	2:00 to 3:30 pm	Adult and Senior	1.5
10-Jun	Wednesday	2:00 to 3:30 pm	Adult and Senior	1.5
11-Jun	Thursday	10:30 to 12:30	Everyone Welcome	2
				25

Nanaimo Aquatic Centre Nanaimo				
Dates	Day	Time	Program Covered	Hours
23-Feb	Monday	7:00 to 9:00 am	Everyone Welcome	2
17-Feb	Tuesday	4:30 to 7:00 pm	25m length	2.5
19-Feb	Thursday	7:30 to 9:30 pm	Everyone Welcome and 25m length	2
28-Feb	Saturday	1:30 to 4:00 pm	Everyone Welcome and Waves	2.5
18-May	Monday	1:00 to 3:00 pm	Everyone Welcome	2
19-May	Tuesday	5:15 to 7:15 pm	25m length	2
21-May	Thursday	7:45 to 9:45 pm	Everyone Welcome and Waves	2
23-May	Saturday	2:15 to 4:15 pm	Everyone Welcome and Waves	2
				17

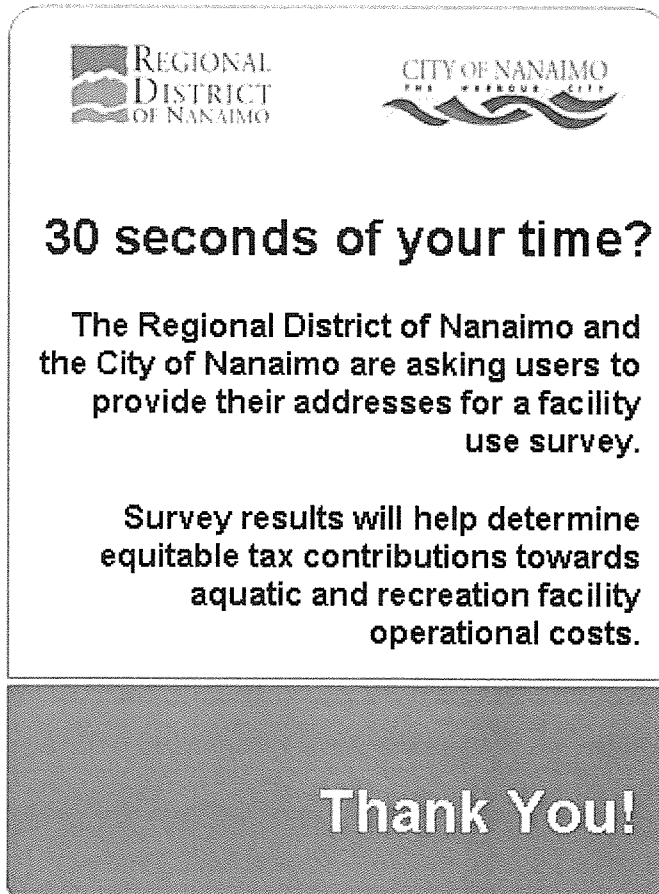
Ravensong Aquatic Centre-Qualicum Beach				
Dates	Day	Time	Program Covered	Hours
15-Feb	Sunday	11:00 to 4:00 pm	Family Swim & Everyone Welcome	5
16-Feb	Monday	7:00 to 9:00 am	Early Bird	2
17-Feb	Tuesday	8:00 to 10:00 pm	Aquafit and widths	2
15-Mar	Sunday	2:00 to 5:15 pm	Everyone Welcome	3.25
23-May	Saturday	2:15 to 4:15 pm	Everyone Welcome	2
24-May	Sunday	3:15 to 5:15 pm	Everyone Welcome	2
25-May	Monday	6:30 to 8:30 pm	Everyone Welcome	2
26-May	Tuesday	7:00 to 9:00 am	Early Bird	2
				20.25



Nanaimo Ice Centre- Nanaimo				
Dates	Day	Time	Program Covered	Hours
25-Feb	Wednesday	11:00 to 1:30 pm	Adult and Adult Leisure Skate	2.5
20-Feb	Friday	2:00 to 4:00 pm	Everyone Welcome	2
22-Feb	Sunday	3:30 to 5:30 pm	Everyone Welcome	2
08-Mar	Sunday	3:30 to 5:30 pm	Everyone Welcome	2
15-Mar	Sunday	3:30 to 5:30 pm	Everyone Welcome	2
				10.5

Frank Crane Arena- Nanaimo				
Dates	Day	Time	Program Covered	Hours
17-Feb	Tuesday	7:00 to 8:30 pm	Everyone Welcome	1.5
21-Feb	Saturday	1:30 to 3:00 pm	Everyone Welcome	1.5
22-Feb	Sunday	11:30 to 1:30pm	Family Skate	2
				5

Oceanside Place Arena Parksville				
Dates	Day	Time	Program Covered	Hours
18-Feb	Wednesday	4:00 to 5:30 pm	Everyone Welcome	1.5
21-Feb	Saturday	2:30 to 4:00 pm	Everyone Welcome	1.5
22-Feb	Sunday	1:45-3:45pm	EW Family Skate	2
07-Mar	Saturday	2:30 to 4:00 pm	Everyone Welcome	1.5
18-Mar	Wednesday	7 to 8:30 pm	Everyone Welcome	1.5
19-Mar	Thur	12:45 to 2:15	Everyone Welcome	1.5
26-Mar	Thursday	1 to 3 pm	Everyone Welcome	2
				11.5

Copy of Sign at Each Survey Station (different sign for City and RDN facilities)



30 seconds of your time?

The Regional District of Nanaimo and the City of Nanaimo are asking users to provide their addresses for a facility use survey.

Survey results will help determine equitable tax contributions towards aquatic and recreation facility operational costs.

Thank You!



30 seconds of your time?

The Regional District of Nanaimo is asking users to provide their addresses for a facility use survey.

Survey results will help determine how tax contributions are shared to fund this facility.

Thank You!

Appendix B – Calculations for Cost Sharing

The body of the report provides information separately for each type of facility. However, the facility sharing agreement for Nanaimo facilities stipulates that the cost of the City’s pools and arenas be lumped together. The following figure does that.

Figure Nine
Proportion of All Nanaimo Arena Uses from Each Jurisdiction

Category of Use	Area A	Area B	Area C	Nanaimo	Lantzville	Total
Total of Pool Use	1.9	1.0	1.9	91.2	3.9	100
Total of Arena Use	5.8	1.0	2.3	86.8	4.1	100
Total of All Facility Use	3.85	1.0	2.1	89.0	4.0	100

It is important to understand that this study did not determine the total number of uses of Nanaimo pools or arenas. It simply determined the percentages of use. So, all the consultants can do to combine the two initial rows above is to calculate an average and assume that the total number of uses of arenas was similar to the total number of uses of pools. If they are not, the more accurate total percentage on the bottom row would migrate more toward the percentage in the row above that had more uses.

The only other way of approaching this problem is to calculate the net costs of pools and use the breakdown of use in the bulleted list on page six to apportion those costs and then calculate the net of arenas and use the breakdown of use in the bulleted list on page nine to apportion those costs. Then the two totals can be combined to get all sharable costs for Nanaimo recreation facilities. While this wouldn’t make much difference to the net financial contribution to Electoral Area B, it would make a significant difference to jurisdictions like Electoral Area A and the City of Nanaimo, where the percent of use of pools varies significantly from the percentage of use of arenas.